



Local Procedure Title	Attendance
Site	Aspris Telford
Local Procedure template reference	ACS LP LA
Local Procedure date	February 2025
Local Procedure review date	September 2025
Next review date	September 2026
Local Procedure Author(s)	Clare Davis
Local Procedure Ratification	Mark Hazlehurst
1. Context	
At Aspris Telford School, safeguarding our students is our foremost priority and procedures to support attendance reflect this. All staff are reminded frequently that attendance is directly linked to safeguarding, and of our duty to be vigilant to patterns of non-attendance and to follow up all absences. Before joining our school, our students have generally had a disrupted education and have often refused to attend school for a prolonged period. We recognise that achieving regular attendance is key to improving the life chances of our students and are committed to promoting excellent attendance.	
2. Aims of this LP	
This LP aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) , through our whole-school culture and ethos that values good attendance, including: • setting high expectations for the attendance and punctuality of all students, • promoting good attendance and the benefits of good attendance, • reducing absence, including persistent and severe absence, • acting early to address patterns of absence, • building strong relationships with families and professionals to make sure students have effective strategies in place to support attendance	
3. Daily Attendance procedures - see Appendix B	
• Mark Hazlehurst (Deputy Head) and the support team make Welfare/Check-in telephone calls to home by 08.40. Overview information is disseminated by 08.45 to all staff. • Student arrival time is recorded on the paper sign in sheet in reception. • Jess Higgins (Administrator) completes the AM register on MIS Engage between 8.45 and 9.15. The PM register is completed between 13.00 and 13.30. • A paper record of student, staff and visitor entry/exit to the school building is held in the reception area and is added to the fire evacuation pack if the fire alarm sounds. • When students arrive later in the day, they or their first teacher must inform Jess so that they can be marked present on the register.	

- Any non-attendance (N) will be followed up in the first hour of the day or in the first hour after the expected arrival time with a phone call from the office – see escalation process below.
- Once a reason for absence has been provided by a parent/carer, the correct code will be entered on the register.
- Explanatory notes for absence e.g. refusal to engage, illness or other reason for non-attendance and source of this information will be entered on the register.

'Eyes on' Protocol

The school has a legal obligation to ensure the welfare and safeguarding of students on roll. As such if a student is absent from school without explanation or, a reason is provided but we do not see the student within a school week then the school will contact parents/carers to arrange a home visit to undertake a safe and well check. A phone call to discuss this will take place with the parents from day 3 of absence. The need to visit will be decided on a case by case basis e.g., a student may be off school with an illness that warrants 5 days absence. The school will follow its Missing Education Protocol when a student's whereabouts is unknown.

4. Coding Absence – see Appendix 1

At Aspris Telford, student attendance is recorded on MIS Engage. The register is a legal document and must be taken clearly and accurately, using the correct codes.

The attendance code used indicates whether an absence is authorised or unauthorised. A note should be added in the dialogue box to explain the reason for absence and means of communication. Absence can only be authorised by the Head teacher and cannot be authorised by parent/carer. Parents/carers must advise the school by telephone, on the first day of absence and every day of absence thereafter. Authorised absence may be due to:

Illness (I)

A disease or period of sickness affecting the body or mind.

Medical/Dental appointments (M)

Parent/carers are advised where possible to make medical and dental appointments outside of the school day.

Other authorised circumstances (C)

Parent/carers who need to take their child out of school during term time due to exceptional circumstances, must notify the school of the reason. If the permission to take leave is not granted and the parent/carer takes their child out of school the absence will be unauthorised.

Religious observance

Aspris Telford 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. Parent/carers must notify the school prior to the religious observance.

Persistent Absenteeism (PA) - A student becomes a 'persistent absentee' when their attendance falls to 90% or below.

Example of impact with 190 days in total for the academic year:

190 days attended	181 days attended	171 days attended	161 days attended	152 days attended	134 days attended
0 days missed (0 Hours)	9 days missed (58.5 hours)	18 days missed (117 Hours)	29 days missed (188.5 Hours)	38 days missed (247 Hours)	56 days missed (364 Hours)
100%	95%	90%	85%	80%	75%
Good attendance best chance of success		Worrying. Less chance of success and making progress harder		Concerning	Serious

Parents/carers are informed of concerns related to declining attendance by their child's tutor or by Mark Hazlehurst (SLT Attendance Lead). A period of focussed guidance and action planning follows.

5. Punctuality

Commented [SP1]: Might be worth adding a row to show hours of learning lost?

Commented [CC2R1]: Agreed

Commented [SP3R1]: Danny - can you add this line in please?

The school doors open at 8.45am and students are expected to arrive by 8.55am. Designated staff welcome students in the main reception area to support the transition into school. Many of our students are transported to school by Local Authority arranged transport. Parents/carers are responsible for ensuring that the YP is ready to leave the home at the agreed time. Students arriving after the close of register will be recorded as late for that day. Lateness represents an unauthorised absence for that school session and affects overall attendance for that student. Where SEMH affects punctuality, the school will take a tolerant approach to recording lateness, noting the reason clearly e.g. particularly anxious this morning.

6. Guidance on Part Time Timetables and Transition Timetables

All students of compulsory school age are entitled to a full-time education. In our students' circumstances (EBSA, return to school after a long gap) there may be a need for a transition timetable to meet individual needs.

A transitional timetable is not a permanent solution and must be regularly reviewed with parents/carers and the referring LA. Consultation with, and agreement of, the placing LA, parents/carers and social worker should be sought where the learner is a CIN, has a Child Protection Plan or is a CLA.

At Aspris Telford we are aware that not being in school full time can put students at significant risk, including risk of harm, neglect, abuse, exploitation and radicalisation, as well as the risk of underachieving, poor outcomes, and becoming NEET. The decision to implement a transitional timetable must consider fully any safeguarding and welfare risks related to sessions spent out of school, as well as steps to prevent these. Strategies and interventions to support full time attendance should be prioritised in planning of provision and in target setting for students.

Where students have agreed transitional timetables, their attendance is recorded during their first session on site. Code C2 is used for sessions where students are not expected in school.

7. Action Planning to raise attendance

The SLT Attendance Lead uses regular/weekly monitoring to identify students who need additional support to improve or maintain rates of attendance and/or punctuality. Staff will work with the family and students to decide on and implement an Attendance Plan. This plan identifies the role of the student, parents/carers and school in supporting improvements in attendance. It also identifies targets, times frames and any other additional services involved.

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

- Discussion with parent/carers and students
- Personalised Attendance Plan (AP).
- Senior Leadership Team Attendance Meetings
- Referrals to support agencies
- Check-in, check-out sessions with a keyworker
- PSHE and/or intervention sessions to explore any barriers to attendance
- Recognition and rewards for improved attendance

8. Removal from the register

Students are removed from the register following completion of an Aspris leavers' form when one of the following circumstances applies:

- The learner has ceased to be of compulsory school age (post 18 at Telford)
- Permanent exclusion has occurred, and appropriate process has been followed
- Death of a student
- Transfer to another school following an Annual Review
- Parent/carer decision to Electively Home Educate their child
- Failure to return from a holiday or other absence after both the school and the local authority have tried to locate the learner. This would be followed up with the appropriate LA SEN team and formal notice given following an Annual Review.

9. Responsibilities

All members of school staff and parents/carers have a responsibility for attendance.

SLT

The Deputy Headteacher is the designated Lead for Attendance and is responsible for:

- the effective implementation of this Local Procedure.
- leading, championing and improving attendance across the school.
- evaluating and monitoring expectations and processes.
- having a full understanding of absence data and oversight of absence data analysis.
- regularly monitoring and evaluating progress in attendance.
- establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- liaising with students, parents/carers and external agencies, where needed.
- building close and productive relationships with parents/carers to discuss and tackle attendance issues.
- creating intervention or re-engagement plans in partnership with students and their parents/carers/external partnerships to improve attendance where necessary.
- delivering targeted intervention and support to students and families.
- monitoring and analysing attendance data.
- reporting to governance
- benchmarking attendance data to identify areas of focus for improvement.

The Headteacher maintains oversight of school attendance data and actions, advises on attendance matters where required and presents attendance reports and analysis to governance colleagues.

Whole School Responsibilities

- Monitoring of individual attendance noting changes or anomalies in patterns of attendance and/ or unusual explanations for attendance offered by students and their parents/ carers.
- Sharing concerns at staff and management meetings and agreeing actions.
- Following up absences promptly to confirm explanations to be noted on the register.
- Following up proactively with parents/carers where no contact has been made to explain absence.
- Maintaining regular communication about attendance with parents/carers and other professionals.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Recording registration and attendance information and providing analysis for governance colleagues and regulators.

Parents'/carers' responsibilities

- Communicating to their child the message that school attendance is a legal requirement and crucial for their development and wellbeing.
- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence before 8.45.
- Arranging appointments outside normal school hours whenever possible. When the appointment is local, facilitating attendance before and/or after the appointment.
- Informing the school in advance of any medical or other appointments that are in school time.
- Contacting to the school as soon as possible about any reluctance to attend school so that problems can be quickly identified and dealt with.

Regional Director and Governance colleagues

The Regional Director & Governance colleagues will be responsible for:

- setting high expectations of all school leaders where attendance is concerned

- making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register and shares the required information with the DfE and local authority as or when required.
 - Making sure the school works effectively with local agencies and professionals to help remove barriers to attendance, and keeps them informed regarding specific students, where appropriate.
- Quality assurance of the implementation of this Local Procedure through governance systems e.g. termly governance meetings.

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
9.3.25	Clare Davis	Clearer organisation of sections and removal of repetition
5.9.25	Clare Davis	Review. No amendments.

Appendix A: Attendance codes

The following codes are taken from the DfE's [guidance on school attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance).

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
/	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Absent leave of absence granted by the school	Authorised absence
C1	Absent – Regulated performance/employment abroad	Authorised absence
C2	Absent – School age subject to part time	Authorised absence
E	Excluded (no alternative provision made)	Authorised absence
G	Absent holiday not granted	Unauthorised absence
H	Holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Present at interview with prospective employers	Approved Education Activity
J1	Absent – Interview attendance for employment	Authorised absence
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	Absent - No reason provided yet for absence	Unauthorised absence
O	Absent – Not authorised	Unauthorised absence
P	Present – participating in approved sporting activity	Approved Education Activity
Q	Unable to attend – Lack of access arrangements	Authorised absence
R	Absent - Religious observance	Authorised absence
S	Absent - Study leave	Authorised absence

T	Absent - Traveller absence	Authorised absence
U	Absent - Late (after registers closed)	Unauthorised absence
V	Present - Educational visit or trip	Approved Education Activity
W	Present - Work experience	Approved Education Activity
D	Present - Dual registration (i.e., learner attending another educational establishment)	Not counted in possible attendances
X	Absent - Learner not required to be in school	Not counted in possible attendances
Y	Authorised absence – Due to exceptional circumstances	Authorised absence
Y1	Unable to attend – Normal transport unavailable	Authorised absence
Y2	Unable to attend due to widespread disruption to travel	Authorised absence
Y3	Unable to attend – Part of school site closed	Authorised absence
Y4	Unable to attend – Unexpected whole school closure	Authorised absence
Y5	Unable to attend – Pupil in CJ detention	Authorised absence
Y6	Unable to attend – PH guidance or law	Authorised absence
Y7	Unable to attend – Other unavoidable cause	Authorised absence
Z	Learner not yet on roll	Not counted in possible attendances
#	School closed to students	Not counted in possible attendances

Appendix B: Aspris Telford framework for implementing School absence procedure.

PROCEEDURE	ROLE	RESPONSIBILITY
Daily	SLT/Staff	Daily phone call home: check-in assess student MHWB and attendance to school.
Daily	Admin	Receive and check daily MIS engage reports for learner absences. Review authorised and unauthorised absences
Daily	Safeguarding Lead/Officer	Inform relevant external agencies for any unauthorised absences known to them
First day of absence	Admin	Contact parents/carers by 10.00am to obtain reason for absence. Reason for absence to be logged on MIS Engage attendance module. Parent/carer to be asked to call the following day if students remain absent
Third day of absence	SLT	Contact home to discuss home visit (eyes on) to share attendance information and plan for returning to school
Weekly Review	Admin/ Deputy Head Review SLT	Produce a report for SLT of all students attendance including those that fall below 92% and actions taken. Attendance meeting to include: Review of overall attendance data Review impact of home visits, additional support and attendance plans Identify any parents/carers who need notifying of concerning learner attendance. Identify students needing an attendance plan.

Appendix C: Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)