

Recommended school attendance tasks (minimum frequency)

Daily	Day 3 (Of unexplained absence)	Weekly	4-weekly	Termly	Each academic year
<p>Complete AM registers (starting with Y5/6 walk to school childrenⁱ)</p> <p>First day calling (record reasons for absences and select code in the register)</p> <p>Inform Social Worker of absence if relevantⁱⁱ</p> <p>For Children Looked After (CLA) inform the Social Worker et al. ⁱⁱⁱ</p> <p>1st Follow-up text/emails (keep evidence trail)</p> <p>Attach copies of evidence to pupil records</p> <p>Complete registers PM (after lunch-break)</p> <p>Monitor and follow-up internal truancy</p> <p>2nd Follow-up text/emails (keep evidence trail)</p>	<p>Start ‘reasonable enquiry’ CME Process</p> <p>Contact Link Attendance Officer for advice.</p> <p>Consider vulnerability of family i.e., SEND, pupil with social worker etc.</p> <p>Keep Social Worker informed where there is one.</p> <p>Conduct HOME VISIT^{iv}</p>	<p>Follow-up N codes and missing marks within 5 school days</p> <p>Process Leavers^v</p> <p>For non-coordinated schools Leavers & Joiners Report</p> <p>Complete ‘Attendance Tracker’</p> <p>Process Exceptional Leave applications.</p> <p>Identify Persistent Absentees and Severe Absentees (<50%). Flag to member of SLT for Attendance.</p> <p>Meet with Senior Attendance Champion</p> <p>‘Celebrate’ attendance. Rewards, certificates, newsletter, assemblies etc.</p>	<p>Identify Persistent Absentees and Severe Absentees</p> <p>Run group reports: SEN, FSM, LAC and Ealing Groups^{vi} as identified as part of SLA.</p> <p>Analyse Punctuality</p> <p>Agree actions with Senior Attendance Champion:</p> <ul style="list-style-type: none"> • 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. <p>Run Official Register Report^{vii}</p>	<p>Ealing School Attendance Targeting Support Meeting (Senior Attendance Champion and Attendance Officer to attend)</p> <p>Attendance Network meeting</p> <p>Report data to Headteacher/ Governors</p> <p>Communicate attendance statistics ‘in real terms’ to the whole school community.</p> <p>Review 10 sessions of unauthorised absences over 10-week period and consider FPN.^{viii}</p> <p>Registers inspected by the named Link Attendance Officer</p>	<p>Populate the tracker with benchmark data at the start of the academic year (if using)</p> <p>Review ‘Whole School Ethos’</p> <p>Review School Attendance Policy (parent version) and share with school community.</p> <p>Complete SLA with School Attendance Officer</p> <p>Set targets and inform school community</p> <p>Assign a member of SLT with specific responsibility for attendance</p> <p>Assign a Governor with specific responsibility for attendance</p>

Further guidance

Please contact your Link Attendance Officer for further information.

You can also visit the EGFL Attendance Page: [Attendance | Ealing Grid for Learning \(egfl.org.uk\)](#)

You can also visit the EGFL Children Missing Education Page: [Children missing education \(CME\) | Ealing Grid for Learning \(egfl.org.uk\)](#)

Autumn Term

Reception non-arrivals [Reporting September reception class and year 7 non-arrivals | Ealing Grid for Learning \(egfl.org.uk\)](#)

High school applications [Apply for high school \(primary to high school transfer\) | Apply for high school \(primary to high school transfer\) | Ealing Council](#)

Census [School census | Ealing Grid for Learning \(egfl.org.uk\)](#)

Spring Term

Reception applications [Apply for primary school \(reception class\) or infant to junior school transfer | Apply for primary school \(reception class\) or infant to junior school transfer | Ealing Council](#)

Important reminders

Leavers should be processed and followed-up on a rolling basis as quickly as possible 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 \(publishing.service.gov.uk\)](#)

ⁱ Primary schools. All schools may wish to start by checking attendance for pupils on the vulnerable register first.

ⁱⁱ Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.

ⁱⁱⁱ For Children Looked After (CLA) inform the pupil's Social Worker, the Carer, the parent if applicable and child's virtual school; the case worker assigned to the child (this may not be Ealing)

^{iv} 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.

^v The Local Authority should be informed of leavers *before* pupils are taken off roll. Schools should use the Gateway portal to do this.

^{vi} Ealing focus groups 2024-25: Black Caribbean pupils, Mixed (White & Black Caribbean) pupils, Black Somali pupils and White boys.

^{vii} This can be run in 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 \(legislation.gov.uk\)](#)

^{viii} All state funded schools must consider whether a penalty notice for absence is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice. [Fixed penalty notices for unauthorised absence including leave of absence for unagreed holidays during term time | Ealing Grid for Learning](#)