



# Pupil Attendance Policy

Adopted by Burbage Junior School on	19.01.23
Next Review Due	Autumn 2026
Chair of Governors	Date: 19.01.23
Headteacher	Date: 19.01.23

Throughout this policy the term 'parent' refers to all adults or carers with either:

- Parental Responsibility, or
- Responsibility for the day-to-day care of a pupil

This policy relates to Burbage C of E Infant School and Burbage Junior School. It is closely aligned to procedures at our main feeder secondary school.

## 1. Principles

1.1 Promoting excellent attendance is the responsibility of the whole school.

1.2 Our school will promote excellent attendance of 96% or more. Our ambition for all pupils is to have 100% attendance. Excellent attendance by pupils will be recognised appropriately. All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

1.3 Children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never advisable to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent. It is a legal requirement for parents to send their child to school. School have the right to unauthorise any absence they deem is without good reason. This decision is often based on previous attendance and advice from the Educational Welfare Officer.

1.4 This Attendance Policy includes procedural referral agreements that are designed to promote and safeguard the welfare of pupils. Burbage C of E Infant and Burbage Junior School has a **duty** to refer any child of compulsory school age to the Local Authority, who:

- Is continuously absent from school for 20 sessions (2 weeks) without good reason.
- Has irregular attendance such as, but not limited to, subject avoidance / persistent absence.
- Is persistently late to school – 10 sessions or more.
- Has an unauthorised leave of absence, as detailed in section 6.0.

1.5 Schools are required to take an Attendance Register twice a day. This shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent, every half-day absence from school has to be classified by the school, as either **Authorised** or **Unauthorised**. use the Attendance and Absence Codes in the Attendance Registers, as required by the DfE School Attendance Guidance for maintained schools, academies, independent schools and local authorities. Only school can authorise an absence, not parents. The cause of each absence is always required

1.6 **Authorised absences** are sessions away from school for a good reason, such as illness or another unavoidable cause.

1.7 **Unauthorised absences** are those which the school does not consider reasonable. This type of absence is classified as:

a. **Unauthorised absence:** for any other absence from school which has not been requested and cannot be authorised. **See Section 5.0.**

This may include:

- parents keeping children off school without good reason
- truancy during the school day
- absences which have never been properly explained
- Children who arrive at school late after registration.

b. **Unauthorised leave of absence:** for any absence from school which has been requested but not granted. **See Section 6.0**

1.8 Burbage C of E Infant and Burbage Junior School will never authorise the unilateral withdrawal of pupils, from the school, by their parents, as a result of a parental concern or complaint. Such absences can be damaging to the child's education, are unnecessary, do not allow staff to deal with the issue efficiently, and, as a consequence, will be classified as unauthorised absence.

1.9 Burbage C of E Infant and Burbage Junior School have a safeguarding duty, to all pupils, to investigate unexplained absences, as per the most recent version of Keeping Children Safe in Education statutory guidance. The school will share relevant data with the Local Authority and other relevant professionals as required.

## 2. Working together

2.1 Parents whose children are experiencing difficulties should contact the school at an early stage and work with the school to resolve any problems.

2.2 Wherever possible, the school will take action to improve a pupil's attendance and address any underlying causes of problems before requesting intervention from the Local Authority.

## 3. Expected first day of Attendance:

3.1 The school will enter pupils on the Admission Register and Attendance Register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will be attending the school. For most pupils, the expected first day of attendance is the first day of the school year.

3.2 Should a pupil fail to attend on the agreed or notified date, then the school office will establish contact with the parents to ascertain the reason for this.

## 4. Deletions from the School Admission Register:

4.1 Deletions from the Admission Register will only occur on the grounds prescribed in regulation 8 of the Education (Student Registration) (England) Regulations 2006. Burbage C of E Infant and Burbage Junior School will inform the Local Authority of all deletions from the Admission Register as stated in regulation 8 of the Education (Student Registration) (England) Regulations 2006, apart from at standard transition points.

4.2 Should a pupil meet the criteria of being deleted from the Admission Register and their whereabouts are unknown, as stated in the grounds for deleting a pupil from the school Admission Register, section 8 (1)(f) and 8 (1) (h), then the Attendance Manager will make reasonable enquiries to ascertain where the pupil is. See Appendix B, Children Missing from Education. The Local Authority will be informed of the enquiries into the whereabouts of pupils, as stated in the above criteria, and should the absence threshold be met, Burbage C of E Infant and Burbage Junior School will remove the pupil from the Admission Register. The CTF file will be retained until further advice is provided from the relevant Local Authority.

4.3 Should Burbage C of E Infant and Burbage Junior School receive a written notification from a parent, to home educate their child, the school must inform the Local Authority that the pupil is to be deleted from the Admission Register. This will not take place until a meeting has been arranged with the LA, School and Parents and permission has been gained for the child to be removed from the school Register. Burbage C of E Infant and Burbage Junior School will never seek to persuade parents to educate their child at home as a way of avoiding suspension/exclusion or because a pupil has a poor attendance record.

## 5. Monitoring of Absence Levels and Unauthorised Absence:

5.1 A member of the Senior Leadership Team has responsibility for Attendance. To ensure that each pupil has the best opportunity to succeed, Burbage C of E Infant and Burbage Junior School will monitor and respond to high levels of absence from school.

5.2 Pupils whose attendance level is below that of the school's attendance target (96%) will have their attendance reviewed at frequent intervals by the Attendance Manager. Letters/emails may be issued to parents to inform them of their child's high level of absence. Updates may be provided at Parent's Evenings. If appropriate, pupils may be spoken with directly regarding their attendance.

5.3 The Attendance Manager/Pastoral team and any other relevant member of staff will support pupils whose attendance gives cause for concern. This will involve assisting in resolving any situation which may be having an adverse effect on a pupil's attendance, including home visits and seeking advice from outside agencies. The Attendance Manager will undertake casework with pupils and, their parents where appropriate, to improve the pupil's attendance; this may include the use of an Attendance Support Contract. Casework will be completed up to the threshold where statutory action is deemed necessary where no evidence has been provided.

5.4 Where there is **persistent unauthorised absence**, the Attendance Manager will provide appropriate records to the Educational Welfare Officer and Local Authority. Should their thresholds have been met, these records will be used to help them to fulfil their statutory functions. The Local Authority has the decision on which, if any, response will be issued. Options include:

### **Fixed Penalty Notice:**

Should a Fixed Penalty Notice be issued, the fine is 'per parent/carer and per child', regardless of who applied for the leave.

The parent has 3 choices:

- i. A set fine if paid within 21 days.
- ii. An increased fine if paid after 21 days but within 28 days.
- iii. In the case of a non-payment of the fine the Notice will be withdrawn and a fast-track prosecution process will be triggered, under the provisions of section 444(1), of the Education Act 1996. If found 'guilty' this would result in a criminal record for that parent.

### **Prosecution under the Education Act 1966, s.4441:**

This includes:

- An Education Supervision Order or School Attendance Order on the child.
- A Prosecution under the 1996 Education Act, section 4441 or section 4441 (a).

Alternatively, parents or children may wish to contact the Local Authority themselves, to ask for help or information. The Local Authority is independent of the school and will give impartial advice. Their address and contact details can be found locally, or by contacting the Attendance Manager or Burbage C of E Infant and Burbage Junior School.

## **6.0 Planned Absences and Unauthorised Leave of Absence**

**6.1** Burbage C of E Infant and Burbage Junior School's Attendance Policy complies with Government regulations. Statutory guidelines state "Headteachers may not grant leave of absence during term time unless there are exceptional circumstances". Requests for leave in exceptional circumstances should be made at least 48 hours in advance of the event and in writing with specific details included such as dates, and should be addressed to the Senior Leader Responsible for Attendance, or by completion of the schools dedicated Leave of Absence Request Form (available from reception).

The Headteacher may confer with the Deputy Headteacher about whether a request for leave is to be deemed as an exceptional circumstance. If a leave of absence is granted, then it will be for a fixed period of time. Should the absence **not** be granted, but still taken, then it will be classed as **unauthorised leave of absence**. An application for a Penalty Notice, to be issued from the Local Authority, will be made for any unauthorised leave of absence lasting for 6 or more sessions in the current or previous half term.

**6.2 Unauthorised leave of absence** presents a risk of a Fixed Penalty Notice being issued. Please note that:

- A parent can receive more than one Fixed Penalty Notice per academic year;
- Burbage C of E Infant and Burbage Junior School will provide appropriate records to the Local Authority for them to fulfil their statutory functions, should the threshold of unauthorised leave of absence sessions be met.

**6.3** If a parent does not apply for leave, but we believe that the pupil has been taken on holiday, we will write to the parent to express our concern. The parent will be expected to provide contrary evidence, to be received at school by a specified date. Should the supporting documentation not be provided then the absence will be coded as **unauthorised leave of absence** and the relevant procedures will be applied.

**6.4** Retrospective approval for absence cannot be granted.

**6.5** Should a leave of absence be granted: The regulations are clear that any lateness in the return to school following the granted period, may be recorded as ***unauthorised leave of absence***.

**6.6** Any request for planned absences for a pupil to participate in a sporting or other educational activity, such as a dance or music exam, should be addressed to the Senior Leader Responsible for Attendance. Additional documentation, such as the confirmation letter, should also be included.

## **7.0 General absences**

**7.1** Parents should inform the school on each day that their child is absent. The parent needs to provide a reason for their child's absence from school. Should a reason not be received for a pupil's absence, the school will attempt to contact the parent, through first day contacting procedures, to ascertain a reason for the absence.

**7.2.** Should no reason for absence be ascertained, the Attendance Manager, or another member of staff, may complete a home visit to gain the reason for the absence. A home visit may also be completed if:

- the school receive any additional contradictory information,
- the staff are concerned about the pupil's absence,
- the absence is during the last week of a school term, even if contact has been received from parents.

**7.3** In the case of an enforced closure or dedicated / subsidised transport difficulties due to exceptional circumstances the "Y" code is used, which is not classed as an absence. This can be applied to pupils for whom getting to school is problematic due to exceptional circumstances even if the school is officially open. Ordinarily, this relates to pupils who live beyond walking distance of the school.

## **8.0 Lateness**

**8.1** All pupils should be punctual and arrive at school 5 minutes before registration: Early Years/Key Stage 1 before registration(8:55am) and Key Stage 2 from 8:45am (to partake in the Daily Mile) but before registration (8:55am).

**8.2** Those pupils who arrive after the starting time, but before the end of the Registration Period, will be issued with an 'L' code in the Attendance Register. Those arriving after the Registration Period, but before the end of the session, will be issued with a 'U' code in the Attendance Register. A U code will affect a pupil's percentage attendance.

**8.3** Burbage C of E Infant and Burbage Junior School requires late arriving pupils to sign in, using the electronic system in Reception. The reason for the lateness must be provided. Parents may be requested to assist with signing their child into school should they be a late arrival. Parents may be contacted, regarding the reason for their child's lateness, should this not have been provided.

**8.4** Burbage C of E Infant and Burbage Junior School monitors the late arrival of pupils. Persistent lateness will be monitored by the Pastoral Team who may undertake casework with pupils and their parents, to overcome any barriers, and improve punctuality.

Ultimately, continued unauthorised lateness that is coded as 'U' could result in Statutory Action being taken

by the Local Authority. **Please refer to section 5.3.**

**8.5** Pupils arriving late because of **school dedicated / subsidised transport** lateness will not be marked as late, however pupils need to ensure that they have signed in to school, in Reception.

## **9.0 Absence for Medical Appointments and Medical Evidence / Documentation**

**9.1** Burbage C of E Infant and Burbage Junior School request that wherever possible, doctor and dental appointments are made outside the school day. If this is not possible, parents are requested to contact the school and **provide the school with a copy of medical evidence**, such as the appointment card/text message or letter. No evidence of the appointment may lead to the absence being recorded as unauthorised. Pupils are **not permitted to leave the school premises without being collected and signed out** by a responsible adult, or an adult identified by the parent as being responsible. Pupils should be signed out using the electronic system in Reception and must sign in again, when returning to school following the appointment.

**9.2** A request for additional Medical Evidence / Documentation may be made if:

- A pupil has a planned prolonged absence from school
- A pupil has been absent for over 3-5 school days
- A pupil has a high level of absence and little improvement has been made
- To authorise medical appointments during the school day
- A pupil is absent, due to illness at the beginning or the end of a school term.

**9.3** Burbage C of E Infant and Burbage Junior School will accept medical evidence in the form of an appointment card or prescription, for example. The medical documentation must justify the period of absence from the school. If a medical professional states that this is an ongoing issue and sets a date to review the situation, then no further evidence will be required until the date of the review. Parents and pupils will be supported by Burbage C of E Infant and Burbage Junior School to re-engage with school once the Medical Evidence / document period has concluded.

**9.4** For pupils who are absent from school due to ongoing health needs and a medical professional has provided the required documentation, the decision about providing school work for completion at home will be made on an individual basis and in consultation with all relevant parties. If it is deemed appropriate, and with the consent of parent, the pupil's details may be forwarded to the Local Authority for consideration to be given as to whether alternative provision is required.

## **10.0 Other circumstances**

**10.1** It is not appropriate for the school to authorise absences for shopping, looking after other children, excursions etc. Leave may be granted in an emergency (e.g. bereavement).

**10.2** It is unlikely that Burbage C of E Infant and Burbage Junior School will agree with any reduction in a pupil's timetable unless additional documentation has been provided which states that this is necessary. Should a reduced or reintegration timetable be agreed then this will be for a set period of time with a review date. Any flexi-school arrangement requests must be discussed with Burbage C of E Infant and Burbage Junior School.

**10.3** The school will notify the Local Authority at regular intervals, as required by Government Guidance, of any pupils who fail to attend school regularly.

**10.4** Pupils become of Statutory School Age on the 1<sup>st</sup> September, 1<sup>st</sup> January or 1<sup>st</sup> April after their 5<sup>th</sup> Birthday. Pupils are no longer of Statutory School Age on the last Friday in June, of the Academic Year in

which they turn 16 years old.

## Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Burbage C of E Infant and Burbage Junior School Pupil Attendance Policy should be read in conjunction with the school's Attendance Procedures, shown below.

## School Attendance Procedures:

The Attendance Target for Burbage C of E Infant and Burbage Junior School is: 96%. Our ambition for all pupils is to have 100% attendance.

The People responsible for attendance at Burbage C of E Infant and Burbage Junior School are:

- Senior Leader Responsible for Attendance – Mrs Z Driver
- Attendance Manager – Mrs C Brown/Mrs J Tuitt
- SLT Responsible for Behaviour – Mrs C Barwell/Mrs P Melanaphy

To provide an explanation for your child's absence please telephone the school on:

Burbage C of E Infant School 01455 239391 or email for the attention of the Attendance Manager  
Burbage Junior School 01455 630970 or email for the attention of the Attendance Manager

Pupils arriving late should sign in at Reception.

Pupils that have an appointment during the school day, need to be signed out at Reception by a responsible adult. The responsible adult collecting the pupil should present themselves to the School Office staff.



## **APPENDIX A: Current Penalty Notice Payment Details (November 2016)**

Fixed Penalty Notice or ultimately a prosecution under the Education Act 1966, s.4441

Should a Fixed Penalty Notice be issued, the fine is 'per parent/carer and per child', regardless of who applied for the leave.

The parent has 3 choices:

- An initial fine (amount current at time of Penalty Notice) if paid within 21 days.
- An increased fine (amount current at time of Penalty Notice) if paid after 21 days but within 28 days.
- In the case of a non-payment of the fine the Notice will be withdrawn and will trigger the fast-track prosecution process under the provisions of section 444(1), of the Education Act 1996. If found 'guilty' then this would result in a criminal record for that parent.

## Appendix B: Children Missing from Education Protocol

Purpose: Further to the 2016 DFE Children Missing from Education Statutory Guidance and the subsequent Local Authorities Children Missing from Education Policy, school needs a response to clarify the steps which would be undertaken should a pupil become a *Child Missing from Education (CME)*. For the purpose of this protocol, a CME is not a pupil who is persistently absent, or one for whom it is suspected the reason for absence from school is due to unrequested holiday / leave. A CME pupil is one for who absence is spontaneous and ongoing with no contact from those with parental responsibility.

This Protocol is to be added to the school's Pupil Attendance Policy as an annex and should also be read in conjunction with the school's Safeguarding Policy. Any deletions from a School Admissions Register can only occur once the criteria in Annex A – Grounds for deleting a pupil from the school admission register (Children Missing Education - Statutory Guidance for Local Authorities – September 2016) has been reached.

Day	Who is Responsible?	Actions to be taken:
1-2	Attendance Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attempts are made to telephone/message those adults with parental responsibility and / or living with the student. Voicemails are left if the call is unanswered.</li> <li><input type="checkbox"/> Emails to those adults with parental responsibility and / or living with the student asking them to contact the school.</li> <li><input type="checkbox"/> Message sent to those adults with parental responsibility and / or living with the student asking them to contact the school.</li> <li><input type="checkbox"/> Contacts all other adults, as per the students' contact details and leaves voicemails if telephone calls go unanswered.</li> <li><input type="checkbox"/> Completes a sibling check to see if any siblings are also absent from school.</li> <li><input type="checkbox"/> Should there be additional concerns / information received, for this to be passed to the Attendance Manager.</li> </ul>
3	Attendance Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attempts to telephone all adults and other contacts again.</li> <li><input type="checkbox"/> Should these not be answered then to raise a concern on CPOMS to state that the student is absent without contact.</li> <li><input type="checkbox"/> Contact is made with the Designated Safeguarding Lead and Executive Headteacher informing them that student is absent.</li> </ul>
3-10	Attendance Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Should there be any safeguarding concerns - Immediate referral is made to First Response.</li> <li><input type="checkbox"/> Completes a discussion with Designated Safeguarding Lead regarding a home visit. Hand delivered letter asking for adult living with student to contact school as matter of urgency should there be no answer.</li> <li><input type="checkbox"/> Posts/email copy of the letter to adult asking them to contact school as a matter of urgency.</li> <li><input type="checkbox"/> Makes relevant enquiries with classmates / siblings / sibling's school / other agencies as appropriate.</li> </ul>
10	Attendance Manager	<p>Completion of the Statutory Action Request form –</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reasonable Enquiry is completed and sent to the LA.</li> </ul>
10-20	Attendance Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keeps in close communication with EWO from LA regarding ongoing progress.</li> </ul>

20	Attendance Manager	<input type="checkbox"/> Is in contact with the EWO and if student has not been located then Executive Head Teacher / Designated Safeguarding Lead / Pupil Data Officer /Attendance Officer are informed.  <input type="checkbox"/> Completed the CME.1 Referral form and emails this to CME Referrals
	SIMS Officer	<input type="checkbox"/> Creates a CTF and is uploaded on S2S database. <input type="checkbox"/> Removes student from school roll.

## APPENDIX C: Summary table of responsibilities:

### All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

## Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

## Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>

## Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>

## Support for cohorts of pupils with lower attendance than their peers

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Not applicable.	<p>Proactively use data to identify cohortswith, or at risk of, low attendance and develop strategies to supportthem.</p> <p>Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.</p>	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.



## Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

## Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Regularly monitor the attendance of children with a social worker in their area.</p> <p>Put in place personal education plans for looked-after children.</p> <p>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</p>

## Monitoring

<b>Parents:</b>	<b>Schools:</b>	<b>Academy trustees and governing bodies:</b>	<b>Local authorities:</b>
Schools regularly update parents on their child's attendance.	Ofsted considers schools' efforts to improve or sustain high attendance as part of inspections. Multi-academy trusts regularly review attendance data and support schools.	DfE Regions Group considers multi-academy trusts' efforts on attendance as part of decision making. Ofsted considers governing bodies' efforts as part of inspections.	DfE Regions Group monitors local authority efforts as part of regular interaction.