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School Attendance Policy
2025 – 2028
Individual School Procedures (Part 2)
To be read in conjunction with the Trust Attendance Policy (Part 1)

St John's C of E Middle School

This policy is been reviewed and updated by the CEO and the Trust Safeguarding Lead.

It will be reviewed as guidance from the Local Authority and/or DfE is updated. Otherwise, it will be reviewed on a triennial basis and will be approved by the Trust Board (Part 1) and the school's Local Governing Body (Part 2). It will be implemented by all schools within the Trust.

Reviewed:	March 2025
Ratified:	April 2025
Next Review Date:	March 2028

In collaboration with

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Key personnel and procedures to be personalised by each school within the Trust. These are displayed from Page 12 onwards including :

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Part 2:

School:	St John's Church of England Middle School	
1. Key attendance personnel		
Role	**Name**	**Contact details**
Headteacher	Mrs A Elwell	school@st-johns-bromsgrove.worcs.sch.uk
School Attendance Lead (Senior Leader)	Mrs K Gallinagh	school@st-johns-bromsgrove.worcs.sch.uk
Safeguarding & Welfare Lead (Designated Safeguarding Lead)	Mrs K Gallinagh	school@st-johns-bromsgrove.worcs.sch.uk
Attendance Administrator	Mrs E Keen	school@st-johns-bromsgrove.worcs.sch.uk
SENDCO	Mrs M Shepherd	school@st-johns-bromsgrove.worcs.sch.uk
Governor for attendance	Mrs L Fleming	school@st-johns-bromsgrove.worcs.sch.uk
2. Timings of the school day, timings of registration periods.		
Morning session		
Starts at 08:50 am	Register taken 9:00 am Arriving after this time, will be marked 'L' (late)	Register closes at 9:30 am. Arriving after this time, will be marked 'U' (unauthorised late) unless a medical appointment.
Afternoon session		
Starts at 1:15 pm	Register taken at 1:15 pm	Register closes at 1:25 pm.
Timings of the school day:		
Morning Registration		08:50 – 09:15
Lesson 1		09:15 – 10:10
Break		10:10 – 10:25
Lesson 2		10:25 – 11:20
Lesson 3		11:20 – 12:15
Reading time for Years 6 & 8		12:15 – 12:35
Lunch for Years 5 & 7		12:15 – 12:55
Lunch for Years 6 & 8		12:35 – 13:15
Reading time for Years 5 & 7		12:55 – 13:15
Lesson 4 (Afternoon registration mark)		13:15 – 14:10
Lesson 5		14:10 – 15:05
Form tutor time		15:05 – 15:15

3. Punctuality (lates) procedures

- If a child is late, they must register with the school office upon arrival.

- If a child is repeatedly late (without a valid reason), they will be issued with sanctions to make up for the time that they have lost.
    - 2 lates in a week = 15-minute intervention
    - 3 lates in a week = 35-minute lunchtime intervention
    - 4 lates in a week = 45 minute after school intervention.

- Punctuality and attendance will be rewarded throughout the year.

4. First day absence procedures

- Parents 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.

- Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent via telephone call as soon as is practicable on the first day that the pupil does not attend school.

- The school will always follow up any absences in order 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.

- The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

- In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer. The school will inform the local authority of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

- If a pupil's attendance drops below 80 percent, the attendance officer will arrange a formal meeting with the pupil and their parent.

- The attendance reporting structure will be as follows:
    - Form tutor
    - Heads of year
    - Attendance officer
    - Headteacher
    - Education welfare officer

5. Medical / dental appointments procedures

Parents 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 will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment

6. Request for leave of absence procedures

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – 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 education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of Absence

The school will only grant a pupil a leave of absence in exceptional circumstances. 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 considered. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

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

- During Year 5 when a pupil is settling into the school, unless certain exceptional circumstances apply, e.g. the death of a family member
- Immediately before and during 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

- If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, 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.

- For reference, the register codes are given in appendix 1 of Part 1 of the policy (Trust wide policy).

Performances and activities, including paid work

- The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

- Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this

may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

- The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
    - During each complete period of four weeks (or if there is a period of less than
    - four weeks, then during that period), for periods of time not less than three
    - hours a day; and
    - On days where the pupil would be required to attend school if they were
    - attending a school maintained by the LA; and
    - For not more than five hours on any such day.

- Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil 's attendance would fall below 90 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

- Parents will be expected to request absence for religious observance at least two weeks advance.

- The school will only accept requests from parents 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.

Gypsy, Roma and Traveller absence

- Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

7. Following up unexplained absence

When a pupil is absent and no contact is received from a parent or carer, the school will attempt to make contact on the first day of absence using available communication methods. All actions are recorded.

If absence continues or becomes a concern, the school will follow its attendance procedures, which may include formal letters, meetings, and referral to the Local Authority where necessary.

Safe and well checks

A safe and well check helps the school confirm that a pupil is safe and identify any support they or their family may need. The school may arrange a check if it cannot contact the family, if a pupil has not been seen for several school days, or if there is a welfare concern. This may include absences already reported to the school, including illness.

The Designated Safeguarding Lead (DSL) will decide when and how to check, taking account of known risks. A check may include a home visit. Staff will record contact attempts, outcomes and next steps. If safety cannot be confirmed or concerns remain, the DSL will follow the school's safeguarding procedures. Staff will act immediately on urgent concerns.

8. Strategies for promoting attendance

- The attendance officer will monitor and analyse attendance data weekly to ensure that intervention and support is delivered quickly to address habitual absence at the first signs.

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

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

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

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Subjects which have low lesson attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

- The attendance officer will provide regular 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 board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

9. Reducing persistent and severe absence

- There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

- The school will ensure it provides support to pupils at risk of PA, in conjunction with all relevant external authorities where necessary.

- The school will use several methods to help support pupils at risk of PA to attend school. These include:

- Meeting with the pupil and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check -ins to review progress and assess the impact of
- support.
- Making regular contact with the pupil's parent to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re -engagement might be needed, including with regard to additional vulnerability.

- The school will focus particularly on pupils who have rates of absence under 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

- Where a pupil at risk of PA 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 PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

- The school 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, 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 the 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 fixed penalty notice in line with the LA's code of conduct.
- 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.

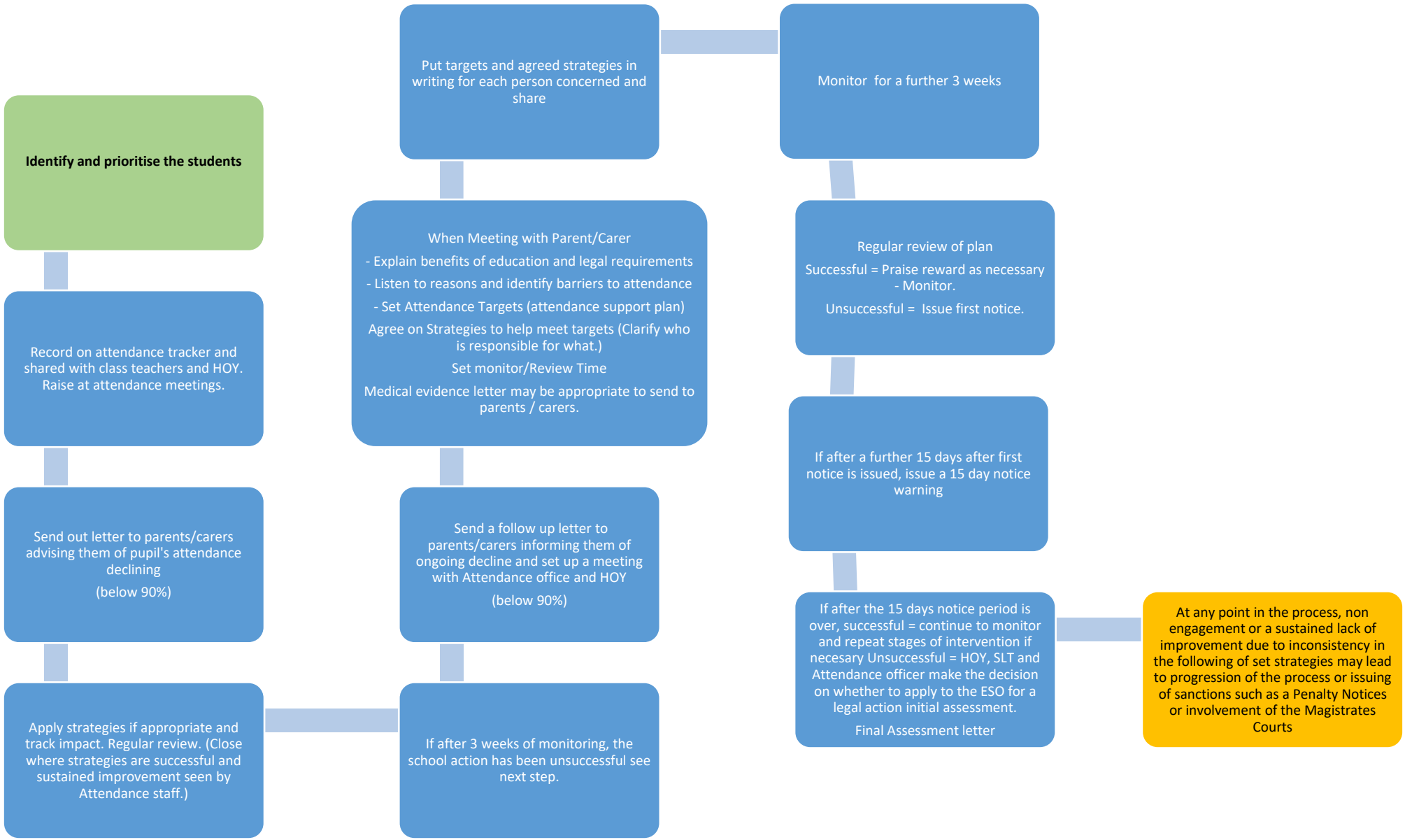
- Please see the school approach outlined in Appendix 2 of Part 1.

Expect (good attendance) – Monitor (use data) – Facilitate Support (identify and remove barriers) – Formalise Support (contracts or orders) – Enforce – Legal sanctions.
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10. Reporting to parents/carers

- Parents are able to access their child's attendance on Epraise at any time.
- Attendance will be discussed during pastoral drop -ins.
- Attendance will be included on the end of year school report for each child.
- Where issues arise with attendance, the school will contact home immediately and then as required.

PART 2 – APPENDIX 2 – INTERVENTION FLOWCHART – TO BE COMPLETED AND AMENDED BY THE INDIVIDUAL SCHOOL



Part 2 - Appendix 3

Attendance support plan

Pupil:

Class:

Attendance meeting was held on

Present at the meeting:

Current attendance:

Points discussed during the meeting:
What support will school provide?
What actions will parent/carer take to improve their child's attendance?
Review meeting date: