

Enfield Grammar School



Attendance Policy

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1. Aims

At Enfield Grammar School, we are committed to fostering a supportive environment where all pupils can thrive. Our ethos, “Tant Que Je Puis” – As Much As I Can, drives us to aim for excellence in all aspects of school life, including attendance. We believe that good attendance is fundamental to academic success and personal development. Our core values—Passion, Resilience, Integrity, Determination, and Empathy (PRIDE)—are central to our commitment to promoting regular attendance.

We aim to:

- Promote and support good attendance.
- Reduce absenteeism, including persistent and severe absenteeism.
- Ensure every pupil has access to the full-time education they are entitled to.
- Act early to address patterns of absence.
- Work collaboratively with families to remove barriers to attendance and ensure pupils are fully supported.

2. Legislation and Guidance

This policy fully aligns with the Department for Education’s statutory guidance Working Together to Improve School Attendance (August 2024). It refers to the following legislation governing 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 subsequent amendments up to 2024).
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and 2024.

3. Roles and Responsibilities

The Governing Body is responsible for:

- Promoting the importance of attendance across the school’s ethos and policies.
- Ensuring school leaders fulfil statutory duties related to attendance.
- Reviewing and challenging attendance data regularly.
- Monitoring attendance figures for the whole school.
- Ensuring staff receive adequate training on attendance.
- Holding the Headteacher accountable for the implementation of this policy.

The Headteacher is responsible for:

- Implementing this policy across the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff in monitoring individual pupil attendance.
- Issuing fixed penalty notices and working with the local authority as necessary.

Senior Leadership Team (SLT Attendance Officer)

- The Deputy Head (Attendance Lead) oversees the strategic implementation of Attend.
- The Attendance Officer monitors daily attendance data, approves automated messages, and coordinates interventions.
- SLT reviews data weekly and reports progress termly to governors.

Class Teachers and Form Tutors are responsible for:

- Checking Attend alerts daily, recording interventions and building positive relationships with pupils to identify early barriers to attendance.

Parents

Parents are responsible for:

- Ensuring their child is in school every day and on time
- Adhering to the attendance policy
- Contacting school every day to explain reason for absence
- Attending meetings arranged by the school to discuss attendance concerns
- Making routine medical appointments outside of school hours

4. Recording Attendance

Attendance Register

Attendance is recorded electronically via SIMS. Registers are synchronised with the Attend platform to enable real-time tracking, alerts, and escalation. Attendance will be recorded at the start of the morning and afternoon sessions. Pupils will be marked as:

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

The Attendance Officer reviews Attend dashboards daily, ensuring pupils at risk of persistent absence are identified early and escalated through the staged intervention model.

Unplanned Absence

Parents must notify the school of the reason for an unplanned absence by 8:30am on the first day of the absence. Absences will be authorised where appropriate, including illness, but medical evidence may be required if the school has concerns about the authenticity or frequency of illness.

Planned Absence

All routine medical appointments must be made outside of school hours, if this is not possible, notification of medical or dental appointments within school time must be made in advance to be authorised.

Lateness

A pupil who arrives late:

All students must be present in registration by 8.30. Any student arriving after 8.35am will be marked late. After 8.55am any student arriving to school will be marked as an unauthorised absence (U CODE) for morning (AM) session.

5. Authorised Absence

Absences will be authorised in the following circumstances:

- Illness
- medical appointments with prior notification.
- Religious observances (as recognised by the relevant religious body for the day set out for observance).
- Traveller pupils travelling for occupational purposes.
- Other exceptional circumstances at the discretion of the Headteacher.

Absences for holidays during term time **will not** be authorised.

6. Unauthorised Absence

For a pupil to reach their full educational achievement, a high level of school attendance is essential. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to education law and guidance and our school attendance policy is written to reflect this legislation and the guidance produced by the Department of Education (DfE).

Fixed penalty notices may be issued for the following reasons:

- Parents taking a student out of school during term time for unauthorised reasons.
- Parents failing to inform the school about reasons for absence or misinforming the school about the actual reason for absence.
- A single protracted period of unauthorised absence.
- Unauthorised lateness to school

Parents can be issued a fixed penalty notice by the school twice in three years. The first FPN is £160 but can be paid at the reduced rate of £80 if paid within 21 days. The second FPN issued cannot be paid at the lesser rate. If a family incur further unauthorised absence that should result in a third FPN, this matter will be referred to the Local Authority for Prosecution.

A fixed penalty notice must be considered following ten sessions (usually equivalent to five school days) of any unauthorised absence within a rolling ten school week period.

For Example:

- A. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks.
- B. 10 sessions of holiday in one week
- C. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks

The period of 10 school weeks can also span different terms or school years

For Example:

- A. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term

Fixed Penalty Notice thresholds are automatically tracked through Attend, which monitors rolling 10-week windows for compliance with the DfE national penalty framework. The Education Welfare Team has the discretion to issue an FPN for those families intentionally and deliberately stay below the threshold.

7. Attendance Monitoring

We use the Attend platform to manage, analyse and record all aspects of attendance. Attend automatically identifies pupils whose attendance is causing concern by applying the school's five-stage escalation model.

Each stage has clear thresholds, triggers and expected staff actions – from early tutor contact and supportive conversations through to formal meetings and, where necessary, referral to the Local Authority. Attend automates alerts, letters, reports and reminders, ensuring responses are timely, consistent and fully recorded.

This model aligns directly with the school's Attendance Stages & Interventions framework, which sets out detailed actions and responsibilities at each stage. Together, these ensure a transparent, restorative and data-driven approach that promotes belonging, removes barriers and supports every pupil to achieve excellent attendance.

An overview of the stages and nominal triggers is provided in Appendix 2.

The Education Welfare Officer (EWO) will seek to reduce barriers to education and set action points that must be met within an agreed review period. If there is no improvement at the end of this review period, a Legal Meeting may be held which will result in one of the following sanctions being imposed:

- Education Supervision Order
- Magistrates Court Action
- Penalty Notice
- Further Review Period

8. Truancy

In cases of truancy, where a student is found to be absent from their scheduled lessons without permission, we will take immediate action to address the issue. Parents or carers will be notified through an official letter home informing them of the unauthorised absence and the consequences for their child. This may include detentions, community service, or other sanctions in line with our behaviour policy.

Persistent truancy, leading to a pattern of low attendance, will be monitored closely and may culminate in further disciplinary measures, including involvement of the Education Welfare Officer (EWO). Should the issue remain unresolved, the school has the discretion to issue a fixed penalty notice as per DfE guidelines when the sanction threshold has been met, particularly if the truancy contributes to persistent absenteeism below 90%.

9. Strategies for Promoting Attendance

We promote good attendance through various strategies, including:

- Attendance reward through termly awards and certificates
- Promoting attendance via posters, daily notices and assemblies
- Monthly attendance update to parents/carers
- Regular contact with parents/carers
- Attendance and punctuality reports shared weekly with form tutors and Heads of Year.
- Dedicated time for form tutors and Heads of Year to make welfare and attendance calls.
- Inclusion meetings to identify problems and assist pupils through in school support initially and Early Help referrals as required.

10. Supporting Pupils Who Are Absent, Including Emotionally Based School Avoidance

Attend automatically alerts the Designated Safeguarding Lead when patterns of illness, frequent N/O/U codes, or sudden declines occur. All EBSA cases are monitored jointly through Attend and with the Attendance Officers and Pastoral Team.

We recognise that some pupils face barriers to attending school regularly, including illness, special educational needs and disabilities (SEND), mental health challenges, or emotionally based school avoidance (EBSA). We are committed to supporting these pupils by:

- Working closely with families to identify the underlying causes of absence.
- Providing targeted interventions, such as counselling or mental health support.
- Collaborating with external agencies, including the local authority, to offer additional support.

11. Links with Other Policies

This attendance policy is linked to the following school policies:

- Safeguarding and Child Protection Policy
- Behaviour and Relationships Policy
- SEND Policy
- Mental Health and Wellbeing Policy

Appendix 1: Attendance Codes

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
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
Absent – unauthorised absence	
G	Holiday not granted by the school

N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Appendix 2: Staged Model of Attendance Tracking

Stage	Attendance % / Trigger	Automated Attend Action
Universal	95–100%	Automatic praise message each half term
Stage 1 – Emerging Concern	<95% or 3+ unauthorised sessions in 2 weeks	Attend alert to Tutor and HOY
Stage 2 – Persistent Absence Concern	91.9–90%	Attend flags “At Risk” pupil and advances stage
Stage 3 – Confirmed Persistent Absence	85–89.9%	Attend issues Early Intervention Letter (auto-generated)
Stage 4 – Ongoing PA / Escalation	80–84.9%	Attend generates Stage 4 alert to DSL and Attendance Officer
Stage 5 – Severe Absence / Legal Threshold	Below 80% OR 10 unauthorised sessions in rolling 10 weeks	Attend flags “Severe” and creates formal warning letter (per DfE guidance)