



APPLEFORD SCHOOL ATTENDANCE POLICY

This policy applies to the whole school, including boarding.

The Policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child Our fundamental priority is our children and their wellbeing; this is first and foremost.) Safeguarding is everyone's responsibility. .

This policy also takes into consideration the National Minimum Standard (NMS) for residential special schools (RSS).

Legal Status: This policy complies with, The Education (Independent School Standards) (England) Regulations currently in force, Keeping Children Safe in Education (DfE: September 2024) and the National Minimum Standards (NMS) for Residential Special Schools (RSS) (DfE: September 2022) along with a reference to:

Monitoring and Review: This policy is subject to continuous monitoring, refinement and audit by Dr Peter Gardner (Managing Director) and Mr David King (Headmaster). The Proprietor will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/reviewed policy and it is made available to them in either a hard copy or electronically.

Policy Agreed: September 2025

Date Published (including on website): September 2025

Next Review: September 2026

Signed:

Handwritten signature of Dr Peter Gardner.

Dr Peter Gardner
Directing Lead and Proprietor

Handwritten signature of Mr David King.

Mr David King
Headmaster and Non-Executive Director

Summary of changes – September 2024: This policy has been revised to reflect changes in national guidance and legislation that come into force on 19th August 2024.

Introduction: At Appleford School we recognise that positive behaviour and good school attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Appleford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all children fulfil their potential

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" (DfE in force 19th August 2024) and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Registers and Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school. This policy is written with the above guidance in mind and underpins our school ethos to:

- work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity;
- promote children's welfare and safeguarding;
- ensure every pupil has access to the suitable, full-time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and proprietor about the responsibilities and the procedures in place to promote and monitor pupil attendance. Our policy aims to raise and maintain levels of attendance by:

- promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued;
- raising and maintaining a whole school awareness of the importance of good attendance and punctuality;
- ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable. We recognise 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, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

Our responsibilities

- It is the responsibility of the Headmaster to monitor overall attendance
- The Headmaster also has the responsibility for this Policy and for seeing that it is carried out
- The Headmaster will therefore examine closely the information provided and seek to ensure that our attendance figures are as high as they should be
- The School keeps accurate attendance records on file for a minimum period of six years
- Class tutors will be responsible for monitoring attendance in their class and for following up absences in the appropriate way
- Any ongoing absences, 'lates' or unauthorised absences for holidays is discussed regularly with relevant staff and followed up as quickly as possible
- If there is concern about a child's absence, staff will contact the School Office immediately, if there is a longer-term general worry about the attendance of a particular child, this will be reported to the Headmaster who will contact the parents and if relevant, the Local Authority.
- The School will work with parents to encourage attendance by providing a calm, orderly, safe and supportive environment where pupils want to be and are keen to learn. We fully recognise the strong links between attendance, academic attainment, safeguarding, and overall wellbeing. Attendance is a key factor within our attainment tracking systems, allowing us to clearly see how engagement in school directly supports progress and achievement. By embedding attendance into this process, we can work more effectively with families to identify any concerns early and ensure every student is supported to thrive in all areas of school life.

Promoting Regular Attendance: At Appleford School we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Role	Name	Contact details

Senior Attendance Champion and Attendance Officer	Mrs Iona Gray (Head of Pastoral Care) Mr James Langan (Director of Studies)	01980621020 Ext. 1007/1008
Named Proprietor/Non-Executive Director for Attendance	Dr Peter Gardner	01980621020

Improving school attendance is everyone's business. It is a shared responsibility by the Proprietor and Senior Management Team, all school staff, parents, pupils, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.

The Senior Management Team (including Attendance Champion and Attendance officer, Mrs Iona Gray and Mr James Langan) at Appleford School will:

- actively promote the importance and value of good attendance to all pupils and their parents;
- form positive relationships with pupils and parents;
- ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually;
- ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues;
- ensure that the regulations and other relevant legislation are complied with;
- ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource;
- return school attendance data to the Local Authority and the Department for Education as required and on time;
- report the school's attendance and related issues through termly reporting to the Advisory Board and Managing Director;
- ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented;
- ensure that attendance data is collected and analysed frequently (every 3 weeks) to identify causes and patterns of absence;
- interpret the data to devise solutions and to evaluate the effectiveness of interventions;
- develop a multi-agency response to improve attendance and support pupils and their families;
- document interventions used to a standard required by the local authority should legal proceedings be instigated;
- set out how Pupil Premium will be used to support pupils with irregular attendance.

We are aware that where all other avenues of support to improve attendance have been exhausted, attendance may be enforced through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the student's right to an education (more information can be found under 'National Framework for Penalty Notices').

All staff at Appleford School will:

- actively promote the importance and value of good attendance to all pupils and their parents;
- form positive relationships with pupils and parents;
- contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- comply with the regulations and other relevant legislation;

- implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site;
- ensure that registers are recorded accurately and in a timely manner;
- contribute to the evaluation of school strategies and interventions;
- work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Senior Attendance Champion (Mrs Iona Gray), Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of an attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Making referrals to appropriate external agencies.

Appleford School requests that parents:

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.
- To sign a home to school agreement (see Appendix 1)

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

Responsibilities of Parents:

- Parents have a legal duty to ensure that their child attends school regularly, at the school at which they are registered.
- Pupils must attend every day that the school is open (unless they are ill or permission has been granted in advance).
- Parents must ensure their child is in school prior to the morning register being closed by 9.00am, after which they will be marked as late.

- If a child is unwell, parents/guardians should email, submit an absence form on the school portal or telephone the school office by 8.30am on the first day of absence and every day thereafter.

Appleford School will monitor attendance by undertaking regular data analysis to identify and provide additional support to pupils that need it, and to look at historic and emerging patterns across the School and develop strategies to address them. This analysis could include:

- monitoring and analysing weekly attendance patterns and trends and provide support in a targeted way to pupils and families;
- using this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead);
- conducting thorough analysis of every 3 weeks, half-termly, termly, and full year data to identify patterns and trends;
- benchmarking attendance data at whole school, year group and cohort level to identify areas of focus for improvement;
- devising specific strategies to address areas of poor attendance identified through data;
- monitoring the impact of school-wide attendance efforts, including any specific strategies implemented; and
- providing data and reports to the Proprietor to support their work.

Understanding types of absence: Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any student's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution. Every half-day absence from school has to be classified by the school (not by the parents), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'. Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headmaster.

For the purpose of this policy, the school defines:

"Absence" as: arrival at school after the register has closed **or** not attending school for any reason

"Regular" attendance as: attendance at every session the school is open to pupils unless their absence has been authorised

Authorised absences are morning or afternoon sessions away from school for a legitimate reason such as:

- 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 or unavoidable cause;

Only the school can make an absence authorised, parents do not have this authority, and consequently not all absences supported by parents will be classified as authorised.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained;
- Arrival at school after the register has closed;
- Shopping, looking after other children or birthdays;
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the Headmaster, including any arranged by other family members or friends;
- Leaving school for no reason during the day;
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings. As per regulations by the School Attendance (pupil registration) Regulations in force 19th August 2024, Appleford School will inform the local authority when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (consecutive or not).

Medical Appointments and Absence Due to Illness: Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must be signed out of school. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend a school-led Attendance Meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the 5-19 Healthy Child Programme team and/or to liaise with the child's healthcare professional.¹

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support. We will also consider whether an Individual Healthcare Plan is required.

Pupil Absence for the Purposes of Religious Observance: Appleford 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 is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

If a child is absent:

- When a child is absent unexpectedly, the class teacher will record the absence in the register and will inform the school Office
- A note may be sent to the school prior to the day of absence; e.g. if a child has a medical appointment
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school Office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Requests for leave of absence:

- We believe that children need to be in school for all sessions so that they can make the most progress possible, however, we do understand that there are exceptional circumstances under which a parent may legitimately request leave of absence for a child to attend; e.g. a special event.
- We expect parents to contact the school at least a week in advance but normally this request will be granted;
- We naturally prefer parents to take their family holiday in the normal school holiday periods but if this is not possible, the school will usually grant the leave of absence. However, an 'Absence Request form' for such an absence should be sent to the Headmaster.
- Appleford School will treat each application individually and discuss with parents the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised.
- When absence is granted by the Headmaster, the parents will need to agree a date of return. If a student fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

Requests for time to attend appointments outside of school:

- Parents should, as far as possible, inform the school of any appointment their child may need to attend during the school day, in advance of the appointment

¹ This is in accordance with the NSCP [Joint Protocol between Health Services & Schools in respect of the management of pupil absence from school when medical reasons are cited](#)

- When returning a child to school after an appointment, the child must be returned to the School Reception where the child needs to be 'signed in' using the InVentry management system located in the reception area.
- Once the child has been signed into school, their absence will be reassigned at the following register point as a Code U (arrived in school after registration closed).

Our Procedures:

Late arrival at school: When arriving late at school, after the first morning registration, the child must be taken to the school reception, where the child needs to be 'signed in' using the InVentry management system located in the reception area.

Measures to promote attendance: Here at Appleford School, we are aware that given the nature of the needs of our pupil population and their vulnerability a higher-than-average authorised absence rate occurs. However, this does not prevent us from continuing to strive towards the appropriate attendance of 90%. As such we have introduced and will continue to implement measures aimed at reducing absences, including:

- Infection control guidelines issued to parents via the parental portal
- Parents told to keep their child away from school if they may have a contagious illness to reduce spread to other children and staff as well as reinfection
- After any bout of sickness or diarrhoea, the pupil or staff member should remain off school for 48 hours from the last episode
- Continuous updated Risk Assessment for measures to provide safety at school regarding any pandemic.

We are also keen to eliminate any unauthorised absences through working closely with parents and promoting children's enjoyment of their time in school.

Long-term Absence:

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home so that they can keep up with their school work.

Repeated Unauthorised Absences:

- The School will contact the parent of any child who has an unauthorised absence, and if relevant, the Local Authority.
- If a child has a repeated number of unauthorised absences, the parents will be asked to visit the school and discuss the problem.

Persistent and Severe Absence: A pupil is defined by the Government as a '**persistent absentee**' (PA) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 17 school days (34 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**' (SA). Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

The attendance of all pupils at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support. If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court.

Register Keeping and Recording: The School Attendance (Pupil Registration) (England) Regulations 2024, 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. The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Expected first day of attendance: Appleford School will enter student's names on the admission register on the first day that the school, and the person with control of the student's attendance have agreed that the student will attend the school. In the case that a

student fails to attend school on the agreed starting day, we will follow this up and try to establish the reason for absence. Where we cannot locate the student, we would notify the local authority.

Expected Absence Procedure for Parents: A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 9:00 am when our register closes.
- Ensure that your child returns to school as soon as possible.

If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:00am and where no reason for absence is known. We will telephone you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us; (Please see Appendix 1)
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send emails/letters home and a home visit may be made, in the interests of safeguarding.

We will also inform a student's social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements. We will also inform a student's social worker and/or youth offending team worker if their name is to be deleted from the school register.

Late Arrival at School: Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher. At Appleford School all pupils are expected to arrive on time (by 8:45 am) for every day of the school year. All pupils arriving late are required to report to the main reception office with their parents or guardians, who will be expected to explain their absence. In this case their arrival will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9:00 am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with the Attendance Champion, Mrs Iona Gray, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good class and individual punctuality.

Please note: L or U codes will be used if a student arrives after the close of the afternoon register for the PM session.

Support Systems: At Appleford School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

However, children who are absent from education for a prolonged period of time can also be a warning sign to a range of safeguarding issues including neglect, child sexual and criminal exploitation- particularly county lines. Therefore this policy ensures that our school responds proportionately in order to identify such abuse, and in the case of absent pupils, prevent the risk of them becoming a child missing education in the future. This includes vigilance from our staff to identify when problems first start emerging, but also where children are already known to local children's social care and need a social worker, where being absent from education may increase known safeguarding issues within the family.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

Attendance Rewards and Interventions:

DAYS ABSENT	Percentage of attendance	Responsible member of staff	<i>This column lists the support, rewards and interventions that will take place at this stage so that everyone understands what will happen</i>
	99 – 100%	Mrs Iona Gray	<ul style="list-style-type: none"> • Request notes for unauthorised and update MIS
	96 – 98%		
	92 – 95%	Mrs Iona Gray	<ul style="list-style-type: none"> • Deputy Head DSL & Attendance Champion review attendance statistics on a weekly basis • All children are discussed and reasons are monitored to detect trends
	Under 90%	Mrs Iona Gray	<ul style="list-style-type: none"> • Deputy Head, DSL & Attendance Champion review attendance statistics on a weekly basis • Class Tutor to follow-up with parent to ascertain how the family can be supported in improving attendance • If no improvement seen – Attendance Champion will reach out to families for a minuted meeting to discuss how the family can be supported • Three weeks monitoring of established plan including planned interventions to help catch up with missed learning • If improvement is seen (e.g. marked reduction in absence) - child is monitored in weekly meetings to ensure no reoccurrence of absence. • If no improvement seen (e.g. attendance remains static or worsens) – In-person, minuted meeting with DSL & Headteacher.

	Under 80%	Mrs Iona Gray	<ul style="list-style-type: none"> • <i>Formal support such as attendance contracts will be in place</i> • <i>Intensify support through statutory children's social care involvement</i> • <i>No engagement from parent can result in use of legal intervention</i>
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Part-time timetables: All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

Deletions from the Register: At Appleford School we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parents in advance of the pupil leaving. We will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information. We follow the Local Authority Council's Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities. If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and the Local Authority Council will be informed of the removal from roll as outlined above.

Statutory Framework: This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance, DfE \(August 2024\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [School attendance parental responsibility measures, DfE \(January 2015\)](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Keeping children safe in education \(KCSIE\) \(DfE: September 2024\)](#)
- [Working together to safeguard children, DfE \(December 2023\)](#)

Links

- [Information sharing advice for safeguarding practitioners](#)
- [Children Act 1989](#)
- [Education Act 1996](#)
- [Education Act 2002](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)
- [The Education \(Independent School Standards\) Regulations 2014](#)

Appendix 1



APPLEFORD SCHOOL Home-School Agreement

Pupils Name : _____

Together we will:

Enable the child to know right from wrong.

Provide a safe and secure environment where the child can grow and develop.

Establish open and respectful communication.

Share common goals and expectations for the child.

Develop consistent approaches for maintaining high standards of behaviour.

Urge the child to value and respect all people irrespective of race, culture, religion, sex and age

chool Will

et high standards and aim to provide a quality education for the child.

ncourage the child to achieve his or her potential in all aspects of school life.

et appropriate incremental learning outcomes through an individual pupil support plan.

are for the child as a valued member of the school community irrespective of gender, race or religion.

aintain a code of conduct which provides a caring, secure and disciplined environment.

rovide a broad and balanced curriculum with an increased emphasis on literacy and numeracy skills matched to individual needs.

eeep parents and guardians informed about the child's progress in all areas.

eeep parents and guardians informed about any changes to the policies of the school and general school matters.

e open and welcoming towards parents and guardians and provide opportunities for them to become further involved in the life of the school.

d
(Parent/Guardian)

d David King - Headmaster

The Home Will

- Ensure regular attendance and punctuality.
- Provide suitable clothing, footwear and equipment as stated in the school list.
- Support high standards of work and behaviour.
- Ensure the school has up to date information for emergency contact.
- Keep the school informed on all transport and collection arrangements.
- Support the code of conduct which ensures a caring, secure and disciplined environment.
- Let the school know of any problems or developments which might affect the child's work or behaviour.
- Attend the school on request if the behaviour of the child has been recorded as unacceptable.
- Attend discussions on attainment / progress.
- Support school functions and events.
- Support all school policies.

Date

Date

Appendix 2

Appleford Daily Morning Registration Procedure 2025 / 2026

Iona Gray and Jim Langan – Appleford Attendance champions

01980 620 621

Secretary @appleford.wilts.sch.uk

08.00 Secretary reads emails and listens to voice messages to check for absences and late arrivals reported by parents.

Secretary notes the absences on Excel Reported Absence List

Parents / guardians should email, submit an absence form on the school portal or telephone the school office by

08.30 on the first day of absence and every day thereafter.

09.00 Secretary completes morning tutor registers on ISAMS, information also pulled across from My Parent Portal and Inventory. Reconcile this with any hard copy paper registers and Excel Reported Absences List.

Parents must ensure their child is in school prior to the morning register being closed by **09.00 am**

Secretary sends email to all staff asking about unaccounted for children.

Secretary checks unaccounted for children's timetables and go to classrooms to try to find them

Secretary calls parents / guardians, leave messages for parents / guardians and send email to parents / guardians

No response from parents / guardians - school secretary informs the pastoral and safeguarding team.

Safeguarding and Pastoral team start chasing. Safeguarding and Pastoral team to notify Social worker, Family key worker if applicable.

Late procedure, after 08.50. Children sign in via Inventory system at reception.