



## ATTENDANCE FRAMEWORK

Principal: Abby Atkins Created: June 2020 Last Reviewed: January 2024 Next Review Date: November January 2025



The Department for Education has recently released a new document 'working together to improve school attendance' (Sept 2022). The document sets out the expectations of parents to support their child's attendance at school:

- Ensure their child attends every day the school is open.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness) by phone (01373 832804) or email <u>absence.ap@avanti.org.uk</u>
- Only request a leave of absence in exceptional circumstances and do so in advance (using the form which you can request from the school office)
- Book any medical appointments around the school day where possible
- Work with the school and local authority to help them understand their child's barriers to attendance
- Proactively engage with the support offered to prevent the need for more formal support
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- Proactively engage with formal support offered including parenting contracts or early help plans that prevent the need for legal intervention
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- In some cases, the Local Authority will prosecute parents of children who do not attend school, once all other avenues have been exhausted.



- Shopping trips.
- Family holidays where permission has not been granted (please note, family holidays during term time will not normally be approved)..
- Special occasions, where the school does not agree that the absence should be granted.



A pupil becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to nd co-



A home visit may be conducted by a member of staff for the following reasons: -

A pupil has 3 consecutive days of unexplained absence.

A pupil is absent from school and there is a safeguarding concern, a spot welfare check will be conducted.

• A pupil is absent from school for a prolonged period. Visits will be arranged weekly and recorded on CPOMS

Where a pupil has been absent for a prolonged period of time, perhaps due to illness, the school will:

Welcome the pupil back to the school and value their return.

Provide support for the



attendance can pupils expect to achieve their full potential.

school attendance

practices and interventions.

pupil data will be analysed and monitored to enable early intervention.

half-termly basis to the SSC.

to the DfE

APS



- Will take the lead on raising the profile of attendance, throughout the school, including improving attendance and reducing persistent absence.
- Will monitor absence and attendance regularly.
- Will support pupils to improve their attendance.
- Will identify any absence trends or concerns
- Will work with outside agencies, including the Local Authority, where appropriate to improve attendance of individual pupils.
- Will contact parents/ carers where attendance concerns have been identified and
- Will ensure that the school attendance framework is implemented and regularly reviewed.
- Will ensure the whole school ethos promotes excellence in attendance and punctuality.
- Report to the SSC on attendance.
- Monitor the curriculum to develop ways of improving the provision of educational experience.
- Utilise attendance data to inform strategic planning.



Appendix 1

/ Present (AM)

\ Present (PM)

L Late (before registers closed)

C Other Authorised Orcumstances (not covered by another appropriate code/description)

E EoG(E)9/F1 o8(0.01aQ).8 519.9 i3propriate



- V Educational visit or trip
- W Work experience
- X Non-compulsory school age absence
- Y Enforced dosure whole school or partial
- Z Pupil not yet on roll
- # School closed to pupils



Appendix 2

Authorised absence may be granted for religious observance, for example, Ed. The Department for Education definition is as follows:

