



ATTENDANCE POLICY

SEPTEMBER 2025

Together, we are a rainbow of possibilities so let's ALL SPARKLE AND SHINE!

Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

Aims and Objectives

This attendance policy ensures that all staff, governors and parents in our school are fully aware of and clear about the actions necessary to promote good attendance.

Definitions

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by parent, an absence will be unauthorised.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.

Procedures

Our school will undertake to follow the following procedures to support good attendance:

- Ensuring families are clear on school times
- Being consistent with our approach to expectations, whilst being respectful to each individual family and their circumstances
- Supporting families with our staff team and through our Early Help offer
- Working together with our families to establish any difficulties

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Parents

Parents/Carers are responsible for:

- Ensuring their child attends school daily.
- Notifying the school daily if your child is unwell and cannot attend.
- Completing leave request forms if your child is having time off school for a holiday or event.
- Working with school to overcome any barriers to attendance.

Class teacher

Class teachers are responsible for:

- Taking registers twice a day.
- Notifying key staff members if children with a safeguarding concern are not in school.

Headteacher

The Headteacher is responsible for:

- Monitoring all attendance.
- Authorising attendance procedures.

Administration staff

Administration staff are responsible for:

- Receiving information from parents and carers regarding their children not being in school.
- Ringing parents / carers on a daily basis if their child is not in school.
- Sending out correspondence to parents / carers regarding attendance issues.

Registration

The school doors open at 8.35 and children are expected to be in school by 8.45am. This gives plenty of time for all pupils to come into their classrooms and be ready to learn when lessons start.

Each class teacher has the responsibility for marking the attendance register at the beginning of the morning and afternoon session.

All attendance records are documented using Integris. Attendance registers are legal documents and these must be kept secure and preserved in line with the relevant retention schedule

Lateness

Children who are persistently late after close of register soon fall behind with their learning.

Any pupil who comes into school after 9am will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school later than 9.15am will be marked as late after close of register (Attendance code U). This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9am will have the absence recorded as a medical absence (Attendance code M).

Absences

Parents will be invited into school to discuss the challenges they are having in a morning that is making their child(ren) late for school. Support where appropriate will be offered by school.

Ongoing lateness resulting in a U code will affect your child(ren)s attendance percentage and will result in attendance procedures being started.

First Day Contact

Where a child is absent from school and we have not received any contact from the parent, then we initiate a first day contact process. Office staff check all of the registers each morning to identify those pupils who are absent without explanation and, as a safeguarding requirement, contact the parents of these children by telephone.

Applications for Leave of Absence in Term Time

In September 2013 the government introduced new regulations making it clear that Headteachers **must not** give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a leave request form available from the school office and handed in two school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

Addressing Attendance Concerns

The school expects attendance of at least 97%.

It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

If a child's attendance does not improve and absences are unauthorised this may lead to consideration of parental responsibility measures which include the issue of penalty notice fines or other statutory action.

National framework for penalty notices

The new national threshold for consideration of legal action is 10 sessions (5 days) of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised leave in term time (Attendance code G).

If your child's absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.