

# Philpots Manor School



## Attendance Policy

Approved by: SLT

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## **1. Aims**

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for attendance and punctuality of all pupils
- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence

- Building strong relationships with families to ensure pupils have the support in place to attend school

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance [working together to improve school attendance](#) (applies from 19 August 2024), and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

## 3. Roles and responsibilities

### 3.1 The Proprietor

The Proprietor, **Steven Ogilvie**, is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

### 3.2 The Headteacher

The Headteacher, **Gina Wagland**, is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Having high expectations of all learners including the most vulnerable
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the Head of Safeguarding and Therapies to be able to do so

- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance
- Sharing information from the school register with the local authority, including:
  - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

### **3.3 The designated senior leader responsible for attendance**

The designated senior leader, (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Having high expectation of attendance for all learners including the most vulnerable
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of attendance data and oversight of absence data analysis
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

- Inform learners' social workers if there are any unexplained absences and if the learner is leaving the school (ie if their name is to be deleted from the register).

The designated senior leader responsible for attendance is **Jane Waites**, and can be contacted via email on [jane.waites@philpotsmanorschool.co.uk](mailto:jane.waites@philpotsmanorschool.co.uk)

### **3.4 The Attendance Officer:**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Monitoring and analysing punctuality data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance or punctuality to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Head of Safeguarding and Therapies when to issue fixed-penalty notices

The attendance officer is **Louise Harris** and can be contacted via email on [louise.harris@philpotsmanorschool.co.uk](mailto:louise.harris@philpotsmanorschool.co.uk)

### **3.5 Class teachers/form tutors and Teaching Assistants**

Class teachers/form tutors are responsible for:

- having high expectation of attendance for all learners including the most vulnerable
- recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes, and submitting this information to the school office on the same day. See Appendix 2 DfE Attendance Codes.
- Meeting and greeting each learner at the school gates, making sure that they start their day well and are ready for learning.
- Walking each learner to the school gates at the end of the day to ensure that they have no unresolved issues, and that they are motivated to return the next day
- Promoting and rewarding good attendance and punctuality in lessons at every appropriate opportunity
- Building strong relationships with families to understand and resolve at the earliest opportunity any challenges that might affect the learner's attendance
- Liaising with the Head of Safeguarding and Therapies, Jane Waites, where attendance and punctuality are causing concern

- Supporting learners with re-integration plans and learners who have been absent to re-engage with their learning.

It is a legal requirement for staff to complete the class register. Where there is a teacher or form tutor present in the classroom, they must complete the register. Where there is no teacher the Teaching Assistant should complete the register and advise the teacher that they have done so. Failure of the teacher or classroom staff to complete the register by the end of each school day may lead to disciplinary action being taken.

### **3.5 Wellbeing staff**

The wellbeing staff have high expectation of attendance for all learners including the most vulnerable. They are responsible for co-ordinating and leading the morning meet and greet and the afternoon departure of all learners. This may involve a team member checking in with the learner in a designated safe space and reporting to the class teacher/team that there may be a delay of their arrival to class.

The wellbeing team will remain at the gate for any late pupils and communicate with the Head of Safeguarding and Therapies about any absence. This information is shared immediately with the headteacher, the attendance officer and the class teacher to ensure that the protocol for absent pupils is followed.

The wellbeing team sign in and out all learners and manage any transport difficulties and delays. SLT will attend the school gate every morning and afternoon to support the process of arrivals and departures; to ensure that all learners are welcomed and that any difficulties are resolved quickly. The signing in/out record used by the wellbeing team is returned to the admin office and information is kept securely.

### **3.6 School office staff**

School office staff are responsible for:

Taking calls from parents/carers about absence or lateness.

Emailing SLT and the Attendance Officer using Behaviour Watch by 9.30am

Checking emails from parents/carers and forwarding them to the SLT and the Attendance Officer

Communicating verbally with the wellbeing team and teachers to pass on messages about transport arrangements including delays to arrivals and departures

### **3.7 Responsibilities of parents/carers**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person

- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day the school is open, on time, (except when a statutory reason applies)
- Call the school to report their child's absence before 9am on the day of the absence (and each subsequent day of absence unless there is a known specific number of days of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child and inform the school office staff in writing immediately if there is any change of address or contact details
- Ensure that, where possible, appointments for their child are made outside of the school day
- Proactively engage with the formal support offered - including any parenting contract or voluntary early help plan to prevent the need for legal intervention
- Work with the school and Local Authority to help them understand their child's barriers to learning
- Seek support, where necessary, for maintaining good attendance, by contacting Jane Waites, Head of Safeguarding and Therapies, who can be contacted via 01342810268 or [jane.waites@philptsmanorschool.co.uk](mailto:jane.waites@philptsmanorschool.co.uk).
- Discuss with the class teacher any planned absences at least ten working days in advance and complete an Absence Request Form (Appendix 3) for approval and authorisation by the Headteacher.
- Only request leave of absence in exceptional circumstances and do so in advance

### **3.8 Learners**

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled session on time
- Sixth form students may call the school to report their own absence before 9am on the day of the absence and each subsequent day of absence.

## **4. Recording and reporting attendance**

### **4.1 Attendance register**

We will keep an attendance register and place all pupils onto this register.

It will mark whether every pupil is:



- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

***See Appendix 1 for the DfE Attendance Codes.***

We will also record:

- Whether the absence is authorised or not
- The nature of the activity where a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at **9.00am** and ends at **3.30pm**.

The register for the first session will be taken by 9.10am and will be kept open until 9.25. The register for the second session will be taken between 15.00 to 15:30 and is taken by the class teacher.

## **4.2 Unplanned absence**

The pupil's parent/carer must call the school office on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling the school office staff who can be contacted on 01342810268 or on [reception@philpotsmanorschool.co.uk](mailto:reception@philpotsmanorschool.co.uk).

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 school days or if there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and the parents/carers will be notified in advance.

### 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Appendix 3 is an Absence Request Form which should be completed at least ten working days in advance and sent to the headteacher for approval and authorisation. Copies of the form are available from the Attendance Officer, Louise Harris ([louise.harris@philpotsmanorschool.co.uk](mailto:louise.harris@philpotsmanorschool.co.uk)).

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out what term-time absence the school can authorise.

### 4.4 Absence Request Procedures

We ask that parents and carers inform school in advance, via the submission of an Absence Request Form by hand or email, of any medical and dental appointments or requests for absence giving at least 10 school days' notice prior to the requested absence date. **See Appendix 3**

Go to section 5 to find out which term-time absences the school can authorise.

### 4.4 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 **absent**, using the appropriate code

### 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

#### 4.5.1 Day One:

The Attendance Officer will contact the parent/carer on the morning of the first day to ascertain the reason for any unexplained absence and share the information with the teacher and the SLT Attendance Lead. The contact and any actions will be logged on Behaviour Watch and the reason for absence recorded.

If the Attendance Officer has any concerns or is unable to contact the parent/carer by 10.30am they will:

- Talk to the DSL – they will decide what steps to take next
- Consider whether the police need to be called – the Headteacher and the DSL will refer to the [National Police Chiefs Council's \(NPCC\) guidance for schools on when to call the police](#)

If the Attendance Officer is unable to contact the parent/carer they will make the SLT Attendance Lead aware and continue to try to make contact by all available means for the rest of the day and until 10.00am the next day.

Senior staff at Philpots Manor School will conduct a home visit immediately when:

- A pupil is absent from school without a valid reason, and
- The school hasn't received a reply to a follow-up call or
- The school has received a reply that they're concerned about

They will also sometimes make home visits unannounced, if they are concerned about attendance or continuous absence.

If the school cannot reach any of the pupil's emergency contacts, the school will take appropriate measures to ensure that the pupil is safe, e.g. contact the police.

If a child is suffering or is likely to suffer from harm, the DSL will inform social care (and, if appropriate, the police) immediately. This is set out in paragraph 59 of [Keeping Children Safe in Education \(KCSIE\)](#).

When contact has been made with the parent/carer, the Attendance Officer will identify whether the absence is approved or not and input the correct attendance code as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.

The Attendance Officer will pass the information on to the SLT Attendance Lead/DSL to evaluate the individual pupil's risk and to ensure any appropriate safeguarding measures are taken.

### **Day Three:**

The school will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends and wider family.

If a child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to consider what further action is needed and establish if there is any risk to the learner in the opinion

of the DSL. Conducting a visit to the home and/or contacting the relevant Local Authority and/or the police are potential next steps to consider.

If the DSL believes there is a safeguarding risk, then an immediate referral would be made to The **West Sussex** Integrated Front Door (IFD) (previously referred to as the MASH team). Raise a concern about a child

A Day 3 Attendance letter will be sent home (**Appendix 3**)

#### **Day Ten:**

If the school has any reasonable concern about the wellbeing of the child, the Day Ten process may be started before day ten is reached.

A Day Ten Attendance letter will be sent home (**Appendix 4**)

The school has a legal duty to report the absence of any pupil/student who is absent without an explanation for ten consecutive days. If the child is not seen and contact has not been established with the named parent/carer, then the school should contact the Pupil Entitlement Investigation Officer

#### **Pupil Entitlement Investigation Team Contact Details:**

Manager - Andrew Parker

**Tel:** 03302 228509

**Email:** [Andrew.Parker@westsussex.gov.uk](mailto:Andrew.Parker@westsussex.gov.uk)

**Investigation - Advice Line: 03302 228200**

**Child Employment & Entertainment Advice Line: 03302 228384**

**Elective Home Education Advice Line: 03302 223300**

#### **Senior Investigating Officers:**

Jenny Watson - South of the County

**Tel:** 03302 228354

**Email:** [Jennifer.Watson@westsussex.gov.uk](mailto:Jennifer.Watson@westsussex.gov.uk)

Nikki Humphrey - North of the County & Children Missing Education (CME)  
Countywide

**Tel:** 03302 222120

**Email:** [Nikki.Humphrey@westsussex.gov.uk](mailto:Nikki.Humphrey@westsussex.gov.uk)

Penny Austin - Fixed Penalty Notices & Elective Home Education & Children in Entertainment & Employment

**Tel:** 03302 228322

**Email:** [Penny.Austin@westsussex.gov.uk](mailto:Penny.Austin@westsussex.gov.uk)

The **Pupil Entitlement Investigation Officer** will begin their investigation and keep the school updated about any progress on the case.

We will conduct 'reasonable enquiries' before removing pupils from the roll. For example, in situations where a pupil:

- Was granted leave of absence and failed to return to school within 10 days immediately afterwards (unless due to illness or other unavoidable cause)

- Has been continuously absent without authorisation from the school for a period of 20 days or more (unless due to illness or other unavoidable cause)

Where relevant, report the unexplained absence to the pupil's youth offending team officer

Where appropriate, offer support to the pupil and/or their parents to improve attendance

Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

Where support is not appropriate, not successful, or not engaged with, issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

#### **4.6 Reporting to parents**

Parents/Carers will receive education reports at the end of each term (three times a year) which will include attendance and absence data. In addition, the annual review of the Education, Health, and Care Plan (EHCP) meeting will always provide an up-to-date attendance figure and review attendance patterns over longer time periods.

#### **See Appendix 6 Termly Attendance Report**

If attendance falls below 90% during the year, then the school will contact the parent /carer to discuss how we can work together to improve attendance.

### **5. Authorised and unauthorised absence**

#### **5.1 Approval for term-time absence**

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as any serious event which may require you to leave in an emergency such as a grandparent or other close relative who is seriously ill or a significant trauma in the family recently where a holiday will benefit the child. Additionally, where Social Services have requested a period of leave from school for family support reasons.

Leave of absence will not be granted for a pupil to take part in a protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely that a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 10 school days before the absence, and in accordance with any leave of absence request form, accessible via [louise.harris@philpotsmanorschool.co.uk](mailto:louise.harris@philpotsmanorschool.co.uk). The headteacher may require evidence to support any request for leave of absence. If a pupil is over compulsory school age (e.g. sixth form), leave can be requested or agreed by the pupil or a parent they normally live with.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Parents travelling for occupational purposes - this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the learner is currently suspended or excluded from the school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### **Notices to improve**

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.



## 6.0 Children Missing from Education (CME)

Children Missing Education (CME) specifically relates to children who are **NOT** on a school roll or receiving suitable education elsewhere. Children who miss education run a higher risk of underachieving, becoming victims of abuse or neglect and becoming NEET (Not in Education, Employment or Training) later on in life.

Anyone can make a referral about a child who is not on roll in any provision using the link below.

Report a child missing education

CME Manager - Nikki Humphrey

- Email
- [CME@westsussex.gov.uk](mailto:CME@westsussex.gov.uk)
- Tel:
- 033 022 22120

Sarah Vaughan-Turner - Areas North and Mid

- Email
- [CME@westsussex.gov.uk](mailto:CME@westsussex.gov.uk)
- Tel:
- 033 022 28397

Nikki Parsons - Areas South and West

- Email
- [CME@westsussex.gov.uk](mailto:CME@westsussex.gov.uk)
- Tel:
- 033 022 28236

## 6.1 Missing Pupil

***Schools and colleges must be very clear not to confuse CME with children who may be missing out on education through either poor attendance or truanting.***

For poor attendance and truanting issues contact should be made in the first instance **with Pupil Entitlement Investigations: 0330 228200 /**

**[educationwelfare.duty@westsussex.gov.uk](mailto:educationwelfare.duty@westsussex.gov.uk)**; or if the school and college consider the child with poor attendance or who is truanting to be at risk then contact should be

made with **Integrated Front Door (IFD)** on **01403 229900** Or email from a **secure email address.**

**WSChildrenservices@westsussex.gov.uk**

**– Request Support from IFD for a child**

or for urgent cases, the Police.

## **7. Strategies for promoting and improving attendance and punctuality**

Philpots Manor School is committed to the principles underpinning an effective whole school strategy for attendance and punctuality, which requires commitment from every member of the school community.

The school recognises that in addition to pupils with excellent attendance, there will be pupils who are at risk of persistent absence or pupils who are currently persistently absent. We will reward excellent attendance and use effective strategies to improve attendance for those at risk of persistent absence and those who are persistently absent.

### **7.1 Pupils absent due to complex barriers to attendance, mental or physical health or SEND**

At Philpots Manor School our learners often have complex barriers to attendance, mental or physical health challenges and SEND. We aim to reduce barriers to attendance by

- Maintaining respectful relationships between staff, learners' families and other stakeholders to create an open, supportive and positive culture throughout the school.
- Communicating sensitively with learners who have poor levels of attendance, knowing that pupils are often vulnerable.
- Communicating effectively with families about the importance of good attendance and punctuality in promoting wellbeing and learning.
- Creating an environment in school which is welcoming and safe where pupils want to attend and experience success.
- Having high expectations of learner attendance and rewarding 100% attendance and improving attendance.
- Providing information on the expectations, policy and procedures related to attendance and punctuality on the school's website.
- Setting targets for attendance for the school, classes and individuals where appropriate and communicating about how well we are doing against the targets and against comparable groups.
- Communicating with the Local Authority where absence is not improving and/or outside of the school's ability to improve

In exceptional circumstances, we recognise that some learners are not ready to attend school and are not available for learning. We will work with the LA, the learner and their family to identify appropriate educational or therapeutic provision which may not be within our school.

## **7.2 Rewarding excellent attendance**

While there are many reasons for pupils not achieving 100% attendance which are outside of the pupils' control, we still reward and celebrate those who achieve this goal. Pupils will be rewarded for 'excellent' attendance by the Headteacher. Each half-term pupils will be invited to a 100% attendance event and given a certificate. 100% attendance for a whole year will be rewarded with £20 which can be used to buy an appropriate and suitable reward. Pupils whose attendance is above 93% will receive certificates and their achievements celebrated.

## **7.3 Rewarding improving attendance**

Pupils will be rewarded for improving attendance by the Head of Safeguarding and Therapies, SLT Attendance Lead, Jane Waites. Each half-term pupils will be given a certificate and a session of 'golden time' where they can choose an activity in school, such as extra playtime, or cooking, equine, craft, sport or wellbeing activity of their choice.

***See Appendix 10 for Certificate***

## **7.4 Reducing persistent absence**

Absence is defined as 'persistent' if attendance falls below 90% (this means that they have missed 10% of school, and over a year this equates to three weeks of absence).

Absence for whatever reason disadvantages a child by creating gaps in their learning. Research shows these gaps affect attainment when attendance falls below 95%.

School staff are committed to working with parents and carers to ensure as high a level of attendance as possible.

The Head of Safeguarding and Therapies, Jane Waites (SLT Attendance Lead), will discuss any persistent absence concerns with the teacher and team around the learner before making contact with the parent /carer by email/phone to see how the school can work with the family to improve attendance.

If there is no improvement after one week then the SLT Attendance Lead will send out a meeting request so that the school and parent/carers and pupil can agree an action plan to support the attendance improvement. The meeting will be planned to be face to face or remotely if face to face is not possible.

Interventions will be planned and delivered using a targeted holistic approach to support the pupil.

Action plans will be created in partnership with families and other agencies to support improving attendance.

The school will monitor and adjust any intervention in a timely manner where interventions fail to improve attendance, working closely with all stakeholders

Where absence becomes persistent, we will put in place targeted support to remove any barriers. Where necessary this includes working with partners. If the issue persists, we will take an active part in the multi-agency effort with the local authority and other partners.

If a case meets the local threshold for formal early help/family support, we will conduct the early help assessment and act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, we will continue to work with the local authority and partners.

Where there is a lack of engagement, we will hold formal conversations with parents and be clear about the potential need for legal intervention in future.

Where there are safeguarding concerns, we will intensify support through referral to statutory children's social care. We will also consider working with other schools such as schools previously attended and the schools of any siblings.

## **7.6 Reducing Absence Where a Pupil is at Risk of Persistent Absence**

If a child has had an absence and their attendance level is falling towards or below 90%, we will contact parents/carers to make them aware of the attendance level and invite them in to discuss the situation when necessary.

## **7.7 How the School manages lateness and punctuality**

In most cases, lateness to school is not due to the punctuality of individual pupils or their families.

At Philpots Manor School, most pupils are transported by taxi therefore concerns about late arrivals or pupil pick up times will be addressed initially to the taxi driver and then followed up by contacting the taxi firm/local authority if it is deemed by the school that the service is unsatisfactory.

In the event that the departure of the pupil from the family home is delayed because of the pupil's behaviour, the school will follow up with the pupil and their parent/carer to support.

When learners are on site, at school, they may need to move from one classroom to another, or from a lesson to a break. Learners will be supported by adults to be punctual until they are able to achieve this independently. We expect learners to arrive in the next lesson promptly and to attend all scheduled sessions.

## **8 Attendance Monitoring**

The attendance officer at our school monitors pupil absence on a daily basis.

In addition, the school will:

Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the governing board.

### **8.1 Analysing attendance**

The school will:

Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends

Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **8.2 Using data to improve attendance**

The school will:

Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis

Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)

Provide regular attendance reports to class teachers / form tutors, to facilitate discussions with pupils and families, and to the proprietor, and Senior

Management Team and school leaders including designated safeguarding leads and pupil premium leads

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

#### **8.4 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

Use attendance data to find patterns and trends of persistent and severe absence

Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education

Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions

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

Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

Implement sanctions, where necessary (see section 5.2, above)

## 9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every three years by Gina Wagland/Headteacher. At every review, the policy will be approved by the full governing board.

## 10. Links with other policies

This policy links to the following policies:

Child protection and safeguarding policy

Relationships and behaviour policy

These can be found on our website: <https://philpotsmanorschool.co.uk/policies-reports/>

## APPENDICES

### Appendix 1: Attendance & Absence Codes for 01/09/2025 onwards

Code	Meaning
/	Morning session – present at the school when attendance register begins to be taken
\	Afternoon session – present at the school when attendance register begins to be taken
B	Attending a place for any other approved educational activity
C	Absent with leave for exceptional circumstances
C1	Absent with leave for the purpose of participating in a regulated performance
C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
D	Attending another school at which they are a registered pupil
E	Excluded from the school
G	Absent without leave for the purpose of a holiday
H	****WITHDRAWN NO LONGER IN USE**** prior to 01/09/24 denotes an agreed (authorised) holiday in term time.

I	Unable to attend because of sickness
J	Approved education activity as pupil is attending interview
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Children's and Families Act 2014). Where schools use code K, they must also record the nature of the educational activity
L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Absent with leave for the purpose of attending a medical or dental appointment
N	Absent - circumstances not yet established
O	Absent - other circumstances
P	Attending a place for an approved educational activity that is a sporting activity
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Absent with leave for the purpose of studying for a public examination
T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent and the child is considered a 'mobile child' and deemed to be of no fixed abode - waiting on further clarity from DfE as to what is a 'mobile child'.
U	Absent for registration - arrived in school after registration closed
V	Attending a place for an approved educational activity that is a visit or trip
W	Attending a place for an approved education activity that is work experience



X	Absent with leave, not of compulsory school age and timetable does not require them to attend
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Y2	Unable to attend due to widespread disruption to travel caused by a local, national, or international emergency
Y3	Part of the school premises is unavoidably out of use and pupil cannot be accommodated in parts of the premises that remain in use
Y4	Whole school closed when school was due to meet for a session, but session has been cancelled
Y5	Unable to attend because pupil is subject to a sentence of detention
Y6	Travel to or attendance at school would be contrary/prohibited by guidance/law relating to incidence or transmission of infection or disease
Y7	Unable to attend because of any other unavoidable cause
Z	Pupil's name entered in advance of start date **
#	Planned whole school closure – no session to take place **

## Appendix 2 Absence Request Form

### Request to authorise absence from school due to exceptional circumstances

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. As a leave of absence will only be granted in exceptional circumstances, it is unlikely that a leave of absence will be granted for the purposes of a family holiday. We define 'exceptional circumstances' as any serious event which may require you to leave in an emergency such as a grandparent or other close relative who is seriously ill or a significant trauma in the family recently where a holiday will benefit the child. Additionally, where Social Services have requested a period of leave from school for family support

Please note: The Government Directive is that no absence in term time will be authorised.

You are advised not to make any arrangements until your request has been considered.

#### Section A – to the Headteacher.

I wish to apply for child's name: \_\_\_\_\_ to be  
authorised as absent from school

From (time and date): \_\_\_\_\_

To (time and date) \_\_\_\_\_

**Section B:** Please explain why you are applying for an authorised absence and the **circumstances** which make your **application exceptional**. If you are requesting authorisation to attend a specific event please confirm the date of the event.

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**Section C:** I am the parent/carer with whom the pupil normally resides. The information I have given on this form is correct.

Signature (parent/carer): \_\_\_\_\_ Date:  
\_\_\_\_\_

**Section D - for school use only.**

**Tick as appropriate.**

- Request approved for \_\_\_\_\_ (name of pupil)

State dates and times approved:

\_\_\_\_\_

- A personal discussion with the parent is requested.
- Request not approved as the circumstances are not considered to constitute an exceptional reason and/or the impact of this absence will affect the child's educational progress.

**PLEASE NOTE: This leave of absence form serves as a Penalty Notice Warning letter to parents/carers. Any unauthorised absence during this period of time may be subject to a penalty notice for non-attendance being issued.**

**Headteacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Current attendance rate:** \_\_\_\_\_

### **Appendix 3: Letter to parent/carers (Day 3)**

Dear parent/carers,

I am writing to you because xxx has not been in school for the last 3 days and our attendance officer has had no response from you since the first day of absence. She has left messages on the contact numbers you have provided us with and sent emails to the personal email address(s) you have provided. Please check that you have updated the school with this key contact information with any recent changes.

**Please contact the Attendance Officer (Louise Harris) immediately on 01342 810268 or by email [reception@philpotsmanorschool.co.uk](mailto:reception@philpotsmanorschool.co.uk) to explain the absence.**

We would like to invite you to a face-to-face meeting so we can formally agree on an Attendance Contract which is an action plan with targets to support you to get xxxx back into school/college. We will of course use this opportunity to support you in any way we can if you are having any concerns around getting xxxx into school/college.

A date and time for this meeting can be agreed by phone. Time is of the essence therefore if a remote meeting is our only option, then this will be set up and an invite sent out to you within 24 hours of you making contact with our Attendance Officer. We expect to hear from you within the next 24 hours, and I hope that we can work together to get xxx back to school/college so they can continue learning at the earliest possible date.

If there is anything you would like to discuss directly with me then please request a meeting or phone call through Louise Harris today.

Yours sincerely

Gina Wagland

Headteacher

### **Appendix 4: Letter to Parent/Carer (Day 10)**

Dear parent/carers,

I am writing to you because xxx has not been in school for 10 consecutive days and our Attendance Officer has had no response from you since the first day of absence. She has left messages on the contact numbers you have provided us with and sent emails to the personal email address(s) you have provided. Please check that you have updated the school with this key contact information with any recent changes.

**Please contact the Attendance Officer (Louise Harris) immediately on 01342 810268 or by email [reception@philpotsmanorschool.co.uk](mailto:reception@philpotsmanorschool.co.uk) to explain the absence.**

We would like to invite you to a face-to-face meeting so we can formally agree on an Attendance Contract which is an action plan with targets to support you to get xxxx back into school/college. A date and time for this meeting can be agreed by phone. Time is of the essence therefore if a remote meeting is our only option, then this will be set up and an invite sent out to you within 24 hours of you making contact with our Attendance Officer if we do not hear from you within the next 24 hours then we will contact the Local authority Pupil Entitlement Investigation team who will then take over the investigation.

I hope that we can work together to get xxx back to school/college so they can continue learning at the earliest possible date.

I cannot stress enough the need for you to respond immediately to the school today. We have a duty of care to ensure that XXXX is safe.

Yours sincerely

Gina Wagland

Headteacher

**Appendix 5: Letter to Parent/Carer Invite to an Attendance Meeting (Term Attendance concern)**

Dear Parent /Carer,

We recently spoke about our concern about XXXX's attendance this term and we informally discussed how the school can work with you to support the improvement of xxx's attendance.

Philpots Manor School is committed to doing everything we can to ensure that XXX is given the best opportunities at school and for their future when they consider their career path. Attendance is key to learning, and we want to support all our learners to attend as close to 100% as possible.

Our records show that unfortunately there has not been any significant improvement since our phone call, so I believe it will be beneficial if you could meet with me to agree a plan of action to improve xxx's attendance.

Please let me know your availability face to face or if you would prefer a Google Meet /Zoom. I anticipate that the meeting will take 30 minutes.

Please can you email a reply to Louise Harris who is our Attendance Officer.

**reception@philpotsmanorschool.co.uk**

Yours sincerely

Sue Cheshire

Deputy Head Pastoral

**Appendix 6: Termly Attendance Report**

Dear Parent/Carer of «Forename» «Surname»

Termly Attendance Report «Forename» «Surname» : «Reg»

Each term we are writing to parents/carers to let them know the attendance percentage that their child has attained in the last term.

We use a traffic light system to indicate the level of attendance.

Red: below 80%

Amber: 80% or above

Green: 90% or above

<<Forename Surname's>> attendance for the 2025/2026 autumn/spring/summer term is: XX%

We are committed to supporting learners to have good attendance (90% and above).

Personalised / friendly comment here from Deputy Head.

**E.g.** We understand that XXX struggles with their attendance and reassure you that we will continue to work with you to help improve it.

**Or We** are really pleased to see that XXX attendance has improved significantly in the last term, and we want to reassure you that we will continue to work with you to help improve it

**Or** Congratulations! You have achieved an excellent rate of attendance this term.

Yours sincerely

Deputy Head

## Appendix 7

**An attendance contract and /or an Attendance Action Plan would be issued only *AFTER* a phone call /meeting.**

### Attendance Contract Template

<b>Date/time of meeting:</b>	
<b>Venue:</b>	

<b>Pupil name:</b>	
<b>Date of birth:</b>	
<b>Address:</b>	
<b>School:</b>	

<b>Present at meeting:</b>	
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<b>Action agreed</b>
<p><b>EXAMPLES OF ACTION AGREED:</b></p> <p><i>Pupils will arrive at school by 9.00 a.m. every day.</i></p> <p><i>Parents will inform the school on the first day of a sickness absence and provide a note upon pupil's return.</i></p> <p><i>Parents will provide medical evidence for every sickness absence pupil may incur.</i></p> <p><i>Are any issues preventing pupils from attending regularly, school staff will be informed?</i></p>

Attendance target:	90%
Timescale for improvement:	

Date for review meeting: (3 weeks max)	
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I confirm that this Attendance Action Plan was agreed by all present.

Signed:

..... Parent/carer

..... Pupil

..... School Representative

..... Other Agency



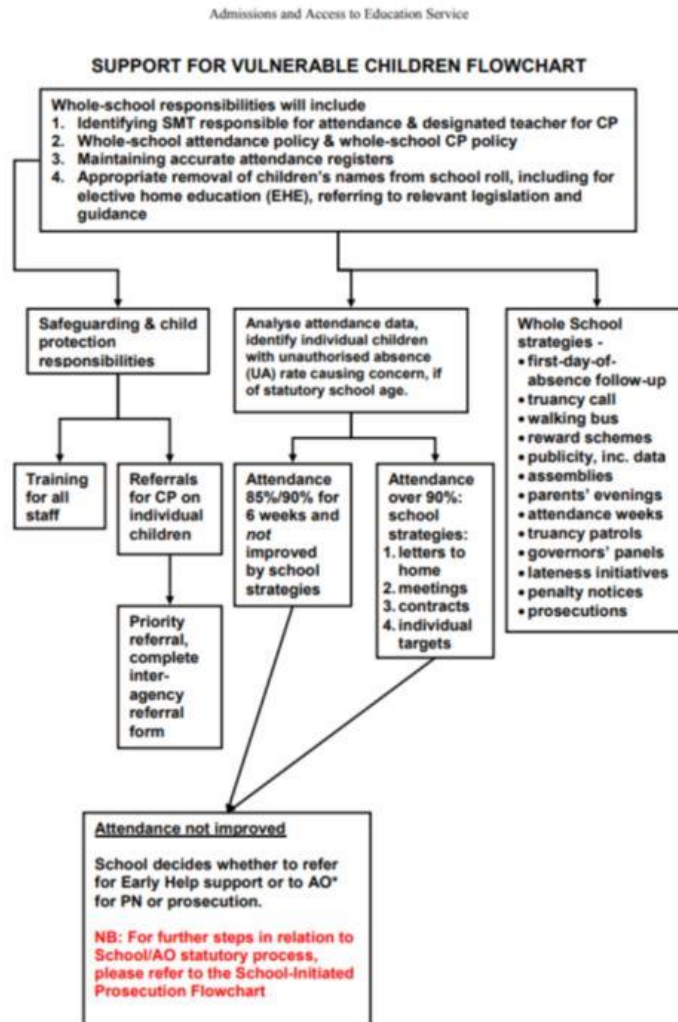
## Appendix 8

### SUPPORTING SCHOOL ATTENDANCE ACTION PLAN (summary of Section 3: Roles and Responsibilities)

SUGGESTED TIME SCALE	ATTENDANCE PROFILE	WHAT NEEDS TO BE DONE	WHO BY/WHO WITH
<b>Day 1</b>	Any absence without reason	First day of absence contact	Attendance Officer (AO)
<b>Day 3</b>	No response or concern about explanation	Letter/email from school to parent/carer (Consider house visit. Referral to LA)	AO
<b>Day 10 (or earlier)</b>	No response or concern about explanation	Parent /carer invited to a formal attendance meeting; includes date set to review the action plan	AO DSL Head of Education
<b>Approx 6 weeks (or sooner)</b>	Further unauthorised absence Attendance below 80%	Meeting to review attendance and agree next steps	As above
<b>Legal Action</b>	Further unauthorised absence unresolved	Head of Education to implement a penalty notice and/or initiate legal action by referring case to The LA Pupil Entitlement Investigating Officer	Pupil Entitlement Investigating Officer

## Appendix 9

### Support for Vulnerable children flowchart



## Appendix 10

### 100% Certificate template

