

All pupils	
Schools are expected to:	Local authorities are expected to:
<ul style="list-style-type: none"> ▪ 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 ▪ Have a dedicated senior leader with overall responsibility for championing and improving attendance. 	<ul style="list-style-type: none"> ▪ 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.
Pupils at risk of becoming persistently absent	
Schools are expected to:	Local authorities are expected to:
<ul style="list-style-type: none"> ▪ Proactively use data to identify pupils at risk of poor attendance ▪ Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance ▪ Where out of school barriers are identified, signpost and support access to any required services in the first instance ▪ If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners. 	<ul style="list-style-type: none"> ▪ Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so ▪ Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance ▪ If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.
Persistently absent pupils	
Schools are expected to:	Local authorities are expected to:
<ul style="list-style-type: none"> ▪ Continued support as for pupils at risk of becoming persistently absent and: ▪ Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners ▪ Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future ▪ Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention ▪ Where there are safeguarding concerns, intensify support through statutory children's social care ▪ Work with other schools in the local area, such as schools previously attended and the schools of any siblings. 	<ul style="list-style-type: none"> ▪ Continued support as for pupils at risk of becoming persistently absent and: ▪ Work jointly with the school to provide formal support options including parenting contracts and education supervision orders ▪ Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners ▪ Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).
Severely absent pupils	
Schools are expected to:	Local authorities are expected to:
<ul style="list-style-type: none"> ▪ Continued support as for persistently absent pupils and: ▪ Agree a joint approach for all severely absent pupils with the local authority. 	<ul style="list-style-type: none"> ▪ Continued support as for persistently absent pupils and: ▪ All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision ▪ Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.

Support for cohorts of pupils with lower attendance than their peers	
Schools are expected to:	Local authorities are expected to:
<ul style="list-style-type: none"> ▪ Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them. ▪ Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance. 	<ul style="list-style-type: none"> ▪ Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.
Support for pupils with medical conditions or SEND with poor attendance	
Schools are expected to:	Local authorities are expected to:
<ul style="list-style-type: none"> ▪ Maintain the same ambition for attendance and work with pupils and parents to maximise attendance ▪ Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed. ▪ Consider additional support from wider services and external partners, making timely referrals ▪ Regularly monitor data for such groups, including at board and governing body meetings and with local authorities. 	<ul style="list-style-type: none"> ▪ Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families ▪ Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.
Support for pupils with a social worker	
Schools are expected to:	Local authorities are expected to:
<ul style="list-style-type: none"> ▪ Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register. 	<ul style="list-style-type: none"> ▪ Regularly monitor the attendance of children with a social worker in their area ▪ Put in place personal education plans for looked-after children ▪ Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.
Monitoring	
Schools are expected to:	Local authorities are expected to:
<ul style="list-style-type: none"> ▪ Ofsted considers schools' efforts to improve or sustain high attendance as part of inspections. Multi-academy trusts regularly review attendance data and support schools. 	<ul style="list-style-type: none"> ▪ DfE Regions Group monitors local authority efforts as part of regular interaction.