



Attendance Policy

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To be reviewed on: October 2026

Signed on behalf of the governing body: Nicola Roth

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1. Aims, Vision and Rationale

Vision Statement

Providing everyone with opportunities to thrive through faith, learning and shared goals: growing together. We foster bravery in facing challenges, celebrate teamwork and nurture a spirit of helping others.

Rationale

Idle CE (A) Primary School regards the excellent attendance of children as integral to their success.

Regular school attendance has always been important. Without it the efforts of the best teachers and the best schools will come to nothing. Education provides a means of advancement for all young people. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them in law. Irregular attendance undermines the educational process and leads to educational disadvantage. It places pupils at risk, and in some cases, it can lead to pupils being drawn into patterns of antisocial or criminal behaviour. (Department for Education)

Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(which applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)

- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

- The link governor for attendance is Stephanie Tempest-Mitchell and can be contacted via email gov.tempestmitchell@idle.bradford.sch.uk

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Assistant Headteachers to be able to do so in the Headteacher's absence
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Joe Parker (Interim Deputy Head teacher) and can be contacted via 01274 410111 or email: joe.parker@idle.bradford.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence

- Advising the headteacher/Assistant Headteachers (authorised in the headteacher's absence) when to issue fixed-penalty notices

The interim attendance officer is Amy Hoyle and can be contacted via 01274 410111 or email: amy.mitchell@idle.bradford.sch.uk.

3.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via Arbor on the same day.

3.6 School admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Attendance Officer where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Contact the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, via email (attendance@idle.bradford.sch.uk) and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Amy Hoyle Interim Attendance lead amy.mitchell@idle.bradford.sch.uk

➤ 3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not (for pupils of compulsory school age)
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 9am and ends at 3.30pm (Reception) and 3.30pm (Year 1 upwards)

Pupils must arrive in school by 9am on each school day for morning registration.

The register for the first session will be taken at 9am and will be kept open until 9.10am. The register for the second session will be taken at 12.45pm (Reception); 1.05pm (KS1) and 1.20pm (KS2).

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am, or as soon as practically possible, by contacting the school admin staff, who can be contacted via 01274 410111 or attendance@idle.bradford.sch.uk.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

School will ask for any evidence of medical appointments to authorise absence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Parents must contact the Headteacher in writing via the leave of absence form, giving reasons for absence with at least one month's notice. However, we encourage parents to make medical and dental appointments

out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may make a home visit/ contact police or child's social worker if applicable
 - Identify whether the absence is approved or not
 - In line with our safeguarding policy, any pupil known to have an Early Help Worker or a Social Worker will receive a home visit on the first day of absence.
 - Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
 - Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
 - All steps to ensure the safety of the pupil will be taken using appropriate discretion based on the needs of the pupil or family - this may include home visits or referrals to other agencies as identified
 - Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
 - Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below) as appropriate

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels via termly pupil reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview

- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The government does not give schools the freedom to allow parents to take their children out of school, only in exceptional circumstances can the headteacher grant you permission to take your child out of school. In all circumstances, it is the Head teacher who determine whether an absence is authorised or not. Approval of absence in term time is not, under any circumstances, an automatic right. Absence during term time should be discouraged at all times, but under exceptional circumstances it may be considered when:

- a. It is related to unforeseen circumstances (e.g. family bereavement).
- b. That the granting of a request should be linked with an expectation of otherwise full attendance.
- c. Only one period of absence, for a maximum of 2 days per academic year, is to be considered.

As a leave of absence will only be granted in exceptional circumstances, a leave of absence will not be granted for the purposes of a family holiday.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least four weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Parent refers to anyone that has parent responsibility e.g. step parent, guardian, grandparents

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £80 within 21 days, or £160.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with

- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

Attendance contracts are part of the stage two intervention. All information can be found on Bradford Schools Online. The contract is completed by whoever is submitting the case to legal whether that's the LA (Traded Team- Improvement Team) or school. The contract is part of the stage intervention process.

School promotes good attendance through the school newsletter where the whole school attendance is reported fortnightly and via termly pupil reports to parents which are reviewed as part of parent consultation evenings.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

As soon as you are aware that your child's attendance has become a concern, please liaise with school so that we can offer help and support. School will work with you and support you to make sure your child goes to school regularly and on time through a bespoke offer for each child. We can:

- visit you at home or make time to see you at school
- talk to you about all the problems that may be making it difficult for your child to attend school
- help you to deal with the difficulties which stop your child from going to school regularly
- put you in touch with other services, if you need more advice or support
- we may work with you to complete an Early Help Assessment

7.2 Pupils absent due to mental or physical ill health or SEND

Please see our policy *Children with health needs who cannot attend school*.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

7.3 EBSA

The school has clear processes to identify whether an attendance concern could relate to Emotional Based School Avoidance (EBSA) and these are applied consistently.

Authorised absence is also for children who staff have identified as showing early signs of EBSA as well as those who display more extended patterns.

7.4 Pupils returning to school after a lengthy or unavoidable period of absence

If a child has had a 15 day or more absence, a return to school meeting will be completed by the school's attendance team and the local authority attendance officer to identify strategies to promote a smooth return and identify any support needed to facilitate this.

8. Attendance monitoring

Attendance reports are run daily. Pupils whose attendance is becoming a concern are quickly identified. This is shared with the senior leader responsible for attendance.

Pupils whose attendance is a concern (below 95%) trigger a letter within the first stage of the attendance system. This letter informs parents that attendance is below 95%.

Pupils who have an overall attendance % of <95% are placed on a register. Measures taken to address poor attendance are recorded (CPOMS) and attendance file. The attendance of these pupils continues to be monitored.

If attendance does not improve, a second letter is sent informing parents that a referral may be made to the Local Authority Attendance Team.

If attendance falls below 90% or there are 10 unauthorised sessions (5 days) in a ten- week period, a referral will be made to the Local Authority and a fixed penalty may be issued.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)

- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including the special educational needs co-ordinator, designated safeguarding lead and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by the Headteacher. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour and Relationships policy
- Children with health needs that cannot attend school policy

Appendix 1: Attendance Codes

Attendance Codes

Authorised Codes

- / \:** Present (AM and PM)
- B:** Educated off site (NOT Dual registration)
- C:** LOA for other exceptional circumstances
- C1:** LOA for the purpose of participating in a regulated performance or undertaking employment abroad)
- C2:** LOA for compulsory school age pupil subject to part-time timetable
- D:** Dual registration with another school (Direction off site/Managed Move) **E:** Suspended or Permanently Excluded (no alternative provision made) **H:** Leave of absence agreed in advance
- I:** Illness
- J1:** LOA for and Interview for employment or at another educational establishment
- K:** Educational Activity arranged by the LA
- L:** Late (before registers closed) **M:** Medical/Dental appointments **P:** Approved sporting activity
- Q:** Unable to attend the school due to lack of access arrangements
- R:** Religious observance (authorised absence for three occurrences otherwise unauthorised)
- S:** LOA for studying for a public examination
- T:** Parent travelling for occupational purposes
- U:** Pupil attended school before the end of the session but after the register had closed
- V:** Educational visit/trip
- W:** Work experience

Unauthorised Codes

- G:** Leave of Absence not agreed in advance or more than agreed leave of absence length.
- N:** No reason yet provided for absence (reconciled at the end of each day to an authorised or unauthorised code by the Attendance Officer).
- O:** Unauthorised absence (not covered by any other code/description).

Administrative Codes:

- X:** Non-compulsory school-age pupil not required to attend
- Y1:** Unable to attend due to transport normally provided not being available
- Y2:** Unable to attend due to widespread disruption to travel.
- Y3:** Unable to attend due to part of the school premises being closed.
- Y4:** Unable to attend due to school closure.
- Y5:** Unable to attend as the pupil is in criminal justice detention.
- Y6:** Unable to attend in accordance with public health guidance or law.
- Y7:** Unable to attend because of other unavoidable causes (schools must record the nature of this)
- Z:** Pupil not yet on roll.
- #:** Attendance not expected (e.g., school holiday date/staff training day/staggered start

Appendix 3: School Intervention Thresholds (Primary)

Concern Level	Percentage Attendance	Monitoring	Intervention/Support
Excellent	98-100%	Pastoral/Attendance Staff, Senior Leaders (Pastoral)	• Praise • Follow up all unauthorised and amend Arbor • Update parents regularly
Good	95-97.99%		
Emerging Cause for concern	93-94.99%	Attendance/Pastoral Staff	• Short term targets set (100% attendance week on week) • Praise for improved attendance reset every half term. • School Letter 1 issued
Becoming a significant concern	90-92.99%	Attendance/Pastoral Staff Attendance leads ("watch list")	• Short term targets set (100% attendance week on week) • Praise for improved attendance, reset every half term. • School Letter 2 concerns letter to parents • Daily attendance report Monitoring.
Unacceptable	Below 90%	Attendance Lead Safeguarding Team DSL (particularly students below 50%)	• Short term targets set (100% attendance week on week) • Praise for improved attendance, reset every half term. • School Letter 3 concerns letter to parents • Parent meeting to generate attendance contract. • Daily attendance report monitoring • Monitoring • LA Stage 2 Enforcement Processes: Fixed Penalty Notices of two monitoring periods and possible court proceedings.
Serious safeguarding concern	Below 50%		

98-100%	95-97.99%	93-94.99%	90-92.99%	Below 90 % Below 50%
Excellent	Good	Emerging Concern	Significant Concern	Unacceptable Serious safeguarding concern
Full access to learning	Learning opportunities missed	Risk of underachievement	Severe risk of underachievement	Extreme risk of underachievement
2 days missed	7 days missed	15 school days / 3 weeks missed	20 school days / 4 weeks missed	More than 25 school days / 5 weeks missed