



“Learn to Love & Love to Learn in readiness for life.”



Attendance Policy

Date policy last reviewed: September 25

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Statement of intent

St Anne's Catholic Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

• The named Senior Leader with overall responsibility for Attendance as named Attendance Officer is Sophie Volynchook- Assistant Headteacher
• Amanda Paton – Wellbeing and Welfare Manager with responsibility for Operational Attendance and Pastoral Support
• Supported by: Sharon Wylde Deputy Headteacher
• Trisha Pointon Designated Safeguarding Lead
• Rachel Crolla Sharon Wylde- Deputy Safeguarding Leads
• Jane Gates – Administrative Assistant with responsibility for school registers, attendance admin letters and initial first day response to absence.
• Carmel Stuart- Attendance Governor
• LA School Education Welfare Officer: Judith Fowler (Service level agreement)

Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

The pastoral and attendance team will regularly inform the Headteacher of school attendance patterns and analysis for the whole school and groups of children. Fortnightly meetings will be held with the team and the headteacher. Education Welfare and school attendance action plans will be implemented and reviewed each half term by the headteacher.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Acts 1996 and 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children and Young Persons Act 1933 and 1963
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- DfE (2024) Working together to improve school attendance'
- DfE (2025) Keeping children safe in education (KCSIE) 2025'
- DfE (2025) Children missing education'
- DfE (2024) Providing remote education: guidance for schools'
- DfE (2024) Summary table of responsibilities for school attendance'
- DfE (2024) 'Sharing daily pupil attendance data'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Attachment Aware Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing Education Policy
- Pupils with Additional Health Needs Attendance Policy

Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Ensuring school leaders fulfil expectations and statutory duties including making sure the school records attendance accurately in the register and shares the required information with the DfE and LA.
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Monitoring absence data and reporting it to the governors
- Appointing a member of the SLT to the attendance officer role.
- Issuing fixed penalty notices where necessary, or authorising a suitable member of staff to be able to do so.
- Sharing information and working collaboratively with the LA by notifying them where a pupil's name is added to or deleted from the school's admission register outside of standard transition times.
- Providing the LA with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or who have been absent for a continuous period of ten school days where their absence has been classed as unauthorised.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

- Working with parents of pupils with SEND to develop specific support approaches for attendance, including where school transport is regularly being missed and where pupils with SEND face barriers within school.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.

- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- Code M: Leave of absence for the purpose of attending a medical or dental appointment
- Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Code S: Leave of absence for the purpose of studying for a public examination
- Code X: Non-compulsory school age pupil not required to attend school
- Code C2: Leave of absence for a compulsory school age pupil subject to part-time timetable
- Code D: Dual registered at another school
- Code C: Leave of absence for exceptional circumstances
- Code T: Parent travelling for occupational purposes
- Code R: Religious observance
- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded

Unauthorised absence:(including but not limited to)

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason- equivalent to one day or more a fortnight across a full school year.

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

Attendance expectations

The school has high expectations for pupils' attendance, punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

Pupils will be expected to be on the school site as the school day starts at **8:45am**, and pupils must be in their classroom, ready to begin lessons from this time.

Pupils will have a morning break and a lunch break

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:00am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:30am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:10pm**

Absence procedures

Parents will be required to contact the school office via telephone on 01744 671909 select option for the Pastoral Office or by sending a message to the Pupil Wellbeing Attendance manager on Dojo before **8.45am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by **the close of the morning register** to report the absence, administrative staff will contact the parent by **telephone call or Dojo message** as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school may request medical evidence in most circumstances where a pupil is absent due to illness.

Pupils at risk of persistent absence

The school aims to support parents in preventing their child from becoming at risk of persistent absence. Persistent absence is detrimental to a child's education and emotional wellbeing. Parents of children who are likely to become at risk of persistent absence will be initially informed by Dojo messages/phone calls and then contacted at the earliest opportunity by letter and preventative meeting will be arranged with the school.

The school will work to support pupil's attendance when they drop below **96% and school based plan may be arranged**. If there is no improvement or a pupil's attendance continues to drop a formal meeting will be arranged with the pupil's parent and these meetings will be supported by the LA EWO. The EWO for our school will inform the LA, on a weekly basis, of the details of pupils who fail to attend regularly.

Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the school may remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading daily check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may constitute neglect and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Attendance register

The school uses Bromcom to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Class Teachers will take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole or partial school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements

- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law
- Y7 = Absent due to any other unavoidable cause
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g., induction days.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

Authorising parental absence requests

Parents will be required to request all types of absence in term time in advance with the exception of illness, medical appointments and dental appointments (for which evidence should be provided). All requests for absence must be made in writing using the schools Leave of Absence request form– the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher’s decision is not subject to appeal and the Headteacher is only able to authorise term time absence for exceptional circumstances.

In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing at least four weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

However, current guidance and **our policy is not to authorise family holidays during term-time**, unless there are exceptional circumstances.

Penalty Notices may be issued to each parent of a child in respect of a child being taken on holiday in term time. The school term dates are shared with parents well in advance, usually over a year in

advance and are available to view on the school website. A paper copy of term dates can also be provided by the school office free of charge upon request.

Pupils have 13 weeks leave from school each year and holidays should be planned and taken then, not outside of this time.

Pupils who miss school in term time due to family holidays, are at increased risk of falling behind academically and not meeting age related expectations at the end of the school year.

Any requests for leave during term time will be considered on an individual basis. In the instance an absence should be granted, the headteacher will determine the length of time that the pupil can be away from school.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Performances and activities,

The Local authority advise the school to not authorise performances and outside activities that are in part of the school day. The headteacher will look at each case on an individual basis. Should this arise.

Religious observance

Parents will be expected to request absence for religious observance at least **two weeks** advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Parent's travelling for occupational purposes

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least **two weeks** in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.

- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

The school will seek medical evidence for recording absences in a minority of cases. Where a pupils health need means they need reasonable adjustments or support because it is complex or long term, the school will seek medical evidence to better understand the need of the pupil.

Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils and understand the importance of continuity in each pupil's learning.

All pupils are expected to be in their classes by **8.45am** and **1:00pm**, where the teacher will record the attendance electronically. Parents who have permission to take their child out of the school during the day must sign their child out at the **school office** and sign back in again on their return.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and the Attendance manager will contact the parent in order to assess the reasons behind the pupil not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken. A school meeting will be held with the parents.
- If any further truancy occurs, a supportive plan will be put in place and the school may consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

Absent pupils

Pupils will not be permitted to leave the school premises during the school day unless their parents have gained permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the headteacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search

- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Cloakrooms
 - Shared areas
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The absent pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Follow the schools graduated attendance plan (see Appendix)
- Implement and review the school's attendance action plan supported by the EWO action plan
- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Vigilance by class teachers of pupil's attendance or punctuality
 - Prompt and effective communication with parents

- Sending letters to parents.
- Meeting to discuss attendance support plans
- Engaging with LA attendance teams.
- Using fixed penalty notices.
- Creating attendance support drop ins
- Attendance posters and newsletters will be used to encourage positive attendance habits

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge good and improved attendance and positive punctuality with weekly rewards for classes and termly individual attendance awards.

Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will ensure that there are **two** sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where it is reported that these barriers are related to the pupil's experience in school, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues

within the pupil's home environment, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Penalty notices and Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after the agreed period (one half term), the attendance officer will consider:

- Whether support is available in this case: It not, for example a holiday in term time, a penalty notice should be issued, whilst also having considerations to the other conditions detailed in this section of the policy.
- Whether a penalty notice is the best available tool to improve attendance and change parental behaviour, or if further support or other legal intervention is more appropriate.
- Whether issuing a penalty notice in this case is appropriate after considering any obligations under the Equality Act 2010, such as if the pupil has a disability.
- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued by a headteacher or someone authorised by them (a deputy or assistant head), the LA office, or the police. Any penalty notice will be issued in line with the LA's code of conduct and the DfE's '[Working together to improve school attendance](#)' guidance.

Penalty notices will be charged at £160, if paid within 28 days reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. A second penalty notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 if paid within 28 days. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g., pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g., pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

Deletions of names from the admissions register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason, and the school is aware that doing so could constitute off rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be except for pupils whose name has been deleted from the register at or after the end of

the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **96 percent** – full details of the school's absence levels can be found on the school website.

This policy will be reviewed annually by the headteacher and governors. The next scheduled review date for this policy is September 2026

Any changes made to this policy will be communicated to all relevant stakeholder

Appendices

A

Attendance Monitoring Procedures

St Anne's Catholic Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A spreadsheet is sent to the SLT and attendance officer detailing **weekly** and **annual** attendance to date.
2. Attendance is discussed by classroom teachers via Dojo message. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as **an unauthorised absence**.
5. If a pupil's attendance falls to 96 percent, the attendance officer makes a phone call home to discuss this with parents, and with the child depending on their age.
6. If a pupil's attendance falls below **96 percent**, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached leaflet outlining how parents can work with the school and their child to improve attendance.
7. If a pupil's attendance falls below **90 percent**, a letter is sent home explaining that the pupil's attendance is now being monitored, and the attendance officer contacts the parents to discuss this.
8. The pupil's attendance is monitored for **two weeks** and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.
9. After the **two-week** monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continue until attendance stabilises to **96 percent**.
10. If targets are not met, the classroom teacher makes a referral to the EWO. Education welfare protocol is followed, and a parental contract is drawn up. A **four-week** monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement after an additional **four weeks**, a fixed-penalty notice is issued.

B

Teacher Graduated Response for Attendance.

Teachers notice a child has been absent – send a quick dojo message to say that we hope they are ok and that we look forward to seeing them back in school as soon as possible.
Log dojo message on CPOMS.

Teachers are beginning to have concerns about how poor attendance/punctuality is impacting on children's academic ability.

Informal chat between teacher and parents highlighting initial concerns. Conversations should be logged on CPOMS under attendance.

Attendance to be closely monitored by attendance manager and regular conversations to be had with class teachers. If no improvements are seen in attendance/punctuality then teachers are to organise a meeting for parents to come into school.

Message template to be sent on email.

Meeting to be supported by the attendance manager. Teachers and attendance manager to closely monitor attendance over a 2 week period. Parents to be made aware of schools graduated response if improvements are not seen within this time scale.

Families have made improvements in attendance/punctuality on a regular basis and children are making improvements in class.

Attendance manager to communicate with parents if attendance/punctuality drops again.

If school based meetings with class teachers and attendance manager have had no impact and no improvements are seen.

Family to be put on a school based attendance support plan for 6 weeks. Meeting at 3 weeks and 6 weeks with attendance manager and DHT.

If no improvements are seen during the 6 week school based attendance support plan then the family will be referred to a parent contract plan with education welfare.

C



Attendance

A guide for Parents/Carers



Good Attendance and Punctuality are vital if children are to make expected progress, and school have high expectations of pupil attendance and punctuality. Therefore, we work closely with parents/carers to ensure high levels of attendance are maintained. Our school target is 97% attendance for each academic year.

What we expect from you ...

- ★ Children should attend school regularly, punctually, properly dressed and equipped ready to learn.
- ★ If your child is unable to attend, you **MUST** notify the school by phone or dojo messaging our attendance manager, Miss Paton, before 9:30am. Please **DO NOT** dojo message teachers.
- ★ Parents should avoid, if at all possible, making medical/dental appointments or taking holidays during school days.
- ★ If you are informed of any attendance concerns about your child, we expect you to work with us to improve their attendance. If your child is absent for 10% of their academic year, they will be classed as persistently absent. Attendance concerns could include lateness, patterns of illness or unauthorised days off. You will receive attendance letters and may be asked to attend meetings in school.

What you can expect from us ...

- ★ If you have not provided school with a reason for your child's absence by 9:30am, you will be contacted via dojo or telephone, asking to provide a reason for their absence.
- ★ If your child is off for numerous consecutive days and you do not provide a reason or make contact with school then, a home visit will be carried out. School may also inform Education Welfare and the Police.
- ★ You will be informed promptly of any concerns which may arise over your child's attendance – if it falls under 90% you will receive a letter and may be invited into school for a meeting.
- ★ Pupil, class and whole school attendance will be monitored. Children will be rewarded with certificates, extra play time, sweets and chocolates and will be entered into a family rewards prize draw.



Doors open at

8:45am

5 days or less
absence over the
whole year –
97% - 100%
Excellent chance
of success

11 – 15 days
absence over the
whole year –
92% - 95%
Harder to make
Progress

Registers taken at

9:00am

20+ days
absence over the
whole year –
Below 90%
Detrimental on
progress & success

Report Absences by

9:30am



Absence can be
reported daily by –
Contacting the school attendance
office on 01744 671908/09. Please
leave a voicemail if nobody is
available to take your call.
Dojo message sent to Miss Paton
or message left on Studybugs.

Let's work together to ensure all children are in school, on time, every day.

D

Attendance Support and Referral Steps For Persistent Lateness

Stage 1

Persistent Lateness (Before School)

- Children are identified as persistently late if they record more than 2 late arrivals before the close of registers in one week.
- This is monitored on a weekly basis by the Attendance Manager and Class Teachers. Class Teachers will receive a lateness report from Studybugs at the end of each week. Following our late collection policy Teachers should communicate their concerns over punctuality to parents and carers.
- Automatic Studybugs messages are also sent out to parents if their child records 2 or more late marks in 1 week.
- Attendance Manager will RAG rate lateness and persistent lateness letters will be sent out to parents and carers.

Persistent Lateness (After School)

- Should a child not be collected at the end of the school day they should be brought to the main office
- Office staff to ring parents or carers at home or work if a message has not already been received that they are running late

Stage 2

Interventions at Stage 1 in place school expect to see an improvement in children's punctuality/attendance and this will be continued and monitored.

- Persistent lateness letters highlight schools' concerns around punctuality and where appropriate, invite parents into school for a meeting.
- Family placed on a school-based attendance support plan for persistent lateness.

Persistent Lateness (After School)

- If child is not collected after 20 minutes (3:35pm) and no reason has been provided then we will follow our safeguarding for children policy.
- Child/Children will be supervised at all times in the main reception area.
- Should parents be collecting 15 minutes late on a regular basis they will be invited into school to discuss barriers to collecting on time – ASP will be considered and strategies for improvement will be discussed (after school club)

Stage 3

In line with attendance policy EWO procedures will be followed.

- Should parents or carers attend regular ASP meetings in school and no improvements are seen in punctuality or attendance then school would inform EWO who would provide extra support and advice.

Persistent Lateness (After School)

- Following the late collection policy and safeguarding for children policy the police will be notified.