Attendance tasks for schools

Recommended attendance tasks for schools to carry out:

Daily

- Complete AM registers starting with Y5/6 walk to school children
- First day calling - record reasons for absences and select code in the register
- Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register
- 1st follow-up text/emails
- Attach copies of evidence to pupil records
- Complete registers PM after lunch break
- 2nd follow-up text/emails

Day 3 of unexplained absence

- Start reasonable enquiry CME Process
- Contact link attendance officer for advice.
- Consider vulnerability of family i.e., SEND, pupil with social worker etc.
- Keep social worker informed
- Conduct home visit

All schools should have arrangements in place to undertake their own home visit in line with attendance guidelines - Working together 2024: home visits DfE
Home visits should be conducted as soon as possible after the third day of absence and must be carried out by the tenth day.

Weekly

- Follow-up N codes and missing marks within 5 school days
- Process leavers - Inform us of any leavers before pupils are taken off roll. Schools should use the Gateway portal to do this.
- Leavers and joiners report
- Complete attendance tracker
- Process exceptional leave applications.
- Identify persistent absentees and severe absentees (<50%). Flag to member of SLT for attendance.
- Consider referral via Gateway to Ealing attendance service.
- Meet with senior attendance champion
- Celebrate attendance. Rewards, certificates, newsletter, assemblies etc.

4-weekly

- Identify persistent absentees and severe absentees
- Run group reports: SEN, FSM, LAC and Ealing focus groups as identified as part of SLA. Ealing focus groups 2023-24:
    - Black Caribbean pupils
    - Mixed (White & Black Caribbean) pupils
    - Black Somali pupils and White boys
- Analyse punctuality
- Agree actions with dedicated attendance Lead:
    - Letter writing (Under 95%, Under 90%, Lates)
    - Hold parent meetings.
    - Attendance contract
    - EHAP
    - Consider referral via Gateway to Ealing attendance service.
    - Make referrals via Gateway for fixed penalty notices for unauthorised leave.
- Run official register report
  This can be run is SIMS by following the instructions below: Reports/Attendance/Whole Group Pupil Reports/Official Register Report. (3) The proprietor of a school must ensure that a register kept under paragraph (1) or (2) is kept electronically and that a back-up copy of that register is made at least once a month in the form of an electronic or printed copy. The School Attendance (Pupil Registration) (England) Regulations 2024 (legislation.gov.uk)

Termly

- Ealing school attendance targeting support meeting (senior attendace champion to attend)
- Attendance network meeting
- Report data to headteacher/ governors
- Communicate attendance statistics 'in real terms' to the whole school community.
- Send attendance policy (parent version) to whole school.
- Registers inspected by the named link attendance officer
- High school applications Apply for high school (primary to high school transfer)
- Census School census | Ealing Grid for Learning (egfl.org.uk)
- Autumn Term - Reception non-arrivals Reporting September reception class and year 7 non-arrivals
- Spring Term - Reception applications Apply for primary school (reception class) or infant to junior school transfer

Each academic year

- Populate the tracker with benchmark data at the start of the academic year, if relevant

- Review whole school ethos
- Review school attendance policy (parent version)
- Complete SLA with school attendance officer
- Set targets and inform school community
- Assign a member of SLT with specific responsibility for attendance
- Assign a Governor with specific responsibility for attendance
- Autumn Term - Reception non-arrivals Reporting September reception class and year 7 non-arrivals | Ealing Grid for Learning (egfl.org.uk)

Further guidance

- Please contact your link attendance officer for further information.
- More information on Attendance | Ealing Grid for Learning (egfl.org.uk)
- More information on Children missing education (CME) | Ealing Grid for Learning (egfl.org.uk)

Important reminders

- Leavers should be processed and followed-up on a rolling basis as quickly as possibly for safeguarding purposes and to maintain school attendance as **data cannot be backdated**.
- In line with new guidance, N codes should be followed up within 5 days Working together to improve school attendance (publishing.service.gov.uk)

Related content
Attendance
Children missing education
Related services
School attendance service 2024/25
Contact:

- **School attendance service**: attendance@ealing.gov.uk

Was this page useful?
- Yes
- Neutral
- No

Last updated: 04 Sep 2024