



STRATFORD GIRLS'
GRAMMAR SCHOOL

STRATFORD-UPON-AVON

Attendance Policy

Disclosable under Freedom of Information Act 2000

Yes

Policy ownership

Governor committee:

Progress & Wellbeing

Department responsible:

Pastoral and Sixth Form

Post-holders: (title and name)

Jacqui Cornell, Headteacher & Gurd Ubhie,
Assistant Head: Student Progress &
Development

Child Protection and Safeguarding Policy;
Behaviour Policy;
Exclusion Policy;
SEND Policy;

Linked procedures

Medical Conditions Policy;
Children Missing Education procedures;
Part-time Timetable procedures;
Behaviour policy inc Anti-bullying Policy
Admissions Policy

Responsible person

Jacqui Cornell

Planned review interval

Annual

Planned next review date:

July 2027

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Stratford Girls' Grammar School is a standalone academy. The terms Trustees and Governors are used interchangeably. The Trust Board is referred to as the Governing Body. Within policies, any reference to Governors and/or Trustees or the Governing body or Trustees Board encompasses the same function.

Contents

1. Aims & Ethos
2. Legislation and guidance
3. Roles and responsibilities
4. School procedures
5. Authorised and unauthorised absence
6. Attendance Strategy
7. Attendance monitoring
8. Monitoring arrangements

1. Aims & Ethos

At Stratford Girls' Grammar School, it is the aim that students and staff should enjoy learning, experience success and develop their full potential. The aim of the Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of students and staff.

There is a clear link between poor attendance at school and lower academic achievement.

Our school aims to meet its obligations regarding school attendance by:

- promoting good attendance and reducing absence, including persistent absence
- ensuring every student has access to full-time education to which they are entitled
- acting early to address patterns of absence

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

All students are expected to:

- attend 100% of lessons, tutor-time, assemblies and other learning opportunities, including work experience and other school trips or visits as directed by the School.
- be punctual to all lessons, tutor-times and assemblies etc.

All students are expected to attend school regularly and punctually, and to attend all timetabled lessons, tutor time, assemblies and other required learning opportunities. The school's procedures for registration, lateness, adapted timetables and attendance monitoring are set out in Sections 4 and 6 of this policy.

Attendance is closely linked to academic performance and emotional well-being. We monitor absences closely and are both guided by and report on the following thresholds:

- 98% or above is considered excellent.
- 96% to 97.9% is considered good.
- 95% to 95.9% is considered satisfactory.
- 90% to 94.9% is below the school average and will trigger contact from the school.
- 90% or below is a cause for concern and will require intervention strategies (90% attendance equates to ½ a day off per school week).

If a student is absent for any reason not arranged by the school, parents/carers must tell the school the reason. However, parents/carers cannot authorise absence themselves. Only the Headteacher, or a member of staff authorised by the Headteacher, can decide whether an absence is authorised.

Attendance is a shared responsibility across the whole school community. Our approach is based on high expectations, early identification, supportive intervention and proportionate escalation where necessary. We use a staged approach to our attendance work:

Expect

Aspire to high standards of attendance from all pupils 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 and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early support 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 an attendance 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 pupil's right to an education

We set high expectations for attendance and punctuality; use attendance data to identify patterns at individual, group and whole-school level; listen to students and families to understand barriers; provide pastoral, SEND, medical, Early Support or external agency support where appropriate; formalise support through written targets, attendance action plans, attendance contracts or referral to Warwickshire Attendance Service where needed; and, where all appropriate support has been exhausted or is not engaged with, work with Warwickshire County Council to consider statutory intervention.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school behaviour and attendance: parental responsibility measures](#).

This policy complies with our funding agreement and articles of association. Section 7 of the Education Act 1996 states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. Where parents choose to register their child at school, they have a legal duty to ensure that their child attends regularly. Stratford Girls' Grammar School will work with parents/carers and, where necessary, Warwickshire County Council, to support regular attendance. Where support does not lead to improvement, or where support is not engaged with, the school may work with the Local Authority to formalise support or consider statutory intervention. For the purposes of this policy, a "parent" includes any natural parent, whether married or not; any person who has parental responsibility for a child; and any person who has care of a child.

3. Roles and responsibilities

The Governing Body

The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. Attendance data is reported via the Headteacher's report at each Full Governing Body meeting.

The Progress and Wellbeing Committee have delegated responsibility regarding monitoring attendance and punctuality, and oversight of the School's Attendance Policy and procedures. It also holds the Headteacher to account for the implementation of this policy.

For the purposes of this policy, the Progress and Wellbeing Committee provides governor oversight of attendance. The Governing Body may also appoint a link governor for attendance to support oversight of attendance strategy, trends, statutory compliance and the effectiveness of support for pupils and families.

The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the School, and for monitoring school-level absence data and reporting it to Governors.

The Headteacher also supports other staff in monitoring the attendance of individual students and, where appropriate, requests that the Local Authority consider statutory intervention, including penalty notices. Penalty notices are issued by Warwickshire County Council, not by the school.

The Assistant Head: Student Progress & Development

The Assistant Head: Student Progress & Development (AHSPD) is the school's Senior Attendance Lead and is responsible for the strategic approach to attendance. This includes monitoring whole-school and individual attendance data, identifying patterns and trends, supporting Heads of House and the Head of Sixth Form, coordinating intervention for persistent and severe absence, and liaising with Warwickshire Attendance Service and the Local Authority where appropriate.

The AHSPD monitors attendance data at whole-school, cohort and individual student level and ensures that appropriate action is taken to address concerns.

- to support Heads of House and the Head of Sixth Form in identifying, understanding and responding to attendance concerns;
- to ensure that appropriate action is taken where attendance falls below school expectations or where patterns of absence emerge;
- to review attendance data regularly with Heads of House and the Head of Sixth Form, including persistent and severe absence, and agree strategies to improve attendance;
- to monitor persistent and severe absence and ensure that support and escalation are proportionate, timely and evidence-based;
- to liaise with the Headteacher regarding whole-school attendance trends, individual concerns and potential statutory intervention;
- to attend attendance meetings, legal meetings or Local Authority meetings where required.
- to organise, where safeguarding concern or lack of contact warrants this, for a home visit to take place if there is no parental contact within two days, with support from the progress team.

- to work with WCC Education Safeguarding Officers to tackle persistent absence.
- to advise the Headteacher when it may be appropriate to request that the Local Authority consider statutory intervention, including a penalty notice.

Head of Sixth Form

The Head of Sixth Form is the first point of contact for more detailed attendance support for Sixth Form students where concerns are emerging, persistent or linked to wider pastoral, SEND, wellbeing or safeguarding needs.

The Head of Sixth Form is expected:

- to review Sixth Form attendance data regularly, including patterns of absence, persistent absence and punctuality concerns;
- to follow up absence and punctuality concerns with students and parents/carers, agreeing appropriate strategies to improve attendance;
- to monitor persistent and severe absence within the Sixth Form and ensure that support and escalation are proportionate, timely and evidence-based;
- to liaise with tutors, subject staff and the AHSPD where attendance concerns affect engagement, progress or safeguarding;
- to ensure that appropriate action is taken where Sixth Form attendance falls below school expectations or where patterns of absence emerge;
- to coordinate Sixth Form attendance support in line with the school's wider attendance procedures and, where appropriate, the Sixth Form support and review process;
- to attend attendance meetings, legal meetings or Local Authority meetings where required;
- to organise, where safeguarding concern or lack of contact warrants this, a home visit if there is no parental contact within two days, with support from the progress team.

The Head of House

Heads of House are the first points of contact for more detailed attendance support for students in Years 7 to 11 where concerns are emerging, persistent or linked to wider pastoral, SEND, wellbeing or safeguarding needs.

Heads of House are expected:

- to review and monitor attendance data for their House and for individual students regularly, including persistent and severe absence;
- to identify emerging patterns of absence or punctuality concern and respond promptly in line with school procedures;
- to meet regularly with the Assistant Head: Student Progress & Development to discuss students whose attendance is a concern and agree appropriate action;
- to ensure there is timely communication with parents/carers where attendance or punctuality concerns arise;
- to support the school's punctuality procedures, including appropriate follow-up or sanctions for lateness where required;

- to support students returning from long-term absence and oversee appropriate reintegration arrangements, liaising with tutors, subject staff, Pastoral Support Officers, the SENDCo and other relevant colleagues where attendance concerns are linked to pastoral, SEND, wellbeing or safeguarding needs.

Subject staff/tutors

Subject staff/tutors are expected:

- to record attendance daily, using the correct codes, and submit this information to the school office.
- to review and monitor attendance data of their Tutor Group and at individual student level monthly.
- to speak with tutees where attendance or punctuality concerns arise and, where appropriate, communicate with parents/carers in line with school procedures.
- to liaise with Head of House/Sixth Form and/or parent/carer where there are concerns.

Pastoral Support Officer Attendance

The Pastoral and Sixth Form Support Officers act as the school's day-to-day attendance contacts for absence reporting, attendance administration and first-day follow-up. Parents/carers should report absence via the school's app or by emailing absences@sggs.org.uk before 09:00.

Pastoral Support Officers are expected

- to manage correspondence from parents/carers about absence, ensure reasons are recorded accurately on the school system and alert relevant staff to any safeguarding or attendance concerns;
- to provide regular attendance reports to the Headteacher, Assistant Head: Student Progress & Development, Heads of House and Head of Sixth Form;
- to provide Heads of House and the Head of Sixth Form with daily attendance concerns for follow-up and support;
- to prepare regular persistent and severe absence information for the Headteacher, Assistant Head: Student Progress & Development, Heads of House and Head of Sixth Form;
- to contact parents/carers by 10:30 on the first day of absence for **all** students where absence has not been explained, and to ensure appropriate follow-up for unexplained absence in line with school procedures;
- to liaise regularly with Heads of House, the Head of Sixth Form and the Assistant Head: Student Progress & Development so that attendance concerns are followed up promptly and accurately.

Parents

Parents/carers should work with the school and, where relevant, the Local Authority to understand and address any barriers to attendance.

Parents are expected:

- to engage with support offered by the school, including pastoral support, attendance meetings, attendance action plans or formal support where concerns persist.

- to fulfil their legal duty by ensuring that their child attends school every day the school is open, on time, unless a statutory reason for absence applies;
- to report any unexpected absence via the school's app or by emailing absences@sggs.org.uk before 09:00 on the first day of absence and, where absence continues, to keep the school updated daily;
- to arrange medical, dental and other essential appointments outside the school day wherever possible. Where an appointment during school time is unavoidable, advance notice should be provided and the school may request appropriate evidence, particularly where appointments are regular or repeated;
- to avoid requesting leave of absence during term time unless there are exceptional circumstances and to understand that holidays during term time will not normally be authorised;
- to submit any request for leave of absence in advance, in writing to the Headteacher, providing sufficient information for the request to be considered on its individual circumstances, and to engage with support offered by the school or Local Authority where attendance concerns persist.

4. School procedures

Attendance register

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student is:

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

Any amendment to the attendance register will include:

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

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Attendance practices

- All students are expected to attend 100% of timetabled lessons, tutor time, assemblies and other required learning opportunities, including work experience, school trips and visits as directed by the school.
- Students are expected to be punctual to all lessons, tutor times and assemblies.

- Students should arrive in school by 08:50 on each school day.
- The register for the first session is taken at 08:55 and closes at 09:15. The register for the second session is taken at 13:55 and closes at 14:15. It is essential that students are marked present by the class teacher at the beginning of the school day and at the start of Period 5.
- Students arriving after 08:55 but before 09:15 should go directly to their tutor room or assembly to be registered. Students arriving after 09:15 must report to Reception and sign in.
- Any student on an adapted curriculum or agreed temporary part-time timetable is expected to meet the level of attendance set out in that agreement and to be punctual for all sessions and lessons they are expected to attend.
- The school's usual attendance rate averages 96% or above. Where attendance falls below school expectations, the school will follow the staged procedures set out in this policy.
- Subject staff mark the register using Bromcom or on a paper register when access to Bromcom is not possible, including on school trips or visits.
- Subject staff mark the register for each lesson for every Year Group.
- Students who truant lessons will receive a sanction and there will be written communication with home. Parents may also receive a phone call.
- Daily attendance is monitored by the Pastoral Support Officers (PSO), and Sixth Form Support Officers (SFSO).
- Authorisation of unplanned absence in all circumstances requires parents/carers to contact the school via the School's app or email absences@sggs.org.uk before 09:00 and, when possible, inform the school of the expected duration of the student's absence. On the rare occasions when email access may not be available to parents/carers, parents/carers should telephone the school before 09:00. On such occasions, a student will need to bring a letter to Reception signed by a parent/carer on the day of return to school if email contact has not been resolved.
- Parents/carers of all students are contacted by phone by 10:30am where students have failed to arrive and notice of their absence has not been received.
- When the parent/carer fails to report an absence two days in a row, and staff are unable to make contact on the phone, a home visit is carried out, where possible, by a designated member of staff.

Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

- Students will be spoken to about their attendance by their tutor, Head of House/Sixth Form or the Assistant Head: Student Progress & Development.
- Unauthorised absences are followed up through communication with home.
- Persistent absence is reported to the Head of House/Sixth Form for further action.
- Where students do not achieve 98% attendance by the end of the term, their Progress Lead will conduct a review of their overall progress. Communication with parents/carers will follow if the Head of House/Sixth Form is concerned about the drop below any expected standards.
- When attendance continues to fall, the School will invite a parent/carer for a meeting.

- When further support for students with SEND is required, the Progress Lead will work with the SENDCo to create an action plan.
- A student's attendance percentage and their number of lates are included in the annual full progress report that is sent home to parents/carers.
- Where persistent or severe absence continues despite support, the school may invite parents/carers and the student to a formal attendance meeting and may involve Warwickshire Attendance Service or other appropriate agencies. For Sixth Form students, ongoing attendance concerns will be considered through the Sixth Form support and review process. Any decision about continuation on a programme of study will be made case by case, taking account of the student's circumstances, the support offered, engagement with that support and the requirements of the course.

Long Term Absence

- For all students where absences have been notified and are set to be longer than five working days, parents/carers will be asked to attend a telephone meeting so that medical information can be shared and procedures put into place to assist the process of catching up with school work either during the absence, if deemed appropriate, or on a student's return. This will be coordinated by the Tutor and/or Head of House/Sixth Form.
- When a student is absent, or likely to be absent, for more than one week on medical grounds, work will be set and marked by staff when deemed appropriate by the Head of House/Sixth Form (see Medical Conditions Policy).
- Where a student is hospitalised, the School will liaise with the appropriate services to ensure that they have access to the curriculum being taught during that period. On return to school, the student will be fully supported. The Head of House/Sixth Form will organise and oversee the support.
- In cases where extensive absence is accrued through intermittent absence, parents/carers and the student will be asked to attend a meeting to discuss progress, and to assess and agree any intervention strategies.
- At least five days' notice is needed for Tutors or Head of House to collate work.
- Parents/carers must request permission in advance for family holidays, performances, or productions during term time (usually at least six weeks), in writing from the Headteacher. In accordance with Local Authority and DfE Policy, family holidays are rarely authorised.

Unplanned absence

Parents/carers must notify the School on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health.

- To report illness or sickness or any other non-negotiated absence on the day (this includes when a student should be attending work experience, or trips/visits arranged by the school or link organisation), parents/carers should contact the school via the School's app or email absences@sggs.org.uk before 09:00 – and, when possible, inform the school of the expected duration of the student's absence. On the rare occasions when email access may not be available to parents/carers, parents/carers should telephone the school before 09:00. On such occasions a student will need to bring a letter to Reception signed by a parent/carer on the day of return to school if email contact has not been resolved.
- If a student is not well and is likely to be ill during the day, they should not come into school as we do not have a medical room. In addition, their attendance could lead to more widespread absence if their illness is infectious.
- During exam time if a student is taken ill, School must be informed as soon as possible by phone or email to info@sggs.org.uk before the start of the exam session. Students must alert an invigilator immediately if they are feeling unwell during an examination.

(Please see the separate Exams Handbook for further details relating to illness or situations affecting exam performance.)

- Absence due to illness will be authorised unless the School has a genuine concern about the authenticity of the illness.
- If the authenticity of the illness is in doubt, the School may ask parents/carers to provide 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 and any such evidence provided to us will be destroyed once the absence has been authorised.
- If the School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Medical or dental appointments

Medical, dental and other essential appointments for a student should take place outside of school hours wherever possible. Where an appointment during school time is unavoidable, advance notice should be provided by emailing the child's Head of House or absences@sggs.org.uk, and the school may request appropriate evidence, particularly where appointments are regular or repeated.

Missing registration for a medical or dental appointment is counted as an absence.

Lateness and punctuality practice

- A student who arrives late but before the register has closed (09:15 or 14:15) will be marked as late, using the appropriate code.
- A student who arrives after the register has closed will be marked as absent, using the appropriate code.
- Students are expected to be in school by 08:50 and to register in tutor time at 08:55.
- Students who arrive between 08:55 and 09:15 will be met by the duty SLT member, and their reason for lateness will be recorded.
- If students arrive after 09:15, they should report to the Pastoral Office and sign in using the Inventory screen.
- Lateness to school and lessons is tracked by the school. Students who arrive after 08:55 on more than three occasions in a half-term, without a valid reason provided by parents/carers, may receive a lunchtime detention. For students in Years 7–11, this will be managed by Heads of House. For students in Years 12–13, the same sanction may be applied where the Head of Sixth Form deems it appropriate. Students who fail to attend a lateness detention may be referred to a Leadership Team detention on a Friday after school.
- All students who arrive after 10:30 need a note or telephone call from home explaining their late arrival. If no confirmation is received, this becomes an unauthorised absence.

The tracking of lateness means that students who are persistently late will be spoken to by their tutor first, with their Head of House or the Head of Sixth Form agreeing appropriate follow-up. Parents/carers will be notified where punctuality concerns persist and may be invited to attend a meeting with the Head of House.

Reporting to parents/carers

A student's attendance percentage and their number of lates are included in the annual full progress report that is sent home to parents.

5. Authorised and Unauthorised Absence

Granting Approval for Term Time Absence

The Headteacher may grant a leave of absence when a student needs to be absent from school with permission. Leave of absence will only be granted in the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These include taking part in a regulated performance or employment abroad, attending an interview, study leave, a temporary time-limited part-time timetable, or exceptional circumstances. The Headteacher may also allow a student to be absent from the school site for certain approved educational activities or to attend another school or setting where this has been agreed.

Exceptional Circumstances

Headteachers may not grant any leave of absence during term time unless they consider there to be exceptional circumstances.

The law states that leave of absence may only be granted where an application has been made in advance and where the school considers that there are exceptional circumstances relating to the application. A leave of absence is granted entirely at the school's discretion. Each application will be judged individually, taking into account the specific facts, circumstances and relevant background context behind the request. In general, a need or desire for a holiday or other absence for leisure or recreation does not constitute an exceptional circumstance. Where leave of absence is granted, the school will determine the number of days for which the student may be absent.

A leave of absence is granted entirely at the Headteacher's discretion.

The school will consider each request for absence individually and will apply the national attendance codes in line with statutory guidance. Absence may be authorised where the reason falls within the circumstances permitted by legislation and guidance, and where the school is satisfied that the reason for absence has been properly explained. This may include illness, unavoidable medical or dental appointments, religious observance where the day is exclusively set apart by the religious body, approved educational activity, agreed study leave, attendance at an interview, participation in a regulated performance or employment abroad, or other exceptional circumstances. The decision to authorise absence rests with the Headteacher or a person authorised by the Headteacher.

Sixth Form absence requests must be submitted to the Head of Sixth Form, who will liaise with the Headteacher: sixthform@sggs.org.uk.

Religious Observance

Authorised absence for religious observance applies only to the specific day(s) that are exclusively set apart as holy days by the family's recognised religious body, in accordance with s444(3) Education Act 1996.

Requests linked to religious observance will be considered in line with the Education Act 1996 and statutory attendance guidance. Authorised absence for religious observance applies only to the day that is exclusively set apart for religious observance by the religious body to which the family belongs. Where clarification is needed, the school may request supporting information from a recognised religious authority. Associated travel days, cultural events, community celebrations or wider family gatherings will not normally be authorised as religious observance, although any request for leave of absence will still be considered individually and in accordance with the law.

Where clarification is required, the school may request written confirmation from a recognised religious authority regarding the holy day(s) set apart for observance.

Requests for absence linked to pilgrimage, visits to religious sites or extended family travel for religious reasons will be considered as leave of absence requests rather than as automatic religious observance. Each request will be considered individually, taking account of the specific circumstances, timing, duration, impact on learning, previous attendance and any relevant supporting information. Authorisation remains at the Headteacher's discretion and may only be granted where the legal test for leave of absence is met.

Travel days before or after religious festivals, holidays, family events, or pilgrimages will not be authorised. Unless genuinely exceptional circumstances apply, this includes:

- Taking advantage of cheaper flights
- Scheduling convenience
- Extending weekends
- Beginning or ending term early

Holidays are not permitted in term time, and this includes odd days at the beginning or end of term.

Permission must always be sought. If leave is taken without permission, the absence will be recorded as unauthorised, and parents/carers may be subject to legal penalties.

Legal Sanctions

The school will prioritise a support-first approach where this is appropriate. However, penalty notices may be issued where support is not appropriate, such as unauthorised leave of absence in term time, or where support has been offered but not engaged with. Penalty notices are issued by Warwickshire County Council in line with the National Framework for Penalty Notices and Warwickshire County Council's Code of Conduct.

The national threshold states that a penalty notice must be considered where there have been 10 sessions, usually equivalent to 5 school days, of unauthorised absence within a rolling 10 school-week period. The 10-week period may span different terms or school years.

Penalty notices may be issued to each parent of each absent child. The first penalty notice is £160 if paid within 28 days, reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent for the same child within a rolling three-year period is £160 payable within 28 days, with no reduced amount. A national limit of two penalty notices can be issued to a parent for the same child within a rolling three-year period. At the third or subsequent offence, a penalty notice will not be issued and the matter may be referred to Warwickshire County Council's Legal Services to consider prosecution under section 444 of the Education Act 1996 or other legal intervention. Before prosecution is pursued, consideration may be given to whether an Education Supervision Order is appropriate.

6. Attendance Strategy

At Stratford Girls' Grammar School, we recognise that attendance is a key whole-school improvement issue and that it has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by the school. We also recognise that attendance may be a particular issue for specific groups or individuals within school, and therefore our target setting process addresses these needs.

School will work with individual students and their families to overcome any barriers to attendance (Appendix 1).

Where attendance concerns persist, Stratford Girls' Grammar School may work with Warwickshire Attendance Service. The Warwickshire Attendance Service model provides a staged approach to managing attendance concerns so that intervention is timely, proportionate and evidence based. This may include school-initiated attendance support, formal Notification of Attendance Intervention, Warwickshire Attendance Service triage, a 10-week monitoring pathway, attendance contracts or action plans, enforcement pathways, legal process and closure or review where attendance improves or where further support is required.

The school's attendance strategy is:

- To provide a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, students and families.
- To ensure staff, students and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- To expect good attendance and punctuality from all members of the school community and make sure that students understand its importance.
- To realise that attendance is an important area of school improvement and ensure it is resourced appropriately.
- To ensure governors have an accurate view of school attendance and ability to deal with issues where appropriate.

The above strategy will assist in encouraging high attendance of students at the school and monitoring absences to be able to set attendance targets. Though not required to do so by legislation, the governing body sets an overall absence target for the following academic year. The annual overall absence target is the total number of absences which the governing body intends that students at school will not exceed in the school year, expressed as a percentage of the total possible attendances by students at the school (this is known as the 'absence rate').

The governors determine how many sessions we wish to improve by and then transfer that to a percentage. The governors, together with the senior leadership team of the school, regularly consider what may be the barriers to attendance at the school. They also consider how the school can attempt to overcome these barriers, thereby increasing the levels of achievement of individual students and the performance of the whole school.

We recognise that the Education Secretary may, if attendance is an issue, require us to set focused absence targets.

Internal processes for monitoring and reporting attendance

- The Pastoral Support Officers monitor student absence on a weekly, monthly, termly and annual basis.
- Parents/carers are expected to call the school in the morning if their child is going to be absent due to ill health and should update the school daily if the absence will be prolonged.
- If a student's absence goes above five school days, the School will contact the parents/carers to discuss the reasons for this.
- Persistent absence is when a student enrolment's overall absence equates to 10% or more of their possible sessions. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee. Heads of House will work with the family and the LA when necessary to improve attendance for any such student.

- Severe absence is where a student's attendance falls to 50% or below. The school will treat persistent and severe absence as significant concerns and will respond through early identification, discussion with the student and family, targeted support, involvement of pastoral and SEND staff where relevant, and, where necessary, external agency or Local Authority involvement.
- Student attendance reports and absence data are shared with Head of House/Sixth Form and Tutors. The data is stored within the school's secure IT systems. The data is used to track the attendance of individual students, identify whether there are groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as in need of intervention and support.
- Student-level absence data is 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 compares its attendance data to the national average, shares this with governors, and responds accordingly.

Children Missing Education and deletion from register

Stratford Girls' Grammar School recognises that regular attendance is a safeguarding priority. In line with Keeping Children Safe in Education 2025 and Children Missing Education guidance, the school has procedures to identify, follow up and support students who do not attend regularly or who may be missing from education. Staff are expected to understand the safeguarding implications of unexplained or irregular absence and to act promptly where attendance concerns may indicate wider risk.

The school will work closely with Warwickshire County Council to ensure statutory duties are met, including when a student leaves to be electively home educated, moves away, remains medically unfit beyond compulsory school age, is in custody for four months or more and will not return, is permanently excluded, fails to take up an expected place, or is removed from the admission register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

Setting targets for specific groups of students

Whenever our internal monitoring identifies one or more specific groups of students at the school that have a level of absence higher than the national average for that group, we take appropriate action. Our internal monitoring focuses on the following groups:

- Looked-after children
- Free school meal eligibility
- Ethnicity
- First language
- National Curriculum Year Group
- Special Educational Need.

The school maintains the same ambition for attendance for all students, including those with SEND, medical needs, mental health needs or additional vulnerabilities. Where a student has SEND and/or medical needs, the school will work with parents/carers, the student, the SENDCo, pastoral staff, medical professionals and external agencies as appropriate. Support may include reasonable adjustments, pastoral support, an individual healthcare plan, review of provision, consideration of the student's EHCP where applicable, or referral to wider services. Where a student has, or has had, a social worker, the school will consider how welfare, safeguarding and child protection issues may affect attendance, while maintaining a

culture of high aspiration. For looked-after and previously looked-after children, the school will work in partnership with the Local Authority Virtual School Head and other relevant professionals to promote good attendance.

Setting targets for specific reasons for absence

When our internal monitoring identifies a reason for absence that is higher at our school than the national average level for that reason, then we advise the governing body it might be appropriate to agree an absence target to reduce the percentage of that type of absence.

Setting targets for persistent absence

When our internal monitoring identifies any students, who breach the annual threshold defining persistent absence then the governing body may be advised to set a target to reduce the percentage of persistent absence at the school for the following academic year.

Part-time timetables

In very exceptional circumstances, the school may agree a temporary part-time timetable to meet a student's individual needs. This will only be used where it is safe to do so, where it forms part of a wider support plan, and where it has been agreed in writing with parents/carers and, where appropriate, other professionals working with the family. A part-time timetable will not be used to manage behaviour, will not be treated as a long-term solution, and will have a clear time limit, review points and an expectation that the student will return to full-time education or be provided with appropriate alternative provision where applicable. The school will notify Warwickshire Attendance, Children Missing Education and Elective Home Education Service of all part-time timetables once a plan has been agreed and will use the appropriate attendance code.

7. Monitoring arrangements

Statutory framework This policy has been devised in accordance with the Education Act 1996; Working together to improve school attendance, Department for Education, applies from 19 August 2024; School Attendance (Pupil Registration) (England) Regulations 2024; Education (Penalty Notices) (England) Regulations 2007; Children Missing Education statutory guidance; Keeping Children Safe in Education 2025; Working Together to Safeguard Children; Warwickshire County Council Code of Conduct for Penalty Notices; and Warwickshire Attendance Service procedures and local guidance.

This policy will be reviewed annually by the AHSPD and the Headteacher. At each review, the policy will be shared with the PWB Committee and approved through the school's governance arrangements. The policy may be reviewed earlier if there are changes to statutory guidance, local authority procedures or school practice.

Appendix 1

Attendance stages of intervention and suggested scripts

1. Form Tutor meeting with student (98%-97%)

- *I've noticed your attendance has dropped recently. Is there anything that you would like to share with me about what is going on? Is there anything about school that you are finding difficult?*
- *We want to help you succeed. Lets look at how we can work together to improve your attendance.*

2. Letter Home (Attendance below 96%)

- *Dear Parent/Guardian, we are concerned that [Student]'s attendance has dropped below 96%. Good attendance is a cornerstone of positive progress at school. Please ensure that they attend daily, unless there is a genuine reason for their absence. If you need any support, please contact us.*

3. Parent/Carer meeting and attendance report issued

- *We've invited you in today because we're concerned about [students]'s attendance. We want to work together to ensure that they do not fall behind with their work and find the progress gap widening.*
- *We will be issuing an attendance report to track progress and we'll check in regularly to see how we can support you.*

4. Home visit (If there is no progress after the meeting.

Two staff at all times.

- *Always attempt to let parents know that we are visiting, including the day and time.*
- *If you have any concerns around safety, do not enter the property.
We've been trying to contact you about [Students name]'s attendance. We'd like to talk about how we can help them return to school and improve their attendance as well as staying on target with their learning.*
- *If there is no response, please leave a visit slip.
We attempted a visit today to discuss [student]'s attendance. Please call SGGS as soon as possible.*

Failing these strategies, we will then look to the LA for support, this would be in conjunction with an Early Support assessment being undertaken by the school.