



Attendance Policy



Approved by: THE GOVERNING BODY

Date:

Last reviewed on: October 2025

Next review due by: October 2026

PHILOSOPHY

We expect the pupils at our school to have exemplary attendance and punctuality and we will put in place appropriate procedures to encourage this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school.

Attending school regularly also aids intellectual, social and emotional development and safeguards the welfare of children. To this end, we strive to make our school a happy and rewarding experience for all children which meets their needs. We will monitor attendance and punctuality tightly, engage effectively with outside agencies and offer a range of support strategies in order to ensure our children's attendance is at least 96%.

- All children and young people aged between 5 and 16 have the right to full time education. Schools and Local Authorities have a duty to ensure they take up this right.
- Irregular attendance may lead to disadvantage and inequality, place pupils at risk, isolate them from their peers and may result in unsettled behaviour.
- All children whose attendance is poor will be treated as vulnerable.

Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- To safeguard the welfare, health, social and emotional development of children.
- To improve pupils' achievement by ensuring high levels of attendance and punctuality.
- To achieve a minimum of 96% attendance for all children, apart from those with chronic health issues.
- To create an ethos in which good attendance and punctuality are recognized as the norm and valued by the whole school community.
- To ensure that the policy applies to Nursery and reception aged children in order to promote good habits at an early age.
- To eliminate term time holidays/leave of absence.
- We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly and on time.

Legislation and guidance Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Roles and responsibilities

The Governing board:

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the head teacher to account for the implementation of this policy.

The Head Teacher:

The head teacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Working with families to improve attendance and escalate cases where families do not improve
- Working with the Education Welfare Officer to issue fixed-penalty notices, where necessary

The Attendance officer:

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Head teacher and Deputy Head teacher when necessary
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues

Class teachers:

Class teachers are responsible for:

- recording attendance on a daily basis, using the correct codes, and submitting this information and registers to the Attendance officer on time so absences can be checked.
- Liaising with the Attendance Officer to share information about families that plan to leave the country so that proof can be obtained.

School admin staff:

- School admin staff are expected to take calls from parents about absence and ensure the Attendance Officer is aware or record it on the school system.
- Liaise with the Head teacher and Deputy with any safeguarding concerns.
- Feedback to the Attendance Officer any matters relating to attendance that need to be followed up.
- Take a lead on attendance in the absence of the Attendance Officer.

Parents/Carers:

- Bring their child/ren to school regularly and on time to achieve 97% attendance target.
- Inform the school of any planned absences that cannot be attended outside school hours and provide medical proof of these.
- Call the school to let the office staff know about unplanned absences.
- Work with the Attendance Officer/Education Welfare Service to reduce poor attendance and poor punctuality.

- **The School Day**

7.40am Breakfast club opens

8.40 am Breakfast club closes

8.40 am Gates open and children go straight into their classrooms from the playground
Soft –start and registration begins

8.55am Registration closes

Any child arriving at school after 8.55am is considered late and must go to the school office

10.30 – 10.45am KS1 Morning Play (15 minutes)

10.00 – 11.00 am KS2 children have 15-minute time slots for the Daily Mile to promote daily exercise and wellbeing for 10minutes each day. They also get 5 minute break

11.30 – 12.30 pm Nursery and Reception: Lunch

12.00 – 1.00 pm Year 1 and Year 2: Lunch

12.30 – 1.30 pm Year 3,4,5 and 6: Lunch

3.30 pm School ends

- Children must be in school by **8.40am** and punctuality is also monitored closely. Continuous lateness or a high level of absence will result in a referral to the Education Welfare Service.
- **It is very important that your child is brought to and collected from school on time.**
- **A collection late fee will be issued to any parent that collects their child /children late from school**
- **£5 each child for every 5 minutes you are late to collect your child**

PRINCIPLES

We will ensure that:

Once a child is enrolled at school, parents are aware that they have a legal responsibility to ensure that their child attends every day, unless prevented from doing so by illness or other exceptional circumstances for which absence is authorised by the school.

Under the Education (Pupil Registration) (England) Regulations 2006 and **Amendment Regulations 2013**) the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of the morning session and during the afternoon session. This register will also indicate whether an absence was authorised or 'unauthorised'.

Definition of authorised absence:

An absence is classified as authorised when the school has ascertained that a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence. Exceptional cases of religious observances or particular family circumstances may also result in an authorised absence being granted by the school.

Only the school can make an absence authorised. Parents and carers do not have this authority.

Definition of unauthorised absence:

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

The parent/carer does not provide appropriate medical certification as requested.

If a parent takes a child out of school to go shopping during school hours, or allows a child to stay away from school to celebrate a family birthday or go on a family outing.

Continuing Absence Procedures:

Any child who has an attendance of 90% or less, or has persistent lateness after registers close, will be highlighted as a high concern. A letter will be sent home and their attendance monitored. If no improvement is seen, Parents will be invited to an attendance meeting with the Attendance Officer to discuss the reasons for continued poor attendance. If attendance does not improve, after a period of agreed monitoring, a follow up meeting will take place with the parents, Attendance Officer and the EWO.

Frequent/Persistent Absence Procedures:

- Regular monitoring of the registers takes place to identify pupils with a pattern of absences that may lead to Persistent Absence (PA). The Attendance Officer is responsible for identification of any emerging concerns, and putting in place actions for each pupil of concern.
- Initially the school will try to resolve the problem with parents/carers, but if the pattern continues a referral to the Education Welfare Officer (EWO) will take place. All PA pupils and their parents will be subject to an Action Plan/ Attendance agreement. Such a plan may include allocation of additional in-school or external support.

Consequences of Poor Attendance /Punctuality:

For pupils whose attendance and/or punctuality fails to improve, after a range of interventions and support measures have been tried by the school, the ultimate consequences may be one of the following:

The school may ask the Council to issue a Penalty Notice on its behalf. A Penalty Notice carries a fine of £160, per parent, per child. If the fine is paid within 21 days it will be reduced to £80 per parent, per child. If not paid at all, court action may be initiated.

Children who Cease to Attend without Prior Notification (Child Missing in Education) procedures:

Procedures for trying to trace children who cease to attend without prior notification are covered in detail in the Safeguarding Policy and Procedures. If, after three days' continuous absence school has been unable to ascertain the whereabouts of a pupil, a referral with the child's details will be made to the Education Welfare Service for it to perform further checks not available to school. If once all possible checks have been carried out by the Education Welfare Service their whereabouts cannot be traced, after 20 days continuous unauthorised absence, the Education Welfare Officer will give the school authorisation to remove the pupil from the school roll. The Child Missing in Education Officer will be contacted and a referral made by the EWO to inform them of such cases.

We will ensure that:

- We maximise attendance so that all pupils can gain full access to our curriculum and be enabled to reach their full academic potential and achieve a high level of personal and social well-being;
- We monitor attendance very carefully to ensure that pupils are safe and that their whereabouts are known;
- Although low attendance and punctuality rates can be effected by genuine health issues and circumstances, they can also raise safeguarding concerns and as such should be viewed alongside the Safeguarding Policy of the school
- Attendance issues are given a high priority with parents and pupils in order that unauthorised absence is eliminated and overall attendance rates is increased.
- Attendance and Punctuality rates are monitored on a weekly basis. Regular contact between the Attendance officer and the Education Welfare Officer to discuss this data and a way forward and meetings are held each half term with the welfare officer, the school Education Welfare Officer and the parent of the persistent absent child
- That correct absence codes are utilised and appropriate action taken.
- Parents and carers understand clearly when it is appropriate to keep their children off school, the procedures they are expected to follow and when this constitutes unauthorised absence and also understand that punctuality issues can affect their child's attendance rate
- Parents are encouraged to book appointments (medical and other) as much as possible before and after the school day as well as during the holiday period.
- School staff and parents/carers are familiar with and adhere to our procedures for registering pupils' attendance, and reporting, recording and following up a pupil's absence or lateness;
- Pupils and their parents and carers understand the importance of regular and consistent attendance and punctuality;
- Parents and carers are clear of the consequences of failing to ensure that their children attend school and will alert them when their child's attendance reaches unacceptable levels.

- Absence from school during term time will only be allowed due to “exceptional circumstances” but will be unauthorised. **(Amendment Regulation 2013)**
- Children enjoy coming to school and are highly motivated to attend regularly and consistently.
- We work collaboratively with the Education Welfare Service and the school Education welfare officer to encourage good attendance and offer support to families in need.
- All referrals made to the Education Welfare Officer are monitored closely and appropriate action taken.
- Children who are absent for more than 20 days are removed from the school roll after taking advice from the EWO, unless there are particular extenuating circumstances and Children Missing Education (September 2016) guidance will be adhered to.

PROCEDURES

Procedure if a child is absent or late

- The school expects parents to telephone call the school to inform them of their child’s absence through illness, on the first morning of absence, this is the legal responsibility of the parent. This prevents the school attendance officer having to make numerous phone calls and provides reassurance of a child’s safety in the event that parents cannot be contacted by telephone for any reason. Parents can also contact the school by e-mail or fill in an absence form the next day or bring a note to school.
- When a child is absent unexpectedly, the attendance officer will record the absence in the register.
- A note may be sent to the school prior to the day of absence, e.g. if a child has an unavoidable medical appointment.
- If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the attendance officer. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.
- If a family cannot be contacted for over 3 days a referral will be raised to the Education Welfare Service. If the family is known to social care and the child /children subject to CIN support or CP plan, then the allocated social worker will be contacted on the second day of absence where the family has not contacted the school or is not able to be contacted by the school.
- If a child arrives late for school, they will be recorded as late in the register. If they arrive after 9.15am the school office will note the reason, the time and add to the register. The attendance of a child who arrives at school after 9.30am, unless the parent has contacted the school in advance, will be recorded as unauthorised. Persistent lateness after 9.15 am may be recorded as unauthorised absence at the head teacher’s discretion.

Requests for leave of absence for a child

- We believe that children need to be in school for all sessions, so that they can make the most progress possible and do not miss out on crucial learning which may put them at an

educational disadvantage. However, we do understand that there are exceptional circumstances in which a parent may legitimately request leave of absence for a child to attend, for example, a special religious or family event (such exceptional circumstances would not include normal events such as birthdays and would be a maximum of 2 days).

- We expect parents and carers to contact the school to obtain authorisation at least a week in advance. Normally such exceptional requests will be granted if proof can be provided and does not mean a child will be absent for an extended time. Absences which do not follow this procedure will be recorded as unauthorised.
- Parents and carers have no statutory right to withdraw their children from school for a family holiday. Children are required to attend school for 190 days in a school year, leaving 175 days of weekends and school holidays. Parents and carers should always endeavour to arrange family holidays when their children are not required to be in school.
- Our school considers pupils' continuous attendance at school to be so essential for their academic achievement that it is not our policy to authorise an allocation of term time holiday days to families as outlined in the Education **(Pupil Registration) (England) Regulations 2006 and Amendment Regulations 2013)**. Only in exceptional circumstances will an absence request be considered.
- Each case will be considered individually by the head teacher. If the extended leave is unauthorised and the family still take the pupil away from the school, then a referral will be made to the Education Welfare Officer. This could result in a warning letter or an Education Penalty Notice (EPN) being issued which is a penalty fine of £160.00.
- Failure to pay this fine could end up with court action being taken in relation to the child's non-attendance at school, this is a most serious matter. If a child fails to return to school within the specified time his/her name will be removed from our Admission Register (Regulation 9 of the Education Pupil Registration – Regulation 1995) and a new application will have to be made to the Local Authority-.
- Our school procedures are guided by the DfE document **School Attendance November 2016**. This document states that "Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm."

Long-term absence

- When children have an illness that means they will be away from school for over five days, the school will do all it can to send work home, so that, where possible, the child can keep in touch with the learning going on in their class. Parents will be required to provide medical proof regarding the absence.
- If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the Local Authority (LA) support services, so that arrangements can be made for the child to be given some tuition outside school, where possible.

Repeated unauthorised absences

- The school will contact the parent or carer of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or carers will be contacted, informed of their child's overall attendance record and asked to discuss the reasons. If the situation does not improve, the school will then contact the school Education Welfare Officer who may visit the home and/or invite parents to a meeting in order to ensure that the parents or carers understand the seriousness of the situation.
- Attendance meetings with parents involve the EWO and Attendance Officer, an improvement plan will be put in place and the consequences and processes applied if attendance does not improve, will be explained to the parent. This meeting will allow the parent to give explanation as to why their child's attendance is poor and the meeting may be able to agree a support package for the family.
- The governors, supported by the EWO, reserve the right to consider taking legal action, possibly resulting in a fixed penalty fine, against any parents or carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

Rewards for good attendance and good punctuality

- Class certificates are given each week in assembly to the best attending KS1 and KS2 class in the school. Classes are also given a weekly award if they have had 100% punctuality.
- Attendance incentive rewards or certificates are given to children with 100 per cent attendance over a whole school year, the school celebrates this achievement.
- The weekly attendance rate of the school and the best attending and most punctual classes will be displayed on our display boards and in our newsletters.

Attendance targets

- The school sets attendance targets each year. The targets are challenging yet realistic, and based on attendance figures achieved in previous years and national expectations. The school considers carefully the attendance figures for other similar schools when setting its own targets.
- A report is given in relation to the annual attendance figure which explains any substantial impact on the figures, for example religious festivals Eid and Diwali or closure due to bad weather.

Attendance monitoring

The Attendance officer at our school monitors pupil absence on a:

Daily basis: all children who are not in school, children on a multiagency plan, persistent absentees and informs relevant staff members.

Weekly: class attendance, persistent absentees and vulnerable children.

Parents/carers are expected to call the school each day before 8.30am if their child is unwell and tell the office staff the type of illness that their child has. The office will inform the Attendance Officer to log and/or record this on SIMs.

The school will contact the parents/carers of the pupils on the first day to discuss the reasons for any absence.

If a pupil's absence continues to rise after contacting their parent/carer, the parents/carers will receive a we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be 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 will compare attendance data to the national average, and share this with the governing board.

Attendance data is collected and stored on secure school systems and it is used for internal purposes to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of whose absences may be a cause for concern
- Monitor and evaluate those identified as being in need of intervention and support

Monitoring and review

- It is the responsibility of the governing body to monitor overall attendance. With this in mind the attendance figure of the school is reported as part of every Head Teachers report i.e. 3 times a year
- The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they can be.
- The school will keep accurate attendance records on file for a minimum period of three years.
- School attendance data will be analysed and compared across identified groups to ensure consistency for all pupils. This data will often be shared with the Governing Board as a standards measure.
- The rates of attendance will be reported in school handbooks and on the school website.
- The attendance officer will be responsible for monitoring attendance for the whole school, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the parents/carers immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Head Teacher, who will contact the parents or carers or/ and bring to the attention of the Education Welfare Officer through the regular meetings or as a direct referral if urgent.
- A summary booklet of this policy will be distributed to parents and reviewed alongside the policy.
- This policy will be reviewed every three years by the governing body or sooner if necessary.

Agreed by Governors:

To be reviewed:

Date:

