Matthew Arnold Primary School

Attendance and Punctuality Policy

Chair of Governors:	Shelley Pennington
Head teacher:	Louise Evans
Designated Attendance Lead:	Rachel Pender
Date of adoption:	October 2026
Date of next review:	October 2027

1.0 Introduction

Matthew Arnold Primary School recognises the link between the attendance and attainment of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within our school to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding. It is important to see our children every day and provide a safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should attend every day that the school is open. As a school we set a target for all pupils to aim for 100% attendance, with the expectation all pupils achieve at least 97%.

As a school we define regular attendance as 97% or above.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, behaviour and inclusion.

This policy demonstrates our commitment to meeting the requirements laid out in the Department for Education statutory guidance July 2026 "Working Together to Improve School Attendance"

2.0 Aims

- To provide a framework that builds strong relationships with families to ensure pupils have the support in place to attend school
- Raise the profile of attendance and punctuality amongst the school community
- Set high expectations for the attendance and punctuality of all pupils
- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below)
- Ensure every pupil has access to a full-time education
- Have clear procedures for the maintenance of accurate registration for all pupils
- Ensure a systematic approach to gathering, analysing and acting upon attendance data is in place
- Ensure there is a proactive whole school approach that embeds consistency of practice
- Promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies

3.0 Legal Framework

This policy is based on the Department for Education statutory guidance 'Working Together to Improve School Attendance July 2026"

The guidance is based on the following legislation

- The Education Act 1996
- The Children Act 1989
- The Education and Inspections Act 2006
- School Attendance Pupil (Pupil registration) (England) Regulations 2024
- Education (Penalty Notices) (England) Regulations 2007 (as amended)

4.0 Roles and Responsibilities

4.1 Governance:

The governing board is responsible for:

- Making sure leaders fulfil expectations and statutory duties
- Promoting the importance of good attendance across the school's ethos, policies and strategic priorities.
- Ensuring the school has high aspirations
- Regularly analysing attendance data and reviewing the school's performance
- Ensuring all staff receive adequate training on their role in supporting pupil attendance
- Holding the headteacher to account for the implementation of the attendance policy

4.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy
- Reporting school level performance data to governors
- Ensuring effective communication between school and the local authority
- Ensuring effective communication with parents for all pupils where there are barriers to attendance

4.3 The role of the Designated Attendance Lead - **Mrs Rachel Pender**

The designated attendance lead is responsible for:

- Leading attendance across the school.
- Promoting a whole-school culture of excellent attendance and offering a clear vision for attendance improvement.
- Ensuring all staff understand their role in improving attendance.
- Ensuring staff receive appropriate training on attendance procedures, safeguarding implications and effective family engagement.
- Regularly analysing attendance data to identify pupils and groups requiring support.
- Evaluating the effectiveness of attendance policies, procedures and interventions.
- Implementing and monitoring strategies to improve attendance and reduce persistent and severe absence.
- Coordinating targeted support and early intervention for pupils and families.
- Working with families and external agencies to identify and remove barriers to attendance.
- Working collaboratively with the local authority and other partners where appropriate to secure improved attendance outcomes

5.0 Promoting Regular Attendance

Promoting and supporting good attendance is everyone's responsibility. The school leadership, staff, pupils, parents/carers and external partners will work together to ensure that all pupils attend school regularly, benefit from their education and receive timely support to overcome any barriers to attendance.

The school will ensure that:

- There is a designated attendance lead (DAL) to lead, champion and improve attendance across the school.
- Effective systems and strategies are in place to support pupils to attend school regularly and arrive punctually.
- A calm, safe, inclusive and supportive learning environment is maintained in which pupils are eager to attend and succeed.
- An engaging, ambitious curriculum and high-quality teaching and learning are provided for all pupils.
- Attendance data is regularly monitored and analysed to identify patterns of absence and pupils who may be at risk of persistent or severe absence.
- Early intervention is implemented and pupils experiencing attendance difficulties are identified and supported at the earliest opportunity.
- Staff work collaboratively with pupils and families to understand and remove barriers to attendance through a support-first approach.
- Appropriate support is provided through school services and where necessary, in partnership with external agencies and the local authority.
- Pupils with SEND, medical conditions, mental health needs, social workers or other vulnerabilities receive additional support and reasonable adjustments where required to promote good attendance.
- We identify and monitor the attendance of pupils who are young carers and ensure appropriate support is in place.
- Effective partnerships with parents/carers are developed through regular communication, and positive engagement to improve attendance outcomes.
- Parents/carers are kept informed of their child's attendance and punctuality.
- Attendance and punctuality are promoted regularly through assemblies.
- Good attendance and punctuality are recognised and celebrated in ways that encourage positive engagement with school.
- Attendance roles and responsibilities are clearly defined, understood and consistently implemented by all staff

Attendance Rewards

Whole Class Prizes

- **'Star in your Jar'** Each class have a jar in their classroom. Each time a class has 100% attendance in a day (must be here for registration), they receive a gold star. This is announced over our school tannoy system and celebrated. The gold stars build up and equate to whole class prizes.

- An attendance trophy is awarded to the class with the best attendance at the end of every week. This is awarded during Friday assembly time.

- Positive attendance news is shared daily via our social media platform

Individual prizes

- Bronze, silver and gold awards / prizes are available for children who maintain a 100% attendance. This is a fantastic achievement and is celebrated and awarded during assembly.

- Dojo points are given for attendance / punctuality

Further attendance incentives may be used at various times of the school year based on data findings.

6.0 Safeguarding

A child not attending school, persistent lateness, or children missing from education may be considered a safeguarding issue if this places the child at risk of harm. The school will therefore follow up all unexplained and unexpected absences.

The school will work with parents/carers and relevant agencies to identify and address any safeguarding concerns or barriers to attendance. Where appropriate, attendance concerns will be considered alongside wider safeguarding risks that may be affecting a pupil's ability to attend school regularly.

To safeguard all children in our care, parents/carers must provide the school with current contact details and **at least two emergency contacts (amend for school specific requirements)** Parents/carers are expected to notify the school promptly of any changes to contact information.

More information on safeguarding and the protection of children can be found in the school's Safeguarding and Child Protection Policy.

7.0 Expectations of Parent/Carers

Parents/carers are expected to:

- Ensure their child's regular attendance at school. Parents** have a legal responsibility to secure their child's attendance at school under Section 444 of the Education Act 1996. Permitting unauthorised absence from school may constitute an offence.
- Ensure their child arrives at school punctually and is ready to learn.
- Notify the school as soon as possible if their child is going to be late.
- Arrange routine medical and dental appointments outside school hours wherever possible. Where this is not possible, evidence of the appointment should be provided to the school.
- Contact the school by **8.50am** on the first day of absence if their child is unable to attend, providing the reason for absence, the expected duration and anticipated date of return.
- Respond promptly to telephone calls, text messages or other communications regarding their child's absence to ensure appropriate safeguarding arrangements are in place.
- Contact **Mrs Pender** where attendance concerns require a more detailed or sensitive discussion.

- Ensure the school holds accurate and up-to-date contact information, including emergency contacts, and notify the school immediately of any changes. **The school requests a minimum of two emergency contacts**
- Work in partnership with the school and other agencies, where appropriate, to identify and address barriers that may affect their child's attendance.
- Submit requests for leave of absence due to exceptional circumstances in writing to the Headteacher. Requests will be considered individually in accordance with statutory guidance. Only the Headteacher can authorise such absence.
- Be aware that holidays, leisure activities, shopping trips, concerts, birthdays and similar activities are not considered to be exceptional circumstances.

7.1 If a pupil is absent, we will:

- Telephone and text parents on the first day of absence if we have not heard from them by **9am.**
- If no response is received, a member of school staff may conduct a home visit. If there are safeguarding concerns, contact will be made with the family as soon as possible.
- If a pupil's absence continues, the parent will be invited to meet the **attendance lead, Mrs Pender,** and any barriers to the child attending school can be discussed and an Attendance Support Plan put in place. This plan may include:

    - Reintegration support packages
    - Support from in-school services
    - Family Help assessment or referral to appropriate support services
    - Attendance report cards
    - Reduced timetable (if criteria met)
    - Targeted work through Education Welfare Partner

If the parent/carer does not attend the meeting in school or engage in the support that has been offered and the pupil has accrued 10 sessions of unauthorised absence in a 10 week rolling period, the parents may be issued with a Notice to Improve, in accordance with Liverpool City Council's Penalty Notice Code of Conduct.

8.0 Understanding types of Absence

As a school we must legally record the reason for all individual pupil absence. Therefore, it is important for parents to notify the school of the reason for absence on the first day a child is absent.

8.1 Authorised Absence

Authorised absence - the school accepts the explanation offered as satisfactory. If no explanation is received, absences cannot be authorised. It is the headteacher, not parents who make the decision to authorise absence from school.

The following information outlines the main circumstances where absence may be authorised by the school:

Illness
In most cases, absences related to illness, which are reported by parents following the school's absence reporting procedures will be authorised unless, the school has a genuine and reasonable concern regarding the authenticity of the illness.

The school follows the Department for Education statutory guidance 'Working Together to Improve School Attendance' 2026[1] which states, "schools may request reasonable evidence where they have a genuine and reasonable doubt about the authenticity of the illness, or when they are seeking to support pupils with prolonged or repeated patterns of illness".

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence. This may be in the form of a prescription, appointment card, or other appropriate forms of evidence. This is to ensure we provide appropriate support for the child and to be able to authorise any future medical absences. If this is the case, the school will make the parents aware of this expectation in advance.

We will not ask for medical evidence unnecessarily. In some exceptional circumstances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil's GP directly to help support the needs of the individual pupil.
If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school by the parent on the first day of absence may not be authorised.

If a child is absent for more than one day, the parent should contact the school on each day to provide an update on the child's condition, unless otherwise agreed by the school.

Mental Health and Wellbeing
Our school supports pupil mental health and wellbeing following the DfE guidance Mental health Issues affecting a child's attendance: guidance for schools 2023. Parents who have concerns about their child's mental wellbeing can contact our school's Attendance/Designated Safeguarding Lead (or other key professional in the setting) for further information on the support available.

Pupils taken ill during the school day
If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

Medical/Dental Appointments
Parents should always try to make appointments outside of school hours wherever possible. Where appointments during school time are urgent or unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day of schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation**.**

Advance notice is required for medical or dental appointments and must be supported by providing the school with sight of, or a copy of, the appointment information – only then will the absence be authorised.

Religious Observance
Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. The school will authorise absence for the day exclusively set apart for religious observance by the religious body to which the parent belongs. Any additional days before or after the observance will be considered separately, as a request for leave of absence under exceptional circumstances. Should any additional days be taken, without prior agreement, the absence may be unauthorised. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

Traveller Absence
The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require them to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss circumstances individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In such situations the child will be dual registered at that school and this school will remain their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as all other peers. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

Suspensions
If the school decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The school will follow the current DfE's statutory guidance on exclusions.

All exclusions **must** be agreed by the headteacher.

The school will notify the parent of the exclusion in writing. For children in the care of the local authority the school will notify the pupil's carer, the Section 19 Team, social worker and the Virtual School.

In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform the allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult and signed out of school. No pupil will be allowed to leave the school site without parental confirmation**.**

8.2 Unauthorised Absence

Unauthorised absence - when the school has not received a reason for absence or has not approved a child's leave of absence following a parental request.
This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily
- Truancy before or during the school day
- Absences which have not been explained
- Pupils who arrive late after the close of registration

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is an offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child.

Unauthorised absence may lead to the use of penalty notices or other legal interventions from the local authority**.** Matthew Arnold Primary School, in agreement with the Statutory School Attendance Service, may issue a Notice to Improve letter to parents (in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct) where their child has accrued 10 sessions of unauthorised absence in a 10 week rolling period. except where: leave of absence is deliberately taken in term time, without school permission, creating a period of unauthorised absence of 10 sessions or more; and it can be shown that the parent/carer understood that permission had not or would not be given. In such cases, the local authority will issue a penalty notice without a Notice to Improve period being issued

The Notice to Improve period will cover 20 school days. If the child has any unauthorised absence during this time the school will refer to the local authority requesting a penalty notice be issued.

Penalty notices are an alternative to prosecution and may not be issued if the local authority considers an Education Supervision Order or a prosecution to be a more appropriate response to a pupil's irregular attendance.

Penalty notices and prosecution proceedings are issued to each parent with responsibility for the child.

8.3 Persistent Absence

Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DfE expects schools to intervene early and offer support to prevent pupils becoming a persistent absentee (PA)

Whilst we understand that pupils can be absent from school because they are ill, sometimes a child may be reluctant to attend. If a pupil is finding it difficult to attend, or a parent/carer has concerns, it is important that contact is made with the school at the earliest opportunity to gain support and to work together to find a resolution.

Parent/Carers are asked to contact the attendance lead, Mrs Pender, in the first instance.

8.4 Severe Absence

Pupils who miss 50% or more of school are classified as being severely absent by the Department for Education (DfE) This cohort of pupils are a priority group for Matthew Arnold Primary School and additional support may be required from the local authority and partner agencies to support your child and improve their attendance. It is essential that parents work in partnership with school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

9.0 Why regular attendance is important

Any absence affects education and regular absence will seriously affect pupils' learning.
Pupils who have regular time off often find it difficult to catch up and do well.

If attendance over the school year is:	…a pupil will miss this many days:	…and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

10.0 Reduced Timetables

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Reduced timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to full-time provision as soon as possible.

Remote education will only be used where appropriate, for the shortest time possible and as part of a planned reintegration strategy. It will not be used as a substitute for full-time attendance where a pupil is able to attend school.

11. 0 Local Authority - Statutory School Attendance Service

The Statutory School Attendance Service will work with the school and provide advice to parents to support their child in overcoming any barriers in attending school. The local authority will always try to resolve any issues by working in partnership with the school and family. If a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists and the parent has refused or not engaged with support that has been offered, the local authority will be required to consider the use of penalty notices or the instigation of legal proceedings.

11.1 Penalty Notices

- Liverpool City Council (LA) on receipt of a request from Matthew Arnold Primary School, will issue a penalty notice to parents for the unauthorised absence of their child

Before issuing a penalty notice the LA will consider:

- If the national threshold for considering a penalty notice has been met, 10 sessions of unauthorised absence in a rolling 10-week period
- If appropriate support has been put in place

- If issuing a penalty notice is the best available tool to improve the attendance of the pupil
- Consideration of the obligations that the school has under the Equality Act 2010 that would make issuing a penalty notice inappropriate
- Each parent/carer who is liable can be issued with a penalty notice, but this will usually be the parent who allowed the absence
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3-year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website.

11.2 Leave of absence requests in term time

The Law does not give any entitlement to parents to take their child on holiday during term time.

At Matthew Arnold Primary School, leave in term time requests for the purpose of a holiday, will not be authorised by the school**.**

Parents will receive a penalty notice for taking unauthorised leave in term time without prior consent from school. Consent cannot be given retrospectively.

If leave of absence is deliberately taken in term time, for the purpose of a family holiday without school permission, creating a period of unauthorised absence of 10 sessions or more; and it can be shown that the parent understood that permission had not or would not be given. In such cases, the local authority will issue a penalty notice without a Notice to Improve period being issued.

Any application for leave in term time must be in only exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave. The headteacher will determine the number of school days a child can be away from school if the leave is granted.

Parents must request leave in writing. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing. Please be aware that you may be required to provide us with additional evidence to support your request.

If we have any concerns about possible safeguarding concerns, we will follow the necessary protocols.

For Children in Care, any period of leave taken without the agreement of the Virtual School Headteacher, Service Manager and Director of Children's Services, will be classed as unauthorised.

11.3 How we manage lateness

Poor punctuality is not acceptable**.** If a pupil misses the start of the day, they can miss work and late arriving pupils disrupt lessons. It can be embarrassing for the pupil arriving late and can encourage future absence.

Our school gate shuts at 8.50am. If your child misses the gate, they are late and must enter school via the school office and sign their child in the late book. Late texts are sent out via the school office to inform you of the minutes missed due to lateness.

If your child is late continuously, you will be invited in for a meeting with the DAL, to discuss any support school can offer to improve punctuality.

If punctuality still does not improve you may be referred to Education Welfare Services.

The school day starts and registers are taken at **9** am. Pupils will receive a late mark if they are not in their class by that time. School recommends that pupils arrive by **8.50** am. Gates open at **8.40am.** Afternoon registration is taken at **1.00** pm. Pupils will receive a late mark if they are not in class when the register is taken.

- If a pupil arrives late for school parents will receive a text message/telephone call to inform them of their child's late arrival.

- Late arrival to school following the close of registers is classified as an absence (Code U). If a pupil is persistently late after the official closure of the register and there are no barriers preventing the child from arriving on time, the school following a Notice to Improve period, may request the local authority issue a penalty notice.

- The official close of morning registration is 9 am. For afternoon registration the registers will officially close at 1 pm

If a parent has any problem getting their child to attend school on time, they should contact the attendance lead, Mrs Pender, who will offer support to resolve the situation.

12.0 People responsible for attendance at Matthew Arnold Primary School

All school staff, parents and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

(See Appendix- 1 Key contact List)

13.0 Removal from Roll

The School Attendance (Pupil Registration) (England) Regulations 2024 require all schools to inform the local authority in ***every*** circumstance when deleting a pupil's name from the admission register. Inform the local authority of the pupil's destination school and home address if the pupil is moving to a new school.

All schools must complete an Exit form and submit to **CME@liverpool.gov.uk**

All schools must provide information to the local authority when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Provide the attendance officer with comprehensive information about their plans, including, any date of a move, new address and telephone numbers, your child's new school and the start date when known. This should be submitted to school in writing.

- If a pupil leaves and we do not have the above information, then your child may be considered a child missing in education. This requires schools and local authorities to carry out investigations to try to locate your child, which may include liaising with Children's Services, the Police and other agencies. By providing the above information, these investigations can be avoided.

Appendix 1

Key Contacts

School Attendance Lead:

Name: Rachel Pender

Telephone number: 0151 539 0300 Email: admin@matthewarnold.co.uk

School Attendance contact in office:

Name: Keili Lonergan

Telephone number: 0151 539 0300 Email: admin@matthewarnold.co.uk

SENDCO:

Name: Jennifer West

Telephone number: 0151 539 0300 Email: admin@matthewarnold.co.uk

Appendix 2 –

Attendance and Punctuality Roles and Responsibilities Guidance

When	Whom	Actions Expected
DAILY	**Pupils**	● Arrive on school site by 8.50 am ● Be in class on time for registration at 9 am
	Class Teacher	● Registers are completed on the MIS system each day on time ● Ensure attendance has a high profile in class ● Discuss absence with pupils returning to school
	Admin	● Ensuring staff have completed AM/PM registers ● Ensuring input of accurate attendance coding in the register via MIS ● Identify pupils who are absent from school without reason (before xxxx) ● Log on MIS, parental voicemails, text messages and emails regarding student absences ● Ensure all late arriving pupils are spoken to and their attendance is entered on to MIS ● MIS messages sent to parent/carers who have failed to contact the school regarding their child's absence ● First day absence phone contact with parents, following up unexplained absences where no text message/phone call has been returned. ● SLT and class/form teachers contacted with specific attendance queries and necessary follow ups required ● Supporting staff with registration queries, support the interventions of the class teachers. ● Logging attendance of all pupils going out /in school for medical, dental or visits ● Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the first day contact systems. ● Daily Late process, log and send actions for relevant staff. ● Daily Attendance SA/PA report sent to DAL for attendance.
	EWP / School Attendance Officer	● Safeguarding home visits as required. ● Focused casework interventions with SA/PA pupils and families. ● Phone call contact with pupils/parent/carers ● Home visits ● Tracking of actions and interventions and feedback to pastoral staff.
	Designated Attendance Lead	● Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. ● Liaison with EWP/School Attendance Officer, Pastoral staff and Curriculum Leaders regarding support work with identified pupils.

When	Whom	Actions Expected
WEEKLY	**Class teacher**	● Ensure all members of the class know the school target and their current attendance ● Monitor/follow up identified pupil absence by contacting parent/carers where appropriate. ● Update information on attendance displays

	Pastoral Staff	● Informing SLT and EWP/School Attendance Officer of pupil patterns of absence. ● Provide weekly pupil attendance figures for DAL for attendance, class teachers and pupil rewards ● Discuss punctuality issues with identified pupils and parent/carers ● Pupil rewards ● Provide weekly punctuality data for the DAL for attendance, class teacher and pupils
	Curriculum Leader	● Organise support for pupils to catch up on missed work due to prolonged absence
	Designated Attendance Lead	● Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. ● Liaison with EWP/School Attendance Officer, pastoral staff and curriculum leaders regarding support work with identified pupils ● Determine priority actions for the following week ● Analyse attendance data and inform all school staff, including individual class data analysis

When	Whom	Actions Expected
HALF TERMLY	**Designated Attendance Lead**	● Maintain a high profile of attendance as a significant contributor to pupil achievement ● Use attendance data to identify and act to improve the attendance of vulnerable pupils ● Ensure that all teaching staff focus on attendance in planning and pedagogy ● Determine priority actions for the next half term ● Produce half termly data report for Governors

TERMLY	**Designated Attendance Lead**	● The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those attending off site provision ● School attendance review alongside the Statutory School Attendance Officer ● Ensure attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance ● Ensure that the attendance policy is implemented across the school and systems are operating effectively ● Report to SLT on attendance matters ● Ensure school prospectus, parent/carers welcome booklet and school newsletters, promote attendance ● Ensure attendance features at all parents' evenings ● Determine priority actions for the next term
	Headteacher	● Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors