Recommended School Attendance Tasks by minimum frequency

Daily	Day 3 of unexplained absence	Weekly	Half-termly	Termly	Each academic year
▪ Complete registers AM (starting with Y5/6 walk to school children) ▪ First day calling (record reasons for absences and select code in the register) ▪ 1st Follow-up text/emails ▪ Attach copies of evidence to pupil records ▪ Complete registers PM ▪ First day calling for PM Nursery ▪ 2nd Follow-up text/emails	▪ Contact Link Attendance Officer ▪ Start 'reasonable enquiry' CME Process	▪ Follow-up N codes and missing marks** ▪ Process Leavers* ▪ Leavers & Joiners Report ▪ Complete 'Attendance Tracker' ▪ Process Leave of absence applications ▪ **Identify Persistent Absentees that are SEND, have a designated Social Worker or are severely absent (<50%**). Flag to member of SLT for Attendance and seek advice from Link Attendance Officer ▪ Meet with member of SLt (Attendance)	▪ Identify Persistent Absentees ▪ Run group reports: SEN, FSM, LAC Etc. ▪ Analyse Punctuality (action as above) ▪ Meet with member of SLT (Attendance) ▪ Meet with LA Link Attendance Officer ▪ Registers are inspected by the link School Attendance Officer half termly, ▪ Agree actions ▪ Letter writing ▪ (Under 95%, Under 90%, Lates) ▪ Hold parent meetings ▪ 'Celebrate' attendance. Rewards, certificates, newsletter, assemblies etc ▪ Process Fixed Penalty Notices for unauthorised leave ▪ Communicate attendance statistics to the whole school community ▪ Run Official Register report	▪ Attendance ▪ Network meeting ▪ Report data to Headteacher/ Governors ▪ Send Attendance Policy (parent version) to whole school	▪ 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)](#)
  High school applications [Admissions 2022/23 | Ealing Grid for Learning (egfl.org.uk)](#)

- Spring Term
  Reception applications [Admissions 2022/23 | Ealing Grid for Learning (egfl.org.uk)](#)

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

  NB

- *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)](#)