



Attendance and Absence Policy

Attendance and Absence Policy	Upper Nidderdale Primary Federation	
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1. Statement of intent

Improving attendance is everyone's business. 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 statutory guidance [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/781206/Working_together_to_improve_school_attendance.pdf) through our whole school 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 that 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 that pupils have the support in place to attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

The Federation's attendance officer is Mrs Nicola Wilkinson, and she can be contacted at each school via the following email address:

absence@uppernidderdalefed.school

Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

As a federation, we refer to the DfE document. "Working Together to Improve School Attendance." August 2024.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE 'Working together to improve school attendance' 2024
- DfE 'Keeping children safe in education 2025'
- DfE (2016) 'Children missing education'
- Ofsted's 2025 framework toolkit

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy

It also operates in conjunction with North Yorkshire Council – School Attendance Support Pathway – Legal (June 2023)

3. Roles and responsibilities

Attendance Team

- **Daily** – Named Daily Operational Attendance Duty Lead - Duty Lead owns the day and makes decisions in real time
- 1) Follow up calls for absences - signposting to the NHS <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> - when will children be expected back, will they be well enough to come in later that day?
- 2) Daily Duty Lead to ensure that all pupils are accounted for and the correct register codes have been used for all pupils i.e. no 'N' codes.
- 3) Daily Duty Lead to co-ordinate any home visits or communication with outside agencies (such as Social Services or the police) where pupils are not accounted for by 9.30. The Daily Duty Lead will inform the Attendance Lead about actions taken and outcomes.
- 4) Daily Duty Lead to act on any safeguarding concerns immediately, where the Daily Duty Lead is a DSL, they will act upon concerns, where the Daily Duty Lead is not a DSL, they will inform a DSL immediately.
- 5) All actions will be logged on cpoms under a 'Daily Attendance Action' tab.

6) Completing any 'Under the weather' forms and communicating with class teachers.

➤ **The Pastoral Head will:**

- 1) Conduct parent meetings to offer support for any attendance barriers – build relationships, set clear expectations and share clear, relevant facts.
- 2) Set out a communications calendar to plan messages across the year which will be tailored to the context of our pupils and families, with regard to
https://assets.publishing.service.gov.uk/media/6a284417f553ec111222183a/A_guide_for_schools_on_communicating_with_parents_about_attendance.pdf
- 3) Put support plans in place for attendance.
- 4) Record actions and outcomes → **impact**

➤ **Attendance Lead**

- 1) The Attendance Lead will have a strategies oversight of daily, weekly and half termly attendance patterns and concerns.
- 2) Weekly analysis of attendance concerns – direct Pastoral Head about attendance meetings – **priority list** to be prepared during weekly analysis of absences over the week.
- 3) Monitor PA – forensically analyse year group and pupil group attendance – plan actions and delegate actions to Pastoral Head → Attendance Lead will measure impact.
- 4) The Attendance Lead will lead on any escalation to formal and legal stages – 10 day and 20 day plans or involvement of North Yorkshire's Attendance and Enforcement Officer.
- 5) The Attendance Lead will communicate with the Attendance Team to delegate roles as well as ensuring measurable actions.
- 6) Use the DfE View Your Educational Data (VYED) to compare the school with local and national data. To plan actions from this data and measure the impact.
- 7) To track school's progress towards their Attendance Baseline Improvement Expectations (ABIE).

The governing board has overall responsibility for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, 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 Headteacher is responsible for:

- › The implementation of this policy across the federation.
- › 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 penalty notices, where necessary, and/or authorising the DHT to be able to do so
- › Working with the parents/carers 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/carers through all available channels
- › Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

Class Teachers are responsible for:

- Recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (See Appendix) and submitting this information to the school office by 9:05am and 1:10pm.
- Informing admin if a pupil arrives after the register has closed.
- Class teachers to email absence@uppernidderdalefed.school to confirm which pupils from their class are absent.
- **Creating classrooms and lessons where children feel a sense of belonging and where they want to be in school.**

School admin are responsible for;

- Ensuring that all pupils are accounted for by the times set out in this policy – including making further calls to ascertain the whereabouts of pupils not yet accounted for – confirming with class teachers that pupils have not arrived.
- Informing the Attendance Lead where a child is unaccounted for and a home visit is required.

Parents are responsible for:

- › Making sure their child attends every day and on time
- › Calling the school to report their child's absence before **8:55 am** on the day of the absence and each subsequent day of absence, and advising when they are expected to return
- › Providing the school with more than 1 emergency contact number for their child.

- Ensuring that, where possible, appointments for their child are made outside of the school day
- Keeping to any attendance contracts that they make with the school and/or local authority
- Seeking support, where necessary, for maintaining good attendance, by contacting Mrs. Wilkinson or Mrs. Fearnley.

Pupils are responsible for;

- Attending school every day on time.

4) Recording Attendance – 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.

We will also record;

- Whether the absence is authorised or not
- 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 **8:55am** and ends at **3:30pm**.

The register for the first session will be taken by 9:05am and will be kept open by admin until 9:15am. The register for the second session will be taken by 1:10pm.

5) 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 **8.55am**, or as soon as practically possible, by calling the school offices or by using the absence email.

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.

If the federation 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.

6) 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 by calling the school offices or informing us in advance by email. 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.

7) 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

8) Following up on unexplained absences

When 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 will arrange for staff to make a home visit.
- If a pupil's whereabouts still cannot be ascertained, the police will be informed.
- Identify whether the absence is approved or not.

- 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.
- Where appropriate, we will offer support to the pupil and/or their parents to improve attendance.
- We will 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, we will issue a notice to improve, penalty notice or other legal intervention through the North Yorkshire Attendance Pathway.

9) Reporting to Parents

Parents will be informed termly about their children's attendance. Letters will be sent home each term, which will let parents know which Band their child's attendance is currently in.

- *Band 1 – 97% - 100% - Green
- *Band 2 – 95% - 97% - Yellow
- *Band 3 – 90% - 95% - Amber
- *Band 4 – Under 90% - Red

This information will be taken from the DfE View Your Education Data – Assessment Data.

In this way, information is shared regularly with parents and we can celebrate good attendance as well as drawing attention to which children need to improve their attendance. Band 3 and 4 letters will use the Local Authority template with their colour coded attendance added at the top (see Appendices 3 - 6).

10) Authorised and Unauthorised Absences

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

The Executive 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 Executive Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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 8 weeks before the absence, and in accordance with any leave of absence request form, accessible via each school office. The Executive 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.
- 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.
- 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.

11) Sanctions

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

12) Penalty Notices

The Executive 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.

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).

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.

13 Supporting pupils with poor attendance

As a federation, we will make use of the full range of support and 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.

Where we have identified a pattern of poor attendance, parents will receive a letter (Appendix 7) with a follow up phone call to meet with the Attendance Team. Concerns around a pattern of poor attendance will be shared, this will

include current concerns and previous poor attendance. An agreed improvement of attendance will be made and this will be monitored by the Attendance Team. If pupils that have reached this stage are absent from school for medical reasons, the Attendance Team will ask for medical evidence.

Attendance Contracts – If the above measure is not effective, an Attendance Contract will be made. This is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

Parents cannot be compelled to enter an attendance contract, and the school cannot agree an attendance contract in a parent's absence.

Where an attendance contract would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.

Where parents fail to comply with an agreed attendance contract, the school may seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the attendance contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

12) Notice 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.

15) North Yorkshire Attendance Pathway

The Upper Nidderdale Primary Federation follow the 'School Attendance Support Pathway' set out by North Yorkshire Council (June 2023).

In accordance with the process, following the Ladder of Intervention on page 16 of the School Attendance Support pathway, we will follow their Early Intervention guidance.

*Once an attendance issue has been identified, school will offer Early Help support and support through our in-school Attendance Team.

*If there is an improvement, this will continue to be monitored until there is no longer an attendance issue.

*If there is no improvement, an initial warning letter will be issued. This will be added to the Flow Chart of Attendance procedures. (p26) This will be shared with parents, as will Information for Parent (section 2)

*There will be a 10-day monitoring period to look for improvements.

*If there is no improvement, a second letter will be sent, along with a Parenting Contract/Support Plan (p29).

*If there are no improvements in attendance, an Attendance Panel Meeting will be held and the Local Authority will become involved.

*There will then be a 20-day school monitoring period.

*If there are no improvements, a referral to the LA Attendance and Enforcement Officer will be made. This could lead to a PACE formal caution interview.

16) Strategies for Promoting Attendance

Our Family Support Worker is available to support pupils and families where poor attendance or poor punctuality has been identified.

We celebrate good attendance in collective worship and in displays in school.

We inform parents about the school's approach to promoting attendance in the monthly newsletter.

17) Supporting Pupils who are absent or refusing to attend school

Pupils who are absent due to complex barriers to attendance – The Family Support Worker will support the family by involving external agencies (such as Early Help and the Resilience Team). An Attendance Support Plan will be put in place to remove in school barriers for the pupil.

18) Supporting Pupils absent due to mental health or physical ill health

If pupils are absent due to mental or physical ill health, the Family Support Worker will work with the family, and the class teacher, to provide appropriate work and support. The federation will also engage with The Medical Education Team.

As a federation, we will refer to the DfE document 'Summary of responsibilities where a mental health issue is affecting attendance.' [Summary of responsibilities where a mental health issue is affecting attendance](#)

19) Supporting pupils returning to school after a lengthy period of absence

The Attendance Team will meet with the parents (along with the pupil) to put together a reintegration plan to support the pupil back into school. This may include a part time timetable to begin with, or work to be completed at home before return, depending on the circumstance. The Family Support Worker will engage with outside agencies to support the families.

20) Attendance Monitoring

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) at the end of each week and half term. We will also collect data half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Attendance data on the View Your Attendance Data

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.

21) Analysing attendance

The Upper Nidderdale Primary Federation will:

- Use DfE View Your Attendance Data to analyse different groups of pupils, as well as compare our attendance nationally and locally.
- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance.
- 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.
- The Attendance Team will analyse patterns in;
 - The school cohort as a whole.
 - Individual year groups.
 - Individual pupils.
 - Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
 - Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
 - Pupils at risk of PA.
 - Patterns in uses of certain codes.
 - Particular days of poor attendance.
 - Historic trends of attendance and absence.
 - Barriers to attendance.

22) Using data to improve attendance

At the Upper Nidderdale Primary Federation, we 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 teacher to facilitate discussions with pupils and families, and to the governing board and school leaders.
- 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.
- Parents have been signposted to the NHS website 'Is my Child Too Ill for School?' as a reference - <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

23) 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 federation 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 2025.
- Use Early Intervention strategies (in line with North Yorkshire Attendance) to improve attendance of pupils below 90%, with a history of poor attendance.
- 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.
- 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

24) Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library/reading nooks
 - Any outbuildings
 - The school grounds

- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

25) Training of staff

We recognise that recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Attendance CPD will take place for all staff each term.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study

		for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly	Every pupil absent as the school is closed

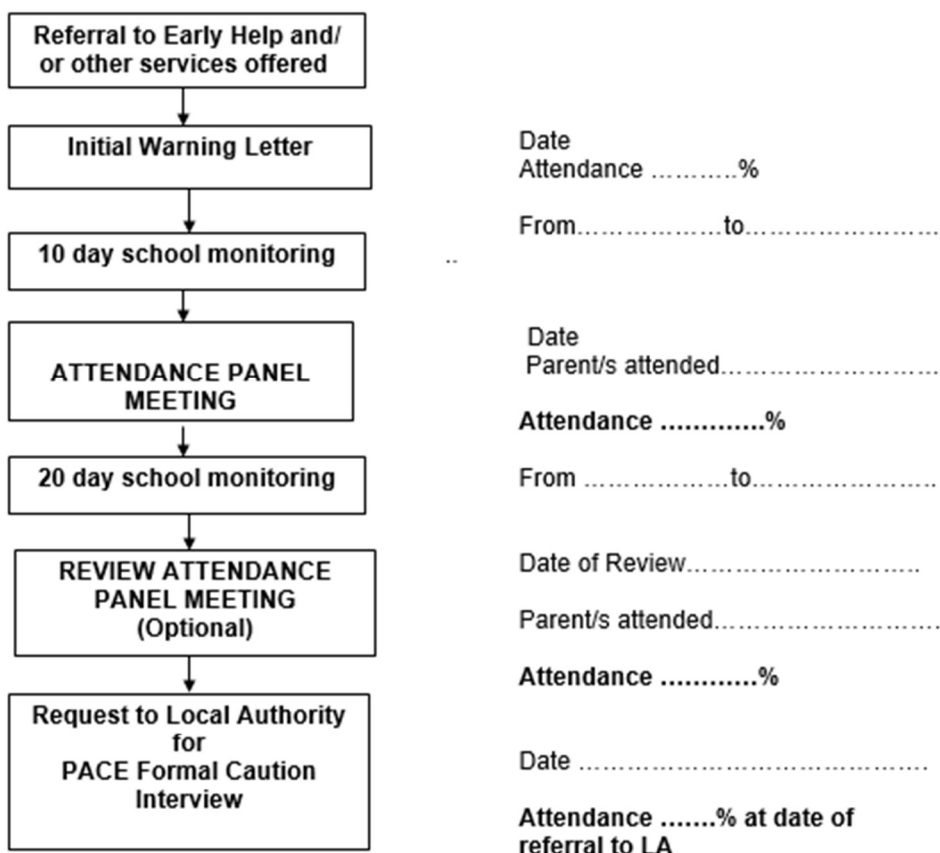
26. Appendix 2 - North Yorkshire Pathway

Flow Chart of School/LA Attendance Procedure School Name.....

Name of Child Yr Group.....

DOB.....

Name and Address of Parent the child resides
with.....



LA/Panel Decision :

No Further Action/Review Meeting	Education Supervision Order
Prosecution Education Act 1996 s444 (1,1A)	Penalty Notice Warning Letter

27. Appendix 3 – Band 1 Letter

Dear Parents/Carers,

I am writing to you to highlight the importance of your child's attendance at school and to commend you for meeting our expectations.

At Glasshouses, we strive to maintain high standards of education and personal development for all our students. To achieve this, consistent attendance is paramount. Our school policy states that a minimum attendance rate of 97% is expected. This figure has been designed to ensure that all students benefit fully from the educational opportunities available to them.

Tier 1

**I am pleased to report that your child's
attendance is %.**

Regular attendance not only enhances your child's learning experience but also fosters social skills and relationships with peers. Every day in school is crucial for retaining knowledge and ensuring a successful educational journey.

Thank you for your continued support.

Yours sincerely,

Mrs Nicola Wilkinson

Attendance Lead

28. Appendix 4 – Band 2 Letter

Dear Parents/Carers,

I am writing to you to highlight the importance of your child's attendance at school and to commend you for meeting our expectations.

At Glasshouses, we strive to maintain high standards of education and personal development for all our students. To achieve this, consistent attendance is paramount. Our school policy states that a minimum attendance rate of 97% is expected. This figure has been designed to ensure that all students benefit fully from the educational opportunities available to them.

Tier 2
Your child's attendance is %.

Regular attendance not only enhances your child's learning experience but also fosters social skills and relationships with peers. Every day in school is crucial for retaining knowledge and ensuring a successful educational journey.

Should you have any questions regarding your child's attendance or require assistance, please feel free to email our CAPSO, Jayne Fearnley, familysupportworker@uppernidderdalefed.school. Together, we can work towards ensuring that your child has the opportunity to thrive within our school community.

Thank you for your continued support.

Yours sincerely,

Mrs Nicola Wilkinson

Attendance Lead

29. Appendix 5 – Band 3 Letter

Date:

Dear Mr/Mrs/Ms

Name:

D.o.B:

Tier 3

I wish to draw your attention to the enclosed registration certificate for your child. He/she has only achieved % attendance so far this academic year. As an acceptable level of attendance is a minimum of%, (school target) the school is concerned about this level of absence.

Irregular school attendance may have a serious impact on your child's academic progress if it is allowed to continue. You, as parent(s), are legally responsible to ensure that his/her regular and punctual attendance is maintained.

We understand there may, at times, be unavoidable and genuine reasons for your child's absence. The school should be informed of this as soon as possible.

However, if your child continues to have absences from school, you may be requested to provide medical or other evidence before any further absence can be authorised. Medical evidence can be in the form of a doctor's note, appointment card or prescription.

Should you have any queries, or require further support, please do not hesitate to contact me on the above telephone number.

Yours sincerely,

Nicola Wilkinson

30. Appendix 6 – Band 4 Letter

Date:

Dear Mr/Mrs/Ms

Name:

D.o.B:

Initial Warning Letter

Tier 4

As your child's current attendance stands at%, it falls below the threshold of a persistent absentee as defined by the Department for Education (90%). The absences also include unauthorised absences under the Education (Pupil Registration) (England) Regulations 2024.

Your child's attendance will now be closely monitored by the school for the next 10 school days. Shoulds attendance continue to be of concern, it will become necessary to arrange an Attendance Panel Meeting in accordance with the next stage of the School Attendance Procedures. You will be expected to attend this meeting, bringing your child with you when requested.

Any further absence your child may have due to illness must now be supported by medical evidence before authorisation is possible by the school and it remains your responsibility to provide this evidence.

May I remind you that it is the legal duty of parents/carers to secure the regular and punctual attendance of their child at school or other educational placement.

Failure to do so is an offence under the Education Act 1996 Section 444 and, following referral to the Local Authority for statutory intervention, may be dealt with by the following:

