



All Semley School policies apply to year R to 6 inclusively or Semley School Staff	
Name of Policy	Attendance Policy
Agreed by the Governing Body	30/01/2023
Policy published (including on website)	30/01/2023
Latest revision	September 2026
Next review (date)	September 2028

Attendance Policy

Member of staff responsible for Attendance: Abi Carlyle-Clarke (Head Teacher) - Senior Attendance Champion head@semley.wilts.sch.uk (01747830427)

Governors also have responsibility for overseeing the attendance policy Mrs Louise Smith is the attendance governor. lsmith@semley.wilts.sch.uk

Lady Harriet Egerton is the Safeguarding and attendance Governor. hegerton@semley.wilts.sch.uk

For any routine day to day queries please contact the office admin@semley.wilts.sch.uk

Rationale

At Semley CE VA Primary School we know that for a child to get the best out of their school life regular and consistent attendance is vital. This includes impact on attainment, their wellbeing and chances as they move through school. Regular school attendance is the basis for creating lifelong learners and enables children to reach their full potential.

We are committed to providing a high-quality education to all of our pupils and strive to create an environment that makes pupils feel valued and welcome.

Our children will gain the greatest benefit from their education if their attendance at school is regular and punctual. It is the responsibility of both parents and the school community to promote regular and punctual school attendance.

This policy represents our commitment to supporting the children at Semley CE VA Primary to achieve 100% attendance. It sets out the principles, procedures and practice the school will undertake. This will include the strategies that the school will undertake to support good attendance alongside any sanctions and possible legal consequences of poor attendance and punctuality are also detailed.

The policy will be reviewed and updated in line with current legislation and guidance.

In February 2024 the DfE published new guidance **“Working Together to Improve School attendance: Guidance for maintained schools, academies, independent schools and local authorities”**. The guidance is statutory and effective from 19 August 2024.

The guidance is clear that improving attendance is everybody’s business. It provides a framework that local authorities, schools, governing bodies and trusts must have regard to in order to support and maintain high levels of school attendance.

“Recognise that absence is a symptom and that improving pupil’s attendance is part of improving the pupil’s overall welfare.” Working Together to Improve School Attendance, DfE February 2024

At Semley CE VA Primary we aim to work with the families to ensure that a child’s attendance is the highest it can be. Aims of the policy

- Ensure that children will make the best they can of their educational opportunities by attending regularly and punctually ready to learn
- Semley CE VA Primary School has a commitment to promoting excellent attendance and punctuality

- Semley CE VA Primary School will have a consistent framework within which to improve the attendance of pupils
- Ensure that as a school we are fulfilling the attendance statutory rights as laid out by the DfE and our Local Authority whose policies are in line with the DfE

Regular attendance at school is the cornerstone of raising pupil attainment. Many children find it difficult to catch up academically and socially if they are absent from school.

The attendance ladder below illustrates the impact that absence can have on a child's education.

"Better attendance at school by pupils improves their educational achievements and, in turn, their lives and prospects. Even a small reduction in absence would result in many pupils receiving greater benefit from their education." The National Audit Office.



There are two main categories of absence:

- **Authorised absence:** when the school has accepted the explanation offered for the absence or given approval in advance for such an absence. Examples of authorised absences are:
 - Illness
 - Medical appointments
 - Absence for other reasons authorised by the Head Teacher
 - Visits to alternative provisions
 - Reduced Education plan in place
- **Unauthorised absence:** when the school has not received any reason for the absence or has not approved the child's absence after a parental request. The Head Teacher looks at each request for absence on a case-by-case basis. Examples of unauthorised absence are:
 - Term time holidays
 - For a birthday
 - Unsubstantiated periods of illness
 - Parent /carer illness unless there is an emergency
 - Absence prior to or following a school closure
 - Family commitments or leisure activities
 - Where the school feels the reason given for absence is not satisfactory

It is the decision of the head Teacher whether an absence is authorised or unauthorised.

Semley CE VA Primary will encourage, praise and recognise good attendance.

Legal Framework – roles and responsibilities

The law says that ensuring a child receives education is a parent/carers' legal responsibility (Section 444 of the 1996 Education Act). For most parents this means registering their child at a school. Permitting absence from school that is not authorised by the school creates an offence in law and parents/carers who do not secure their child's regular attendance at school may be issued with a Penalty Notice or referred to the Wiltshire Education Welfare Service for prosecution in the magistrates' court.

To avoid this happening we will work with parents and carers to address irregular or poor attendance to ensure full-time attendance.

Responsibility of the school:

We believe that the foundation for good attendance is based on a strong partnership between school parents and the child. This includes clear communication with parents and pupils regarding our expectations of what is required to secure excellent attendance for pupils at our school.

It is the responsibility of the school to support the attendance of the pupils and to manage concerns or issues that are leading to non-attendance.

The school should:

- Have a clear attendance policy on the website that staff, parents and pupils understand and that has been agreed by the Governors
- Ensure that there is a designated Governor in charge of Attendance (Mrs L Smith)
- Ensure that there is a long-term culture of high attendance throughout the school
- Ensure that attendance registers are completed – these are legal documents and will be completed twice a day

- Ensure that there is a daily process which follows up absence which is understood by those taking responsibility for it
- Ensure there is a dedicated Senior member of staff (Head Teacher) who is responsible for monitoring attendance, the Head Teacher is responsible for this
- Ensure that the school has a knowledge of those who may be at risk of poor attendance and to be able to work sensitively and reflectively with the parents and pupils to solve issues
- Ensure that the school can signpost parents to appropriate support and also work with partners from multi-agencies if required
- Ensure that there is a working relationship with the LA if legal intervention is required
- Ensure that a wider knowledge of the school in the local area where siblings may attend also to have a common thread of effective practice
- Ensure that all pupils including those with SEND, medical conditions or who are disadvantaged have the same opportunities to maximise attendance
- Ensure that social workers are notified if there are any concerns about attendance To be proactive in identifying pupils at risk of poor attendance and work with each identified pupil and parents to understand and address the reasons for absence.
- Schools should be sensitive to the needs of the individual pupil and parent. This should be reflected in the ways in which attendance issues are addressed. For example, schools should recognise that some parents have difficulty understanding written communications. They should also recognise the reluctance of some parents to come into school and work sensitively and proactively with parents to ensure a consistent approach to attendance management
- To signpost and support access to services where out of school barriers to attendance are identified
- Ensure a “support first” approach is taken with families to try to avoid escalation to legal processes
- To work with partners in the multi-agency effort to improve attendance
- To hold formal conversations with parents where there is lack of engagement to improve attendance and be clear about the potential for legal intervention.
- To work with the local authority where legal intervention may be appropriate
- To work with other schools in the area such as schools previously attended and the schools of any siblings and to share effective practice where there are common barriers to attendance
- To maintain the same ambitions of attendance for pupils with medical conditions, SEND or other vulnerable or disadvantaged indicators and work to maximise attendance

Our school attendance target is 96%. This means that we are expecting each pupil to have at least 96% attendance.

Legally the school register must be taken twice a day. At Semley CE VA Primary School the register is taken at 8:45am (morning registration time) and once during the afternoon session at 1pm. The registers will remain open in the morning in the classroom for 10 minutes until 8:55am where they are then sent to the office to check and call anyone who is not yet at school. Pupils arriving after 8:45am must be brought to the office by an adult to sign in. Pupils arriving before registers close will be marked as late (L). Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence for the whole session.

Absence is recorded as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory and/or evidence of the reason cannot be provided, the absence will be coded as

unauthorised absent. Ongoing and repeated lateness after the close of registration is considered as unauthorised absence and may be taken into account if any legal action is taken. We will contact parents to address and improve attendance where:

- A pupil's attendance falls below 95.9% (reports are run monthly)
- A pupil has more than 3 weeks in a term where they haven't achieved full attendance (In Wiltshire there are 6 terms in an academic year)
- A pupil has more than 4 recorded lates in a term
- A pupil has a regular pattern of absence
- We may need to hold a SAM (School Attendance meeting)

Strategies:

Strategies for encouraging good attendance are targeted at both pupils and parents. They include pupil involvement on attendance issues through the School's Council. Parents Attendance issues and procedures discussed during Induction of new Reception children and reinforcing procedures and the importance of regular attendance in regular Newsletters, their child's attendance rate is published with the Annual School Report data and information published in the Governors Report to Parents.

Responsibility of parents:

It is the responsibility of parents to work with the school to ensure that children are attending school regularly and ready to learn. Parents can encourage good attendance by making sure that your child gets enough sleep and gets up in time in the morning. Establishing a strong morning routine that works for your family will really help. We ask that your child comes to school properly dressed and equipped for the day. Create a positive mind set around the school day to ensure that your child feels ready for the day ahead.

Parents should:

- Ensure that children come into school every day, on time, appropriately dressed and in a fit condition to learn
- Ensure that they work in partnership with the school to help child understand the importance of regular and consistent attendance and to take an active interest in the child's school career
- Ensure that they work in partnership with other agencies should they be required to resolve issues of non-attendance which may include engaging with more formal support if it is offered
- Ensure that they have notified the school by 9am latest if their child is unexpectedly absent and that they stay in touch with the school if the absence persists
- Ensure that as far as possible medical, dental, or other appointments are not organised during the school day
- Ensure that forms are submitted for a leave of absence well in advance. Each request will be considered individually and should meet the circumstance of being exceptional if authorisation is being considered
- Ensure they have a knowledge of the School's attendance policy

If there are concerns about attendance then we would welcome a conversation to help you as parents to see what we can do to support both you and your child.

The Local Authority should:

- Track local attendance
- Have a school attendance Support Team which provides support to all schools free of charge
- Offer communication and advice to schools
- Offer support meetings where schools can discuss any attendance issues they may be having (Targeted Support Meetings)
- Offer multi-disciplinary support for families
- Offer legal intervention should this be necessary
- Offer support for children with a Social Worker

Punctuality and lateness: expectations of Semley CE VA Primary

8:30am: Doors are open to the classrooms, children should be in class by 8:45 at the latest

8:45am – 8:55am: registration in class, classroom doors closed and main gates locked – if children are late then they need to report to the office with an adult and sign into pupil late book. Pupils arriving at this time will be coded L.

8:55am onwards: children will be marked as a U on the register

By 9:15am: the office will follow up on any children who are not in school if no information has come from parents/carers. If we cannot contact the parent or carer then the school will follow the Children Missing From Education Guidance <https://www.gov.uk/government/publications/children-missing-education/children-missing-education-statutory-guidance-for-local-authorities-and-schools> policies and procedures which may also involve contacting the Education Welfare Officer.

Collection of children

We ask that you collect your child at 3:20pm in the afternoon. If the parent/carer is going to be late then that needs to be clearly communicated with the school as soon as possible. If the child needs to be collected by an adult not on the regular pick-up list, then this needs to be communicated to the Office on the morning of the change except in exceptional circumstances. We will only release children to parents/carers or persons mentioned on the designated persons list which is held in each classroom. If a child is not collected on time they will wait in the front hall and will be supervised by a member of staff until a parent/carer collects.

Regular poor attendance

Persistent absence is defined as when the attendance of a particular child falls below 90%. This equates to a child missing 19 days or more during the school year. Attendance is reviewed on a weekly basis.

Local authority guidance states that a SAM (school attendance meeting) should be held before the child's absence is persistent. This would lead to a referral to EWS (Educational Welfare Support)

Role of Welfare officer

The Education Welfare Officer has a duty to implement statutory duties relating to absence and attendance. They also have a responsibility to discuss with the school about the Attendance Policy. Any concerns about attendance will ultimately be referred to the education Welfare Officer.

Education Welfare Officer Consultation Visits

The link Education Welfare Officer will offer consultation visits to maintained schools and academies (where agreements are in place) to meet with the designated member of staff. These visits will be in addition to the Targeting Support Meetings.

The purpose of consultation is to:

- Identify pupils who are experiencing attendance difficulties by reviewing the attendance data of individual pupils or groups.
- Agree on actions that need to be taken either by the school and/or the Education Welfare Service including referral thresholds.
- Feedback and exchange information in relation to work which has been undertaken by the Education Welfare Officer and/or the school and recording this in writing, a copy of which is given to the school.
- Identify areas of concern and of good practice in relation to attendance matters.
- Offer advice on strategies for improving attendance.

Intervention

On receipt of a referral the Education Welfare Officer (EWO) will consider the most appropriate action to be taken. In the first instance this may involve arranging, by letter, a formal meeting to explain the actions that may be taken. It is good practice to make sure parents understand the consequences of failing to ensure their child's regular attendance, in particular that the case could result in a penalty notice and/or court proceedings.

Intervention will be based on an assessment of needs and in conjunction with schools. This could be through the Early Support Assessment (ESA), and action planning appropriate to the individual circumstances of each case, but may include:

- Holding formal Local Authority Attendance meetings and reviews between the school, parents and pupil in school or elsewhere
- Offering specific support to parents and individual pupils, either at school or elsewhere.
- Visiting the parent or pupil at home (where this is deemed appropriate or necessary).
- Helping the pupil and parents to access appropriate support from other services and agencies
- Supporting schools with implementing attendance contracts

The Education Welfare Officer may also signpost how pupils and families can receive additional support dependent upon need.

Children Absent From Education

Wiltshire LA has a Children Absent From Education (CAFE) panel which meets regularly throughout the academic year. The panel is made up of colleagues from Targeted Education Services, Children's Social Care, Young People's Service (YOT), Special Educational Needs and Disabilities Team, Performance Management the purpose of the panel is to ensure that the LA is meeting its statutory obligations under S19 Education Act by ensuring that all pupils in Wiltshire have access to appropriate education and determining whether there is a LA duty to make provision in some cases. The panel may also provide robust support and challenge to schools and professionals

where it appears that pupils are not attending school regularly and in line with DfE guidance and best practice.

The panel will regularly review pupils who:

- Are known to have a reduced educational provision (REP) in place – particularly those who are subject to extended periods of REP
- Have episodes of illness which exceeds 15 school days. It is important to note that some Wiltshire secondary maintained and academy providers have a Service Level Agreement in place with the local authority which devolves funding for them to meet this element of the s19 Education Act duties.
- Experience multiple suspensions
- Reported as children missing from education (CME)
- Are pupils with a social worker who are persistently or severely absent from school
- Do not appear to be in receipt of suitable education under arrangements made for them by their parents (Electively Home Educated)

Penalty notices

If the attendance continues to be below where it is expected then the Local Authority may issue a penalty notice. Please see below for the information from the Local Authority website:

A penalty notice is an alternative to you being taken to court by the local authority. If your child has 10 or more sessions of unauthorised absence in a 10 school week period, the school will inform our Education Welfare Service who may issue a penalty notice for each child to each parent. Anyone who has day to day care of a child is considered a 'parent' and legally responsible for making sure the child attends school, this could be a stepparent or a parent not living at the child's home address.

What is the cost?

- The penalty is £160 per child per parent if paid within 28 days. The penalty is reduced to £80 per child per parent if paid within the first 21 days
- If you do not pay the fine within 28 days we have no option but to prosecute you in the Magistrates' Court. This could lead to a fine of up to £1,000 per parent per child.
- From August 2024, each parent will only get up to 2 fines for the same child in a 3-year period.
- If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school.
- If your child is off school 3 or more times within the 3 years you will not be fined but may be prosecuted.

Leave of absence (Previously holiday in term time)

In accordance with DfE guidance the leave of absence for holidays during school time will only be authorised in exceptional circumstances.

A leave of absence form must be filled in and submitted to school. Please see below for the guidance from the DfE

You do not have a legal right to take your children out of school. It is always the Headteacher's decision whether or not to authorise you to take your child out of school during term time. If you do not ask their permission in advance, or they do not give it and you take your child out of school anyway, this will be recorded as an unauthorised absence.

Headteacher's may authorise an absence from school during term time if there are exceptional circumstances. Exceptional circumstances may include

- the death or terminal illness of a person in the immediate family
- service personnel and other employees who cannot take leave outside term time at any point in the academic year.

Family holidays are not generally considered to be an exceptional circumstance. You must make any requests for leave of absence in advance and you must be the parent the child normally lives with. It is important to give the Headteacher as much information as possible when applying for a leave of absence.

Other considerations of the Attendance policy

- The school will use up to date national and regional data to benchmark Semley's data.
- Establish procedures for re-integrating long absences
- Look at differentiation and flexibility in the curriculum where issues have been identified
- Have a clear procedure for school transfer to secondary to help with continuing good attendance after the transfer

Monitoring and evaluating attendance

To ensure the effectiveness of the procedures at school the policy is monitored regularly. The Head Teacher maintains an overview of the Attendance of the whole school.

Class teachers: will report concerns or patterns to the Head Teacher as soon as they are noticed. They also have the responsibility of completing the registers in SIMs daily.

Head teacher (Senior Attendance Champion): will monitor the registers weekly to analyse overall absence and identify low attendance, patterns of attendance leading to persistent absence, levels of broken weeks, lateness, authorised absence and unauthorised absence and reasons for absence. The Senior Attendance Champion will be responsible for putting in place actions for each pupil of concern. Initially we will try to resolve the problem with parents/carers and this may involve requesting medical evidence in order for the school to authorise any further absence due to ill

health and/or an attendance meeting with a member of school staff where we can discuss the barriers to attendance and provide help and support to address that. We may ask parents to agree to an Attendance Contract which details how we will work together to improve attendance. However, if absence continues and the support we have offered is not working we may make a referral to the Local Authority for additional intervention.

Governors: Our Governor responsible for attendance is Mrs L Smith and all governors have the opportunity to discuss attendance as it is reported through the Head Teacher's report in a Full Governing Body meeting.

At Semley CE VA Primary School we take every opportunity to promote excellent attendance for all pupils. We are a caring school community where the needs of all pupils are carefully considered. Semley CE VA Primary School provides and promotes a welcoming and positive atmosphere so that pupils feel safe, and know that their presence is valued.

If there are specific issues which might impact on your child's attendance it is important that you talk to us so that we can support you and your child. You can speak to the office, the class teacher or the Head Teacher by contacting them admin@semley.wilts.sch.uk

There may be times when we ask other agencies to become involved to help us understand and work with you to encourage regular school attendance. (eg Wiltshire Council, school health, Ethnic Minority and Traveller Achievement Service, Medical Needs Education and Reintegration Service). If we feel that this would be helpful we will discuss with you first.

We are very keen to listen to the views of children and parents with regard to attendance matters and we welcome any feedback which helps us to shape how we work with families to address attendance issues and reward excellent attendance.

The Local Authority provides letters to support all stages of attendance concerns. Parents should be mindful that these may be used during the graduated response Semley CE VA Primary adopts. Copies can be requested from the school.

Appendix A -Graduated Response to Attendance/non-attendance at Semley CE VA Primary School

Expectations – attendance at 100 – 96%

At Semley CE VA Primary school the expectation is that children will be in school every day on time unless there is a clear legitimate reason for non-attendance. See policy for acceptable reasons for absence.

Step 1

Monitoring – attendance below 95.9%

Attendance is monitored daily at Semley and concerns will be reported immediately to the Head Teacher. Concerns could include: parents/carers are not contacting the school by 9:15am to report absence. Or repeated absence on the same day or attendance dipping below 96%.

Understanding and listening – attendance below 95.9%

Head teacher contacting parents/carers for informal discussion about concerns and see how the school can support which would include barriers from within school.

Facilitated Support – attendance below 90%

Adaptations to be made at school. Support both in and out of school advised, including referral to other services where appropriate. Improvement of attendance will be through a partnership to improve attendance. This may well include Early Help including an Early Support Assessment. If attendance falls below 90% a formal meeting would be called and this may result in a referral to the Educational Welfare Officer.

Formal Support – attendance below 90%

If there is continued absence and facilitated support is not working and is not engaged with school will call a formal meeting where written advice may be used and the consequences will be outlined. The result of this may well be formal support through a Parenting Contract or Education Supervision Order.

Step 5

Enforce – attendance below 80%

When all areas of support have been exhausted and there are no signs of improvement then attendance will be enforced through statutory intervention or prosecution to protect a child's right to education.

SCHOOL NOTIFICATION OF UNAUTHORISED ABSENCE (not holiday)

FULL NAME OF PARENT (1):	FULL NAME OF PARENT (2):

ADDRESS (1):	ADDRESS (2):
POSTCODE:	POSTCODE:

NAME OF PUPIL (1):	DOB:
NAME OF PUPIL (2):	DOB:

ADDRESS OF PUPIL(S):
POSTCODE:
WHO DOES THE PUPIL/S LIVE WITH?
IN THE CASE OF SEPARATED PARENTS HAVE YOU INVOLVED BOTH PARENTS IN COMMUNICATIONS ABOUT ABSENCE?
IN THE CASE OF SEPARATED PARENTS ARE YOU AWARE OF ANY ORDERS IN PLACE PREVENTING PARENTS/CARERS HAVING CONTACT WITH OR RECEIVING INFORMATION ABOUT THEIR CHILDREN?

SCHOOL:

PERIOD OF UNAUTHORISED ABSENCE:

FROM:

TO:

HEADTEACHER:

SIGNED:

DATE:

PLEASE ATTACH COPIES OF:

1. Attendance certificate showing unauthorised absence
2. SAM and SAM REVIEW.
3. Notice to Improve School Attendance
4. Attendance contract where relevant
5. A signed statement stating that support is not appropriate and the reasons why where a Notice to Improve is not issued and/or an attendance contract is not offered

PLEASE NOTE – NOTIFICATIONS CANNOT BE PROCESSED WITHOUT EVIDENCE OF THE SCHOOL SUPPORT OFFER AND A NOTICE TO IMPROVE SCHOOL ATTENDANCE. IF SUPPORT IS NOT APPROPRIATE A STATEMENT EXPLAINING WHY IS REQUIRED

ALL DOCUMENTS TO BE SENT TO PNLO@Wiltshire.gov.uk

Appendix C – coding of absence

ATTENDANCE REGISTERS: NATIONAL ABSENCE AND ATTENDANCE CODES

PRESENT

Code / \: Present in school / = am \ = pm

Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as present for statistical purposes.

Code L: Late arrival before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes. A pupil arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate

AUTHORISED ABSENCE

The national absence codes must be used. Schools cannot add to the list of codes or use their own local codes. In order to be useful to schools in helping them identify patterns of absence, it is essential that there is consistency of use by staff within each school.

- C Leave of absence for exceptional circumstances (not holiday) (*eg bereavement, maternity leave*)
- C1 Participating in a regulated performance or regulated employment abroad
- C2 Absence when a pupil is subject to a part-time timetable
- E Suspended or permanently excluded but no alternative provision made
- I Illness (NOT medical or dental etc appointments)
- J1 Interview (with a prospective employer or another educational establishment)
- M Medical / Dental appointments
- R Religious observance
- S Study leave
- T Parent travelling for occupational purposes

APPROVED EDUCATION ACTIVITY

- K Attending education provision arranged by the local authority
- B Educated off site (*NOT dual registration and not for a pupil participating in remote learning.*)
- D Dual registration (*ie pupil attending other establishment*)

- P Approved sporting activity (*arranged by school*)
- V Educational visit or trip (*arranged by school*)
- W Work experience (Yr 10 and Yr 11)

UNAUTHORISED ABSENCE

- G Holiday not granted by the school
- N Reason for absence not yet established (kept in the register for no longer than 5 days)
- O Absent in other/unknown circumstances
- U Arrived in school after registration closed

UNABLE TO ATTEND DUE TO UNAVOIDABLE CAUSE

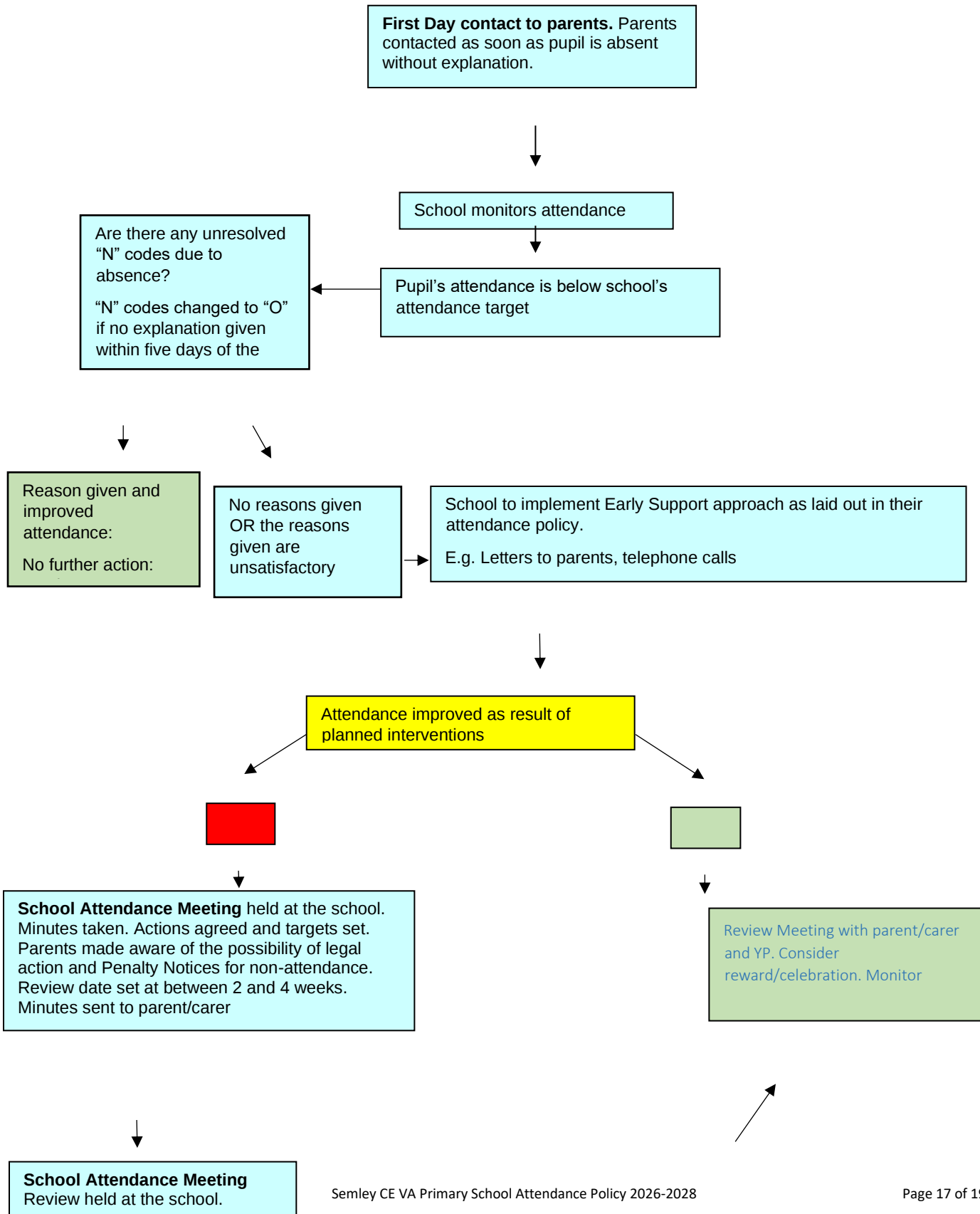
- Q Unable to attend because of a lack of access arrangements (local authority duty)
- Y1 Unable to attend due to transport normally provided not being available
- Y2 Unable to attend due to widespread disruption to travel
- Y3 Unable to attend due to part of the school premises being closed
- Y4 Unable to attend due to the whole school site being unexpectedly closed
- Y5 Unable to attend as pupil is in criminal justice detention
- Y6 Unable to attend in accordance with public health guidance or law
- Y7 Unable to attend because of any other unavoidable cause

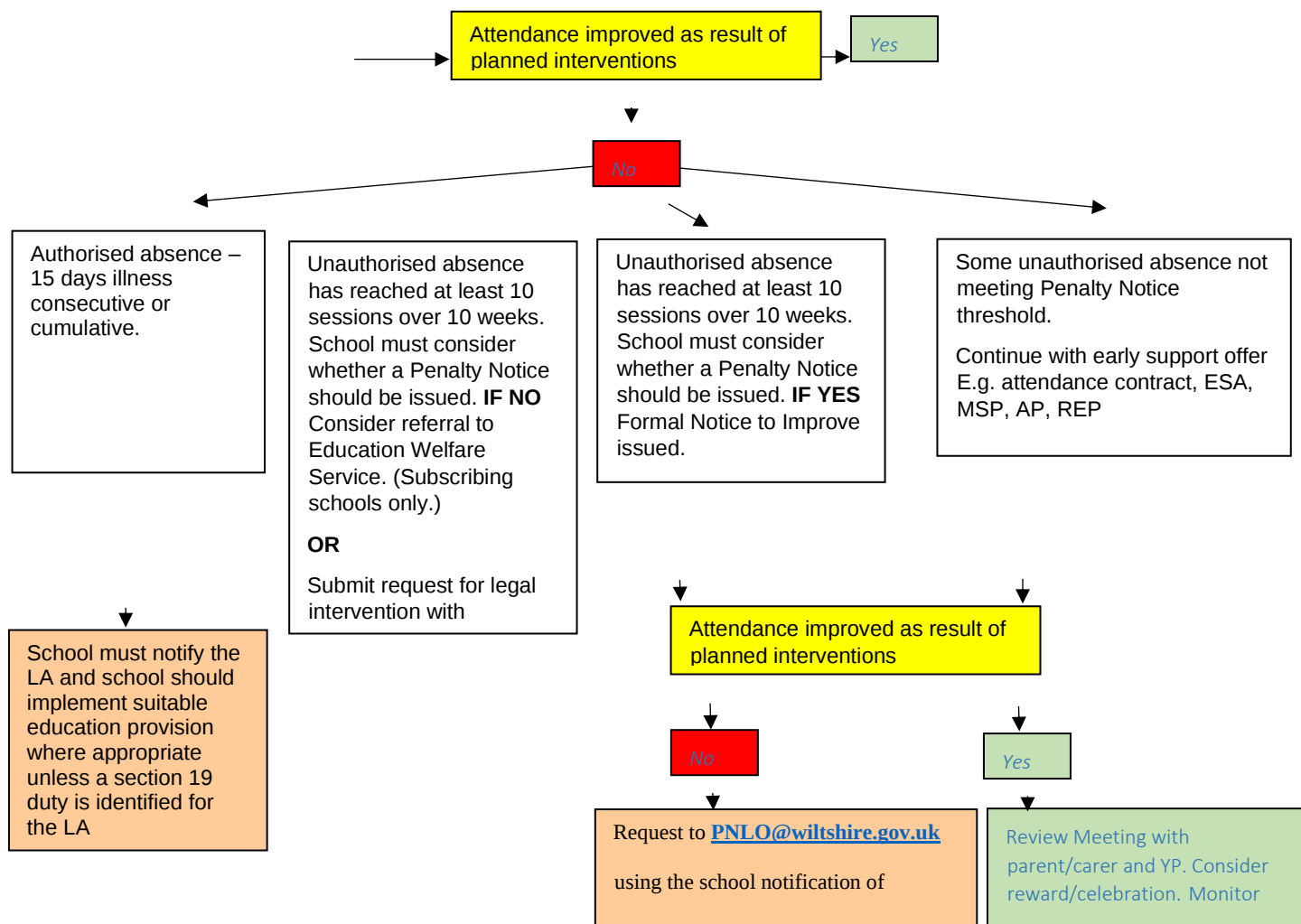
ADMINISTRATIVE CODES

- X Pupil not of compulsory school age not required to be in school
- Z Prospective pupil not on the admission register (to set up registers in advance of pupils joining school)
- # Planned or partial school closure (eg school holidays, teacher training, school used as polling station, staggered starts for different year group)

Appendix D

Absence From School School Level Action





Additional documents

This document should be read in conjunction with:

The Child Protection and Safeguarding Policy

The School's Admissions Policy

The SEN information and SEN policy

Behaviour Policy

Exclusion and Suspension Policy

Teaching and Learning Policy

DfE and additional policies