Attendance and Punctuality Policy

This policy was approved and ratified by the

Senior Leadership Team of Cox Green School

On

12th November 2026

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX**.**

Revision History

Version	Area
1.7	3, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 5.1, 5.2, 5.3, 5.4, 5.6, 6.1, 6.2, 6.3, 7, 8.1, 8.1.1, 8.1.2, 8.1.3, 8.2, 8.3, 8.3.1, 8.3.2, 8.3.3, 9, 10, 10.1, 10.2, 10.3, 12, 13, Glossary, Appendix 1,

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX**.**

1. Introduction

Full attendance and good punctuality are key to achievement in school. We consider them vital to providing equal opportunities for all students, ensuring access to the full curriculum, and achieving both academic and social success.

Cox Green will therefore work in partnership with students, parents, and outside agencies to support all families, to ensure students make progress with their education and life beyond education. We recognise that students who are absent will miss important educational opportunities which will affect their grades. We do however acknowledge that some absences will occur from time to time due to illness or unavoidable family circumstances.

2. Aims:

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on Working together to improve school attendance from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance,

- Work in partnership with parents/carers to secure full attendance and good punctuality to make sure pupils have the support in place to attend school
- Ensure that there are effective systems, known to all, to ensure attendance and punctuality are correctly recorded, monitored, and evaluated accurately;
- Communicate with parents/carers regularly about attendance and punctuality;
- Promote and reward positively good attendance and punctuality;
- Act early to address patterns of absence
- Follow up any issues regarding attendance and punctuality with parents/carers and outside agencies to ensure a student attains a good attendance and punctuality record.

Expect	*Aspire to high standards of attendance from all students 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 & Understand	*When a pattern is spotted, discuss with students and parents to listen and understand barriers to attendance and agree how all partners can work together to resolve them.*
Facilitate Support	*Remove barriers in school and help students 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 a parenting 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 student's right to an education*

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX**.**

3. Legislation and Guidance

This policy is based on the DfE's statutory guidance on Working together to improve school attendance 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 7 of the Education and Inspections Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Equality Act 2010

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- Ofsted's 2025 framework toolkit

4. Roles and responsibilities

4.1 Trustees

The Board of Trustees is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, 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

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

- 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

4.2 The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Ensuring that school-level absence data is monitored and reported to trustees
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary, and/or authorising the Deputy Headteacher/Attendance Officer to be able to do so
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Ensuring that information from the school register is shared 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

4.3 The Designated Senior Leader Responsible for Attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- 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 plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- 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

The designated senior leader responsible for attendance is Charlotte Morgan-Russell.

4.4 The Attendance Officer

The school Attendance Officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher/Deputy Headteacher (authorised by the Headteacher) when to issue fixed-penalty notices
- Working closely with families to improve attendance
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

The Attendance Officer is Helen Longvill.

4.5 Teaching Staff

Teaching staff are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office immediately via school systems.

4.6 Parents

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 on time

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX**.**

- Use Studybugs or other avenues to contact school to report their child's absence before 8.30AM on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the Attendance Officer, their child's Head of Year or SAFE Manager.

4.7 Pupils

Pupils are expected to:

- Attend every timetabled session, on time.

5. Recording Attendance

5.1 Attendance Register

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

We will take our attendance register at the start of each morning session of each school day and once during each afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

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 8.30am and ends at 3pm.

Pupils must arrive in school by 8.35am on each school day.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX**.**

5.2 Unplanned Absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am, or as soon as practically possible, via Studybugs or calling the school main telephone line.

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 there are doubts about the authenticity of the illness, or the illness has lasted for over 5 days, 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.

5.3 Planned Absence

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

Where possible, the pupil should:

- Be out of school for the minimum amount of time necessary, and attend school before/after their appointment
- Wear school uniform to their appointment, to make it easier to return to school afterwards

However, we encourage parents to make medical and dental appointments out of school hours where possible.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. See section 6 to find out which term-time absences the school can authorise.

5.4 Lateness and Punctuality

A pupil who arrives late:

- Before the register has closed (8.35 – 9.30) will be marked as late, using the appropriate code
- After the register has closed (9.30 onwards) will be marked as absent, using the appropriate code

Students who are regularly late to school will be supported by their pastoral team to improve and may be placed on a Punctuality Support Plan in collaboration with their family.

5.5 Following Up Unexplained Absence

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

- Text, email and/or call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may make an emergency home visit to ascertain the whereabouts of the pupil
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary
- Where relevant, report the unexplained absence to the pupil's social worker and/or other external agencies

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

- 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, the school may take steps to involve the Educational Welfare Officer or issue a notice to improve/fixed penalty notice to the family.

5.6 Reporting to Parents

The school will regularly inform parents about their child's attendance and absence levels via their bi-annual school report. Attendance can also be viewed at any time on Edulink and this is updated daily. Parents may also receive ad hoc communication celebrating improvements in attendance via Studybugs.

6. Authorised Absence

6.1 Approval for Term-Time Absence

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 for employment or for admission to another educational institution
- 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 rare and unexpected circumstances which are unlikely to reoccur. Examples include:

- Medical emergencies
- Family emergencies (e.g. death of a relative)]

As a leave of absence will only be granted in exceptional circumstances, it is unlikely 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 15 days before the absence, and in accordance with any leave of absence request form, accessible via the school website. The Headteacher may require evidence to support any request for leave of absence.

6.2 Other Reasons for Authorised Absence

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

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). Pupils should attend school on the days surrounding those set apart for religious observance

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

- Parent(s) travelling for occupational purposes – a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

6.3 Absences From the School Site (Which are not Classified as Absences)

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons 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

7. Strategies for Promoting Attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance. In order to do this, we will use a range of strategies to celebrate, promote and support positive attendance. These include, but are not limited to:

- Attendance reward events at the end of each term
- Personalised celebration emails to parents for positive/improved attendance
- Head of year celebration events
- Recognition in end of term assemblies

8. Supporting Pupils to Improve Attendance

8.1 Internal Intervention Strategies

Improving attendance is a whole school responsibility. Parents, students and all members of staff have a responsibility to encourage and support students to ensure they reach the best possible attendance. Targeted interventions are implemented where a student has declining attendance. Attendance is tracked by the school and intervention will be put in place by the named person(s) below for students within each band.

These interventions could include, but are not limited to:

- Contact home
- Parent meetings
- Attendance support plans
- Attendance challenges

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

- Modified timetable
- 'Soft start'
- Mentoring
- Working with the SEND team
- Implementing measures to build a sense of belonging in the student to encourage them to want to attend school

Attendance	90 – 100%	85 – 90%	50 – 85%	Below 50%
Code	A1	A2	A3	A4
Staff Focus	Form Tutors	Attendance lead	HoY, SAFE Manager and Attendance Officer	Senior Leadership Team and Attendance Officer

This robust monitoring is led by the Attendance Officer in conjunction with the SAFE Team, Heads of Year, Attendance Lead and SLT, who work with their teams to ensure students attend as regularly as possible. The link between attendance and attainment is regularly reinforced.

8.1.1 Pupils Absent Due to Complex Barriers to Attendance

If the school becomes aware of barriers that relate to the pupil's needs, we will inform the Local Authority. The school will liaise with a range of external agencies to support students to return to school. These can include Early Help, alternative provision and/or referrals to the relevant social care team. The ERSA toolkit provided by RBWM is used where appropriate to inform decisions made around strategies to remove barriers to attendance. In school changes will be considered, such as changes to groupings or timetables, where this is possible.

8.1.2 Pupils Absent Due to Mental or Physical Ill Health

When a child is reported absent due to mental health, families will be signposted to different avenues for support, both inside and outside of school. The nature of the mental health concerns will be considered when deciding which interventions and measures are most appropriate.

Parents should consult the NHS guidance Is my child too ill for school? when deciding whether to keep their child home due to illness. We will share this guidance with parents, and provide support in understanding it, in order to promote school attendance wherever appropriate.

8.1.3 Pupils Absent Due to Other Barriers to Attendance

When a pupil is absent from school/has deteriorating attendance, the following factors will be considered and taken into account when making provision to support the pupil and their family. This could include the involvement of their social worker, the Local Authority SEND team, or other appropriate external agencies. As a school, we understand that these factors can play a part in the attendance of a pupil and therefore make timely, reasonable and appropriate adjustments to our support and processes followed to support all pupils and families to attend school.

- Having SEND, including having an EHCP
- Being disadvantaged
- Being known (or previously known) to children's social care
- Having other barriers to attendance (e.g. young carers)

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that are related to the pupil's needs, the school will inform the Local Authority.

8.2 Return to School After Long-Term Absence/Integration:

Cox Green School is committed to ensuring that all students achieve their potential. Any barriers to learning are considered on an individual basis, and we therefore make flexible arrangements to integrate students back into lessons after prolonged absence, whatever the reason for the absence. Once again, a staged approach to this reintegration will be taken, as follows:

1. A meeting will take place with the student, parent/carer, SAFE Manager, and any other relevant staff and or outside agencies. A tailored plan will be drawn up which will acknowledge the reasons for the student's absence plus temporary additional support arranged. All teaching staff and form tutors will be advised by the SAFE Manager in advance of an anticipated return. This is to enable all staff to plan how to re-introduce the student successfully;
2. Any barriers to re-engagement will be discussed and possible solutions explored. A member of staff may be appointed to act as a mentor to support the student and family. A modified or reduced timetable may also be utilised in conjunction with parental consent.

8.3 External Interventions

The school works closely with the Local Authority to support students and families. Termly, the school meets with the Educational Welfare Officer to refer families for additional support and measures to improve their child's attendance. These include:

8.3.1 Education Supervision Order

In cases where voluntary early interventions have been unsuccessful, we may work with the Local Authority to issue an education supervision order. If an education supervision order is considered, the Local Authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

8.3.2 Notice 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.

A notice 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.

It 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

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

- 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, or prosecution considered, 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

8.3.3 Penalty Notices

The Headteacher (or a Deputy or Assistant Headteacher, authorised by the Headteacher), 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, we will check with the Local Authority before doing so and send the Local Authority 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.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

9. Punctuality

Students are expected to arrive punctually to school and to lessons. Punctuality is monitored on a daily basis and students arriving late to school/lessons without an acceptable reason may be issued with a reflection.

Every Minute Counts. Lateness = Lost Learning (Figures below are calculated over a school year)	
5 Minutes late each day	3 days lost
10 Minutes late each day	6.5 days lost
15 Minutes late each day	10 days lost
20 Minutes late each day	13 days lost
30 minutes each day	19 days lost

If students persistently record late marks, a meeting will be arranged by the Attendance Officer. The school will record late marks as unauthorised absence if a student arrives at school after 9:30. Unauthorised marks for punctuality may be referred to the Local Authority for issue of a Penalty Notice.

Punctuality to lessons is equally as important and is prioritised by the school. Lessons begin with a recap of prior learning to ensure students have the foundations to succeed in the lesson. Those who are repeatedly late to lessons will receive reflections, as per the school Behaviour Policy.

10. Attendance Monitoring

10.1 Monitoring Attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

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 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 Board of Trustees.

10.2 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.

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

10.3 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 (see above)
- Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Through Studybugs, provide up to date data to all staff to facilitate discussions with pupils and families
- 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
- Use data provided by primary schools to implement early intervention with students likely to face barriers to attendance when they join the school in Year 7

10.4 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
- Communicate with families via letter to inform them of next steps and potential sanctions that may be implemented, where necessary if interventions are not improving attendance
- Implement sanctions, where necessary

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX**.**

11. Communication of Policy

This policy is published on the school website for parents/carers and the staff intranet.

12. Links with Other Policies

This policy links to the following policies:

- Safeguarding Policy
- Behaviour Policy
- Medical Condition Policy
- Attendance of Students with Additional Needs Policy
- Young Carers Policy
- Child Missing in Education Policy

13. Review of Policy

This policy shall be reviewed every 1 year by Cox Green School.

14. Version History

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	16/07/2013	16/07/2013	July 2015
1.2	Full Governing Body	07/07/2015	01/09/2015	July 2017
1.3	People & External Relations Committee	07/06/2016	07/06/2016	June 2019
1.4	Senior Leadership Team	22/05/2019	22/05/2019	May 2022
1.5	Senior Leadership Team	14/06/2022	14/06/2022	June 2025
1.6	Senior Leadership Team	130/6/2024	13/06/2024	June 2027
1.7	Senior Leadership Team	12/11/2026	12/11/2026	November 2027

Glossary

EHCP	Education, Health and Care Plan
ERSA	Emotionally Related School Avoidance
SAFE	Student and Family Education
SEND	Special Education Needs and Disabilities
SLT	Senior Leadership Team
Studybugs	Platform for parents to report absence

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX**.**

Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the Local Authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the Local Authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the Local Authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX**.**

Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX**.**

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX**.**