

Attendance Policy 2026

Section 1: Rationale / Statement of Intent

High levels of attendance are essential for pupils to achieve their full potential. We are committed to providing a high-quality education in a welcoming environment where all pupils feel valued.

Good attendance supports:

- Higher academic achievement and progress
- Stronger social development and friendships
- Greater engagement and enjoyment of learning
- Easier transitions into secondary education and beyond

Parents, carers, and the school share responsibility for ensuring excellent attendance and punctuality.

Section 2: Promoting Good Attendance & Punctuality

A strong partnership between school, parents, and pupils underpins good attendance. We will:

- Share attendance and punctuality data at parent meetings
- Celebrate and reward good or improving attendance
- Set whole-school attendance targets and recognise success
- Offer meetings and support through SLT or the Family Support Worker

Roles and Responsibilities

Attendance Leader (SLT):

- Oversee and monitor attendance, ensuring accurate recording and analysis
- Identify issues early and coordinate support
- Decide whether absences are authorised
- Work with families where absence is persistent

Classroom Staff:

- Register pupils accurately
- Promote good attendance
- Share concerns with SLT/FSW
- Support pupils returning after absence

Pupils:

- Attend daily unless ill or authorised
- Arrive and attend sessions on time
- Follow procedures if arriving late or leaving site

Parents/Carers (legal responsibility under Education Act 1996):

- Notify school on the first day of absence
- Provide ongoing updates during absence
- Avoid unnecessary absence, including non-urgent appointments
- Request leave only in exceptional circumstances
- Support their child's attendance

Section 3: Recording Attendance & Punctuality

Registers are taken twice daily.

School Day:

- Starts at 8:45am (doors open 8:35am)
- Register closes at 8:55am

Lateness:

- Recorded daily and may lead to legal action if persistent
- Arrival after register closes is recorded as unauthorised ('U')
- Medical lateness is authorised ('M')

Persistent lateness:

- Disrupts learning and is treated as unauthorised absence
- May result in penalty notices after 10 unauthorised sessions within 10 weeks

Absence Procedures

Parents must:

- Contact school on the first day of absence

School will:

- Follow up via phone/text if no contact is made
- Offer support meetings where absence continues

Unexplained absence of 10 days:

- Must be reported to the Local Authority
- May trigger safeguarding investigations

Attendance below 95% may impact attainment; attendance approaching 90% will trigger support and intervention.

Section 4: Leave of Absence

Leave during term time is only authorised in **exceptional circumstances** (rare, significant, unavoidable).

- No entitlement to holidays in term time
- Applications must be made in advance
- Unauthorised leave may result in penalty notices

Section 5: Types of Absence

Authorised:

Accepted by the school with valid reason

Unauthorised:

Not approved or unexplained, including:

- Unnecessary absence (shopping, birthdays, etc.)
- Truancy
- Lack of explanation

The school may amend attendance codes if new information is provided.

Section 6: Legal Measures

Parents commit an offence if they fail to ensure regular attendance.

Legal action may include:

- Penalty Notices
- Attendance Legal Panels
- Prosecution

Penalty Notices issued where:

- 10+ unauthorised sessions occur in 100 days
- Persistent lateness qualifies as unauthorised absence
- Unauthorised leave reaches threshold

Fines:

- £80 (within 21 days), rising to £160 (within 28 days)
- Non-payment may lead to prosecution

Section 7: Supporting Attendance Concerns

If a child is reluctant to attend school:

- Parents should contact the school immediately
- Causes may include learning difficulties, friendships, or wellbeing concerns
- School and families will work together to resolve issues

Parents can support attendance by:

- Establishing good routines (sleep, punctuality, equipment)
- Demonstrating the importance of education

Additional Circumstances

Leaving the School: Parents must provide full details of new arrangements. Without this, the child may be classed as missing in education.

Performances / Employment (licensed): May be authorised with Headteacher agreement.

Sports Representation: Authorised at Headteacher discretion, considering impact on learning.

Traveller Families: Absence may be authorised where appropriate; dual registration permitted.

Record Keeping

Attendance records are maintained for a minimum of 3 years in line with legal requirements.

Review Date

May 2027