



Wakefield Grammar School Foundation

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Name of Ratifying Committee Date Ratified	Governing Board 30.09.2025
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CHANGE RECORD - Annual Review Period

Version	Date	Change details
V1.00	June 2024	Created for the Foundation (adapted from QEGS Attendance Management Policy)
V1.01	March 2025	Updated further in line with DfE Statutory guidance
V1.02	Sept 2025	Staffing updates made / update to Attendance Champions, updated to WGPPS FS1 procedures and appendix added for CME procedures Added an appendix for the National Attendance and absence codes

To be published on the following:

Staff shared	X	School website	X
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WGSF Attendance Management Policy

1. Introduction

- 1.1 Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise (Education Act 1996). Early Years Foundation Stage (EYFS) children in FS2 will have their fifth birthday and reach compulsory school age. Parents of children in school before their fifth birthday are also encouraged to follow the policy.
- 1.2 The Foundation recognises that absence, particularly persistent absence from school, is a potential safeguarding risk and effective monitoring of attendance is central to the Foundation's role in keeping children safe. In addition to the safeguarding duty the Foundation recognises that to develop socially and academically, and to fulfil their overall potential, a pupil needs to attend school regularly.
- 1.3 The Foundation is committed to a positive policy of encouraging pupils to attend school regularly. An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. This policy is to be used to ensure all leaders, staff, pupils and parents understand expectations.
- 1.4 WGSF follows the statutory guidance of the Department for Education (DfE) [Working together to improve school attendance](#) (August 2024) and the [DfE Children Missing Education](#) (updated September 2025).

1.5 Relevant Policies and Procedures

This Attendance Policy functions alongside the following Policies and Procedures:

- [Parental Contract](#) (Parent Terms and Conditions)
- [WGSF Safeguarding and Child Protection Policy](#)
- [WGSF SEND Policy](#)
- [WGSF Missing Child Policy](#)
- [WGSF Behaviour Management Policy](#)

1.6 Key School contacts: Senior Attendance Champions

The Foundation has three Senior Attendance Champions (SAC) across the Foundation. All are current members of the senior leadership team and have overall responsibility for championing and improving attendance in school.

Preparatory Section Senior Attendance Champion (inc. EYFS provision)	Mrs Emma Gill, Preparatory Head and DSL egill@wgsf.net T. 01924 231618
Preparatory Section Senior Attendance Champion	Mr Sam Rowley, Director of Pupils (Preparatory Section) and DSL srowley@wgsf.net T. 01924 372490
Senior Section Senior Attendance Champion	Mr James Harris, Deputy Head, Director of Pupils (Senior Section) and DSL jharris@wgsf.net T. 01924 373943

2. Attendance and Admission Registers

2.1 Attendance Register

- 2.1.1 Under the provisions of the **Education Act 1996 (s434)** and the **Education (Pupil Registration) (England) Regulations 2006**, schools must keep an attendance register.
- 2.1.2 Pupils of compulsory school age must have their attendance registered twice per day. It is the practice of Foundation schools to register ALL pupils regardless of age. Registers are updated at the start of morning and afternoon sessions (see section 3). In addition all teaching staff must check that the pupils who should attend each lesson do so.
- 2.1.3 The register must record the following:
Whether the pupil is present, absent, or attending an approved educational activity. An 'approved educational activity' is defined as:
- a) one taking place off the school premises;
 - b) approved by a person authorised by the governing body or the Head;
 - c) supervised by a person approved by the governing body or Head;
 - d) of an educational nature, including work experience, field trips and educational visits, interviews with prospective employers, or for a place in Higher or Further Education; and
 - e) Link Courses where pupils attend a Further Education (FE) college for part of their time, or franchised pupils receiving part of their education off-site at another location while remaining on roll and under school supervision (e.g. sick children being taught at home), or attending approved sporting activity:
- 2.1.4 When a pupil of compulsory school age is absent it must be marked as an 'authorised' or 'unauthorised' absence and the nature of the approved educational activity noted (for a pupil of compulsory school age).
- 2.1.5 All Tutor Group/class registers will be closed ten minutes after the start of the morning and afternoon sessions.
- 2.1.6 On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time. The codes are set out in the [DfE 'Working Together to improve School Attendance' \(August 2024\)](#) and outlined in Appendix 1.
- 2.1.7 In the event of evacuation of any school an accurate list of attendance / absence will be readily available to check that everyone is safe.
- 2.1.8 The Foundation has a responsibility to identify, as far as it is possible to do so, any children of compulsory school age enrolled at its schools who are not attending school or missing from school. A child going missing from education is a potential indicator of abuse or neglect.
- 2.1.9 Staff must follow the schools' procedures (see Appendix 2) for dealing with children missing from education, particularly on repeat occasions to help identify the risk of abuse and neglect, including sexual exploitation, and to prevent the risks of their going missing in future.
- 2.1.10 **All Foundation schools must inform the local authority of any pupil who:**
- **fails to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).**
 - **who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively**

because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

2.2 Admission Register

2.2.1 In accordance with the requirements of the School Attendance (Pupil Registration) (England) Regulations 2024 the School will:

- maintain an admission register of all pupils (of both compulsory and non-compulsory school age) admitted to the School (also known as the school roll); and
- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

2.2.2 The admission register must be kept electronically and a back-up copy of the register is made at least once a month in the form of an electronic or printed copy.

2.2.3 The school must ensure that every entry in the School's admission register is preserved for six years beginning with the day on which the entry was made; **and every back-up copy of the register is preserved for six years after the end of the school year that it relates to.**

2.2.4 The admissions register contains specific personal details of every pupil in the School, including their date of admission, information regarding Parents and carers and details of the school they last attended.

2.2.5 A pupil's name can only be deleted from the admission register for a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024. When any of the situations set out in regulation 9 occurs, the pupil's name must be deleted. The Head will authorise the taking of a pupil's name off the register in accordance with these regulations.

2.2.6 The local authority must be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

3. **Attendance and Punctuality Expectations and Information**

3.1 The Foundation expects pupils to strive for an overall attendance record of 95% or higher. Please see Appendix 3 for roles and expectations. Parents are expected to ensure their child attends punctually every day the school is open except when a statutory reason applies. Parents should notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness), only request leave of absence in exceptional circumstances and do so in advance. Medical appointments should be booked around the school day where possible.

3.2 Attendance and punctuality expectations and information for each school are listed below.

3.2.1 Wakefield Grammar Pre-Preparatory School (WGPPS):

- The school opens at 7.45am (for Early Morning Care) with a school day of 8.30am-3.30pm. After School Care closes at 6pm.
- Registers are taken twice a day, once in the morning closing at 8:45am and once in the afternoon at 1.15pm. Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.

- The process for requesting leaves of absence and informing the school of reason of unexpected absence is as follows:
 - Parents to ring the School Office (by 8.45am) on the first day of unexplained absence.
 - Parents should phone every day thereafter if their child remains absent from school unless the number of days of absence has been specifically outlined on the first day of absence.
 - Parents must email Mrs Emma Gill, Preparatory Head, via the school office (preprep@wgsf.net) to make any request for leave of absence.
- Parents should liaise with the school office on a day to day basis to inform them of anything attendance related regarding their child.
- While Foundation Stage 1 (FS1) pupils are not yet of statutory school age, regular attendance is expected. Absences should be limited to the following circumstances:
 - illness
 - medical or dental appointments
 - religious observance
 - family bereavement
 - interviews
 - external agency assessments
 - visa/passport appointments

Family holidays should be taken during school holiday periods wherever possible. Any unexplained absences will be followed up by the School on the day they occur with parents/carers or emergency contacts if parents are uncontactable. Concerns, persistent or prolonged absences will be referred to the Local Authority, in accordance with the WGSF Child Protection and Safeguarding Policy.

- The School's Senior Attendance Champion is Mrs Emma Gill, Preparatory Head on T. 01924 231618 (preprep@wgsf.net).
- For more detailed support on attendance, parents should contact Mrs Emma Gill.

3.2.2 Wakefield Girls' High School (WGHS):

- The school opens at 8am (7:45am for the Junior Section) with a school day of 8:35am-4pm (8:50am-3:55pm for the Junior Section). After School Care closes at 6pm.
- Registers are taken twice a day, once in the morning at 8.40am, and once in the afternoon at 2pm (2:15pm Junior Section). Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.
- The process for requesting leaves of absence and informing the school of reason of unexpected absence is as follows:
 - Parents to ring the School Office (by 8.45am) on the first day of unexplained absence.
 - Parents should phone every day thereafter if their child remains absent from school unless the number of days of absence has been specifically outlined on the first day of absence.

- Senior Section parents must email Mrs Judith Tingle, WGHS Associate Head, via the School Office (wsoffice@wgsf.net) to make any request for leave of absence.
- Junior Section parents must email Mr Sam Rowley, Director of Pupils (Preparatory Section), via the School Office (wjoffice@wgsf.net) to make any request for leave of absence.
- Parents should liaise with the School Office on a day to day basis to inform them of anything attendance related regarding their child.
- The School's Senior Attendance Champion is Mr James Harris, jharris@wgsf.net, Deputy Head and Director of Pupils (Senior Section).
- For more detailed support on attendance, parents should contact Mr James Harris.

3.2.3 Queen Elizabeth Grammar School (QEGS):

- The school opens at 8am (7.45am Junior Section) with a school day of 8.40am-4pm (3.55pm for the Junior Section). The School Office closes at 5pm and After School Care closes at 6pm.
- Registers are taken twice a day, once in the morning at 8.40am, and once in the afternoon at 2pm (2.15pm Junior Section). Once the morning and afternoon registers close, a pupil will be recorded as absent if not present in the classroom/lesson.
- The process for requesting leaves of absence and informing the school of reason of unexpected absence is as follows:
 - Parents to ring the School Office (by 8.45am) on the first day of unexplained absence.
 - Parents should phone every day thereafter if their child remains absent from school unless the number of days of absence has been specifically outlined on the first day of absence.
 - Parents must email Dr Brookes, QEGS Head, via the School Office (qsoffice@wgsf.net) to make any request for leave of absence.
- Parents should liaise with the School Office on a day to day basis to inform them of anything attendance related regarding their child.
- The School's Senior Attendance Champion is Mr James Harris, jharris@wgsf.net, Deputy Head and Director of Pupils (Senior Section).
- For more detailed support on attendance, parents should contact Mr James Harris.

4. **Granting Leave of Absence**

4.1 The DfE '[Working together to improve school attendance](#)' (August 2024) expects that leave of absence should be restricted to the following:

- To attend an offsite approved educational activity arranged by the school
- To take part in approved sporting activity
- To take part in work experience

- To attend an educational visit or trip
- To take part in a regulated performance or employment abroad
- To attend an interview for employment or admission to another educational institution
- To study for a public examination
- To take part of an agreed temporary, time-limited part-time timetable
- Where the school deem there to be other exceptional circumstances

4.1.1 WGSF will grant 'other exceptional circumstances' at the Head's discretion. Where there are siblings in the Foundation, the Head will liaise to ensure consistency of approach.

4.2 Short Term Leave

4.2.1 The School can legally grant short term leave for family reasons. It is for the Head to determine the reasonableness.

4.2.2 Where a pupil becomes pregnant, leave will be given for no more than 18 weeks after which the absence would be unauthorised. The school will do all it can to support the pupil remaining in school as long as possible.

4.2.3 Dental and medical appointments are valid reasons for missing registration and constitute authorised absence. If the pupil leaves for an appointment after registering, no absence needs to be recorded.

4.2.5 The School may, exceptionally, sanction limited absence for young carers until other arrangements can be made. The Head will set a time limit for such absences in consultation with the Deputy Head and Head of Year. The Head may also seek advice from the local authority or appropriate agency before coming to a decision.

5. **Religious Observance**

5.1 The Department for Education advice to schools published in October 2014 states:

"Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance."

5.2 Careful consideration is given to pupils who take time out of School for religious observance and this will be supported by the school but monitored. The day or days for religious observance (3 days total) will be recorded as authorised absence; however, any additional days taken will be recorded as unauthorised absence.

6. **Process for Managing Attendance**

6.1 After morning registration all unexplained absences will be followed up on the first day by the school office. Unexplained absences of younger pupils and those pupils who are seen to be more vulnerable being prioritised for safety reasons.

6.2 After afternoon registration any unexplained absences are investigated.

7. **Monitoring Pupils' Absence**

7.1 The attendance of each pupil is monitored by the pastoral team. The Foundation aspires to have 95% or above attendance. Where pupil attendance falls below the threshold set by the school, or any subsequent threshold or target set, actions will be triggered. They assume linear progression and in typical cases, each stage will be explored thoroughly before moving

to the next. However, where there are repeating concerns, for example across one or more academic years, the School may need to elevate the approach and begin proceedings at a higher level.

7.2 Pupil absence levels are monitored using two key measures:

- **Overall absence** is the aggregated total of all authorised and unauthorised absences.
- **Persistent absence** is when a pupil's overall absence equates to 10% or more of their possible sessions.

7.3 Absence information is reported as a series of totals (as percentages) across a period of sessions, either by school term or academic year. Attendance statistics will be measured across the whole of a pupil's school career, irrespective of their point of entry. This is with a view to capturing a full history of each individual pupil's attendance at the School, including any variation over different periods of time (e.g. according to the particular stage of a pupil's school career and / or their point of entry to the School).

8. **Strategies and Support for reducing persistent and severe absences**

8.1 The attendance of each pupil is acted upon on a case-by-case basis. Decisions will be made contextually and through discussion with parents and the staff most closely involved with the pastoral care for that child. The approach considers carefully the whole pupil, their individual context and their attendance data across their school career.

8.2 The school will work closely with parents in relation to complex medical issues or prolonged illness to ensure appropriate support for that pupil. It is also recognised that early in a year, a small number of absences can quickly lower an overall attendance figure and for that reason, pastoral staff will also consider previous attendance records to help them make decisions about any emerging patterns or recognise where illness or other circumstances have created unavoidable short term absence.

8.3 Accessing wider support services

Accessing wider support services will be used to help reduce persistent and severe absence, including removing barriers to attendance. Parents to be referred to support services such as [Team around the School](#) and [Education Welfare](#).

8.4 Formalising support with the Local Authority

8.4.1 Please see Appendix 4 regarding each school's procedure and notification of when support will be formalised in conjunction with the local authority.

8.4.2 Cross Foundation access to Education Welfare Officer support allows access to updated information, guidance and support with Persistently Absent (PA) pupils.

8.5 National Framework for Penalty Notices

8.5.1 WGSF do not currently issue penalty notices but attendance is regularly reviewed and penalty notices may be introduced in the future if deemed necessary.

9. **Promoting and Incentivising Good Attendance**

9.1 An attendance summary is provided on the page of each pupil's FireFly page which all parents can view. This is shown as a percentage of attendance from the start of the

academic year to date and is broken down (and colour coded) into 'Present: On Time', 'Present: Late', 'Absent: Authorised' and 'Absent: Unauthorised'. Parents can also view in detail (by week) their child's attendance.

9.2 The Foundation is currently developing strategies further for promoting and incentivising good attendance. At present the following is carried out across the Foundation:

- At WGPPS, attendance is praised and weekly attendance is shared (of each year group) in the newsletter. Emails are sent to congratulate individual children on improvements in attendance.
- At WGHS, pupils are emailed to congratulate them on achieving 100% attendance in the half term and rewarded with a 'queue jump pass'. A handwritten letter is also sent to those pupils/parents and the names of those pupils are entered in a draw for prizes. A tiered approach to intervention and monitoring takes place and access to the Education Welfare Officer for guidance and home visits if necessary.
- At QEGS, KS2 and KS3 pupils receive a letter to their parents congratulating them on achieving 100% attendance. A tiered approach to intervention and monitoring takes place and access to the Education Welfare Officer for guidance and home visits if necessary.

10. Roles and Responsibilities

10.1 The Governing Body will:

- Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensure school leaders fulfil expectations and statutory duties.
- Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
- Ensure school staff receive training on attendance.

10.2 The Heads will:

- set attendance targets as part of the development plan and target-setting process;
- monitor progress
- ensure that strategies are in place to promote and implement the policy throughout the school.
- determine in collaboration with the Deputy Head and Head of Year where applicable (note this may not apply in the Junior Sections or WGPPS) whether to authorise any proposed absences requested on the school's official form, or absences which have taken place for which no request was made;
- notify parents as appropriate that if a pupil of compulsory school age fails to attend regularly that his/her parents commit an offence;
- initiate with appropriate staff strategies to improve attendance;
- make an annual report with statistics to the governing body.

10.3 The Deputy Head (Pastoral) / Assistant Head (Pastoral) will:

- oversee the attendance arrangements;
- work with Heads of Year / Year Group Leads to ensure the efficient running of the system;
- make periodic checks of the registers to monitor pupil absence;
- make regular checks on absence notes and the reasons for absence;
- ensure that unaccounted for absences are followed up;
- deal with issues of inadequate registering;
- arrange appropriate training for staff;
- keep the Head informed of the progress of the policy; and

- advise the Head on any strategies that could be initiated or improved.
- work collaboratively (and in some cases line manage) school attendance officers.
- Liaise with the Local Authority where appropriate (engaging with the Early Help and Family and Youth Hub support services offered by Wakefield local authority) [Early Intervention and Prevention Service | Early Help Service | Wakefield SEND Local Offer](#)
- Persistent Absence to be monitored and reported on at leadership meetings.

10.4 Heads of Year/Year group leads will:

- ensure that all pupil absences are noted and absence notes received from parents via phone calls to the attendance officer;
- make regular checks on the efficiency of the registering;
- make regular checks in collaboration with the attendance officer that absences are valid.
- ensure that all suspected truancy is followed up and dealt with;
- contact parents over pupil absences where appropriate;
- make reports to the Deputy Head/Assistant Head (Pastoral) on the efficiency of the system; and
- liaise with the Deputy Head / Assistant Head over training needs.

10.5 Form Tutors will:

- ensure that pupils are registered accurately;
- follow up cases of unaccounted for absence
- keep the Head of Year informed of any signs of suspected truancy; and
- inform the Head of Year/Year group lead of any possible underlying problems which might account for absences.
- Attendance to form a large part of form time/class discussions.

10.6 Classroom Teachers will:

- check the attendance of pupils at their lessons; and
- inform the (Head of Year/Tutor/Phase Coordinator/ Year Group Leads) of the names of pupils who are absent without notification.
- raise an alert should pupils fail to present to their lessons.

10.7 Pupils/parents of pupils are required to:

- aspire to above 95% attendance;
- arrive on time and attend all timetable lessons;
- inform the school of their absence on the first day of non-attendance;
- communicate reasons for absence on the same day with adequate detail;
- provide medical evidence upon request should the absence continue
- discuss with the Head of Year (HOY) / Senior Leadership Team (SLT) any planned absences well in advance (e.g. a family holiday);
- make any request for leave of absence on the school's official leave of absence form.

11. Inspection

The Deputy Heads will ensure that the School Admission and Attendance Registers are available for inspection by registered inspectors.

12. Publication and Availability

12.1 This policy is published on the website (and on FireFly for staff). This policy will be available to all new parents and will be sent out to all parents when reviewed each year.

12.2 A copy is available in hard copy on request by contacting the School Office.

13. Monitoring and Review

The Designated Safeguarding Leads will review the working of the policy and report to the governors as required.

Appendix 1: National attendance and absence codes

1. On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil whose name is listed in the admission register at the time.

2 Attending the school

Code	Definition
/ \	Present at the school / = morning session / afternoon session
L	Late arrival before the register is closed

3. Attending a place other than school

Code	Definition
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[4]

4. Absent - leave of absence

Code	Definition
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
D	Dual registered at another school
C	Leave of absence for exceptional circumstance

5. Absent - other authorised reasons

Code	Definition
T	Parent travelling for occupational purposes
R	Religious observance

I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded

6. Absent - unable to attend school because of unavoidable cause

Code	Definition
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 (e.g. due to adverse weather)
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

7. Absent - unauthorised absence

Code	Definition
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

8. Administrative codes

Code	Definition
Z	Prospective pupil not on admission register
#	Planned whole school closure

Appendix 2 - Procedures for Children Missing in Education (CME)

Stage	Timeline	Actions
1	Within a 10 day period	First day contact, followed by subsequent phone follow up.
2		2 home visits x 2 within the period (CALLING CARD LEFT).
3		Catalogue all communication attempts and interventions on CPOMS.
4		All CME concerns need to be logged in the LA attendance portal (all Attendance Champions have access to this and should be signed up).

Appendix 3: Roles and Expectations

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Only request leave of absence in exceptional circumstances and do so in advance. Book any medical and dental appointments around the school day where possible.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance. Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on. Have a dedicated senior leader with overall responsibility for championing and improving attendance.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed. Ensure school staff receive training on attendance.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance. Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice. Offer opportunities for all schools in the area to share effective practice.

Appendix 4 - Procedures for Monitoring Absence

Senior Section Procedure

Stage	Staff responsible	Actions
1	Head of Year and Tutor team	Monitoring of Year and Form group attendance each cycle in pastoral team meetings.
2	Form Tutor (FT)	Concern identified, FT discussion with pupil. FT phone call to parent, CPOMS log.
3	Head of Year (HOY)	No improvement following Form Tutor contact, HOY contact by telephone, CPOMS Log
4	Head of Section (HOS)	No improvement, HOS parental contact, using Letter 1, invitation to meeting in school with HOY/HOS, CPOMS log, Actions/Targets agreed.
5	Director of Pupils / DSL	No improvement: Letter 2 sent to Parents outlining the serious nature of the situation and actions required if there is no improvement. This letter will reference possibility for referral to Team Around the School/Educational Welfare services at Wakefield Local Authority
6	Director of Pupils / DSL	Raise with the Executive Head to determine, in the context of the pupil's personal circumstances, whether place in School is compromised; also to discuss whether a referral to Children's Services is appropriate.
7	DSL	Referral to Children's Services or other appropriate external agency, Executive Head to consider position in school alongside external agency action.

Preparatory Procedure

Stage	Staff responsible	Actions
1	Class teacher	Monitoring of Year and class attendance in pastoral team meetings and in weekly leadership meetings.
2	Class teacher	Concern identified, class teacher discussion with pupil. Class teacher phone call to parent, CPOMS log.
3	Head of Year / Year group lead	No improvement following class teacher contact, Year group lead, contact by telephone, CPOMS Log
4	Director of Pupils / Deputy Head	Parents invited in for support
5	Director of Pupils / Deputy Head	No improvement: Letter 2 sent to Parents outlining the serious nature of the situation and actions required if there is no improvement. This letter will reference the possibility for referral to Team Around the School/Educational Welfare services at Wakefield Local Authority.
6	Director of Pupils / DSL	Raise with the Head to determine, in the context of the pupil's personal circumstances, whether place in School is compromised; also to discuss whether a referral to Children's Services is appropriate.
7	DSL / Head	Referral to Children's Services or other appropriate external agency, Head to consider position in school alongside external agency action.