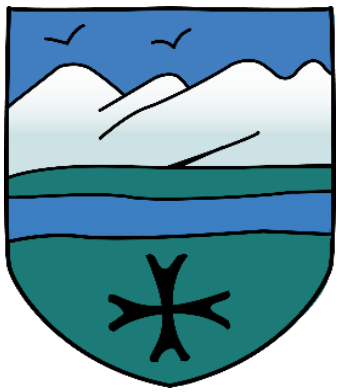
Westmorland & Furness Council



Temple Sowerby CE Primary School

Attendance policy

Attendance Lead:	Zoey Slack - Headteacher
Attendance Governor:	Hannah Cleasby
Date of issue:	1st October 2026
Date of review:	1st September 2027
Date policy ratified by the Governing Body	22nd Oct 2026

Inclusion and Access to Education, Education and Inclusion, Children's Services,
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1. Introduction

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 Temple Sowerby CE Primary School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.

1.3 Temple Sowerby CE Primary School values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance.

1.4 Temple Sowerby CE Primary School recognises 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, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes into account the Equality Act 2010.

1.5 This policy aims to:

- promote good attendance;
- reduce absence, including persistent and severe absence;
- ensure every pupil has access to the full-time education to which they are entitled;
- promote early identification to address patterns of absence;
- promote and support punctuality in attending lessons.

2. Legal framework

2.1 This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of The Education Act 1996

Part 3 of The Education Act 2002

Part 7 of The Education and Inspections Act 2006

The School Attendance (Pupil Registration) (England) Regulations 2024 (legislation.gov.uk)

The Education (Penalty Notices) (England) (Amendment) Regulations 2024 (legislation.gov.uk)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

2.2 Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.

2.3 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.

2.4 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A prosecution can take place against any person who has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parent's responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.

2.5 A child is of Compulsory School Age at the beginning of the term following their fifth birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

2.6 Under the Education Act 1996, the local authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

2.7 The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

2.8 The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

3. Safeguarding

3.1 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.

3.3. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, safeguarding and promoting the welfare and life opportunities for children encompasses attendance, behaviour management, health and safety, access to the curriculum and anti- bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.

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

3.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.

3.6 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

4. Categorising absence

4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

4.2 Absence can only be authorised by the headteacher/principal and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

4.3 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.

4.4 Absence will be categorised as follows:

4.4.1 <u>Illness</u>
Parents may be asked to provide medical evidence to allow the headteacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription, etc.

4.4.2 <u>Medical/dental appointments</u>
Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parents must show the appointment card to school.

4.4.3 Other authorised circumstances
This relates to where there is cause for absence due to exceptional circumstances.

4.4.4 Suspended or permanently excluded (no alternative provision made)
Suspension or permanent exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/head of year will make arrangements for work to be sent home. Alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion and the appropriate attendance code should be used to record this.

4.4.5 Religious Observance
Temple Sowerby CE Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration, by written request by the parent, of authorised absence.

4.4.6 Study leave
Study leave may be granted for Year 11 pupils approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

4.4.7 Traveller absence
It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (ie 200 half days) in the year preceding the absence. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England it is expected that the pupil should attend a mainstream school where their parent(s) is travelling and be dual registered.

Temple Sowerby CE Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school; in such cases, the pupil's school place at Temple Sowerby CE Primary School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Temple Sowerby CE Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates.

Temple Sowerby CE Primary School will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- the child is on roll and attending another visited school;
- the child is undertaking supervised educational activity under the jurisdiction of another local authority's Traveller Education Service;

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

4.4.8 Late arrival

Registration begins at 9am, pupils arriving after this time will be marked as present but arriving late. The register will close at 9.15am, pupils arriving after the close of register will be recorded as late (code U). This is not authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

On arrival after the close of register, pupils must report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause.

4.4.9 Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the headteacher.

4.5 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

4.5.1 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the School Attendance (Pupil Registration) (England) Regulations 2024. This means that the child will lose their school place.

4.5.2 If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised and the school may refer to the local authority. Fixed penalty notices will be issued in accordance with Westmorland and Furness Council's code of conduct.

5. Deletions from the register

5.1 In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the local authority.
- The pupil has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Death of a pupil.
- Transfer between schools.
- Parent notifies the school in writing they are withdrawing the child to be educated otherwise than at school.
- Failure to return from a period of leave after both the school and the local authority have tried to locate the pupil.
- Where a pupil has been detained under a sentence of detention and here are reasonable grounds to believe the pupil will not return to the school after the period of detention. This will be agreed in discussion with the Youth Justice Service.
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil and agree to deletion from the register.
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

5.2 Temple Sowerby CE Primary School will follow Westmorland and Furness Council's Children Missing Education Procedures when a pupil's whereabouts are unknown.

6. Roles and responsibilities

6.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the headteacher to account for the implementation of this policy.

Our school assigned link governor for attendance is Hannah Cleasby (Chair of Governors and Safeguarding Lead Governor). The assigned governor will work closely with the

Headteacher to review attendance figures and hold the Headteacher to account for the implementation of this policy.

6.2 The headteacher

The headteacher is responsible for:

- 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.

6.3 The designated senior leader responsible for school attendance

The designated senior leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.
- Working with the named LA Attendance Support Officer to agree actions for pupils whose attendance is a concern and support strategies are not working.

The designated senior leader responsible for attendance is Mrs Z Slack and can be contacted via phone one 017683 61512 or via email at admin@temp-sow.cumbria.sch.uk

6.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7).
- 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 LA Attendance Support Officers to tackle persistent absence.

The attendance officer is Vicky Stewardson and can be contacted via email at victoria.stewardson@westmorlandandfurness.gov.uk

6.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9.30am.

6.6 School office staff (Louise Thompson or Miss Strong)

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.

6.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 09:00 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 one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

6.8 Pupils

Pupils are expected to:

- Attend school every day on time.

7. Using attendance data

7.1 The school will:

- Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level.
- Identify whether there are groups of children whose absences may be a cause for concern.

Pupil-level absence 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 compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

7.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

To properly monitor and manage attendance this school has in place:

- A First Day Calling protocol.
- Follow up phone calls and other methods of communication like SMS, email, app notifications etc.
- Strategies to support young carers and children with a social worker.
- Close monitoring of our identified disadvantaged pupils' attendance for comparison with their non-pupil premium counterparts.
- A regular attendance section in the school newsletter.
- RAG (red, amber, or green) attendance letters issued at the end of every term (see appendix for detailed flowchart)

8. Support systems

8.1 Schools recognise that poor attendance is often an indication of difficulties and trauma in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources most appropriate for support and to accept the support that is offered or advised.

8.2 Temple Sowerby CE Primary School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

8.3 The school will implement a range of strategies to support improved attendance for all pupils. Strategies used will include:

- Escalation of attendance approach / graduated approach.
- Referrals to support agencies such as early help or family hubs.
- Pupil Voice Activities.
- Anxiety-based attendance avoidance materials.
- Trauma-informed approaches.
- Time limited part-time timetables.
- Inclusion resources.
- Reintegration support packages.
- House point systems

8.4 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Temple Sowerby CE Primary School will consider the use of legal sanctions.

9. Legal interventions

9.1 Prosecution

Where intervention fails to bring about an improvement in attendance, the local authority will be notified and legal action in the Magistrates' Court may be considered however; initiating prosecution proceedings is a serious step that is normally taken by an Attendance Support Officer or other relevant officer at the LA.

All alternatives to prosecution will be considered and discounted ahead of considering prosecution. These include Attendance Contracts, Penalty Notices or an Education Supervision Order.

9.1.1 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

9.1.2 A parent found guilty of this offence can be fined up to £2,500 and/or be imprisoned for a period of up to three months.

9.1.3 Alternatives to Section 444 prosecution are Attendance Contracts, Penalty Notices or an Education Supervision Order.

9.2 Attendance contracts

An attendance contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

9.2.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

9.2.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

9.3 Penalty Notices

Penalty Notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school.
- A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the headteacher/principal.

9.3.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £160 fine is paid within 28 days. For a first penalty notice there is usually the opportunity to pay a reduced amount of £80 if paid within 21 days of the date the Notice was issued.

9.3.2 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

9.3.3 Penalty Notices will be used in accordance with Westmorland and Furness Council’s Penalty Notice Code of Conduct.

Table 1: National School Attendance Codes

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (with the exception of a pupil who is a boarder).

Code	Definition	Scenario (present mark)
/	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. If a pupil is recorded 'N' but arrives later in the session, the attendance register must be amended to record them as absent using code 'U' or another appropriate code.
B	Approved educational activity	Attendance at any other approved educational activity arranged by the school e.g. Alternative provision not arranged through the approved framework (See 'K' below); transition/taster days at other schools; course at college. Record nature. Education provider to notify the school of any absence which must be recorded with the relevant code. Pupils who are absent from school but receiving remote education still need to be recorded as absent using the relevant absence code.
K	Education provision arranged by the LA	Attending education provision arranged by the LA e.g. home tutoring; approved framework for alternative provision; course at college; blended learning. Not provision arranged by the school where codes 'P' or 'B' must be used. Record nature. Education provider to notify the school of any absence which must be recorded with the relevant code.

D	Dual registered	Pupil is attending a session at another setting where they are also registered e.g. PRU; hospital education; education at a secure/residential site; off-site direction/managed move. This code may be used by either setting. All unexpected and unexplained absences must be promptly followed up by school.
P	Sporting activity	Pupil is participating in a physically supervised sporting activity approved by school. Record nature. Provider to notify the school of any absence which must be recorded with the relevant code.
V	Educational trip or visit/off-site educational activity	Pupil is at a school staff supervised off-site educational activity or on an educational visit/trip organised, or approved, by school. Record nature. Relevant code must be used if the pupil does not attend the activity.
Q	Unable to attend	Pupil unable to attend because of a lack of access arrangements i.e. a failure by the LA to make travel arrangements for the pupil to which the pupil was entitled.
W	Work experience	Pupil is on an approved work experience placement provided by the school or LA. Provider to notify the school of any absence which must be recorded with the relevant code.
	Authorised absence	
C	Leave of absence granted by the school	Pupil has been granted a leave of absence due to exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. Schools are expected to act reasonably and grant a sufficient period

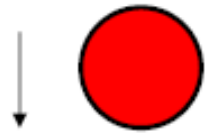
		of leave from schools for pregnant pupils. A leave of absence is granted entirely at the school's discretion. Generally a holiday or other absence for leisure and recreation would not constitute an exceptional circumstance.
C1	As above.	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad under a licence or exemption.
C2	As above.	Leave of absence for a compulsory
E	Suspended or Permanently excluded	Pupil has been suspended or permanently excluded on disciplinary grounds but their name is still entered in the admission register and no alternative provision has been made. Alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion.
J1	Interview	Pupil is attending an interview for employment or for admission to another educational institution
I	Illness (not medical or dental appointment)	School has been notified that a pupil will be absent due to illness (both physical and mental health related). Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.
M	Medical/dental appointment	Pupil is at a medical or dental appointment. Application for leave must be made in advance by parent or pupils over compulsory school age. If a pupil is present at registration but then leaves the school to attend an approved medical

		or dental appointment during the session, no absence needs be recorded for that session.
R	Religious observance	Pupil is taking part in a day or part day exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). If a religious body sets apart a single day and the parent applies for more than one day, only one day should be recorded using this code, any other additional dates should be recorded using the relevant code 'C'.
S	Study leave	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.
T	Parent travelling for occupational purposes accompanied by the pupil (mobile child)	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business which requires them to travel from place to place. For a child aged 6 or over, the parent must prove that the child has attended school for at least 200 sessions in the preceding 12 months.
	Unauthorised absence	
G	Unauthorised holiday	Pupil is on a holiday or term-time leave that was not granted or approved by school or in excess of the period authorised by the school. The school cannot grant leave of absence retrospectively.
N	Reason for absence not yet established	Pupil is absent for an unknown reason (this code should be amended with the correct absence code as soon as the reason emerges, but no more than 5 school days after the

		session or replaced with code O if no reason for absence is established within 5 school days).
O	Absent in other or unknown circumstances	School is not satisfied with reason for pupil's absence or are not made aware of the reason for absence within 5 school days.
U	Arrival after registration	Pupil arrived at school after the register closed.
X	Not required to be in school	Pupil of non-compulsory school age who is not required to attend school. If the pupil is absent when timetabled to attend school, the absence must be recorded using the relevant absence code.
Z	Pupil on admission register (does not attend)	Register set up but pupil has not yet joined the school. This code is not collected for statistical purposes.
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day/use of the whole school as a polling station. Not collected for statistical purposes.

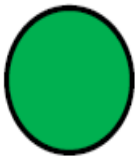
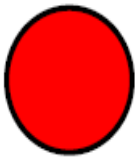
Flowchart 1: Attendance Escalation of Intervention - ABSENCES

Attendance is monitored termly and in some cases half termly. Issues with attendance can arise at any time so action on concerns can take place at any time in the school year but may fall in line with monitoring.

% Attendance	Level of Intervention	Responsibility
100%  Lower Green 96 – 99.9%	No attendance concerns. • Analyse the end of term monitoring. • RAG Attendance Letters to be sent home termly.	The school senior attendance champion/lead (SAC/L) on these actions
Upper 94 -95.9%  Lower 90 – 93.9%	Attendance concerns. • First day response to be actioned. • Speak to the individual in school. • Rewards to be given as per the current school strategy. • Analyse the end of term monitoring. • RAG Attendance Letters to be sent home termly about the impact of poor attendance (Upper or Lower Amber as appropriate). • Parents to be invited to come to school voluntarily to learn about Early Help or other support which might improve attendance.	The school SAC on these actions
Below 90 % 	Significant attendance concerns. • Analyse the end of term monitoring. • RAG Attendance Letters to be sent home with a warning that further monitoring will take place over the next half term. At the end of the half term monitoring period: • If there is improvement celebrate appropriately and continue monitoring. • If there is no improvement, convene a meeting (with the Head teacher) to enable the school and parents to agree and write down a parent/pupil/school 'attendance contract' and action plan to improve a child's attendance e.g. TAF, Early Help / Plan of Support. Plan to monitor for a further half term and agree a review date with parents. At the end of the further half term monitoring period: • Invite parents to review the action plan (this meeting will be held, and decisions made in a parents' absence if they fail to attend). • If there is improvement, celebrate appropriately and continue monitoring. • If there is no improvement then escalate by referring the pupil to [insert LA Access and Inclusion Officer with evidence– this may lead to prosecution	School SAC/L School SAC/LA Officer School SAC /LA Officer

Flowchart 2: Attendance Escalation of Intervention - LATENESS

Lateness is monitored on a weekly basis and sometimes more often, and the following action triggers are in place.

% Attendance	Level of Intervention	Responsibility
No lateness 	**No lateness concerns.** • Analyse the end of term monitoring. • Celebrate punctuality.	The School SAC on these actions
1 or 2 late arrivals in a week 	**Lateness concerns.** • Lateness is to be challenged by the member of staff admitting the late child into school by speaking to the parent where possible and asking them why their child is late. • Offer advice or support to parents if necessary. • Record it in the school's late system. • Send a lateness warning letter to parents outlining concerns and consequences if punctuality does not improve.	The School SAC on these actions
3 or 4 late arrivals in a week 	**Significant lateness concerns.** • Regularly monitor the need to issue lateness letters. • Issue written warnings (lateness letters) about concerns at the Head teacher's discretion At the end of monitoring: • If there is improvement in punctuality, continue monitoring. • If there is no improvement in punctuality convene a lateness meeting (with the Head teacher and/or senior attendance champion/lead) to enable the school and parents to agree and write down a parent/pupil/school 'attendance contract' and action plan to improve a child's punctuality. • If lateness continues, escalate the lateness to consideration as unauthorised absence and move over to the attendance escalation procedure.	School SAC School SAC /LA Officer