

Colmore Junior School

Attendance Policy



2026-27

Next review date: September 2027

Our Intent

At Colmore Junior school, we believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly 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 takes a whole-school approach to securing good attendance, and recognises the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, supporting pupils with medical conditions or disabilities, safeguarding, pastoral support and wellbeing, support for young carers and children with a social worker, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Intervening early and working with the LA and other relevant partners to understand and remove barriers to attendance and provide appropriate support.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents understand their legal responsibility to make sure their child receives an efficient, full-time education suitable to their age, aptitude and any special educational needs they may have, and that, where their child is registered at school, they have an additional legal duty to ensure their child attends regularly.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

Our Attendance Team

Our school's Senior Attendance Champion is Mrs. S. Harvey (AHT/DSL) and can be contacted via safeguarding@colmorej.co.uk . Our school's attendance officer is Mr. A. Hughes (Senior Learning Mentor) and can be contacted via attendance@colmorej.co.uk for day-to-day attendance queries and concerns. In addition to the designated members of staff named above, we recognise that all staff contribute to supporting and promoting good attendance. If you need more detailed support with your child's attendance please contact your child's class teacher, your year group team leader or a member of the attendance team by emailing enquiry@colmorej.co.uk

Daily attendance is supported by our office admin team members Mrs. C. Johnson & Mrs. S. Bradshaw.

Legal Framework

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

- Education Acts 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children and Young Persons Acts 1933 and 1963
- Equality Act 2010
- The Children (Performances and Activities) (England) Regulations 2014
- DfE 'Working together to improve school attendance'
- DfE 'Keeping children safe in education (KCSIE)'
- DfE 'Working together to safeguard children'
- DfE 'Children missing education'
- DfE 'Providing remote education: guidance for schools'
- DfE 'Summary table of responsibilities for school attendance'
- DfE 'Sharing daily pupil attendance data'

This policy operates in conjunction with other key school policies including the 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, Children Missing Education Policy, Home Visit Policy & Pupils with Additional Health Needs Attendance Policy

Roles & Responsibilities

Within school we have clearly defined roles and responsibilities for all stakeholders.

Pupils	• Attending school regularly and attending all required sessions and activities. • Arriving at school on time and being ready to learn. • Following any support provided by the school to improve attendance.
Parents	• Providing accurate and up-to-date contact details including more than one emergency contact number and updating the school if their details change. • The attendance of their children at school and promoting good attendance with their children • Proactively engaging with any attendance support offered by the school and following any family-based support implemented to improve attendance. • Notifying the school on the first day of an unexpected absence, providing the reason for the absence and advising when their child is expected to return. • Requesting leave of absence only in exceptional circumstances, and in advance. • Booking any medical appointments around school where possible
Staff	• Following this policy and ensuring pupils do so too. • Completing class registers every am and pm accurately as a legal obligation of the school • Fair and consistent implementation of the policy and modelling good attendance behaviour. • Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated via the DSL and CPOMS
Senior Attendance Champion	• Setting a clear vision for improving and maintaining good attendance. • Establishing and maintaining effective systems for tackling absence and ensuring these are followed by all staff. • Monitoring and analysing attendance data to identify patterns, priorities and pupils or cohorts requiring additional support. • Regularly evaluating the effectiveness of the school's attendance strategies, processes and interventions. • Working with pupils, parents, the LA and other relevant partners to remove barriers to attendance.
Attendance Officer/Team	• Monitoring attendance on a day-to-day basis and identifying unexplained or concerning absence. • Contacting parents regarding absence and following up unexplained absence in line with the school's procedures. • Maintaining accurate attendance records and supporting the

	accurate use of attendance codes. • Communicating with pupils and families about attendance and helping to identify barriers to regular attendance. • Use “Support First” guidance to work alongside parents and pupils where attendance is of concern • Escalating persistent, severe or otherwise concerning absence to the Senior Attendance Champion and supporting agreed interventions.
Governors	• Monitoring the implementation of this policy and all relevant procedures across the school. • Promoting the importance of good attendance through the school’s ethos and policies. • Ensuring 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 LA • Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate. • Ensuring attendance training forms part of the school’s continuing professional development offer for all staff, with dedicated attendance training provided to staff who have a specified attendance function. • Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals. • Regularly reviewing attendance data, including recent and historic trends, benchmarking against appropriate comparator schools and local, regional and national data, and paying particular attention to pupil cohorts that face greater barriers to attendance. • Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation. • Handling complaints regarding this policy as outlined in the school’s Complaints Procedures Policy. • Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children. • Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
Headteacher	• The day-to-day implementation and management of this policy and all relevant procedures across the school. • Monitoring absence data and reporting it to the governors • Appointing a member of the SLT as the school’s Senior Attendance Champion, with overall responsibility for championing and improving attendance. • Issuing penalty notices where appropriate, or authorising a deputy or assistant headteacher to issue them, in accordance with the National Framework for Penalty Notices and the LA’s Local Code of Conduct.

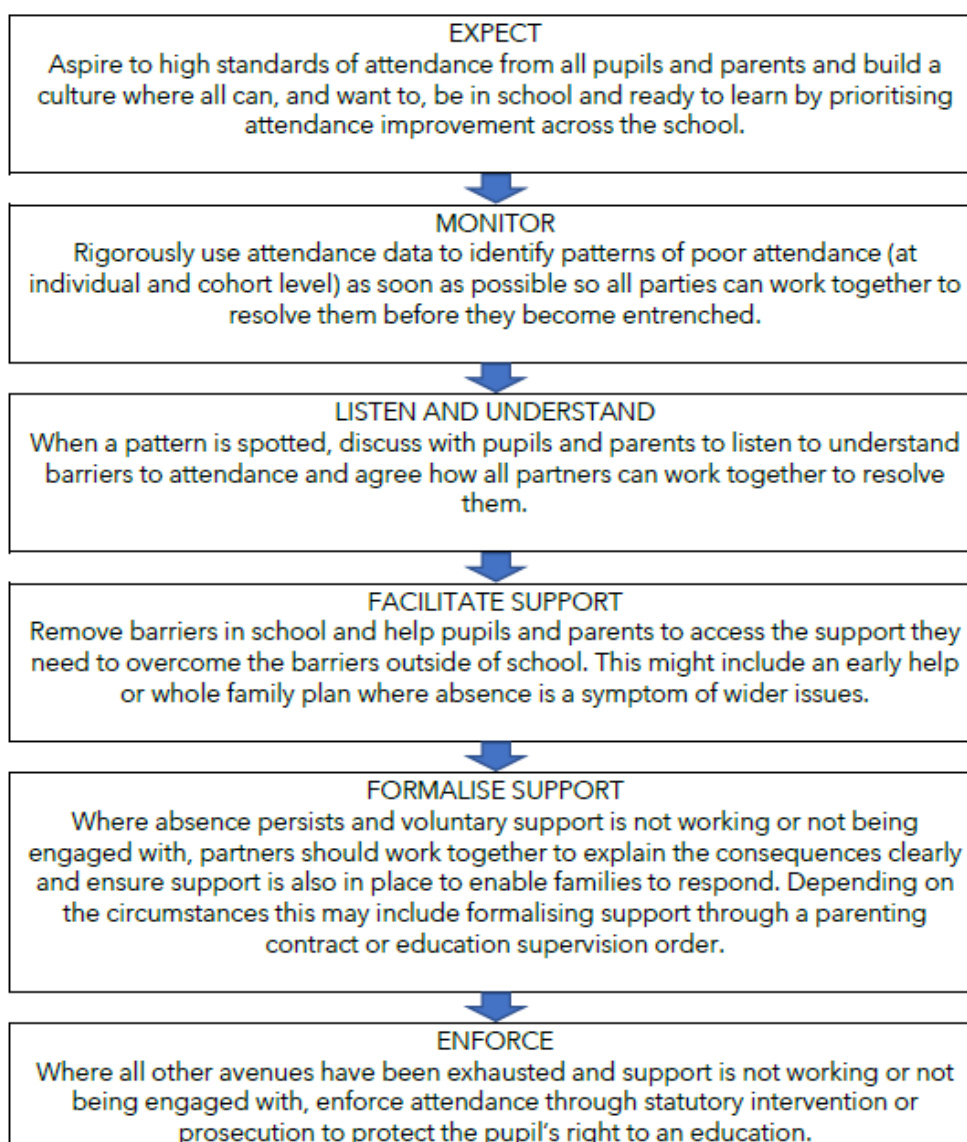
	● Sharing information and working collaboratively with the LA by notifying them where a pupil's name is added to or deleted from the school's admission register outside of standard transition times. ● Providing the LA, at the frequency agreed with the LA and no less frequently than once per calendar month, with the names and addresses of pupils of compulsory school age who fail to attend school regularly or who have been absent continuously for ten school days where their absence has been recorded using one or more of codes G, N, O and/or U. ● Providing the LA with a sickness return for any pupil of compulsory school age who is recorded with code I where there are reasonable grounds to believe the pupil will miss 15 school days consecutively or cumulatively during the school year because of sickness. ● Ensuring all parents are aware of the school's attendance expectations and procedures. ● Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence. ● Working with parents of pupils with SEND to develop specific support approaches for attendance, including where school transport is regularly being missed and where pupils with SEND face barriers within school. ● Ensuring that a pupil's social worker and/or youth offending team worker, where applicable, is informed of any unexplained absence.
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Our Expectations

We recognise the importance of attendance on pupils achieving their full potential and that this is integral to facilitate teaching and learning. We adopt the procedures of Birmingham City Council's "Support First" attendance processes developed by ELIT (Education Legal Intervention Team) in order to have clear systems in place for working with parents to improve attendance prioritising relationships with pupils & parents to offer early help and support.

https://www.birmingham.gov.uk/downloads/file/29520/support_first_school_attendance_framework_and_guidance

'Support First' reflects the model of attendance intervention outlined in 'Working together to improve school attendance' where all partners should work together to...



We ensure our policy and procedures reflect the guidance in “Working Together to improve school attendance” recognising that good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

The School Day

The school has high expectations for pupils’ attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils. Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at **8:50am**. Pupils should be in their classroom at this time, therefore, pupils will be expected to be on the school site by **8:45am**. Pupils will have a morning break at **10:10/10:30am**, which will last until **10:25/10:45am**, and a lunch break at **12:00/12:30pm**,

which will last until **1:00/1:30pm** – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers are taken as follows throughout the school day:

- Registers are marked by **9:00am**. Pupils will receive a late mark if they are not in their classroom by this time.
*[Pupils attending after **9:00am** will receive a mark to show that they were on site, but this will count as a late mark and this will show up on attendance print outs and be monitored when looking at punctuality concerns.]*
- The register closes at **9:20am**. Pupils will receive a mark of absence if they do not attend school before this time.
- After lunch, Y3 & 4 children return to class at 1:00pm and Y5 & 6 return to class at 1:30pm. Registers are marked by **1:10pm and 1:40pm respectively**. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes at **1:30pm and 2:00pm**. Pupils will receive a mark of absence if they are not present.

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

The school will actively discourage late arrival, seek explanations from parents for lateness and monitor patterns of late arrival to identify where further support or intervention may be needed.

Absence Procedures

Parents will be required to contact the school office via telephone before **9:00am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Registers close at **9:20am** (allowing 30 minutes for children to arrive). Any child without reason for non-attendance is classed as unauthorised (U).

A **telephone call** will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school. Where a parent does not respond and school does not know why the child is absent a follow up **phone call or text message** will

be sent by the office staff asking the parent to contact school and inform us of reasons for absence. Further contact is made until we receive a response as to the reason for absence.

Where a pupil is absent for more than **three** school days in a row, or more than **10** school days in one term, the pupil's parent will be expected to provide a signed letter with an explanation for the absences.

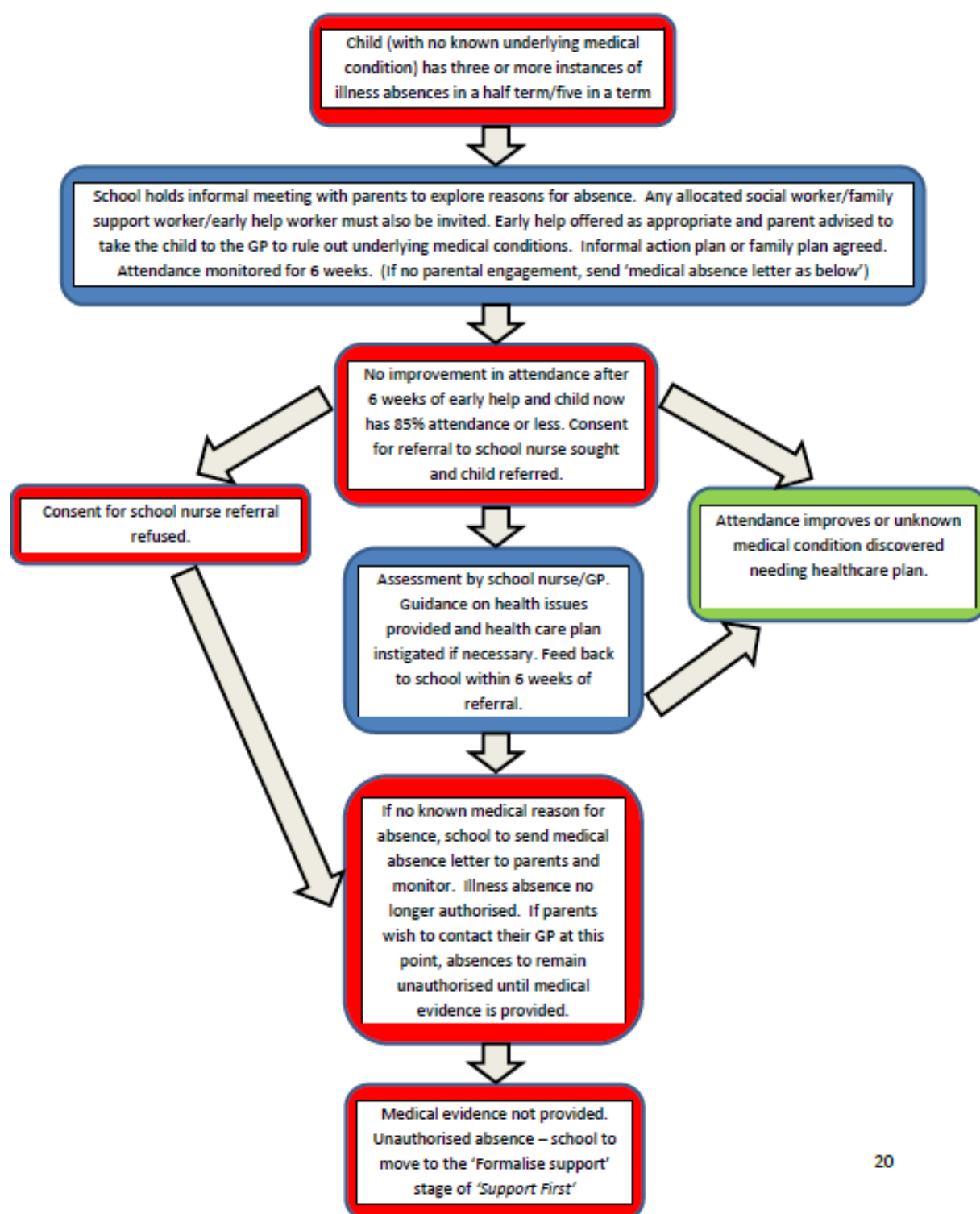
A home visit will be carried out by school staff if no contact is received from the parent on day 3 of any given absence. Where there is still no contact received by day 5, children will be referred to the CME team by the DSL. Where the school is unable to establish the reason for a pupil's absence and there are safeguarding concerns, the school will take appropriate action in line with its safeguarding procedures. The school will recognise that unexplained or prolonged absence from education can be a safeguarding warning sign.

Where a pupil's absence is at risk of becoming persistent (below 90%) or severe (below 50%), the school will work with the pupil and their parents to understand the barriers to attendance and agree appropriate actions or interventions following the guidance in BCC "Support First". The attendance officer will support the day-to-day implementation of agreed actions, with the Senior Attendance Champion overseeing the school's strategic response and escalation where required.

The school will provide the LA, at the frequency agreed with the LA and no less frequently than once per calendar month, with the names and addresses of pupils of compulsory school age who fail to attend school regularly or who have been absent continuously for ten school days where their absence has been recorded using one or more of codes G, N, O and/or U. Where a pupil does not return from a period of leave or has a continuous period of absence, the school and the school and the LA will carry out joint reasonable enquiries, where required under the School Attendance (Pupil Registration) (England) Regulations 2024, to establish the pupil's whereabouts. Where the pupil lives in a different local authority area, the School LA will liaise with the Home LA as appropriate. If, following reasonable enquiries, the pupil's name is lawfully removed from the school's admission register, the relevant LA will consider whether the pupil should be identified as a child missing education.

The school will not routinely request medical evidence where a pupil is absent due to illness. Where there is genuine and reasonable doubt about the authenticity of the illness, the school may request appropriate supporting evidence. Where a parent cannot provide evidence in the form requested but can provide other evidence, the school will take this into account. Where absence is related to illness or medical issues with no known medical conditions, the 'Frequent Illness Absence' protocol will be followed. The school will provide the LA with a sickness return for any pupil of compulsory school age who is recorded with code I where the school has reasonable grounds to believe that the pupil will miss 15 school days, consecutively or cumulatively, because of sickness. Only one sickness return will be required for a continuous period of sickness in a school year

Frequent illness absence (no known medical condition)



Attendance Registers

The school uses Arbor to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register **at the start of each school day** and **at the start of the afternoon session**, at the same time for all registered pupils.

The register will record the appropriate national attendance or absence code for every pupil, reflecting whether they are attending the school, attending an approved educational activity or other permitted provision, absent, or unable to attend in accordance with the circumstances set out in the relevant regulations.

The school will use the national attendance codes set out in Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024 to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason for absence not yet established; where the reason cannot be established within five school days, the school will amend the entry to Code O.
- X = Not required to be in school
- T = Traveller absence
- Q = Unable to attend the school because of a lack of access arrangements, in accordance with the circumstances set out in the School Attendance (Pupil Registration) (England) Regulations 2024.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person

- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

When the school has planned in advance 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.

Pupils who are not physically attending school but are receiving remote education will continue to be recorded as absent using the appropriate absence code. Remote education will only be used in accordance with the DfE’s guidance, including as a last resort where appropriate and as part of a plan to reintegrate the pupil into school.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name of the person who made the amendment. The attendance register will only routinely be amended where the reason for absence could not be established when the register was taken and it subsequently becomes necessary to correct the entry.

Every entry in the attendance register will be preserved for **six** years from the date the data was entered.

Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher. Each request will be considered individually, taking into account the specific facts and circumstances and relevant background context, as well as the best interests of the pupil and the impact on the pupil’s education. The headteacher’s decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher [in writing](#) at least [two weeks](#) prior to the proposed start date of the leave of

absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

The junior school will consult with the infant school where there are siblings both having leave requests to ensure consistency of message.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason
- For a pupil to take part in protest activity during school hours.

If parents take their child out of school during term-time without authorisation from the head teacher, they will be subject to sanctions such as penalty fines in line with BCC Support First procedures.

When considering a request, the school may take relevant factors into account, including the timing and duration of the proposed absence and the pupil's individual attendance circumstances; however, each application will be considered on its individual merits.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to request approval for their child's absence as far in advance as is practicable.

Leave for a medical or dental appointment will only be granted where an application is made in advance by a parent and the school is satisfied, based on the individual facts of the case, that exceptional circumstances justify the leave. Parents will be responsible for ensuring their child misses only the minimum amount of time necessary to attend the appointment.

Performances and activities, including paid work

The school will have the discretion to grant leave of absence during school hours for pupils to undertake employment, whether paid or unpaid, in accordance with the relevant legislation.

A leave of absence will only be given by a person who the school's proprietor has authorised to do so. That authorised person will not give a pupil leave of absence to undertake employment (whether paid or unpaid) during school hours except employment to take part in a regulated performance or regulated employment abroad as per [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#) namely:

- Where the LA has issued a licence for the pupil to take part in a performance as regulated by section 37(2) of the Children and Young Persons Act 1963.
- Where a licence is not required because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been granted by the LA in which the performance will take place, or by the Secretary of State.
- Where a Justice of the Peace has granted a licence under section 25(2) of the Children and Young Persons Act 1933 for the pupil to travel abroad for a performance or another regulated purpose.

The school will give due consideration to requests for leave of absence supported by a licence issued by a LA or a BOPA. Such requests will be treated sympathetically, provided the school is satisfied that participation in the activity will not have a detrimental impact on the pupil's education. Where a LA licence specifies the dates on which a pupil is permitted to be absent for the purpose of a performance, the school will record the absence for those dates as if a formal leave of absence has been requested and granted. In cases where a licence issued by the LA does not specify particular dates, or where the absence is supported by a BOPA or another form of exemption or licence – such as one granted by a Justice of the Peace under relevant legislation – the decision to grant leave of absence will remain at the discretion of the school.

This code will be recorded as an authorised absence for statistical purposes.

Religious observance

Parents will be expected to notify the school as far in advance as possible where their child will be absent for religious observance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

Where the relevant religious body sets apart only one day for a religious observance, only that day will be recorded using Code R. Any additional absence requested will be considered separately as a request for leave of absence in exceptional circumstances.

The school may seek advice from the religious body in question where there is doubt over the request.

Parent's travelling for occupational purposes

Where a pupil is a mobile child and their parent is travelling in the course of their trade or business, the parent will be expected to notify the school of the absence as far in advance as possible. Code T will only be used where the pupil has no fixed abode and the parent is engaged in a trade or business that requires them to travel from place to place. Occasional or short-term travel will not normally meet the requirements of this code. The school will not

routinely require evidence that a parent is travelling for occupational purposes; however, evidence may be requested where there is genuine and reasonable doubt about the authenticity of the reason given for the absence. Where a parent is travelling for occupational purposes in England, the school will support continuity of education and, where appropriate, the pupil will be expected to attend a school in the area where the parent is travelling and be dual registered at that school and their main school.

SEND & health-related absence

The school recognises that pupils with SEND and/or health conditions, including mental health conditions, may face greater barriers to attendance than their peers. The school will maintain the same high ambition for their attendance as for all other pupils, while providing additional support and reasonable adjustments where needed.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA where there are reasonable grounds to believe that a pupil of compulsory school age will miss 15 school days, consecutively or cumulatively, because of sickness, and work with the LA to support continuity of education.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.

- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Using a temporary, time-limited part-time timetable only in very exceptional circumstances where it is in the pupil's best interests, with parental agreement, regular review dates, a clear proposed end date and the aim of returning the pupil to full-time education as soon as possible. A part-time timetable will not be used to manage behaviour.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

Where a pupil subject to a part-time timetable has an EHC plan, the school will discuss the arrangement with the LA so that the pupil's support package can be reviewed as appropriate. Where the pupil has a social worker, the school will keep them informed and involved in the process.

The school will not routinely request medical evidence to support illness-related absence. Reasonable evidence may be requested where there is genuine and reasonable doubt about the authenticity of the illness, or where a pupil has prolonged or repeated illness and further information would help the school understand their needs, identify appropriate support or reasonable adjustments, or accurately record the absence. The school will not be rigid about the form of evidence requested and will consider other appropriate evidence provided by parents.

The Senior Attendance Champion will ensure that attendance data for pupils with SEND and/or long-term physical or mental health conditions is regularly monitored so that emerging patterns are identified and additional support from the LA or other partners can be accessed where necessary.

Leave during lunch times

Part-time/reduced timetables

Where children are struggling, every consideration is made to enable them to be attending regularly. We will work closely with parents and all involved professionals to ensure children aim for attendance levels at >98%. We recognise that 100% attendance should be encouraged for all pupils (ambition for all).

It is important to highlight that there is no statutory basis upon which to establish a reduced timetable. Ofsted have made it clear that this has to be in the interests of the child and not the school. All children of compulsory school age are entitled to full time education. This means that part-time/reduced timetables are essentially unlawful however, they are permissible for short term (no more than six weeks) arrangements:

Schools must also notify ELIT of any part-time/reduced timetable arrangements including updates and half termly nil returns. Guidance and an online form can be found at: [Part-time/reduced timetable notification form](#)

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

Pupils found to be missing during the school day

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 head teacher 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 head teacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - SEN spaces
 - The library
 - Any outbuildings
 - The school grounds
 - Infant buildings
- 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 **20 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 Head Teacher 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 Head Teacher 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.

Penalty notices and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will follow the next stages of BCC Support First. This could involve some or all of the following:

- Formal attendance meeting (FAM) with Attendance team and parents to complete an attendance contract
- Referral to ELIT with 10 further sessions of authorised absence post FAM and no improvement in attendance
- ELIT to issue Notice to Improve to parents
- Engaging children's social care where there are safeguarding concerns.
- ELIT to issue penalty notices / legal proceedings issued to parents

ELIT Penalty notices

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's '[Working together to improve school attendance](#)' guidance. Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 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 five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other actions such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Promoting good attendance

The school will acknowledge good attendance and punctuality in the following ways:

- **Whole Class/School incentives** Focus periods promoting 100% attendance for fixed term, celebration of class attendance, targets for groups of children across school.
- **Weekly praise in school newsletter for attendance**
- **Texts home to parents to celebrate individual achievement regarding attendance**
- **Targeted rewards for children on the PA list**
- **Class teachers celebrating attendance and punctuality within classrooms**
- **Pastoral and SEMH support**
- **Monthly attendance support leaflets for parents**

Attendance Monitoring Procedures

All parents are sent the Local Authority's attendance letter at the start of the new academic year and then a letter explaining what attendance monitoring at Colmore Junior looks like along with signposting to support for parents struggling with attendance matters.

Colmore Junior School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A review is sent to the SLT, DSL & frontline office staff by the Attendance officer detailing weekly and annual attendance to date.
2. Any attendance/punctuality trends noticed by classroom teachers are passed using CPOMS. All Support First interventions are also logged on cpoms.
3. Contact is made with parents on the first day of absence for any pupil absence not reported.

4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. Where a pupil's attendance is of concern, parents will be contacted in line with BCC Support First guidance to overall initial early help support to help return attendance to above 90/95% thresholds.
6. The pupil's attendance is monitored following the BCC Support First processes and, if attendance does not improve, the next formal steps will be taken to address concerns and improve attendance.

Persistent Absentees

Any child whose attendance falls below 90% will be considered a persistent absentee. There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school.

These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Attendance Monitoring Procedures

This policy will be reviewed **annually** by the Head Teacher. The next scheduled review date for this policy is **September 2026**. Any changes made to this policy will be communicated to all relevant stakeholders.

APPENDIX A

Escalation banding for attendance

An escalation banding is in place to monitor all pupil's attendance figures and to ascertain when, who and how we would intervene in order to improve attendance.

Attendance %	Person/s Responsible for monitoring	Action
98% - 100%	Class teachers (office staff for chasing up absences)	Daily registers completed accurately. Top attendance classes printed in the newsletter weekly. The aim is for all children to achieve about 98% attendance, allowing for one or two sickness or other authorised absences in the school year.
96% - 98%	Class teachers/Senior Learning Mentor	Teachers speak directly with parents regarding absences. Inform SLM/DSLs of any concerns linked to attendance both verbally and via CPOMS.
90% - 95%	Attendance Lead/DSLs (pre-persistent absence level)	Weekly monitoring of vulnerable children with attendance concerns and contact with Attendance Lead where attendance is slipping and EARLY HELP is required to get attendance back up to above 95%
Below 90%	Attendance Lead/SENDCo/DSLs (multi agency response including ELIT) (persistent absence level)	BCC (ELIT) Support First procedures followed including; • Early help action plans • Informal parent meetings • Medical & Illness Protocol • Helpful attendance letters – BCC • FAM meetings • Penalty notice
Below 50%	Attendance Lead/SENDCo/DSLs (persistent absence level) (severe absence level)	Multi-agency response

APPENDIX B

9. **'Support First' Quick Guide (please refer to the full guidance)**

