Eccleston Mere Primary School

Attendance Policy

Approved by:	Headteacher / Chair of Governors (signed electronically)	**Reviewed on:** October 2026
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A. Attendance Monitoring Procedures

Statement of intent

Eccleston Mere Primary School believes that good attendance is essential to facilitate teaching and learning. 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 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.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- 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 follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance lead is Mrs Sarah Cain and the school's attendance officer is Mrs Lucy Benecke. Staff, parents and pupils will be expected to contact the attendance officer or attendance lead for queries or concerns about attendance.

1. Roles and responsibilities

The governing board has overall responsibility for:

- 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 attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Reviewing attendance data.
- 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.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Child Missing Education policy in place that is regularly reviewed.
- Ensuring that staff are adequately trained regarding attendance.

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Monitoring absence data and reporting to governors.
- Requesting penalty notices from the local authority where appropriate under the national framework and the current local authority code of conduct.
- Sharing information with the LA, notifying them of any additions / deletions from the admissions register in-year.
- Appointing a senior attendance lead and assigning operational attendance responsibilities.
- 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.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- 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.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance lead is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Leading a compassionate approach when listening to parents and pupils regarding attendance.
- Enforcing attendance through statutory interventions where other support has not succeeded.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.

- Notifying the school as soon as possible when their child has to be unexpectedly absent and advising when it is expected that their child will return.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance

2. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

3. Attendance expectations

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 and they are required to be at school, for the full day.

Our school doors open at 8:50 and close at 9:00am. Any pupil who arrives at school after 9:00am, must enter via the school office where they will be signed in.

Registers will be taken as follows throughout the school day:

- The morning register will be taken at the start of the session at 9:00am. Pupils arriving after 9:00am but before the register closes at 9:30am will receive code L; arrival after registration closes will receive code U unless another absence code applies.
- The morning register will close at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by 1:00pm for infants and 1:30pm for juniors.

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

4. Absence procedures

Parents will be required to contact the school office via telephone, email or app message 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.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call, email or app message as soon as is practicable on the first day that they do not attend school.

Where a pupil's whereabouts or safety cannot be established, the DSL will assess the risk and take prompt safeguarding action, including referral to children's social care or the police where appropriate. Vulnerable pupils will receive priority follow-up; action will not be delayed until routine attendance checks are complete.

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.

Where a pupil is absent for more than two school days in a row, the pupil's parents will be expected to provide an up-to-date explanation of the absence.

Medical evidence will not routinely be requested for illness. Where there is genuine and reasonable doubt about the authenticity of an illness, the school may request appropriate evidence, accepting a range of evidence and avoiding unnecessary demands on parents or health professionals.

In cases of persistent absence, parents will be invited to speak to the attendance officer. Attendance returns will be made to the LA at the agreed frequency, no less than once per calendar month, giving the names and addresses of compulsory-school-age pupils who fail to attend regularly or have ten continuous school days of unauthorised absence. A sickness return will also be made where there are reasonable grounds to believe a pupil will miss at least 15 school days because of illness, consecutively or cumulatively in the school year.

If a pupil's attendance drops below 90 percent, the attendance officer will be informed, and a formal meeting may be arranged with the pupil's parent.

Absence does not automatically permit removal from the admission register. Before any deletion, the school must establish that every condition of the relevant ground in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 is met. For prolonged absence or failure to return following leave, this includes the applicable time period, consideration of illness or unavoidable causes, and joint reasonable enquiries with the LA into the pupil's location and circumstances. Safeguarding action and referrals will not wait for these time periods to expire.

5. Attendance register

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. This register will record whether pupils are:

- Present.
- Absent.

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:

- #=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 in exceptional circumstances
- S = Study leave
- C1=Leave of absence for participating in regulated performance or employment abroad.
- C2 = Authorised absence for a compulsory-school-age pupil on a temporary part-time timetable
- E = Excluded but no alternative provision made
- J1= Leave of absence for job or education interviews
- I = Illness
- K= Attending provision arranged by the LA
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Non-compulsory-school-age pupil not required to attend this session
- T = Parent travelling for occupational purposes: used only where the statutory conditions for a mobile child are met
- Q = Unable to attend because legally required access arrangements have not been made; used only where the statutory conditions apply.
- 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
- 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 other unavoidable cause, the nature of which must be documented by school.
- Z = Pupil not on admission register

Code # will be used for planned whole-school closures and sessions when pupils are not required to attend, in accordance with the national coding guidance. Partial or unplanned closures will be recorded using the appropriate national code for the circumstances, rather than automatically using #.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

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 and role of the person who made the amendment.

Every entry in the attendance and admission registers will be preserved for six years from the date of entry.

6. Authorising parental absence requests

Parents will be required to request an absence from school in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the discretion of the headteacher who is guided by the Education Welfare Service. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents in exceptional circumstances.

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 complete a leave of absence form 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.

Any requests for leave during term time will be considered on an individual basis. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school will not grant leaves of absence for the purposes of family holidays.

Where discretionary term-time leave is not granted, the absence will be unauthorised and may lead to a penalty notice referral. Discretionary leave cannot be granted retrospectively. Unexpected absences, including illness, will be recorded using the appropriate national code once the circumstances are established.

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 obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance.

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.

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

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.

7. SEND and health related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

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.

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

- Inform the LA as soon as it is clear that a pupil is likely to miss 15 school days or more because of illness, consecutively or cumulatively, so suitable education and support can be arranged where required.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- 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 local Early Help Assessment process.
- Using an internal or external specialist.
- Enabling a pupil to have a temporary reduced timetable.
- 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.
- A part-time timetable will be used only in very exceptional circumstances to meet an individual pupil's needs, with parental agreement, regular reviews and a clear end date for return to full-time education. It will not be used to manage behaviour. Safeguarding arrangements for sessions out of school will be agreed and the LA informed where required. Authorised non-attendance for compulsory-school-age pupils will be recorded as C2.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

8. Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision.

Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time

register at the school office. A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.

9. Truancy

Truancy means deliberate unauthorised absence from school. An unexplained absence will be investigated promptly and will not automatically be treated as truancy.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by 9:00am, where the teacher will record the attendance electronically. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If further truancy occurs, the school will consider a referral to the LA for appropriate support or enforcement, including a penalty notice where the criteria are met.
- Penalty notices are not automatic. Each case will be considered under the national framework and the current LA code of conduct, taking account of the reasons for absence, support provided or appropriate, and whether a penalty notice is the most appropriate action.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

10. 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.
- All areas of the school will be systematically searched.
- Available staff may search the immediate area outside the premises where it is safe to do so, following a risk assessment and carrying a mobile phone. Adequate supervision of other pupils will be maintained.
- Parents will be contacted promptly. The headteacher or DSL will assess the risk immediately and contact the police without delay where the child's age, vulnerability or circumstances indicate a risk of harm; there is no fixed ten-minute waiting period.
- The school will attempt to contact parents using the emergency contact numbers provided.
- Searches and attempts to contact parents and emergency contacts will continue alongside any police referral. Police contact will not be delayed until all emergency contacts or search options have been exhausted.
- 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.

11. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before/when absence becomes a concern by:
    - Regular telephone / face-to-face communication with the parents.
    - Sending letters to parents.
    - Holding School Attendance Meetings.
    - Engaging with LA attendance teams.
    - Using fixed penalty notices.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

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

- Weekly prize draw for 100% attendance
- Termly Attendance Certificates for 100% attendance during each term.
- Attendance badges for an accumulation of 100% attendance each term.

12. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, except for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

13. PA – Persistent Absence

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 regular 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 with severe absence, defined as missing 50 percent or more of their possible sessions, and will work with the LA and other partners to identify and address the wider barriers to attendance.

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.

14. 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 four weeks, the attendance officer will consider:

- Holding a formal meeting with parents and the school's Education Welfare Officer
- Working with the LA to put an attendance contract or an education supervision order in place, where appropriate.
- Engaging children's social care where there are safeguarding concerns.

Where support is appropriate but has not been engaged with or has not improved attendance, a notice to improve will normally give a final opportunity to engage and improve, with an agreed period of between three and six school weeks. A notice is not required in every case, including where support is not appropriate, such as an unauthorised term-time holiday.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

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.

The first attendance penalty notice issued to a parent for a particular child is £160, payable within 28 days, reduced to £80 if paid within 21 days. A second notice to the same parent for the same child within three years is £160 payable within 28 days, with no reduction.

A penalty notice may also be issued where an excluded pupil is present in a public place during school hours, without reasonable justification, during the first five school days of suspension or permanent exclusion. The penalty is £160 payable within 28 days, reduced to £80 if paid within 21 days. The attendance-related repeat-notice limit does not apply to these notices.

No more than two attendance penalty notices may be issued to the same parent for the same child within a rolling three-year period. If the threshold is met again within that period, the LA will consider another response, which may include prosecution.

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.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

-Requiring the parents to attend support meetings.
-Requiring the parents to attend a parenting programme.
-Requiring the parents to access support services.
-Requiring an assessment by an educational psychologist.
-Review meetings involving all parties to be held every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

Penalty notice referrals will follow the national framework and the current St Helens LA code of conduct. The LA determines whether to issue a notice. School staff will consider support and individual circumstances before referral; illness will not automatically be unauthorised because medical evidence has not been supplied.

15. Monitoring and analysing absence

The attendance officer and Education Welfare Officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a regular basis to identify patterns and trends.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local / regional or national level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

16. Training of staff

The school will 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.

The governing board will ensure that teachers and support staff receive updates in line with this policy.

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

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.

17. Deletion of names from the admission register

The school will only delete names from the admission register where every condition of a ground in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 is met. A pupil's name will never be removed for any other reason; doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

· Full name
· Address
· The full name and address of any parent the pupil normally lives with
· At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
· If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
· If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
· The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

18. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent.

Any changes made to this policy will be communicated to all relevant stakeholders.

Attendance Monitoring Procedures

Eccleston Mere Primary 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 spreadsheet is sent to the attendance lead detailing weekly and annual attendance to date.
2. Attendance is discussed by classroom teachers with pupils. Attendance/punctuality trends noticed by classroom teachers are passed immediately to the Attendance Lead, Sarah Cain.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the attendance officer daily.
4. Parents will be contacted promptly to establish the reason for any absence recorded as N. The correct code will be entered as soon as the reason is established and no later than five school days after the session. If no reason is established within five school days, N will be replaced with O. Later corrections will retain the required audit trail.
5. Pupil's attendance is shared termly with parents.
6. If a pupil's attendance falls below 90 percent, a letter is sent home explaining that the pupil's attendance is now being monitored, and the attendance officer contacts the parents to discuss this.
7. The pupil's attendance is monitored for four weeks and, if attendance does not improve after this time, parents are required to attend a School Attendance Meeting in school with our Education Welfare Officer. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer, who will then conduct a home visit.
8. Where agreed targets are not met, the school will work with Education Welfare to review barriers, support and an attendance contract where appropriate. Review periods will be agreed for the individual case. A notice to improve and any penalty notice referral will follow the national framework and LA code of conduct; a notice will not be issued automatically because a monitoring period has ended.