



storybrook

Attendance Policy





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1. Statement of intent (Aims)

Both Staff and Governors at Storybrook recognise that regular attendance and punctuality are both legal requirements and essential for pupils to achieve their full potential; missing school can have a significant impact on your child's learning now and in the future. Children need to attend regularly and punctually if they are to take full advantage of the educational opportunities available to them. Research states that pupils with attendance at 97% or above throughout their school career, will make the most progress, leading to the strongest possible outcomes for their future. Storybrook aims for 95%+ whole school attendance.

We understand that barriers to attendance are complex, and that some pupils with Social Emotional and Mental Health Difficulties (SEMH) may find it harder than others to attend school; therefore, we will continue to prioritise creating and maintaining a safe and supportive environment at school, as well as strong, positive and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas - such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium - can have on improving pupil attendance.

We are committed to:

- promoting and modelling high attendance and its benefits.
- ensuring equality and fairness for all.
- intervening early and working with other agencies to ensure the health and safety of our pupils.
- building strong relationships with families to overcome barriers to attendance.
- working collaboratively with other agencies.
- ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996

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- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'

This policy operates in conjunction with the following school policies:

- Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy

3. Absence

This school encourages and expects its pupils to attend school for the entire duration of the academic year, unless there are good reasons for the absence and the absence is authorised.

There are two main categories of absence:

- Authorised absence is when the school has accepted the explanation offered as satisfactory justification of the absence, or given approval in advance for the absence.
- Unauthorised absence is when the school has not received a reason for absence or has not approved a child's absence after a parent's request.

Some examples of these absences can be found in appendix 2.

Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised. Should any issues arise concerning this, the Attendance Officer or Headteacher will be in contact with you to discuss.

Keeping your child off school with minor ailment such as headache or cold is not encouraged. Storybrook staff will work closely with your child to monitor their illness and provide them with any necessary support, so that they are able to still engage with school.

Repeated absences will require us to request that you obtain evidence from your doctor's surgery, such as a stamped appointment card or a prescription. Please note that the school is not asking any parent to incur a charge for this information and will not be liable for the cost. Please refer to the parent fact sheet at the end of this policy named 'Is my child too ill for school?'





4. Roles and Responsibilities

The School's attendance officer is Mrs Rachel Tetchner and can be contacted via deputy.storybrook@storyy.group or via the school office.

Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

The Governing Body will consistently:

- monitor the implementation of this policy and all relevant procedures across the school
- recognise and promote the importance of good attendance through the school's ethos and policies
- arrange attendance training for all relevant staff where appropriate to their role
- work with the senior leadership team to set goals for attendance and providing support and challenge around delivery against those goals
- regularly reviewing attendance data and repeatedly evaluating the effectiveness of the processes and improvement efforts to make sure they are meeting pupils needs
- ensure that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- make sure the attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- handle complaints regarding this policy as outlined in the school's Complaints Policy.
- keep up to date with 'Keeping children safe in education' when reviewing this policy to safeguard and promote the welfare of children
- ensure there is a Children Missing Education Policy in place and this is regularly reviewed and updated
- hold the headteacher to account for the implementation of this policy.

The headteacher is responsible for:

- the overall strategic approach to attendance in school
- developing a clear vision for improving attendance
- monitoring attendance and the impact of interventions
- analysing attendance data and identifying areas of interventions and improvement
- Authorizing/ not authorising absence





- ensuring all parents are aware of the school's attendance expectations and procedures
- ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

All Storybrook staff are responsible for:

- ensuring this policy is implemented fairly and consistently
- modelling good attendance behaviour
- using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated
- where designated, taking the attendance register at the relevant times during the school day.

School admin/office staff are responsible for:

- taking calls from parents about absence on a day-to-day basis and record it on the school system and letting the Attendance Lead know
- transferring calls from parents to the Attendance Lead or a DSL where appropriate, to provide them with more detailed support on attendance
- sending a text to parents after 9:30am if a child is absent a reason has not been provided
- providing the attendance data to the headteacher when requested
- informing the LA of any pupil being deleted off rolled from the admission and attendance registers.

The attendance officer is responsible for:

- the day-to-day implementation of this policy and all relevant procedures across the school
- communicating with pupils and parents with regard to attendance
- following up on incidents of persistent poor attendance
- informing the LA of any pupil being deleted from the admission and attendance registers.

We ask of parents/carers:

- provide accurate and up-to-date contact details
- provide the school with more than one emergency contact number
- update the school if their details change
- make sure their child attends every day on time.
- call the school to report their child's absence before **09:00am** on the day of the absence and advise when they expect to return
- ensure that, where possible, appointments for their children are made outside of the school day





- seek support, where necessary, to maintain good attendance, by contacting the Attendance Officer

Please see Section 16 of this policy for further information about parent/ carer partnership work.

5. Attendance expectations

Storybrook has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

- The morning register will be marked by 09:00
- The morning register will close at 09:15
- The afternoon register will be marked by 12:45
- The afternoon register will close at 13:00

A child who arrives after the taking of the register is marked as late and the reason given and the number of minutes they are late are recorded. The number of minutes late each month is monitored and will be shared with parents/ carers if concerns or patterns arise.

To ensure the school has effective procedures for managing absence, the attendance officer and Headteacher, will:

- establish a range of evidence-based interventions to address barriers to attendance.
- monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- attend or lead attendance reviews in line with escalation procedures.
- establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Informal meetings/phone calls with parents
 - Engaging with LA attendance teams.
 - Consider additional provision support
 - Using fixed penalty notices.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in the following way:

- In-school rewards





- Off-site trips
- Texts/ calls home
- Celebration Assemblies
- Headteacher Postcards

6. Absence procedures

Parents/ carers will be required to contact the school office via telephone before 9:00am on the first day of their child's absence - they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day. We ask that parents/ carers do call each morning, despite predicted absence days, to confirm whether or not their child will be attending that school.

Where a pupil is absent, and their parents have not contacted the school by close of morning register to report the absence, the attendance officer will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

If we have not received confirmation of absence by **10:30** a welfare check (where school staff attend the home address) will be undertaken.

The school will always follow up any absences to:

- ascertain the reason for the absence
- ensure the proper safeguarding action is being taken
- identify whether the absence is authorised or not
- identify the correct code to use to enter the data onto the school census system.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

7. Attendance Escalation

Regular analysis of absenteeism will be carried out and letters may be sent to parents if attendance falls below expected levels. If attendance does not improve, parents may be called in to discuss the matter with the Attendance Officer or Headteacher.

Further absence may result in referral to the Education Welfare Service and may result in a Fixed Penalty Notice or prosecution.

Please see the flowchart below to explain the procedure:





Stage 1	<ul style="list-style-type: none"> • 93% - 96% attendance • Three or more late arrivals over a half-term period • An unexplained or unauthorised absence 	Letter 1
Stage 2	<ul style="list-style-type: none"> • 90% - 93% attendance • Five or more late arrivals over a half term period • Subsequent unexplained or unauthorised absences 	Letter 2
Stage 3	<ul style="list-style-type: none"> • Attendance below 90% 6. Continued late arrivals despite support offered at previous tiers • Continued unexplained or unauthorised absences despite support offered at previous tiers 	Attendance Action Plan
Stage 1 will receive a first letter		
Stage 2 will receive a second letter		
Stage 3 will require an attendance action plan		

At Storyybrook, we aim to support our families and would only refer to wider services or for fines, if we are unable to successfully engage pupils and/ or parents/ carers. We aim to work with families to identify whether the pupil needs further support from us or wider partners, as quickly as possible, and make the necessary referrals.

Only when support is not appropriate, not successful, or not engaged with, will we issue a notice to improve, penalty notice or other legal intervention; this would always be a last resort.

8. Attendance Register

At Storyybrook, many pupils will arrive by taxi and consequently arrival time may be affected by traffic conditions. We will work with any companies, the LA, and/or families, should we notice a repeated pattern in lateness, to try and support this to improve.

The school systems keep attendance registers electronically to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of the school day and at the start of the afternoon session. This register will record whether pupils are:

- present
- absent
- attending an approved educational visit





- unable to attend due to exceptional circumstances.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register, unless otherwise agreed with relevant stakeholders.

9. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Headteacher or Attendance Officer for consideration - the decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interests of the pupil and the impact on the pupil's SEMH and learning into account. The Headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents/ carers and will discuss with you transparently and with fairness.

Leave of absence

Storybrook will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason
- Holidays during term time will not be authorised unless there are exceptional circumstances.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in follow-up, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

10. Illness and healthcare appointments

Parents/ carers will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in





advance as is practicable. Parents/ carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

11. Religious observance

Parents/ carers will be expected to request absence for religious observance at least two weeks in advance. The school will only accept requests from parents/ carers for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

12. SEND and health-related absences

Storybrook recognises that pupils with SEND and/or health conditions, including SEMH, may face greater barriers to attendance than their peers, and will provide additional provision to support pupils who find attending school difficult.

In line with the SEND and Inclusion Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any Education, Health and Care Plans (EHCPs), Individual Education Plans (IEPs) or Medical Plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school/parent has concerns that a pupil's non-attendance may be related to mental health issues, a meeting will be arranged to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Behaviour and Relationships policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- inform the LA if a pupil is likely to be away from the school for more than 15 school days
- provide the LA with information about the pupil's needs, capabilities and programme of work
- help the pupil reintegrate at school when they return
- make sure the pupil is kept informed about school events and clubs
- encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as

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normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- holding termly meetings to evaluate any implemented reasonable adjustments
- incorporating a pastoral support plan
- carrying out strengths and difficulties questionnaires/ boxall profiles/ well-being assessments
- identifying pupils' unmet needs through early intervention
- using an internal or external specialist to gather support
- enabling a pupil to have a reduced timetable
- ensuring a pupil can have somewhere quiet to spend lunch and breaktimes
- implementing a system whereby pupils can request to leave a classroom if they feel they need time out
- temporary late starts or early finishes
- phased returns to school where there has been a long absence.
- small group work or one-to-one help in lessons, where possible and necessary
- tailored support to meet their individual needs

When supporting any pupil struggling with attendance, Storybrook will always use trauma-informed strategies, in line with our Behaviour and Relationships policy. We have a solid understanding of Emotionally Based School Avoidance and will work with families to ensure the right provision is in place to enable their child to attend school regularly. This may include, but is not limited to:

- agreed soft starts
- individualised reintegration plans which may involve the backward-chaining model
- adapting individual timetables to support the pupil
- allowing for more one to one adult support, where necessary and possible

13. Alternative Provision and Part-time timetables

It may be deemed necessary for a child to either attend an Alternative Provision (AP) or attend school on a part time basis, for a short period of time. This will be in agreement with parents/ carers and documented on their record with regular reviews. The LA must be notified if any child is on a part timetable or attending Alternative Provision.

14. Leave during lunch times

Parents/ carers may be permitted to take their child away from the school premises

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during lunch times with permission from the Headteacher - it is at the Headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents/ carers will be required to submit a written request, outlining the reasons for their child to leave the premises during lunch time - this request will be submitted to the Headteacher. The Headteacher will consider the request and will invite the parents/ carers into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The Headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Should this be agreed, pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

Parents/ carers will be required to meet their child at the school office when taking them off the premises - the pupil will be signed out and back in. No pupil will leave the premises before the member of staff in the office has ensured that they have signed out.

The Headteacher reserves the right to withdraw their permission at any time - this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the Headteacher's decision. If permission is withdrawn, parents/ carers will not be entitled to appeal the decision. Parents/ carers will be able to withdraw their request at any time - the request will be submitted in writing to the Headteacher.

Permission will be updated on a termly basis - letters will be sent to parents/ carers at the beginning of term to confirm whether they would like their request to continue.

Please note: Storybrook encourage all children to remain in school during lunchtimes, wherever possible, to support their social development.

15. Absconding

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school.

The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - ✓ All classrooms
 - ✓ All toilets





- ✓ Any outbuildings
- ✓ The school grounds
- If a pupil leaves the site without permission, they will subsequently be supervised at all times. The supervising member of staff should make all practical efforts to take school identification and a mobile phone to call for support if required. If a member of staff is supervising a pupil without the phone, they should inform a colleague as they leave the building, they will receive support as soon as possible.
- If contact is lost with the pupil, then parents/ carers and police should be informed immediately.
- If a pupil does not respond, or is unlikely to respond, to staff instructions to bring them back to school the member of staff should request the school contact the police, staff should continue to monitor the pupil until the police arrive. All incidents of unauthorised offsite activity should be recorded as a serious incident.
- If a pupil is threatening to abscond or is in the process of absconding, staff should, if possible, use appropriate reasonable force (See Restrictive Physical Intervention Policy) to keep the pupils safe to prevent the pupil leaving the premises. If a pupil leaves the premises without permission then off-site experiences may be limited for health and safety reasons, as a protective measure, for a specified time; this will be discussed and agreed with parents/ carers and any other relevant stakeholders.
- All such incidents will be recorded formally, in accordance with the school Behaviour and Relationships Policy.

The Headteacher, alongside all Storyybrook staff, will take the appropriate action to ensure that pupils understand they must not leave the premises, and next steps will be issued if deemed necessary. Appropriate procedures will be followed in accordance with the Behaviour and Relationships Policy.

The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

16. Working with parents to improve and promote attendance

Storyybrook recognises the importance of building and maintaining strong, respectful relationships with parents/ carers and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

Storyybrook will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.





Storybrook will ensure that parents/ carers are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education - parents/ carers will be made aware that this means their child must attend school every day that it is open, except for in certain circumstances, e.g. sickness or absences that have been authorised by the Headteacher in advance. The school will regularly inform parents/ carers about their child's levels of attendance, absence and punctuality, and will ensure that parents/ carers are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Attendance Officer will work collaboratively with the pupil and their parents/ carers to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches; these will always be a last resort.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the Attendance Officer will work with the Headteacher and any relevant school staff, e.g. pastoral staff, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents/ carers to access support that they may need.

17. Persistent and Severe Absences

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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

There are various groups of pupils who may be vulnerable to high, persistent and severe absences, such as:

- Children with a social worker
- Children Looked After (CLA)
- Young Carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

Storybrook will use a number of methods to help support pupils at risk of persistent or severe absence to attend school. These include:

- Offering additional support/provision to build confidence and bridge gaps.
- Meeting with pupils and families to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.





- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

Where a pupil at risk of persistent or severe absence, is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe or persistent absences following intervention may constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Penalty notice and legal intervention

Storybrook will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance. However, where engagement strategies to improve attendance have not had the desired effect after one term the Attendance Officer will consider:

- holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- working with LA to put a parenting contract or an education supervision order in place
- engaging children's social care where there are safeguarding concerns

Where the above measures are not effective, the Headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions (5 school days) of unauthorised absence and 10 occasions of being recorded as late in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.





Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

All statutory interventions will be implemented in a relational, supportive manner.

18. Pupil Voice

Storybrook is committed to working closely with our pupils in a child-centred manner, to ensure their thoughts and experiences are captured. Therefore, throughout any attendance procedures, pupils will be asked to share their feedback.

This may be done in one of the following ways:

- Joining attendance action plan meetings
- Pupil voice questionnaire (general or individual)
- RAG rating their timetables to highlight any areas of concerns or patterns
- Regular check-ins with a key adult

19. Monitoring and analysing absence

The Attendance Officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality and authorised and unauthorised absence, for:

- the school cohort as a whole
- individual year groups/classes
- individual pupils
- demographic groups, e.g. pupils from different ethnic groups or economic backgrounds
- other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- pupils at risk of Persistent Absence

The Attendance Officer and Headteacher will conduct a thorough analysis of the above data on a half-termly and full-yearly basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in use of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.





The Attendance Officer will provide reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools. The school will also set an annual attendance target, shared with Governors.

20. Training of staff

Storybrook recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it.

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role - this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

21. Definitions of names from the admission register

Storybrook will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name





will never be removed for any other reason, and the school is aware that doing so could constitute off-rolling.

The school will make absence returns to the LA when pupils' names are deleted from the admission register. This will be except for pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information. When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number with which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register - these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

22. Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is reviewed annually.

This policy will be reviewed annually by the Headteacher. The next scheduled review date for this policy is April 2027.

Any changes made to this policy will be communicated to all relevant stakeholders.





Appendix 1 - National Attendance Codes

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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absence - leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to





		study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent - other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent - unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are:





		<ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent - unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays





Appendix 2 - Absences: Definitions and examples

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed at 9:15am
- Absence due to day trips and holidays in term-time (unless authorised by the Headteacher in *exceptional* circumstances)

