

Attendance Policy

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Section One

“Attendance is the essential foundation to positive outcomes for all pupils including their safeguarding and welfare and should therefore be seen as everyone’s responsibility in school.”
DfE working together to improve school attendance August 2024

Rationale:

At Briarwood School we recognise the clear link between consistent attendance, achievement and pupil wellbeing. The whole school community has a responsibility for promoting excellent attendance; parents, pupils, governors and all school staff. Regular attendance at school is a legal requirement. As a school we expect the highest level of attendance from all pupils. However, attendance rates for special schools are generally below those of mainstream schools because of the complex nature of some of our pupils’ special needs. Unfortunately, some of our pupils are more prone to illness and hospitalisation.

We also recognise the importance of close home-school partnerships in supporting our pupils’ optimum attendance, see our home school agreement for more information.

Objectives:

- To create a shared understanding of the importance of regular and consistent attendance on positive outcomes for pupils
- To ensure that all stakeholders are aware of their responsibilities in ensuring regular and consistent attendance for pupils
- To ensure processes are in place to monitor attendance
- To ensure all stakeholders are aware of support available to support attendance
- To build strong relationships with families to ensure pupils have the support in place to attend school

This policy should be read in conjunction with our safeguarding policy.

Definition of Terms

- Persistent absence: attendance below 90%
- Severe absence: attendance at or below 50%
- Attendance Action Plan: a recorded plan agreed with parents/carers and, where appropriate, other professionals, to improve attendance
- Reasonable adjustments: adaptations made to provision, routines or support to reduce barriers to attendance
- Temporary part-time timetable: a short-term, formally agreed reduction to full-time attendance used only in exceptional circumstances and reviewed regularly

Key Contact Details:

Senior Attendance Champion – Antonios Petropoulos (Head of Inclusion) –
Antonios.petropoulos@bristol-schools.uk

Deputy Attendance Lead (Complex Cases): Cathryn Davies, Complex Needs Assistant Headteacher –

Cathryn.davies@bristol-schools.uk

Day-to-day attendance queries: contact your child/young person's Class Teacher in the first instance. For site-level support contact your child/young person's Head of School:

Sophie Flynn - Briarwood Infants - 0117 4036411 - Queen Ann Road, Barton Hill, Bristol, BS5 9TX

Tina Oram - Briarwood Juniors 0117 3532651 - Briar Way, Fishponds, Bristol, BS16 4EA

Cathryn Davies - NEXUS Centre 0117 3773042 - Snowdon Road, Fishponds, Bristol, BS16 2HD

Alistair Mackintosh – Secondary 0117 3773042 - Snowdon Road, Fishponds, Bristol, BS16 2HD

Sarah Lane-Batt -Briarwood Sixth Form 0117 3532651 - Briar Way, Fishponds, Bristol, BS16 4EA

Duties and responsibilities

Improving attendance is everyone's concern. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families.

The Governing Body:

- To recognise the importance of school attendance
- To promote the importance of school attendance across the school's policies and ethos
- To make sure school leaders fulfil expectations and statutory duties
- To regularly review and challenge attendance data
- Monitoring attendance figures for the whole school
- To make sure staff receive adequate training on attendance
- To hold the Executive Headteacher to account for the implementation of this policy.

Executive Headteacher:

- To have overall responsibility for whole school attendance and the Implementation of this policy.
- To authorise or approve a request to Bristol City Council for consideration of a Penalty Notice, where appropriate.

Head of Inclusion (Senior Attendance Champion):

- Lead and review the Attendance Policy at least annually, ensuring full compliance with statutory guidance: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- Provide training for all staff on registers, attendance codes, escalation procedures, and support-first approaches to tackling absenteeism.
- Monitor whole-school attendance data, including persistent absence (<90%) and severe absence (<50%); maintain a RAG-rated overview of pupil cohorts and track the impact of interventions over time.
- Oversee and quality assure the school's graduated response to absenteeism, including action plans for pupils at risk of or experiencing persistent absence.
- Line-manage the Complex Needs Assistant Head, who will lead on complex attendance cases involving significant SEND, health or safeguarding needs.
- Coordinate escalation with Heads of School and external partners (such as the Education Welfare

Officer and Local Authority) where attendance concerns remain unresolved.

- Advise the Executive Headteacher on statutory intervention options, including penalty notices, in accordance with the national framework for school attendance.
- Ensure attendance concerns are considered during EHCP reviews, providing up-to-date data and reviewing or setting targets where a pupil's attendance is 80% or below.

Heads of Schools:

- To liaise with Executive Leadership Team (ELT), teachers and administration staff.
- To ensure accurate and timely daily registration across their site.
- To respond to early signs of attendance concern; engage families in discussion and implement support promptly.
- To identify pupils with attendance below 95% or persistently absent below 90%; meet with parents/carers to create or review an Attendance Action Plan, including reasonable adjustments as appropriate.
- Where a pupil's latest rolling attendance is 80% or lower, to ensure this is reviewed at the next EHCP annual or interim review, with an Attendance Action Plan discussed and recorded alongside relevant professionals. If low attendance precedes the meeting, to ensure previous targets are reviewed.
- To provide half-termly site-level attendance summaries to the Head of Inclusion, highlighting pupils requiring additional or complex multi-agency support.

Complex Needs Assistant Headteacher:

- To lead on complex attendance cases where absence is linked to significant SEND, medical, mental health, behaviour or multi-agency needs. Typically, this includes pupils whose attendance remains below 90% after site-based interventions or where attendance is 80% or below and the barriers are complex.
- To coordinate with families and professionals, including health, therapy services, transport teams, and social care, to reduce barriers and ensure appropriate support is in place.
- To ensure that reasonable adjustments are implemented and clearly documented, including updates to EHCPs where relevant.
- To provide regular updates to the Head of Inclusion and immediately escalate any safeguarding concerns arising from or contributing to non-attendance.

Teachers:

- To keep accurate attendance registers at the beginning of each morning and afternoon session
- To indicate whether an absence is authorised or unauthorised using the agreed coding system. (See Appendix 1)
- To identify pupils with poor or irregular attendance and inform a member of the Senior Leadership Team (SLT)

Pastoral admin co-ordinator:

- To ensure all absences are identified and recorded systematically and accurately, and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality.
- To review and monitor attendance across the school and highlight concerns to the Head of Inclusion.

- To train staff in registration and attendance procedures.
- To produce reports and statistics on attendance, punctuality, missing marks for a range of audiences as required.
- To support the production of attendance summaries for EHCP reviews and multi-agency meetings.

Admin team:

- To take calls from parents about absence on a day-to-day basis and record it on the school system.
- To transfer calls from parents to the Heads of Schools or the Head of Inclusion in order to provide them with more detailed support on attendance.
- To follow the "Process for Monitoring Pupil Absence" in Appendix 3.

Parents:

- To ensure their child attends school every day on time.
- To provide an explanation for any absences by phone, email or letter, and advise when they are expected to return.
- To ensure that, where possible, appointments for their child are made outside of the school day.
- To provide the school with at least 1 emergency contact number for their child.

Penalty Notices and Legal Enforcement

In line with the National Framework for Penalty Notices (England, from 19 August 2024), Briarwood School, in partnership with Bristol City Council, will consider issuing a Penalty Notice when a pupil accrues 10 or more unauthorised sessions (equivalent to 5 full school days) within any rolling 10-school-week period.

- First Penalty Notice: £80 per parent per child if paid within 21 days; otherwise £160 if paid between 22–28 days.
- Second Penalty Notice (within a 3-year period): Flat rate of £160 per parent per child.
- Maximum Notices: Only two Penalty Notices per pupil may be issued within any three-year period—further cases will be escalated to prosecution.

Failure to pay by 28 days will result in prosecution under Section 444 of the Education Act 1996 (up to £2,500 fine and/or community sentencing). Penalty Notices are issued to each parent, and separate notices are issued for each pupil involved.

Schools must:

- Issue a "Notice to Improve" before considering a Penalty Notice, except in holiday absences where a warning may be immediate.
- Follow the Bristol City Council Penalty Notice Code of Conduct, ensuring decisions adhere to the Law and national policy

The national penalty notice framework applies to all compulsory-age pupils registered at state-funded schools, including mainstream, special schools, alternative provision, and PRUs. This includes pupils with EHCPs or significant SEND needs.

At Briarwood school, we recognise that reasonable adjustments and support-first interventions must be prioritised before considering enforcement for our pupils who have complex medical or mental health needs. Before any Penalty Notice is issued, evidence of outreach, offers of support, and contextual considerations related to medical, mental health, or disability-related challenges must be documented.

All partners should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Section Two:

Absences

The school accept absences for the following reasons:

- Illness (physical and mental health related)
- Emergency dental/medical appointment
- Day of religious observance
- Family bereavement
- Term time absences for families with exceptional circumstances: e.g. to facilitate essential respite

The school will try to contact families where no information regarding the absence has been shared. This is to ensure the child's safety as well as their regular school attendance. If we are concerned about aspects of a child's attendance or punctuality we will contact the family to discuss the best way forward.

Authorised Term Time Absences

In exceptional circumstances, parents/carers may request a leave of absence during term time by writing to the Executive Headteacher in advance. Leave of absence during term time is **not** an automatic right and will only be granted where the Executive Headteacher is satisfied that exceptional circumstances apply, having considered the pupil's needs, overall attendance, time of year, impact on learning, safeguarding considerations, and the nature of the request. Generally, leave for the purpose of leisure, recreation, holidays, day trips or visiting relatives would not amount to exceptional circumstances. Where term-time leave is taken without authorisation, or where the threshold for legal intervention is met, the school may request that Bristol City Council consider issuing a Penalty Notice in line with the local code of conduct and national framework.

Unauthorised Absences

The school will not authorise absence for holidays, day trips, visiting relatives, shopping or birthdays – unless in exceptional circumstances.

Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as late after the registration has closed, using the appropriate code.

In both occasions the reason of the lateness should be included.

In the case of perpetual absence school leaders should arrange a meeting with the family to discuss reasons behind the lateness and put reasonable adjustments in place to improve the student's punctuality.

Attendance Support, Reasonable Adjustments and Temporary Part-Time Timetables

Briarwood School will maintain high aspirations for attendance for every pupil, while recognising that some pupils may require additional reasonable adjustments, individualised planning and multi-agency support in order to attend successfully. The school will work in partnership with families and relevant professionals to understand barriers to attendance, reduce barriers within school where possible, and ensure that support in school, including provision set out in a pupil's EHCP where applicable, is accessed consistently.

Where attendance barriers are primarily linked to health or medical needs, this policy should be read alongside the school's Supporting Pupils with Medical Needs Policy and any relevant healthcare plans or medical guidance in place for the pupil.

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, a temporary part-time timetable may be agreed. This must be a short-term measure, agreed with the parent/carer, and set within a wider support, healthcare or reintegration plan. It must include regular review dates and a clear intended end date. Where a pupil has a social worker, they should be kept informed and involved as appropriate. As all of our pupils have an ECHP the school will liaise with the local authority as appropriate. Any agreed absence linked to a temporary part-time timetable will be recorded using the appropriate attendance code.

Section 3

Monitoring

- Executive Leadership Team and Senior Leadership Team will review whole-school attendance data at least termly, including overall attendance, persistent absence, severe absence, punctuality, attendance by phase and cohort, and the impact of interventions and reasonable adjustments.
- The Head of Inclusion will maintain regular strategic oversight of attendance through a RAG-rated system and quality assurance processes, with a particular focus on pupils at risk of persistent absence, severe absence, pupils with SEND or medical needs, and pupils requiring multi-agency support.
- Unauthorised absences will be followed up to ascertain the reason, ensure the proper safeguarding action is taken and to signpost to additional multiagency support. This may result in a referral being made to the Education Welfare Officer (EWO) and a penalty notice being issued.
- Authorised term time absences will be monitored separately. A RAG system will highlight the number of requests being made and provide an overview of time taken.
- Heads of School will carry out half-termly reviews of attendance data for their phase, share summaries with the Head of Inclusion, and implement actions with families where concerns arise. This includes identifying early warning signs (<95%), persistent absence (<90%), and pupils at risk of severe absence (<50%).

The protocol for pupils who fall into the lower percentage of attendance is as follows:

- An action plan will be drafted and agreed with reasonable adjustments following a meeting with parents and other potential agencies who can offer support to improve a student's attendance.
- Attendance monitoring from the school leadership team in conjunction with the EWO.
- Regular meetings and contact with parents/carers.
- Involvement of a multi-agency team.
- If the above interventions are not successful and the attendance does not improve, a formal referral will be made to the EWO and their service will become activity involved.

Attendance Return to the Local Authority:

All schools are required to provide the Local Authority with the full name and addresses of any pupils of compulsory school age who, who since the last time an attendance return was made:

- Has failed to attend school regularly; or
- Has been absent from school for a continuous period of at least ten school days where absence is classified for statistical purposes as unauthorised

Sickness Return to the Local Authority:

All schools are required to provide the LA with the full name and address of any pupil of compulsory school age if:

- The pupil is recorded in the attendance register as absent using Code I and
- The school has reasonable grounds to believe the pupil will be absent for 15 school days, consecutively or cumulatively.

Links with Other Briarwood Policies

- Safeguarding and Child Protection Policy
- Home School Agreement
- Children Missing Education procedures
- Supporting Pupils with Medical Conditions Policy
- SEND Policy and Information Report
- Behaviour and Pastoral Policy
- Suspensions and Exclusions Policy
- Alternative Provision Policy
- Keeping Children Safe in Education

Appendices

- Appendix 1 – Attendance Codes
- Appendix 2 – Guide for parents
- Appendix 3 – Process for monitoring pupil absence
- Appendix 4 – Reference List

Review Date: September 2026

Appendix 1 – Attendance Codes

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Attending any other approved education activity (e.g. AP)	Approved educational activity	Out for whole session
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence	Out for whole session
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence	Out for whole session
C	Leave of absence for exceptional circumstance	Authorised absence	Out for whole session
D	Dual registration (i.e. pupil attending other establishment)	Approved educational activity	Out for whole session
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence	Out for whole session
G	Holiday not granted by the school	Unauthorised Absence	Out for whole session
I	Illness (NOT medical or dental etc. appointments)	Authorised Absence	Out for whole session
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Approved educational activity	Out for whole session
K	Attending education provision provided by the Local Authority	Approved educational activity	Out for whole session
L	Late (before reg closed at 9.30am)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	Reason for absence not yet established	Unauthorised Absence	Out for whole session
O	Absent in other or unknown circumstances	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved educational activity	Out for whole session

Q	Unable to attend the school because of a lack of access arrangements	This code is classified for statistical purposes as not a possible attendance	
R	Religious Observance	Authorised Absence	Out for whole session
S	Leave of absence for the purpose of studying for a public examination	Authorised Absence	Out for whole session
T	Parent travelling for occupational purposes	Authorised Absence	Out for whole session
U	Arrived in school after registration closed	Unauthorised Absence	Late for session
V	Educational visit or trip	Approved educational activity	Out for whole session
W	Work experience	Present	Out for whole session
X	Non-compulsory school age pupil not required to attend school	This code is classified for statistical purposes as not a possible attendance.	
Y1	Unable to attend due to transport normally provided not being available	This code is classified for statistical purposes as not a possible attendance.	
Y2	Unable to attend due to widespread disruption to travel	This code is classified for statistical purposes as not a possible attendance.	
Y3	Unable to attend due to part of the school premises being closed	This code is classified for statistical purposes as not a possible attendance.	
Y4	Unable to attend due to the whole school site being unexpectedly closed	This code is classified for statistical purposes as not a possible attendance.	
Y5	Unable to attend as pupil is in criminal justice detention	This code is classified for statistical purposes as not a possible attendance.	
Y6	Unable to attend in accordance with public health guidance or law	Authorised absence	Out for whole session
Y7	Unable to attend because of any other unavoidable cause	This code is classified for statistical purposes as not a possible attendance.	
Y	Exceptional Circumstances	Authorised Absence	Out for whole session

Appendix 2 – Guide for Parents / Carers

When does my child need to be in school?

School opens for pupils at 9.00am. Your child should be ready in good time for the school transport to ensure they arrive on time

Does the school need letters explaining my child's absence or will a phone call do?

We require parents/carers to telephone the school on the first day of absence. If you do not phone us, we will try to contact you. This will be followed up with a letter requesting this information if we are unable to contact you.

If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence.

What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment
- Day of religious observance
- Family bereavement
- Term time absences for families with exceptional circumstances (see question 6)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details.

What is unacceptable?

The school will not authorise absence for holidays, day trips, visiting relatives, shopping or birthdays – unless in exceptional circumstances.

Will the school contact me if my child is absent?

The school will try to contact you, if we have not heard from you. This is to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

Can we take term time absences?

If, in exceptional circumstances, you need to request permission for your child to not be in school during term time, you should complete an application form, stating the reason why. The Executive Headteacher has the right to refuse permission having given consideration to: your child's age, the time of year, overall attendance pattern of your child and the circumstances given.

Please note that leave of absence in term time is not an automatic right and is only granted in exceptional circumstances. Holidays, leisure trips and visits to relatives would not normally be authorised. If leave is taken without school permission, the school may request that Bristol City Council consider issuing a Penalty Notice.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that they leave home in the correct clothes and properly equipped. Show your child, by your interest, that you value their education.

My child is reluctant to come to school. What should I do?

Contact the school to discuss any concerns or worries. It is important that we identify the reason for your child's reluctance to attend school and work together to resolve the problem.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise. Please contact the school if you would like the contact details of the Education Welfare Service.

What You Need to Know

- Good attendance means attending school every day possible.
- We will work with you early to support any barriers to attendance.
- Attendance below 95% may trigger a conversation with the Head of School.
- Attendance below 90% is considered persistent absence and will result in an Attendance Action Plan.
- If your child has an EHCP and attendance falls to 80% or below, the next review will include a specific Attendance Plan.

Reporting Absence

Please contact your child's site admin team before 8:30am on each day of absence.

Who to Contact

- Daily absence: Site Admin Team
- Attendance support: Your child's Head of School
- Complex needs: Complex Needs Assistant Head
- Strategic leadership: Head of Inclusion (Senior Attendance Champion)

Appendix 3 - Process for Monitoring Pupil Absence

Before school:

Parents to inform school by phone/letter of any pupil absence

Registration:

Teachers will complete the school register stating if the absence is authorised or unauthorised. Unauthorised absences will be reported to a member of the Senior Leadership Team.

Where we have no reason for a pupil's absence:

If your child is absent from school, let us know from 8:30am (or earlier). If we have not heard by 9:30am we will send a text message informing you of your child's absence and ask you to call the school office. If we have not heard from anyone by 10:30am, we will contact the emergency contacts for your child. If your child is then absent the following day and the school has not received a reason, then we may make a visit to your house to check that your child is ok.

Where contact with the family cannot be made, school may conduct a home welfare check and seek advice from the Education Welfare Team. This is to ensure that the pupil is safe and well and to offer families support to enable their child or young person to return to school.

Persistent Absences:

The Head of School, in liaison with the Head of Inclusion (and the Executive Headteacher, where appropriate), will contact families of pupils with persistent absence to discuss the underlying causes and co-produce an Attendance Action Plan. Where a pupil's absence relates to complex SEND or medical needs or complex behaviour needs, the Complex Needs Assistant Head will provide additional support and coordinate relevant multi-agency input. Where a pupil has a social worker, the school will inform them of significant unexplained absence and involve them in planning where attendance concerns are escalating, in line with statutory guidance.

Appendix 4 - Requesting a reason for a pupil's absence

Template Text:

Dear _____. _____ is absent from school today. Please could you contact the school office on _____ to inform us of the reason for their absence.

Template Letter:

Date

Dear

Re:

Your child/young person has been absent from school today but we received no message from you regarding this, we were unsuccessful in trying to contact you today.

We would be grateful if you could please confirm your child's absence by phone or returning the slip below stating the reason for absence.

Thanking you for your co-operation.

Yours sincerely

Nicolle Deighton
Executive Headteacher

.....

For the attention of the Office

Absence Reply Slip

Childs Name: Date(s) of absence

- Reason for absence (please tick box) a) sickness []
b) appointment []
c) other reason []
(please state reason)

Signed: Date:

Appendix 5 - Staff flowchart

Step 1: Universal Monitoring – Early Signs

Attendance Level	Action	Lead Staff
95–100%	Celebrate attendance. No action needed.	Class Team / HoS
Below 95%	Monitor trend. Contact home for context. Log on Arbor (Attendance tab).	Head of School

Step 2: Early Intervention – At Risk

Attendance Level	Action	Lead Staff
Below 90% (Persistent Absence)	Phone call home. Attendance Action Plan completed. Copy sent home with covering letter with SMART targets & review date. Offer early help. Offer meeting with parents.	Head of School
Barriers linked to complex behaviour needs or complex medical needs?	Inform Complex Needs Assistant Head. Adjust timetable/support.	HoS / Complex Needs AH

Step 3: Intensive Support – Complex or Ongoing Concern

Trigger	Action	Lead Staff
Attendance ≤50% (current or at time of EHCP review)	Urgent attendance meeting arranged. Attendance Action Plan signed and reviewed. Consider interim EHCP review and multi-agency involvement. Include Attendance Plan targets.	Head of School
Long-term non-attendance, complex needs, multi-agency*	Case-hold by Complex Needs Assistant Head. Coordinate plan with family, health, LA, etc.	Complex Needs AH
Data shared with Head of Inclusion. Logged on RAG tracker.	Central overview and QA.	Attendance Data & Systems Coordinator / Head of Inclusion

Step 4: Escalation

Trigger	Action	Lead Staff
No improvement after support	Escalate to Executive Headteacher. Consider EWO referral.	Head of Inclusion
10 unauthorised sessions in 10 weeks	Consider Penalty Notice (statutory national threshold from Aug 2024).	Executive Head / LA

* Where attendance difficulties are primarily linked to EBSA and reintegration remains the agreed plan, oversight will usually remain with the Head of School, with support from relevant staff and professionals. Where review determines that reintegration is no longer the agreed focus and alternative provision or a change of placement is being pursued, oversight may transfer to the Complex Needs Assistant Headteacher in line with the Complex Needs Referral Handbook.

RAG Summary

Green: 95–100% – no concerns / universal monitoring

Amber: 90.1–94.9% – monitor and early support

Red: 50.1–90.0% – persistent absence

Black: 50.0% or below – severe absence

Reference List

Department for Education (DfE) (2024–25). *Working together to improve school attendance* (Statutory guidance, updated 19 August 2024; confirmed statutory in KCSIE 2025).

DfE (2024). *Summary table of responsibilities for school attendance*.

DfE (July 2025). *Pupil attendance in schools – data to Week 26 2024–25*.

DfE (2024/25). *Monitor your school attendance user guide*.

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DfE (September 2025). *Keeping Children Safe in Education (KCSIE) 2025*—notes attendance guidance statutory status.

Education Hub / DfE (March 2025). *Why school attendance matters*.

Astar Attendance Blog (May 2025). *DfE reaffirmed attendance research and strategy priorities*.