



'A caring Christian community where every child achieves a love of life and learning'

Luke 10: 25-37

Trust, Friendship, Respect, Forgiveness, Courage, Truthfulness

ATTENDANCE POLICY

Policy Lead Committee:

Lydney Local Academy
Committee

In consultation with: Senior
Leadership Team

Approved
by:

A handwritten signature in black ink, appearing to be 'H. C.', is written over a light blue rectangular background.

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1. Policy Summary

- 1) Regular attendance is essential for students to benefit from their education and achieve their potential. The school believes that attending school every day that it is open is crucial for students to receive the best possible education.
- 2) The school has a comprehensive attendance policy in place to promote and support good attendance. This policy includes strategies such as developing a whole school culture that values high attendance, reducing absence, regularly monitoring and analysing attendance data, and working with families to address barriers to attendance.
- 3) The roles and responsibilities for promoting good attendance are clearly defined. This includes the responsibilities of students, parents/carers, school staff, senior leadership team, class teachers, school administrators, the Local Academy Committee, the Board of Trustees, and the CEO.
- 4) The school has procedures in place for recording attendance, addressing unplanned absences, handling medical or dental appointments, managing longer absences, dealing with lateness and punctuality, and following up on absences to ensure proper safeguarding action is taken.
- 5) The school uses data to monitor and improve attendance. This includes monitoring attendance data at the school and individual pupil level, analysing attendance data to identify patterns and trends, providing regular attendance reports to teachers and school leaders, and implementing interventions to support pupils with persistent or severe absence.

2. Introduction

At Lydney C of E Primary School, we believe that pupils need to attend school regularly to benefit from their education and achieve their potential. Regular attendance means that pupils attend school each day (every day that the school is open). The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn. Our learning starts at 8:45am and the school day ends at 3:15pm.

This attendance policy sets out what is expected so that this may be achieved.

3. Aims

As a caring Christian community, we are committed to meet our obligations with regards to school attendance through our vision and values by:



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- Developing and maintaining a whole school culture and ethos that promotes the benefits of high attendance.
- Reducing absence, including persistent absence.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require support with their attendance and put in effective strategies.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families, listening to and understanding barriers to attendance and working with families to remove them.
- Offering incentives and praise for those with good attendance.

We also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons. We believe that attending school regularly (every day that the school is open) is essential in a child receiving the best possible education they can.

4. Roles and Responsibilities

4.1 Pupils should:

- Attend school every day and attend on time.

4.2 Parents/carers should:

- Make sure their child attends school every day and on time, appropriately dressed, equipped and in a fit state to learn.
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered.
- Notify the school before 8.45a.m via the study bug app or telephone., on the first day of absence from school, why their child is absent and when they are expected to return.
- Seek permission from school prior to any absence that is not medical.
- Refrain from taking their child on holiday during term-time.
- Notify school if they intend to remove their child permanently from the school for any reason.

4.3 The school will:

- Implement this attendance policy.
- Make suitable arrangements for the safe, daily reception of children.
- Be consistent in their attendance practices.
- Keep and mark registers accurately.
- Follow up any unexplained absences.
- Notify parents/carers, termly, of their child's attendance level.
- Notify the Local Authority (LA) of pupils who have poor attendance, leave school to be educated at home, go missing, are working on a part-time timetable or are excluded.



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- Notify the LA and/or the Department for Education of absence figures for the school and, where necessary, individual pupils.
- Put formal support in place in the form of an attendance contract or an education supervision order, where necessary.
- Intensify support through statutory children's social care involvement where there are safeguarding concerns.
- Work with the School Attendance Support Team to carry out termly Targeted Support Meetings, where necessary.
- Issue fixed penalty notices, where necessary.
- Celebrate good attendance and improvements in attendance with children parents and carers.

4.4 Senior Leadership Team (Senior Attendance Champions) will:

- Lead, champion and improve attendance across the school.
- Set a clear vision for improving and maintaining good attendance.
- Evaluate and monitor expectations and processes.
- Have a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitor and evaluate progress in attendance.
- Establish and maintain effective systems for tackling absence, and making sure they are followed by all staff.
- Liaise with pupils, parents/carers and external agencies, where needed.
- Build close and productive relationships with parents to discuss and tackle attendance issues.
- Create intervention or reintegration plans in partnership with pupils and their parents/carers.
- Deliver targeted intervention and support to pupils and families.

The designated senior leaders responsible for attendance is the Headteacher and Deputy Headteacher, and they can be contacted via 01595 824172 or admin@lydney.gloucs.sch.uk.

4.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes and submitting this information to the school office.

4.6 The School Administrator

- 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 SLT where appropriate, in order to provide them with more detailed support on attendance.



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4.7 The Local Academy Committee will:

- Promote the importance of school attendance across the school.
- Ensure that school leaders fulfill expectations and statutory duties.
- Monitor attendance figures for the whole school, groups and individuals regularly thorough examination of recent and historic trends.

4.8 The Board of Trustees

The Board of Trustees is responsible for:

- Recognising and promoting the importance of school attendance across the Trust's policies and ethos.
- Setting high expectations of all Trust and school leaders, staff, pupils and parents.
- Monitoring attendance figures for the whole Trust on at least a termly basis.
- Identifying and monitoring attendance patterns across the Trust's schools to identify common issues and barriers.
- Sharing effective practice on attendance management and improvement across schools.
- It also holds the Chief Executive Officer to account for the implementation of this policy.

4.9 The Chief Executive Officer

The Chief Executive Officer is responsible for:

- Ensuring the policies are implemented consistently across all Severn Federation Academy Trust schools.
- Driving attendance improvement across the Trust.
- Working with education welfare officers to tackle persistent absence.
- Monitoring school-level absence data and reporting it to Trustees.
- Sharing effective practice on attendance management and improvement across the trust, providing regular opportunities for staff from different schools to come together, learn from each other and share resources.

5. School Procedures

5.1 Attendance Register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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



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The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used.

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



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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 closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention



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Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

When the school has planned to be fully or partially closed, the code, '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

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

Every entry in the attendance register will be preserved for 6 years after the date on which the entry was made.



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Pupils must arrive in school before 8:45am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9:00am.

The register for the second session will be taken at 1:00pm and will be kept open until 1:15pm.

5.2 Unplanned Absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – Parents should notify the school office via the study bugs app or telephone before 8:45am or as soon as practically possible (see also section 6).

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide 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 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.

5.3 Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Parents should inform the school office to request any leave of absence for their child.

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.

Parents should bring details of appointments (letter from hospital, appointment cards etc.) to the school office at least 24 hours prior to the appointment. Staff will record details of the appointment on your child's record. Parents collecting pupils from school mid-session should, for safety reasons, notify the office on departure and re-arrival. If present at registration no amendment to the register is necessary. If absent at registration the register should be marked with an authorised absence mark. Again, for safety reasons, pupils should report to the office on arrival.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.



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5.4 Longer Absences

Pupils who have been absent for a long period of time will be positively welcomed back and will be helped to catch up with missed work. Friendship groups will be monitored for a period to ensure that the pupil is happily settled back into school life.

5.5 Lateness and Punctuality

A pupil who arrives late but before the register has closed (8:45am – 9:00am) will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed (9:00am) will be marked as absent, using the appropriate code.

5.6 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

After close of registration registers will be checked by the school office and a member of the senior leadership team.

Where the register shows an unexplained absence and there has been no message received at school by 8.45a.m. a phone call will be made to the parent/carer to find out the reason for absence and the date of expected return. All telephone messages will be dated and recorded in writing.

If school have been unable to make contact staff will visit the home of the pupil. If there is still no response, the absence will be recorded as unauthorised and further safeguarding procedures started.

Where the register shows 5 separate late during (8:45am – 9:00am) or after registration (9:00am) marks over a 6 week period, school will contact parents.

Where the register shows 10 separate late after registration closes (after 9am) marks over the last 10 weeks the Local Authority may issue a fixed penalty notice. A written warning of this will usually be issued, in the first instance, by the school.

Any concerns about attendance or punctuality will be referred to the head teacher who will, if necessary, contact parents/carers to try to resolve any issues. If these issues cannot be resolved and there is unauthorised absence the matter may be referred ultimately to the Education Entitlement and Exclusion Team at Shire Hall.

5.7 Part-time Timetables

Where it is in the pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs. A part-time timetable will only be in place for the



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shortest time necessary and not be treated as a long-term solution. Any part-time tables will be formally reviewed on a regular basis with the child and parents/carers.

5.8 Flexi-Schooling

Requests for flexi-schooling arrangements are at the discretion of the Headteacher. Each request will be considered on a case by case basis.

If flexi-schooling is agreed (Exceptional circumstances)

The school will work hard to maintain a smooth transition between education and home and education at school so that the child remains happy, supported and challenged.

If it appears that parents/carers are not providing a suitable education as agreed between the school and the parent, the school may ask the parent to take remedial action. If the parent declines to do so or the school is still concerned about the provision of education at home, the school may withdraw its agreement to the flexi schooling arrangement. The child would then be required to attend at school on a full-time basis.

The school will have a formal written agreement with the parents/carers about the flexi schooling arrangements so that expectations and understandings are clear for both parties.

Attendance Requirements

Before flexi-schooling commences an Attendance Agreement will be completed between school and the parents/carers stating which school days/ sessions the child will attend and how absences will be monitored and recorded. These days have to remain the same each week, unless there has been a formal meeting to make changes to the Attendance Agreement. There will be no flexibility to change these days in the event of a school trip/special event at the school.

Review & Right to Withdraw

Flexi Schooling agreements will be reviewed at least each term, or as required. The school retains the right to withdraw a Flexi-schooling agreement at any time. Further information and guidance can be found on the Gloucestershire Council Website: [Attendance and absence from school | Gloucestershire County Council](#)

5.9 Reporting to Parents

Parents will receive an attendance report termly. This will be sent out via email and with your child's end of year school report in the summer term. Should you require a copy of your child's attendance report at any time, please contact the school office.

Following October half term and then for the rest of the academic year the school will contact parents/carers of children whose attendance starts to cause concern:



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- Attendance of below 96% - the school will contact the parent/carers to alert them to this and encourage them to contact the school to see how the school can help to improve their attendance.
- Attendance of below 93% - the school will contact home raising concerns that their attendance has fallen below the schools expected standard. A further supportive meeting will be offered.
- Attendance of below 90% or where attendance has not improved from the previous meetings and letters parents/ carers will be invited to an AIM (Attendance Improvement Meeting)

For some pupils, i.e., those that have a recognised medical condition that leads to them having more time off school than other pupils, there may extenuating circumstances as to why their level of absence may be higher than other pupils. The school will work closely with parents to identify these pupils and the school's absence improvement procedures will not apply to them unless the school believes that a pupil's absence is not justified.

6. Authorised and Unauthorised Absence

6.1 Granting Approval for Term-time Absence

The headteacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Please note to have a holiday in school time because the cost is cheaper during term time, does not constitute an exceptional circumstance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils 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

6.2 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.



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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

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.

The threshold for issuing a penalty notice is 10 sessions of unauthorised absences in a rolling period of 10 school weeks. This period of 10 weeks can span different terms or school years and unauthorised sessions missed being consecutive or not.



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The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

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

7. Strategies to Support Good Attendance

To support our attendance policy we:

- Will treat attendance as a priority;
- Promote good attendance at every opportunity – at Parents evenings, at Induction, in newsletters, in worship, on the website, on notice boards etc.
- Always make contact on the first day of absence;
- Celebrate good and improved attendance;
- Set attendance targets for the school (and for each year group if necessary);
- Keep parents/carers informed of their child's attendance level;
- Make good use of attendance data by specific analysis;
- Notify the Local Academy Committee at every meeting of attendance levels;



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- Notify the Trustees at Board of Trustees meetings;
- Provide a safe, happy, stimulating environment for children where they feel valued and welcomed and that their presence in school is important.
- Access wider support services and sign post parents to these (Early Help section of school website).

7.1 Success Criteria

- Our children are regularly attending school and achieving a love of life and of learning.
- We are meeting or exceeding our attendance targets (96% or above).
- We have positive feedback from outside agencies such as Ofsted, LA etc
- Everybody is clear about what to do if a child is absent from school.

7.2 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern,
- Pupil-level absence data will be collected each term and the data shared with the Local Academy Committee, comparing it to the National data.
- Share attendance data with the DfE.

7.3 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.8 Using Data to Improve Attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.9 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school (attendance is below 90%), and severe absence is where a pupil misses 50% or more of school.



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The school will:

- Use attendance data to find patterns and trends of persistent and severe absence. Hold regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

8. Children Missing Education

Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity e.g. school, alternative provision, elective home education, and has been out of education provision for at least 4 weeks'.

CME also includes those children who are missing (family whereabouts unknown), and are usually children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address and either:

- has not taken up an allocated school place as expected,
- has 10 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

9. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Headteacher. At every review, the policy will be approved by the Local Academy Committee.

10. Links to Other Policies

This policy is linked to:

- Child Protection & Safeguarding Policy
- Behaviour Policy
- Children with health needs who cannot attend school

11. Legislation and Guidance

This policy meets the requirements of the working together to improve school attendance <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)



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- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Equality Act 2010 and the UN Convention on the Rights of the Child](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [school census](#)
 - [https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping children safe in education 2024.pdf](https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf)
 - <https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools>
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This policy is available on the school website: www.lydneycofe.co.uk/policies/. Paper copies are available on request from the School Office.