

Wardley CE Primary School Attendance Policy



Name of Reviewer	Kari Walker
Date of Approval of Governing Body	October 2025
Signature of Chair	
Signature of Head	Kari Walker
Date Due for Review	October 2026

EQUALITY STATEMENT

As a school we welcome our duties under the Equality Act 2010. The general duties are to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

We review all policies and procedures we operate to ensure there are no negative equality impacts based on the following protected characteristics: age, disability, ethnicity & race, gender (sex), gender identity & reassignment, pregnancy & maternity, sexual orientation, religion & belief and non-belief as outlined in the Equality Act 2010. If you feel, on reading this policy that there may be a negative equality impact, please tell us about this. Please also let us know if you need to access this policy in a different format. You can do this by contacting the school office.

Our school vision

We are a Church of England school that values and recognises the uniqueness of each individual child and acknowledges their fundamental right to be educated to their full potential in a safe, secure and caring environment. Our ethos is built on Christian foundations and drives our belief that we can do all things.

Wardley CE Primary School is committed to continual improvement to ensure that what we do today is even better tomorrow. We provide a happy, secure and supportive learning environment where the children develop independence and work hard to make the most of their talents, and that 'We can do all things' within a deep and rich curriculum.

We can do all things through Christ who strengthens us. Phillippians 4:13

Practical ways in which we attempt to carry out our school vision

Through the Christian value of respect:

- Having strong ethics to underpin our decision making and actions.
- Creating an environment which promotes the Christian ethos of trust, respect and honesty to enable people to flourish.
- Promoting a sense of justice.
- Creating a strong moral purpose which underpins everything we do

Through the Christian value of friendship:

- Having an inclusive ethos to create a school in which everyone is welcome and everyone is equal.
- In celebrating diversity we value the strengths of all and embrace differences.
- Engaging stakeholders within and beyond the school.

Through the Christian value of trust:

- Having a strong sense of teamwork amongst all members of the school community.
- No matter how small, we value every contribution and support each other to reach our goals.
- In respecting each other, we strive to not let each other down.
- In feeling valued and empowered people have a desire to go the extra mile.

Through the Christian value of courage

- Recognising, supporting and developing everyone's potential.
- Nurturing skills and promoting opportunities.
- Creating an environment for people to think positively and take risks.

Through the Christian value of perseverance:

- Through continual enhancement we are constantly striving to achieve high standards, we never stand still.
- All improvements are underpinned with high aspirations.
- When problems arise, we must hold on to our vision and find solutions.
- We inspire and innovate and we support others to do the same.

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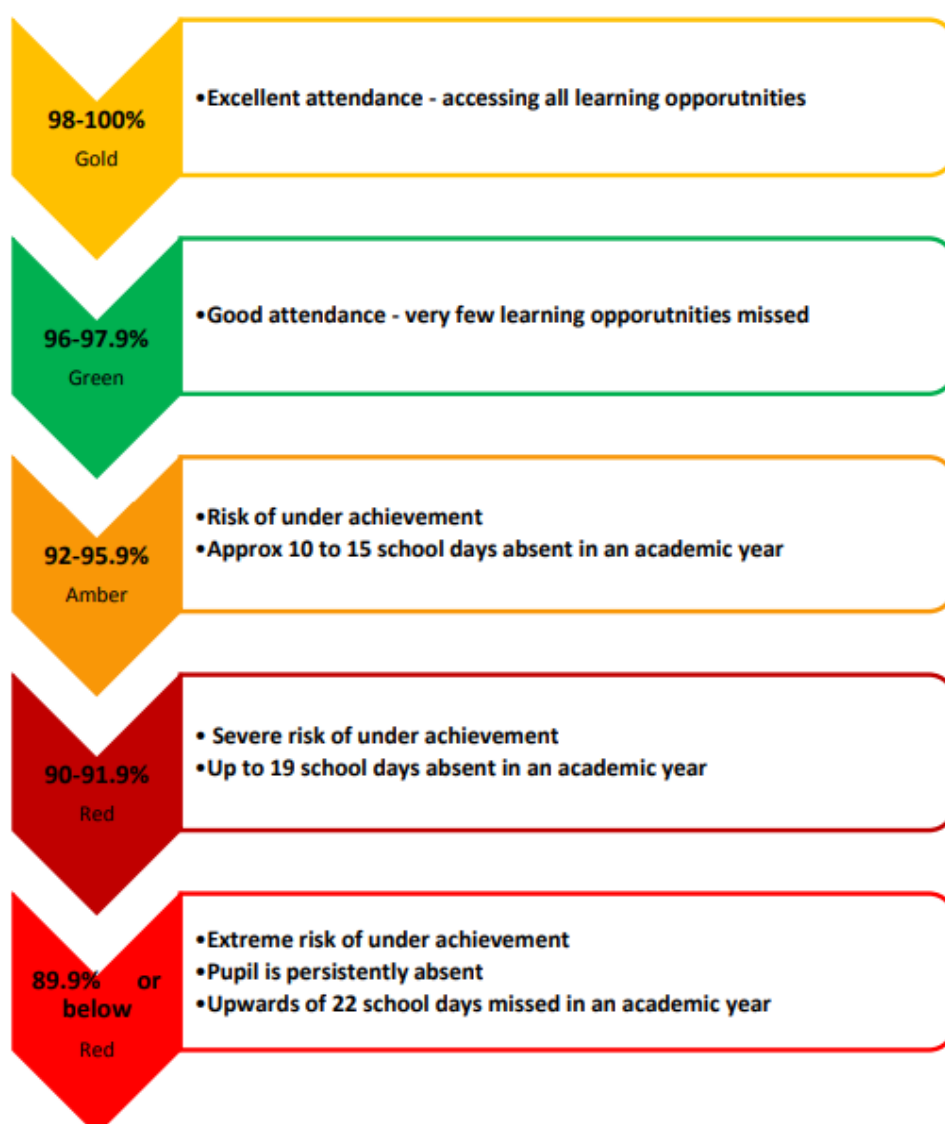
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1. Introduction

Wardley CE Primary School recognises the clear link between the attendance and attainment of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within Wardley CE Primary School to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation all pupils achieve at least 96%. As a school we define good attendance as 96% or above.



Importance of Regular Attendance

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have time off often find it difficult to catch up and do well. 90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year. Ensuring a child's regular attendance at school is the legal responsibility of their parent or carer and permitting a child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

Wardley CE Primary School believes Teachers, Parents, Carers, Pupils and all members of our School community have an important contribution in improving attendance and punctuality ensuring students attend to achieve. This policy sets out how we will achieve this together and should be read in conjunction with the Attendance Roles and Responsibilities Guidance attached to this document.

2. Aims

- Raise the profile of attendance and punctuality.
- Raise the profile of attendance and punctuality amongst the school community.
- Maximise the overall percentage of pupil attendance and punctuality.
- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below).
- Provide support advice and guidance for parents, pupils and staff.
- Develop clear procedures for the maintenance of accurate registration for pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure there is a proactive whole school approach that embeds a consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies.

3. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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 and guidance setting out the legal powers and duties that govern school attendance:

Relevant legislation

[Education Act 2002](#)

[Children Act 1989](#)

[Crime and Disorder Act 1998](#)

[Anti-social Behaviour Act 2003](#)

[Education and Inspections Act 2006](#)

[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](#)
[The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#)
[Children and Young Persons Act 1933](#) and
[Children and Young Persons Act 1963](#)
[Equality Act 2010](#)

Relevant guidance

[Children missing education - GOV.UK](#)
[Keeping children safe in education - GOV.UK](#) and [Working together to safeguard children - GOV.UK](#)
[SEND code of practice: 0 to 25 years - GOV.UK](#)
[Elective home education - GOV.UK](#)
[Alternative provision - GOV.UK](#)
[School suspensions and permanent exclusions - GOV.UK](#)
[Supporting pupils with medical conditions at school - GOV.UK](#)
[Education for children with health needs who cannot attend school - GOV.UK](#)
[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK](#)
[Preventing bullying - GOV.UK](#)
[Providing remote education: guidance for schools - GOV.UK](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

4. Roles and responsibilities

Promoting regular attendance at Wardley CE Primary School is everyone's responsibility, all members of staff, parent/carers and pupils.

To help us all focus on this, Wardley CE Primary School will ensure:

- there is a designated senior leader for championing and improving attendance - the Headteacher;
- there is a school attendance officer - the School Business Manager;
- effective strategies are in place to deter poor punctuality;
- an engaging curriculum is provided and will be reviewed regularly;
- high quality teaching and learning is delivered throughout the school;
- pupils are provided with appropriate support from school and partner agencies to minimise disaffection from school;
- vulnerable groups are provided with effective support at the earliest opportunity and attendance is monitored rigorously;

- effective partnerships with parent/carers are encouraged through regular contact and support provided;
- parents/carers are kept informed of pupil attendance and punctuality through the school's attendance procedures, termly progress reports, individual letters and meetings when required;
- good attendance and punctuality is rewarded;
- attendance and punctuality is regularly discussed with children in assemblies;
- attendance roles and responsibilities are clearly defined, and all staff should ensure these are followed.

4 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfill expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- The terms of reference for the Pupil Welfare & School Community Sub-Committee sets out their role and responsibilities for monitoring the school's attendance policy and practice and the effectiveness of its impact on a termly basis.

The headteacher

The headteacher 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
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data

- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is the headteacher (Mark Foster) and he can be contacted via the school office or email.

The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Maintain the attendance board in the hall
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is the school business manager (Paula Statham) and she can be contacted via the school office or email.

Class teachers

Class teachers have responsibility for attendance issues in school and promoting and supporting a positive attendance culture in school.

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office at the start of the morning and afternoon sessions.

Class teachers are responsible for raising awareness amongst children and parents about the importance of good attendance. They should display the weekly attendance posters in class.

School Office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the attendance officer or the designated senior leader for attendance in order to provide them with more detailed support on attendance if this is required.

Parents/carers

Parents/carers are expected to:

- Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

- Ensure your child arrives for school on time.
- Telephone school if your child is to be late.
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours and confirmation of the appointment is provided.
- Contact school by 8:30am on the first day of absence if your child is unable to attend, giving an indication of the expected duration and return date to school. Contact can be made via the School Spider, a phone call, email or in person.
- If a text message/phone call is received as a result of your child's absence it is important that you respond to ensure your child is appropriately safeguarded.
- In case of emergency we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of two emergency contact details be provided).
- Requests for exceptional circumstances leave of absence must be in writing to the Headteacher and can only be authorised by the Headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school include general holidays, weddings, shopping, concerts and birthdays. Section 6.4 sets this out in more detail.

Pupils

Pupils are expected to:

- Attend school every day on time

Pupil Attendance Champions

- Each class from Y2 to Y6 has an attendance ambassador (elected by the children at the start of each academic year) to promote good attendance. Their photos are displayed on the school's attendance board.
- They take the weekly attendance sheet to their classrooms on Monday morning and talk to the class about the classes' attendance figure.

5. Absence Procedures

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence from school is required.

First-day Calling

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made by school staff to establish the whereabouts of the child and that they are safe.

Initially, this will be done by a text message, sent before 10.30am on the first day of absence.

If there is no response by 1pm on the first day of absence then school staff will make every effort to establish contact with the parent and speak to them to confirm where the child is. If we are unable to establish contact with the parents, we will contact the emergency numbers provided. If we have been unable to make contact with the family and confirm the safety of the child, we will do our best to do a home visit to the household. This will always be done

in pairs. If we are still unable to confirm the safe whereabouts of the child, we will make contact with the police.

The Designated Safeguarding Lead (DSL) will routinely share a list of vulnerable children with the school office team, and the office team will notify the DSL immediately if a child on that list is not in school, on the first day of absence, and each subsequent day.

6. Recording attendance

Attendance register

We will keep an attendance register, and place all pupils onto this register. Class registers are recorded using SIMS. The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

Registers are legal documents and can be used in a court of law, so they **MUST** be accurate. We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Morning registration

- Wardley CE Primary School will be open to all pupils (REC to Y6) from 8:40 am in the morning. The school day starts at 8:45am, and pupils will be expected to be in their classroom, ready to start the day by this time. The register will be taken at 8:45am. In Nursery the school day starts at 8.55am.
- Pupils who arrive after 8:45am will need to report to reception and sign in as late (L).
- The morning registers will close at 9.15am across the school, and any pupil who arrives after this time will be marked as unauthorised absence (U).
- We will conform to the time on the clock in the main school office to meet the times listed above.

Afternoon registration

- Registers must be submitted straight after lunch before afternoon lessons commence at the following times: KS1 & Lower KS2: 12.45pm. EYFS: 1pm. Upper KS2: 1.15pm.

Categorising absence

Any pupil who is not present during registration will be marked as absent, unless authorised leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate.

The decision about whether the absence should be authorised or unauthorised rests with the Headteacher or other designated staff. Parents/carers cannot authorise absences and should be aware that while calling the school or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.

The decision whether or not to authorise an absence will always rest with the school. If no explanation about an absence is received by the school within 1 week, the absence will remain unauthorised.

Types of Absence

Wardley CE Primary School has to legally record every absence. This is why it is important that parents/carers directly inform school regarding the reason for absence, on the first day of absence.

Authorised Absence

Absences may be authorised by the Headteacher or other designated staff in the following circumstances:

- Leave has been granted by the headteacher in advance in exceptional circumstances and for a very limited period, (code C) NB an application must be made in writing on the prescribed form (Available from the school office), with appropriate evidence, in advance of the intended circumstance wherever possible. Amendments have been made to the Education (Pupil Registration) (England) Regulations 2006.
- The school is satisfied that the child is too ill to attend. In cases of recurring absences, a medical certificate from the family GP or medical specialist will be required. For long term issues a letter from a hospital consultant will be required and this must be updated at least every 6 months. The LA Attendance Officer may also ask parents of students whose attendance is less than 90% for permission to contact the GP to ascertain reasons for poor absence to school. (Code I)
- The pupil has a medical or dental appointment (code M) (although parents should endeavour to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send them to school beforehand)
- There is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions (code C)
- The absence occurs on a school day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs. Code R is usually set aside for well recognised and published religious observance from one of the six major religions e.g. Eid, Orthodox Christmas. Other types of cultural observance will be considered on a case by case basis by the school. If the request is for more than one day, this will also be considered on a case by case basis. Day One is recorded as code R and subsequent days as code C. Parent/carers will be aware of these dates and should give the school written notification in advance.
- The pupil is of no fixed abode, their parent is engaged in a trade which requires them to travel, the pupil has attended school as often as the nature of the trade permits and, having reached the age of six, they have attended 200 sessions in the preceding 12 months (code T)
- Where a pupil is engaged in off-site approved educational activities, the school will check their attendance

Unauthorised Absence

Except in the circumstances described above, absences will be unauthorised. Some examples of unauthorised absence would be:

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed
- The pupil is staying at home to mind the house

- Staying at home to care for a sick or disabled parent / carer / family member.
- 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
- Truancy before or during the school day
- The parent / carer has medical appointment
- Siblings are unwell so the child is not coming in
- Leaving school for no reason during the day

Unauthorised absence codes are:

Code U – late after the registers close (as detailed above)

Code O – the absence is not authorised by the school, even though a reason may have been given for the absence. Only the school can authorise.

Code G – a holiday during term time or leave of absence that has not been authorised.

Unauthorised absence may lead to the use of Education Penalty Notices or other sanctions from the Local Authority. For more detail refer to Section 8. Legal sanctions - Education Penalty Notices for Non-School attendance.

Approval for Term-time absence due to exceptional circumstances (code C)

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The Headteacher will consider each application individually. An application must be made in writing on the prescribed form (available from the school office), with appropriate evidence, in advance of the intended circumstance wherever possible.

- Wardley CE Primary will only consider authorising leave of absence for the following:
Serious and sudden illness of a close relative and you must leave in an emergency.
- A one off never to be repeated occasion that can only happen at that time e.g. wedding or funeral.
- Any religious observance (one day only under code R). The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs".
- A significant educational opportunity afforded to the child by a national organisation such as music, arts or sport operating at a high standard of achievement and agreed by the LA – as appropriate.
- Time- off relating to Child Entertainment Performances, subject to a license being issued by Education Social Work Service
- If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.

What do we mean by serious and sudden?

- Serious means an accident, injury, illness, disease, or physical or mental condition that: poses imminent danger of death; requires inpatient care in a hospital, hospice, or residential medical facility.
- Examples of this are: road traffic accident, diagnosis of a life limiting illness, deterioration of a life limiting illness.
- Sudden means it has happened and it wasn't expected.
- For time away from education it has to be the type of situation where you receive communication that requires you to leave immediately to travel.
- We will require evidence of the seriousness of the situation, which you can bring back with you.

What are not considered exceptional circumstances?

- **Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays. The Law does not give any entitlement to parents to take their child on holiday during term time.**
- Pilgrimages by parents (eg. Hajj). These are rare but can result in children being away from school for significant periods of time (at least 5 days). They are not regarded as exceptional as children themselves do not perform Hajj, but tend to travel with their parents when they go.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. All requests for leave of absence during term time must be put in writing. The headteacher may require evidence to support any request for leave of absence.

The parents/carers will be informed by letter of any decision made regarding the request for leave of absence.

Should the request be declined by the Head Teacher and the parent / carer continue to take the term-time absence it will be marked as unauthorised. This type of absence may lead to the use of Education Penalty Notices or other sanctions from the Local Authority. For more detail refer to Section 8. Legal sanctions - Education Penalty Notices for Non-School attendance.

Tackling excessive sickness absence (Code I and code M)

In aiming to maintain an average attendance of at least 96% across an academic year, a child cannot miss more than 8 days in total. We use this benchmark to consider carefully how we define excessive sickness absence.

We recognise that some of our pupils have medical conditions or disabilities that necessitate them having more days than this. Where a pupil has no known diagnosis and misses many days due to sickness absence over a period of time, the parents/carers will be

warned that in order to authorise any further absence due to illness, medical evidence will be required, even if it is for half a day.

We would always give plenty of warning, opportunities for discussion and implement support from other agencies where we can for families, before that decision is taken. This requirement will never be a surprise or brought in too quickly. We view medical evidence as something that does not place additional pressures on health professionals, something that is easily obtainable:

- Appointment slip
- Prescription issued
- Email /text message confirming appointment
- Mobile phone record to show the number you called and the duration of the call.

Persistent Absence (PA)

Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This means missing 38 or more sessions (equivalent to 19 or more days) a year through absence. This is for any absence whether authorised or unauthorised. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

The DfE expects schools to intervene well before pupils reach a level of persistent absence. Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution. Parent/Carers are asked to contact the School Office in the first instance and they will signpost to the correct member of staff.

Severe Absence (SA)

Pupils who miss 50% or more of school are classified as being severely absent by the Department of Education(DfE) This cohort of pupils are a priority group for Wardley CE Primary School and additional support may be required from the local authority and partner agencies to support your child improving their attendance. It is essential that parents/carers work in partnership with the school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

7. Lateness and punctuality

Poor punctuality is not acceptable. If a pupil misses the start of the day, they can miss work and late arriving pupils disrupt lessons. It can be embarrassing for the pupil arriving late and can encourage future absence.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The school day, for the children from Reception to Y6, starts at 8.45am and we expect the children to be in class by that time. The main gates onto the school site open at 8.30am. All the classroom doors, for the classes from Reception to Y6, are open from 8.40am and the children can go straight into class to start their work. The main gates, that allow access to the classrooms from reception to Y6, are closed at 8.45am. If a child arrives on the school site after 8.45am they must come into the school building via the main reception doors. This indicates that the child is late and will be recorded as late on the register. The school day for nursery children starts at 8.55am.

At 9.15am the registers will be closed. In accordance with the Regulations, if a child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists. If a child has a persistent late record their parents or carers will be asked to meet with the designated senior leader for attendance and/or the school attendance officer to resolve the problem. Parents and carers are encouraged to approach us at any time if they are having problems getting their child to school on time.

8. Legal sanctions - Education Penalty Notices for Non-School attendance

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024

No. 210

New Legislation came into force on 19th August 2024 regarding the issuing of penalty notices relating to non school attendance.

Schools are required to consider, on a case by case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance.

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

- Penalty Notice One - £160 discounted to £80 if paid within 21 days.
- Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.

The local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.

9. Strategies for promoting attendance

The school has a range of strategies for rewarding and improving attendance. These include:

- **Attendance Certificates:** These are presented at the end of each term for good attendance. These recognise good attendance over 96% (green certificate) and 100% attendance (gold certificate). There are also certificates for improved attendance.
- **Attendance Badges:** These are presented at the end of each term for good attendance. These recognise attendance over 96% (good attendance badge) and 100% (100% attendance badge). There are also badges for improved attendance.
- **Attendance Mascot:** Each week in the Monday Act of Collective Worship the class with the best attendance over the preceding week will receive the school's attendance mascot (Barney The Bear) to keep for the week. Details on class attendance are published in the school newsletter each week.
- **Attendance Rewards:** The school will use the following rewards -
 - There will be a weekly prize draw for a prize from the Treasure Chest and a tasty treat for all the children with 100% attendance and arriving for school on time that week.
 - There will be a half-termly prize draw for all the children with 96% or better attendance and arriving for school on time that half-term with the winning child getting a £20 toy voucher.
 - There will be a termly prize draw for all the children with 96% or better attendance that term and arriving for school on time with the winning child getting a £50 family food voucher.
 - If a class has 100% attendance over a week the children all get a special reward.
 - A special reward for children with a 100% attendance at the end of the year.
- **Attendance Communication: Reporting to parents/carers:** The school will regularly inform parents about their child's attendance and absence levels through a half-termly attendance letter. The school will also promote good attendance through discussion with the pupils about its importance of good attendance and make links to the school's vision and the values of our 'Wardley Way'. To help support this there is a weekly input on attendance in the Monday morning Act of Collective Worship. Information about attendance is also shared with stakeholders on a weekly and termly basis through the school newsletter.

10. Attendance monitoring

The school monitors and analyses attendance and absence data on a weekly, half-termly, termly and yearly basis to identify pupils or cohorts that require support with their

attendance. The school will identify whether or not there are particular groups of children whose absences may be a cause for concern

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.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Use the DfE Pupil Attendance and Absence in Schools in England Data Dashboard to provide a national comparison figure.
- Use the EEF attendance data to provide another national comparison figure.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Local Authority support for improving attendance

Salford's Education Welfare Service has been through a co-design and in accordance with the DfE Working Together to Improve School Attendance Guidance has now become The School Attendance Team.

The School Attendance Team has 4 Attendance Advisors who will provide statutory support to all Salford Schools split across the localities, alongside a team of Education Welfare Officers, now known as Attendance Officers, who will continue to provide SLA based support to Salford Schools within each locality, who buy into the service.

Wardley CE Primary School is supported by the North locality attendance advisor.

In addition to completing the termly Targeting Support Meetings with the Attendance Lead, the Attendance Advisor will manage a team of Attendance Officers who will cover all schools that buy into the SLA in that locality.

Wardley CE Primary School buys into this SLA and receives support from a named Attendance Officer.

Reducing persistent and severe absence

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance.
- The parents/carers of any child that reaches the 'at risk' attendance threshold of 95% is informed of this immediately via a school attendance risk letter. This is to give them the opportunity to improve attendance before falling below 90% and being classed as persistently absent.
- The parents/carers of any child that reaches the 90% Persistent Absence (PA) mark is informed of this immediately via a school PA letter. PA pupils are tracked and monitored carefully through our weekly attendance tracking system. The parents/carers of PA pupils are asked for medical evidence to be provided for any absence to be authorised. Any period of leave taken without the agreement of the school will be classed as unauthorised and may attract sanctions such as a Penalty Notice/fine. All PA cases are reviewed on a termly basis by the school's attendance team and, where necessary, the LA attendance officer is involved.
- Where a child has 6 or more unauthorised absences they will be invited into school for an attendance panel meeting with the attendance lead and headteacher. The focus will be on working together to improve the child's attendance and to avoid further unauthorised absence that could lead to a penalty notice being issued.
- When a child has 8 unauthorised absences then a warning letter is sent out explaining that 2 further unauthorised absences will lead to a penalty notice being considered.
- When a child has 10 unauthorised absences then a penalty notice will be considered, as outlined in Section 8 Legal Sanctions.
- Where improvements are made then improved attendance letters are sent out.

11. Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year. As a school we are now required to: Inform the LA in every circumstance when deleting a pupil's name from the admission register. Inform the LA of the pupil's destination school and

home address if the pupil is moving to a new school. Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- provide the school attendance officer with comprehensive information about their plans, including: any date of a move; your new address and telephone numbers; your child's new school and the start date when known. This should be submitted to school in writing;
- If a pupil leaves and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try and locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

12. Policy monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum on an annual basis by pupil welfare and school community sub-committee. At every review, the policy will be approved by the full governing board.

13. Links to other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Teaching and Learning Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school

D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school

#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
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