



Attendance Policy

Policy Owner	Director of Performance Head of Attendance & Admissions
Approved by	• N McCartney CEO • Education Standards Committee
Last reviewed on	June 2026
Next review date	September 2027



Contents

1.	Aims:	4
2.	Legislation:	6
3.	Roles and responsibilities:	6
Key Contacts		6
1.	School Principal/Headteacher/Senior attendance champion	7
2.	Attendance Officer/Attendance Coordinator	7
3.	Classroom Teachers	7
4.	Head of Year/Year Group Leader.....	8
5.	Student Support Services; including safeguarding teams.....	8
6.	School Secretary/Admin Staff	8
7.	Special Educational Needs Coordinator (SENCO)	8
8.	Families	9
9.	Governing Body/School Board	9
10.	External Partners and Community Agencies	9
4.	Support and Interventions:	9
	Step 1: Universal Interventions	10
	Step 2: Targeted Interventions	10
	Step 3: Intensive Interventions	10
5.	Recording attendance:	12
	Attendance Register	12
	Formal Attendance Recording.....	12
	Recording Absences.....	13
	Lateness and Early Departures.....	13
	Communication with Families.....	13
	Attendance Reports	13
	Confidentiality and Data Security	13
6.	Training and Support.....	14
7.	Procedures for Recording Attendance	14
8.	Unplanned absence	15
9.	Planned absence.....	15
10.	Lateness and punctuality	16
11.	Approval for term-time absence.....	17
12.	Legal sanctions	18
13.	Penalty notices	18
14.	Notices to improve.....	19
15.	Reducing persistent and severe absence	21
16.	Alternative Provision.....	22
Appendix 1: DFE attendance codes		23
Appendix 2 – Graduated Response		27



Appendix 3- Strategies for Promoting attendance:	31
1. Create a Positive School Climate	31
2. Clear Communication of Expectations	31
3. Recognition and Incentives	31
4. Family and Community Engagement	31
5. Early Identification and Intervention	31
6. Student Support Services	31
7. Engaging Curriculum and Instruction	32
8. Addressing Barriers to Attendance	32
9. Professional Development for Staff	32
10. Use of Technology	32
11. Celebrating Attendance Milestones	32
12. Support for Special Populations	32
Example of a Comprehensive Attendance Improvement Program:	32



