



St Margaret Mary's RC Primary School

Attendance Policy

2020-2021

Our Mission:

We try to follow Jesus in everything we do.

We help everybody in our school family and we try to let our light shine as the light of Jesus shines.

Everyone at St. Margaret Mary's is special. We feel happy and safe.
We are encouraged to value ourselves and each other in an atmosphere of trust, good humour, acceptance and enjoyment.

Saint Margaret Mary's school is where we come to learn through exciting and fun lessons. We try to always be welcoming and caring to all. We want to do our best, even if we find it difficult.

At St Margaret Mary's we recognise that regular school attendance is essential if children are to achieve their full potential.

St Margaret Mary's RC Primary believe 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 are able to realise their full potential and make a positive contribution to their community.

St Margaret Mary's RC Primary values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

St Margaret Mary's RC Primary 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 safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998 and the Equality Act of 2010.

1. Aims

Attendance levels at our school are of real importance and achieved due to; the commitment of supportive parents/carers working alongside school, the engaging and stimulating curriculum and the warm, caring ethos of the school. In addition to this we work extremely hard to maintain good levels of punctuality. This is important as we recognise the disruption that lateness causes both for the pupil who is late and for his/her classmates potentially disrupted due to this.

To maintain the high levels of attendance we would like to highlight the following points:

- You will be giving your child the best possible chance to reach his/her potential if s/he attends school regularly and on time.
- Taking your child out of school for a holiday should be avoided at all times. Parents/carers do not have an automatic right to do this. **The Headteacher is not permitted to grant any leave of absence during term-time unless there are exceptional circumstances. Holiday leave would not be considered an exceptional circumstance.**

- **If exceptional circumstances arise, a request must be sought in writing, before the absence occurs.**
- In those cases where permission is not granted your child will be considered absent without authorisation. This can result in action being taken against a parent/carer. Under the Anti-Social Behaviour Act 2003, an authorised officer of the City Council will issue each parent/carer with a Penalty Notice for each of their children who do not attend school regularly. Failure to pay a Penalty Notice may result in direct court case. If a child's attendance does not improve, or a child is taken out of school again for a holiday following a penalty notice, then the authorised officer of the City Council will action a direct court case.
- The school monitors attendance carefully and uses the data in a number of ways, including picking up any problems a child might be experiencing at school or at home. Teachers will talk to children and parents/carers if they suspect a problem to try to resolve the issue and improve attendance.
- Parents/carers are encouraged to alert class teachers if their child appears reluctant to attend school.
- It is a parent's responsibility to ensure their child is in school everyday and to report to school each day if they are unfit to attend school. **If a child is not in school and we do not hear from a parent and there is no response when school contacts the parent by phone or by home visit then relevant services will be contacted.** It is schools responsibility to safeguard every child.

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

- 2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive 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.
- 2.2 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.
- 2.3 The Education (Pupil Registration) (England) Regulations 2013, 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.
- 2.4 The register must record whether the pupil was:
 - present;
 - absent;
 - present at approved educational activity; or
 - unable to attend due to exceptional circumstances.

3. School procedures [Incl Categorising Absence]

Categorising absence

- 3.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 3.2 Absence can only be authorised by the school 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.
- 3.3 Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. We expect parents/carers to keep us informed throughout a child's absence from school. This should be followed up in the form of a written note from the parent/carer or a verbal explanation if appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers. We ask parents to send in evidence of medication prescribed by the doctor or hospital to support the Safe Administration of Medicines. If a child is to be off school for 3 days or more we require a medical note/certification from the child's G.P. Medical practice stating that the child is too ill to attend school. Telephone calls are made to every parent/carer of a pupil who is absent from school each morning. If we cannot make contact, a text message is sent. School will always offer support from our school nurse if required.
- 3.4 Absence will be categorised as follows:
- 3.5 **Illness** In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable in the first instance. Parents may be asked to provide medical evidence where their child is absent for more than 3 days or where there are repeated absences due to reported illness.
- 3.6 **Medical/Dental Appointments:** Where possible parent/carers are to make medical and dental appointments outside of the school day. When this is not possible, pupils should attend school for part of the day before attending the relevant appointment. Parents may be asked to show the appointment card/letter to school.
- 3.7 **Other Authorised Circumstances:** This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, specific parental supervision contexts etc...
- 3.8 **Excluded (No alternative provision made)** Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.
- 3.9 Parents who need to take their child out of school during term time due to **exceptional** circumstances must send a written request to the Headteacher. Retrospective requests will not be considered and therefore result in the absence being categorised as **unauthorised**.
- 3.9.1 All requests for leave of absence will be responded to in writing. Where a request has been granted the letter will state:
- The conditions of leave granted
 - The expected date of return
 - That parents must contact school should any delays occur
 - That the child's place may be withdrawn if the family do not return as expected
- 3.9.2 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 Education (Pupil

Registration) (England) Regulations 2013. This means that the child will therefore lose their school place.

- 3.9.3 If the permission to take leave is not granted and the pupil still goes on holiday, the absence will be **unauthorised**. In such cases the school will issue a Penalty Notice (see 4.3).
- 3.9.4 Only in **very exceptional circumstances** will absence of more than 10 school days be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify the leave of absence.
- 3.10 **Religious Observance** This 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 of authorised absence or special leave for religious observance.
- 3.10.1 It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body.
- 3.10.2 Parents are requested to give advance notice to the school if they intend their child to be absent.
- 3.10.3 However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.
- 3.11 **Traveller Absence** The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.
- 3.11.1 To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.
- 3.11.2 It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.
- 3.11.3 When in or around Manchester, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.
- 3.11.4 St Margaret Mary's R.C. 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 St Margaret Mary's R.C. 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.
- 3.11.5 The 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

3.11.6 The school will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

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

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

3.11.8 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.

Registration & Late Procedures:

3.12 Pupils must arrive in school by **8:55am** on each school day.

The register for the first session will be taken at **9:00am** and will be kept open until 9:15am. The register for the second session will be taken at **12:30pm (EYFS), 12:45pm (KS1) and 1:00pm (KS2)** and will be kept open until **1:10pm**.

Pupils arriving after this time will be marked as present but arriving late and the number of minutes later will be recorded. Pupils arriving after the close of register will be recorded as late, this will not be authorised and will count as an absence for that school session.

3.12.1 Pupils arriving after 9:00am must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

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

3.12.3 The absence will be recorded as **unauthorised** if the pupil has arrived late without justifiable cause, for example, if they woke up late.

3.13 **Unauthorised absence:** Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

3.13.1 Examples of unsatisfactory absence explanations include:

- "Could not get the child out of the house..."
- "Tired and had a late night..."
- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school

Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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

3.2 Unplanned absence

Parents must notify the school by telephone (0161 681 1504) on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by **9:30am** or as soon as practically possible (see also section 6).

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or a dental appointment is counted as an authorised absence; advance notice is usually required for authorising these absences, with school being aware that on rare occasions emergency appointments are required and authorised.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents must inform the office staff of any medical appointments.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

On arrival after the close of register, pupils must immediately 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, for example, if they woke up late etc...

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Reporting to parents

Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Every half term the Attendance Manager will provide all teachers with attendance data for the previous half term for each pupil within their class. The list will be presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated below:

GREEN	pupils with attendance between 100% and 96%
AMBER	pupils with attendance between 95% and 89%
RED	pupils with attendance below 88%

An arrow next to the pupil's name will indicate if their attendance has improved, stayed the same or deteriorated. The Headteacher/Deputy Headteacher will receive a complete set of data for all year groups each week.

This pupil level data will be used to inform school action as set out in the School Support and Intervention (Appendix 2). Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment. St Margaret Mary's RC Primary will share attendance data with the Department for Education (DfE) and the local authority as required. All information shared will be done so in accordance with the General Data Protection Act 2018 (GDPR).

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as a family trauma, attending a family funeral etc...

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion [see previous information for examples].

4.2 Legal sanctions

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 taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

- 4.1.1 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.
- 4.1.2 A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

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

4.2 **Parenting Contracts** (Anti-Social Behaviour Act 2003) A Parenting 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.

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

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

4.2.3 Parenting Contracts will be used in accordance with Manchester City Council's Parenting Contract Protocol.

4.3 **Penalty Notices** (Anti-Social Behaviour Act 2003) Penalty Notices will be issued when:

- A pupil is absent from school for the purpose of a holiday in term time and the absence has not been authorised by the school
- A pupil has accumulated at least six sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve

4.3.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine per parent per child is paid within 21 days. After this day the fine will increase to £120 per parent per child. If a fine remains unpaid after the 28th day contact with MCC would need to be made as soon as possible to avoid prosecution.

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

4.3.3 Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Strategies for promoting attendance at St Margaret Mary's

School recognise that poor attendance can often be an indication of difficulties 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. This may include working with our Caritas Social

Worker and or an Early Help assessment to gauge the level of need and involvement for support required.

St Margaret Mary's RC Primary 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.

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

- Discussion with parents and pupils
- Attendance panels
- Parenting contracts
- CARITAS Social Worker Support
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice Activities
- Friendship groups
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Family learning
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages

Support offered to families will always be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, St Margaret Mary's RC Primary will consider the use of more formal Local Authority based legal sanctions.

6. Attendance Monitoring

The Attendance Manager monitors pupil absence on a daily/weekly/monthly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence falls below 96% we will closely monitor the background information for this and contact the parents to discuss the reasons and how to improve this.

If after contacting parents a pupil's absence continue to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

- 6.1 Pupil attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.
- 6.2 Every half term the school will provide all class teachers with attendance data for September to the current date for each pupil within their class.

- 6.4 The Senior Leadership Team will receive a complete set of data.
- 6.5 This pupil level data will be used to trigger school action as set out in the escalation of support and intervention (Appendix 2).
- 6.6 Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.
- 6.7 St Margaret Mary's R.C. Primary School will share attendance data with the Department for Education and the local authority as required.
- 6.8 All information shared will be done so in accordance with the General Data Protection Act 2018 [GDPR].

7. Roles and Responsibilities

7.1 The Governing Board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

7.2 The Headteacher

- The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.
- The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.3 The Attendance Manager

The attendance manager:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the Headteacher/Deputy Headteacher & where appropriate the classteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues as part of the first wave of support
- Advises the Headteacher when to issue fixed-penalty notices after providing a range of support and compiling data to support this.

7.4 Classteachers

Classteachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

7.5 Office Staff

Office staff are expected to take calls from parents about absence and record it on the school system using the agreed procedures.

8. Monitoring Arrangements

This policy will be reviewed yearly by the SLT and Attendance Team. At every review, the policy will be shared with the Governing Board.

9. Links with other policies

This policy is linked to our Child Protection and Safeguarding 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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2

Attendance Thresholds and School Support and Interventions

Attendance: 100%-96%

- Pupils will be rewarded with termly prize and recognition
- 100% to receive exceptional prize
- School will also recognise improved attendance taking into account extraordinary circumstances of improvement, home situation etc...

Class teacher working with the Attendance Manager and SLT will be responsible for supporting and recording intervention and outcomes.

Attendance Manager, alongside the SLT will monitor the effectiveness of interventions.

Attendance: 95%-89%

- First wave of careful weekly monitoring
- Where unauthorised absence has occurred or attendance is not improving a phone call will be made to parent/carer to discuss the issue and offer support.
- Where improvement has not occurred following this intervention, parents / carers will be invited to a meeting with a member of the SLT and or Attendance Manager:
This may involve:
 - Issues have been resolved and the attendance will improve.
 - A Parenting Contract or support agreed
 - Penalty Notice - 15 school day monitoring period commences
 - Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

The Attendance Manager will monitor the effectiveness of interventions with a member of the SLT.

Attendance: Below 89%

Pupils who have attendance below 90% are considered to be **persistently absent** from school. School recognises that this could be specifically linked to a pupil characteristic that is taken into account or an unforeseeable family circumstance. Nevertheless intervention will take place to provide:

- Weekly contact with the parent to formally discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Coordinate and provide support from any external agency working with the family and pupil

The Headteacher will report the attendance data to the Governors each term as part of the Full Governing Body Meeting.