

# Attendance Strategy Framework

## Summary

| Section                          | Main Points                                                                                                                                                                                    |
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| Context & Importance             | Attendance is critical for academic success and safeguarding. Irregular attendance can indicate wider issues. Parents have a legal duty to ensure regular attendance.                          |
| Vision & Purpose                 | Attendance is 'everyone's business.'<br>Principles: collective responsibility, inclusion, equity, collaboration, proactivity, sustainability.                                                  |
| Key Priorities                   | Safeguarding, achieving above national targets, reducing persistent/severe absence, early intervention, enforcement of statutory processes.                                                    |
| Statutory Guidance               | Education Act 1996: parents must ensure full-time education; local authorities must identify children missing education; Section 19 duty for children unable to attend school.                 |
| Communication & Advice           | Named contacts for schools, attendance service website, helpline, newsletters, network meetings, policy templates, annual feedback.                                                            |
| Data Sharing & Analysis          | Mandatory data sharing via WONDE and Studybugs; targeting support meetings; regular analysis of patterns and cohorts; leadership responsibility for attendance.                                |
| Persistent & Severe Absence      | Persistent = <90%; Severe = <50%.<br>Requires evidence for illness; consider family support and multi-agency meetings.                                                                         |
| School Actions                   | Graduated response: early letters, meetings with parents, support plans, reduced timetables (max 6 weeks), referrals to services, safeguarding checks.                                         |
| Legal Intervention               | Last resort; includes Notices to Improve, Penalty Notices, Court Warning, LA Final Attendance Panel, Parenting Contracts, Education Supervision Orders, School Attendance Orders, prosecution. |
| Children Missing Education (CME) | Defined as pupils not on roll or in provision for 4+ weeks; schools must investigate and refer after 10 days of unexplained absence.                                                           |

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| Elective Home Education | Parents assume full responsibility; LA monitors suitability; safeguarding checks required before removal from roll.                      |
| Reduced Education Plans | Only short-term, exceptional cases; must be reviewed regularly; notify LA; not for behaviour management.                                 |
| Support & Intervention  | Address barriers internally first; use SENCO/pastoral teams; consider EBSNA; access toolkits and charitable funds (Sir William Boreman). |
| Referrals & Assessments | Use internal assessments; refer to EP, CAMHS, paediatrician; convene multi-agency meetings for complex needs.                            |
| Attendance Codes        | Detailed coding for authorised, unauthorised, unavoidable absence, and administrative codes per 2024 regulations.                        |
| Year 11 Study Leave     | Optional; authorised absence coded S; guidance on coding for exams and post-exam period.                                                 |
| Contacts                | Comprehensive list of LA contacts, attendance officers, and school-specific contacts.                                                    |