Xavier Catholic Education Trust

Attendance Policy

This policy has been approved and adopted by the Xavier Catholic Education Trust in October 2026

Committee Responsible: Audit and Risk Committee
To be reviewed in October 2027

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on **Working together to improve school attendance: July 2026.** We aim to achieve this through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance Working together to improve school attendance: July 2026 and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 7 of the Education and Inspections Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Equality Act 2010

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- Ofsted's 2025 framework toolkit

3. Roles and responsibilities

3.1 The Trust Board

The Trust board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and supports pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Board of Trustees for Xavier Trust- Sharing effective practice on attendance management and improvement across schools

3.2 The Local Governing Committee

- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and supports pupils' individual needs
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Holding the headteacher to account for the implementation of this policy

3.3 The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

- Requesting Penalty Notices, where necessary, and/or authorising a member of the Leadership team to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Sharing information from the school register with the local authority, including:
- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.4 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Carmel Martin and can be contacted by email, head@stannes-chertsey.surrey.sch.uk.

3.5 The attendance administrator

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher
- Working with Surrey Attendance Service Officers and Local Authority colleagues to tackle persistent absence.

- Advising the Headteacher when to issue Penalty Notices

The attendance/home school link worker is Mrs Niamh Burke and can be contacted via hslw@stannes-chertsey.surrey.sch.uk.

3.6 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office by 8.50am (morning session) and 1.15pm (afternoon session).

3.7 School Admin/Office Staff

School admin/office staff will:

- Review messages on the Arbor Parent Portal and take calls from parents/carers about absences on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Headteacher, Deputy Headteacher or Home School Link Worker where appropriate, in order to provide them with more detailed support on attendance

3.8 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 2 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the Home School Link Worker who can be contacted via hslw@stannes-chertsey.surrey.sch.uk.

3.9 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will be marked, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present

- Attending a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity where a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.
The school day starts at 8.50am and finishes at 3.00pm for EYFS, 3.05pm for KS1 and 3.15pm for KS2.

Pupils must arrive at school by 8.50am each school day.

The register for the first session will be taken at 8.50am and will remain open until 9.25am.
The register for the second session will be taken at 1.15pm.

4.2 Unplanned absence

The parent/carer of the pupil must notify the school of the reason for the absence on the first day of an unplanned absence by 8.45am or as soon as practically possible, by recording the absence and reason via Arbor. If Arbor is unavailable please contact the School Office by phone.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where there are doubts about the authenticity of the illness, or there is a prolonged illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form to support the absence. We will not ask for medical evidence unnecessarily.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment by emailing the appointment confirmation to absence@stannes-chertsey.surrey.sch.uk.

Where possible, the pupil should:

- Be out of school for the minimum amount of time necessary, and attend school before/after their appointment
- Wear school uniform to their appointment, to make it easier to return to school afterwards

However, we encourage parents to make medical and dental appointments out of school hours where possible.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

Registration is taken at 8.50am. Pupils arriving between 8.50am and 8.55am will be recorded as present. Pupils arriving after 8.55am but before 9.05am will be recorded using the appropriate attendance code 'L' (Late). The register closes at 9.25am. Pupils arriving after this time will be recorded using the appropriate attendance code 'U' (Late after the register has closed), which is recorded as an unauthorised absence for the session.

Where a pupil arrives late due to a medical appointment, the appropriate attendance code will be used, provided that evidence of the appointment has been supplied where requested.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without explanation, the school will follow its first-day response procedures to ensure the pupil's safety and wellbeing.

A text message will be sent to the parent/carer on the morning of the absence. If no response is received by 9.30am, the school will telephone the parent/carer. If the absence remains unexplained by 10.00am, an email will be sent. If contact has still not been established by 10.30am, emergency contacts will be called.

Where all attempts to establish contact have been unsuccessful, the Safeguarding Compliance Director may initiate further welfare enquiries, including a home visit, a request for a welfare check, or referral to external agencies, as appropriate.

Once the reason for the absence has been established, the school will:

- Determine whether the absence should be authorised or unauthorised
- Record the appropriate attendance code as soon as the reason for absence is known, and no later than 5 working days after the session(s) concerned
- Continue to make appropriate contact with parents/carers where an absence remains unexplained, ensuring that safeguarding concerns are addressed promptly
- Notify the pupil's Youth Offending Team Officer where relevant
- Offer support to the pupil and their family where attendance concerns are identified
- Consider whether support from wider agencies or external partners is required and make referrals where appropriate
- Where support is not appropriate, has not been successful, or has not been engaged with, consider further action in line with Section 7 of this policy, including a Notice to Improve, Penalty Notice referral or other legal intervention

4.6 Reporting to parents

Parents can view their child's attendance record at any time on Arbor. The school regularly monitors pupils' attendance and punctuality levels and where a pupil's attendance becomes a concern, parents/carers will be informed and appropriate support and intervention strategies will be implemented.

Staff grade attendance and punctuality on the mid-term report sent to parents/carers in February. Parents also get their child's full attendance record with their end of year report.

5. Authorised absence

5.1 Approval for term-time absence

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Any request for a leave of absence during term time will be considered by the Headteacher on an individual basis, taking into account the specific facts, circumstances and context of each request.

A leave of absence will only be authorised where the Headteacher is satisfied that exceptional circumstances apply. Where a request is approved, the Headteacher will determine the length of time the pupil is authorised to be absent.

As leave of absence is only granted in exceptional circumstances, requests for family holidays during term time are unlikely to be authorised.

Requests for leave of absence should be submitted as soon as they are anticipated and, wherever possible, at least two weeks before the proposed absence, using the school's Leave of Absence Request Form available on the school website. The Headteacher may require supporting evidence when considering a request. This may include appointment letters, confirmation of exceptional circumstances or travel documentation where relevant.

5.2 Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart for religious observance. Pupils should attend school on the days surrounding those set apart for religious observance

- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

5.3 Absences from school (which are not classified as absences),
The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

6 Strategies for promoting attendance

We are committed to promoting excellent attendance and helping every pupil achieve their full potential. Regular attendance enables pupils to access the full curriculum, develop positive relationships, build confidence and make the best possible progress in their learning.

The school recognises and celebrates good attendance. Pupils who achieve the school's attendance target will receive recognition through our attendance reward system, including certificates awarded at the end of each term. Pupils who achieve 100% attendance throughout the academic year will also be recognised and celebrated at the end of the summer term.

7. Supporting pupils with poor attendance

Our school will make use of the full range of support and potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

7.1 Attendance contract

We use attendance contracts as a form of attendance support.

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school. An attendance contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.

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

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

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

7.2 Education Supervision Order

In cases where voluntary early help plans and attendance contracts have been unsuccessful; we may work with the Local Authority to issue an Education Supervision Order. If an Education Supervision Order is considered, the Local Authority will inform the parent(s) in writing and will set up a meeting.

An Education Supervision Order is a formal intervention but **not** criminal prosecution.

An Education Supervision Order initially lasts for one year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the Education Supervision Order, they may be liable to a fine of up to £1,000 upon conviction.

7.3 Notice to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a Notice to Improve to give parents a final chance to engage with support.

A Notice to Improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

It will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support or to access previously provided support that was not engaged with
    - A clear warning that a Penalty Notice may be issued, or prosecution considered, if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

7.4 Penalty Notices

The school is committed to working proactively with pupils, parents/carers and external agencies to identify and address barriers to attendance. Where attendance concerns arise, support will normally be offered before legal intervention is considered. However, where support has not secured the required improvement, is not engaged with, or is not appropriate, the school may request that Surrey County Council consider issuing a Penalty Notice.

The Surrey Attendance Service, acting on behalf of Surrey County Council, may issue a Penalty Notice as an alternative to prosecution for a parent's failure to ensure their child's regular attendance at school.

Before requesting a Penalty Notice, the school will consider the individual circumstances of the case, including:

- Whether the national threshold for considering a Penalty Notice has been met (10 sessions of unauthorised absence within a rolling period of 10 school weeks).
- Whether appropriate support has been offered and/or engaged with.
- Whether a Notice to Improve or another legal intervention would be a more appropriate response.
- Whether a Penalty Notice is likely to improve attendance.
- Whether any obligations under the Equality Act 2010 make issuing a Penalty Notice inappropriate.

A Penalty Notice may be considered in the following circumstances:

- A pupil has incurred 10 or more sessions of unauthorised absence during a rolling period of 10 school weeks.
- A pupil has been taken out of school during term time for 10 sessions or more without the authorisation of the Headteacher.
- A pupil has been identified during a truancy patrol operation and has incurred unauthorised absence.
- A parent has failed to ensure that their child is not present in a public place without reasonable justification during the first five days of a suspension or exclusion, as required by Section 103 of the Education and Inspections Act 2006.

Unauthorised absence includes absence without an accepted reason and arrival at school after the close of registration without a valid reason.

In cases of unauthorised absence, parents will normally receive a **Notice to Improve** in accordance with Surrey County Council's Code of Conduct and the national framework for Penalty Notices. The Notice to Improve provides parents with an opportunity to engage with support and improve attendance within a specified period before further enforcement action is considered.

In cases of unauthorised term-time leave of absence, where parents have already been informed that the absence will not be authorised, a Penalty Notice may be requested without a Notice to Improve being issued first.

Amount Payable Under a Penalty Notice

In accordance with The Education (Penalty Notices) (England) (Amendment) Regulations 2024:

First Penalty Notice - Where a parent has not previously been issued with a Penalty Notice in relation to the same child since 19 August 2024, the Penalty Notice will be charged at:

- £80 if paid within 21 days of receipt; or
- £160 if paid within 28 days of receipt.

Failure to pay may result in Surrey County Council considering legal proceedings in the Magistrates' Court.

Second Penalty Notice - Where a parent has previously been issued with a Penalty Notice in relation to the same child within a rolling three-year period from the date of the first notice, a second Penalty Notice will be charged at:

- £160 if paid within 28 days.

No discounted rate applies to a second Penalty Notice.

Failure to pay may result in Surrey County Council considering legal proceedings in the Magistrates' Court.

Third Occasion Within Three Years - A third Penalty Notice cannot be issued to the same parent in respect of the same child within three years of the date of the first Penalty Notice.

Where the threshold is met for a third time within this period, Surrey County Council will consider alternative legal action, including prosecution under Section 444 of the Education Act 1996.

The payment of all Penalty Notices must be made directly to Surrey County Council.

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

The Home School Link Worker (HSLW) and Attendance Officer review attendance data weekly to identify trends, persistent absence and emerging concerns. The school also meets regularly with Surrey Inclusion Officers to review cases and consider appropriate support strategies.

8.2 Pupils absent due to mental or physical ill health

Parents are encouraged to consult NHS guidance, '*Is my child too ill for school?'*, when deciding whether their child is well enough to attend school.

8.3 Pupils absent due to other barriers to attendance

If a child is absent due to mental or physical ill health or because of barriers associated with SEND, the school will work collaboratively with parents/carers and relevant professionals to identify barriers to attendance and agree appropriate support. A Team Around the Family (TAF) meeting may be convened and an Attendance Support Plan developed and reviewed regularly, normally every six weeks. Support may involve external agencies including Surrey Inclusion, School Nursing, CAMHS and Children's Services where appropriate.

Part of Ofsted's criteria for 'expected standard' for attendance and behaviour says that any reasonable adjustments and/or interventions should be timely and appropriate, well-chosen and targeted.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

8.4 Pupils returning to school after a lengthy or unavoidable period of absence

Prior to the child coming back to school, a meeting will be held with all relevant parties (class teacher, HSLW, SENDCO) including the child if appropriate. This will be to establish what support is needed to make the return to school as smooth as possible. Support may include a phased return, a buddy meeting them for the first few days, an allocated member of staff who will check in with them regularly. A plan can be established and shared with all relevant members of staff.

8.5 Prolonged absence for children in EYFS

In cases of prolonged absence, or where a child is absent without explanation, the school will make reasonable attempts to contact parents/carers and emergency contacts to establish the reason for the absence and ensure the child's welfare.

When determining whether an absence should be considered prolonged, the school will take into account:

- Patterns and trends in the child's attendance and absence
- The child's individual circumstances and known vulnerabilities
- Any safeguarding concerns
- The circumstances of the child's family and home environment

As children in the Early Years Foundation Stage are particularly vulnerable, concerns about a child's welfare will be responded to promptly. Where concerns remain, the school will follow its safeguarding procedures as set out in the Child Protection and Safeguarding Policy. This may include making a referral to Children's Social Care, requesting a welfare check, or seeking support from other relevant agencies, where appropriate.

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy) and refer any concerns to local children's social care and/or request a police welfare check.

9 Attendance Monitoring

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the Trust board.

9.1 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

9.2 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the local governing committee and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

9.3 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
    - Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
    - Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
    - Implement sanctions, where necessary (see section 5.2, above)
    - Our Home School Link Worker will foster positive and supportive relationships between home and school, helping to identify attendance barriers at an early stage and working collaboratively with families to secure improvements in attendance.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum yearly by Xavier Catholic Education Trust.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting children with medical conditions
- Mental Health and Wellbeing Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration

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

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

Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		

Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays