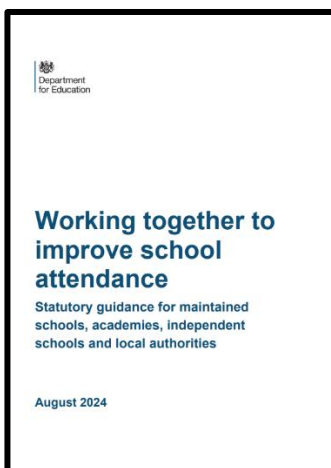


# Banks Road Primary School



## Attendance Policy

Provenance/ Author	Person(s) Responsible	Version	Reviewers	Effective Date	Recommended Review Date	Distribution
LA	Headteacher	V1	Governors	September 2024	September 2025	All Staff
LA	Headteacher	V2	Governors	September 2025	September 2026	All Staff
LA	Headteacher	V3	Governors	July 2026	July 2027	All Staff



## 1.0 Introduction

Banks Road Primary School recognises the 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 Banks Road Primary School to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding. 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. As a school we set a target for all pupils to aim for 100% attendance, with the expectation all pupils achieve at least 97%.

***As a school we define regular attendance as 97% or above.***

As a school we recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding and behaviour and inclusion.

This policy demonstrates our commitment to meeting the requirements laid out in the Department for Education statutory guidance "Working Together to Improve School Attendance" (Statutory Guidance from August 19, 2024).

Although attendance is non-statutory until the term after a child's fifth birthday, Banks Road Primary School expects all children in Nursery and Reception to attend regularly and punctually. Establishing strong attendance routines from the earliest point in a child's education supports safeguarding, wellbeing and the secure foundations for learning identified within the Early Years Foundation Stage (EYFS) Statutory Framework (2025). We therefore apply our full attendance expectations and procedures to all Early Years pupils in line with our statutory safeguarding duties and EYFS requirements.

## 2.0 Aims

- Provide a framework to support building strong relationships with families to ensure pupils have the support in place to attend school.
- Raise the profile of attendance and punctuality amongst the school community
- Set high expectations for the attendance and punctuality of all pupils

- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below)
- Ensure every pupil has access to a full-time education
- Have clear procedures for the maintenance of accurate registration for all pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data is in place
- Ensure there is a proactive whole school approach that embeds consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies.

### 3.0 Legal Framework

This policy is based on the Department for Education statutory guidance 'Working Together to Improve School Attendance.' The guidance is based on the following legislation:

- The Education Act 1996
- The Education and Inspections Act 2006
- School Attendance (Pupil Registration) (England) Regulations 2024

### 4.0 Roles and Responsibilities

#### 4.1 Governance:

The governing board is responsible for:

- Making sure leaders fulfil expectations and statutory duties
- Ensuring that the school has high aspirations
- Regularly analysing attendance data and reviewing the school's performance
- Ensuring all staff receive adequate training on their role in supporting pupil attendance
- Holding the headteacher to account for the implementation of the attendance policy

#### 4.2 Senior Attendance Champion – **Jamie Wilson**

In line with DfE statutory guidance (August 2024), the Senior Attendance Champion is a member of the Senior Leadership Team responsible for:

- Setting the strategic direction for improving attendance across the school.
- Ensuring a whole-school culture that promotes the benefits of good attendance.
- Overseeing attendance systems, daily processes and data analysis.
- Leading attendance staff, including the Designated Attendance Lead.
- Ensuring pupils and families receive appropriate support and intervention.
- Leading formal meetings with parents where attendance causes concern.
- Working with the Local Authority's School Attendance Support Team, including attending Targeting Support Meetings.
- Reporting attendance data, patterns and strategic actions to governors.

### 4.3 The Headteacher – **Jamie Wilson**

The headteacher is responsible for:

- Implementation of this policy
- Reporting school level performance data to governors
- Ensuring effective communication between school and the local authority
- Ensuring effective communication with **\*parents** for all pupils where there are barriers to attendance

*\* Section 576 of the Education Act 1996, the definition of a parent under education law defines “parent” as:*

*(a) All natural (biological) parents, whether they are married or not;*

*(b) Any person who, although not a natural parent, has parental responsibility for a child or young person;*

*(c) Any person who, although not a natural parent, has care of a child or young person.*

### 4.4 The role of the Designated Attendance Lead - **Karen Barnes**

The designated attendance lead is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Ensuring all staff are aware of their role in supporting pupil attendance
- Evaluating the effectiveness of the school’s process and procedures for managing attendance
- Implementing specific strategies to address poor attendance identified through the analysis of data
- Coordinating targeted intervention and support to pupils and families

All staff working with children in the Early Years Foundation Stage (Nursery and Reception) must ensure that attendance is recorded accurately at the start of every session and that any absence is followed up immediately in line with safeguarding procedures. Staff must be aware that EYFS attendance monitoring is a statutory requirement under the EYFS Statutory Framework (2025), which requires accurate record keeping, timely follow-up of absence, and prompt escalation of concerns. Registers for EYFS children must never be left incomplete or delayed, and any patterns of absence or lateness must be shared with the Designated Attendance Lead without delay.

### **5.0 Promoting regular Attendance at Banks Road Primary School:**

This is everybody’s responsibility, all members of staff, parents and pupils.

To help us all focus on this, Banks Road Primary School will ensure:

- There is a designated attendance lead (DAL) for championing and improving attendance.
- Effective strategies are in place to support all pupils to arrive on time for school.
- An engaging curriculum is provided
- High quality teaching and learning is delivered throughout the school

- Pupils are provided with appropriate support from school and partner agencies to ensure regular attendance at school
- Pupils who experience difficulties in attending school are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- Effective partnerships with parents are encouraged through regular contact and communication
- Parents 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 through regular individual pupil incentives
- Attendance and punctuality is regularly discussed with children in assemblies
- Attendance roles and responsibilities are clearly defined and all staff should ensure that these are followed

In the Early Years Foundation Stage, strong partnerships with parents and carers are essential to supporting children's learning, wellbeing and school readiness. In line with the EYFS Statutory Framework (2025), we work closely with families of Nursery and Reception children to establish consistent routines, discuss attendance patterns early, and identify any barriers that may affect a child's regular attendance. Staff maintain open, daily communication with parents to support the child's development and ensure continuity between home and school.

## **6.0 Safeguarding**

A child not attending school, persistent lateness, or children missing from education may be considered a safeguarding issue if this places the child at risk of harm. Therefore, information about the cause of any absence from school is required.

To safeguard all the children in our care, it is important that parents provide the school with their current contact details and provide additional contact numbers in case of an emergency.

More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy.

For all children in the Early Years Foundation Stage (Nursery and Reception), any unexplained or unexpected absence is treated as a safeguarding concern in line with the EYFS Statutory Framework (2025). Staff must follow absence procedures immediately, including first-day calling, attempts to contact all emergency numbers, home visits where appropriate, and referral to children's social care or other agencies if a child's welfare cannot be assured. EYFS children are never assumed to be absent for parental

convenience, and all procedures apply with equal rigour to ensure their safety and wellbeing.

## **7.1 Expectations of Parents**

- Ensuring your child's regular attendance at school is a parent'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.
- For children in Nursery and Reception, attendance is not yet a legal requirement. However, by accepting a place at Banks Road Primary School, parents agree to support their child's regular attendance. Consistent attendance in the Early Years Foundation Stage (EYFS) is essential for establishing secure routines, supporting early communication and social development, and ensuring children benefit from the high-quality learning experiences set out in the EYFS Statutory Framework (2025). For this reason, all attendance procedures and expectations apply equally to EYFS children.
- Ensure your child arrives for school on time.
- Telephone school if your child is going to be late.
- Routine non-emergency medical and dental appointments should be made whenever possible outside of school hours. Confirmation of the appointment should be 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.
- If a text message/phone call is made by the school due to your child's absence it is important that you respond to ensure your child is appropriately safeguarded.
- Contact the school office if the reason for absence requires a more personal discussion.
- In case of emergency, school must have up to date contact numbers. Please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of three 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.

## **7.2 If a pupil is absent, we will:**

In line with the EYFS Statutory Framework (2025), any absence of a Nursery or Reception child is treated as a safeguarding priority. If a child in the Early Years Foundation Stage is absent without prior notification, staff must follow up immediately using first-day contact procedures, attempt all emergency contacts where needed, and escalate concerns without delay. All prolonged or unexplained absences for EYFS children are followed up rigorously and may require a home visit or referral to children's social care where appropriate.

- Telephone and text parents on the first day of absence if we have not heard from them by 9:00am.
- If no response is received, the school will consider appropriate follow-up action. This may include additional communication attempts, a home visit, or referral to other services where safeguarding concerns exist.
- If a pupil's absence continues, the parent will be invited to meet the Attendance Lead and any barriers to attendance will be explored. In line with Liverpool City Council's Graduated Attendance Management Process, the school will normally develop an Attendance Support Plan (ASP) with the parent, pupil and any relevant professionals.
- The Attendance Support Plan will:
  - identify barriers to attendance;
  - record agreed actions and support;
  - identify responsible adults;
  - set review dates and attendance targets;
  - be reviewed regularly to evaluate impact.
- Support may include:
  - reintegration support packages
  - Early Help assessment or referral to appropriate support services
  - Attendance Contracts
  - Attendance report cards
  - time limited reduced timetables
  - SEND support and reasonable adjustments
  - referrals to partner agencies
- If a pupil accrues 10 sessions of unauthorised absence within a rolling 10-school-week period, and appropriate support has been offered through the Attendance Support Plan process, the school may request consideration of a Notice to Improve (Ntl) in accordance with Liverpool City Council's Code of Conduct and the National Framework for Penalty Notices.
- A Notice to Improve will only be considered where it is judged to be the most appropriate intervention to improve attendance. If unauthorised absences persist the Attendance Lead will discuss actions with the school's Education Welfare Officer.

### **7.3 EYFS Induction and Communication With Parents**

For all children in the Early Years Foundation Stage (Nursery and Reception), the school provides clear information to parents at induction about routines, attendance expectations and reporting procedures. In line with the EYFS Statutory Framework (2025), we ensure parents understand how the EYFS is delivered, the importance of consistent attendance for their child's development, and how daily communication supports their child's wellbeing, safety and progress. Parents are encouraged to share any information that may affect attendance or punctuality so that staff can respond promptly and supportively.

## 8.0 Understanding types of Absence

Banks Road Primary School must legally record the reason for all individual pupil absence. Therefore, it is important for parents to directly inform school of the reason for absence, on the first day of absence.

### 8.1 Authorised Absence

Authorised absence - the school accepts the explanation offered as satisfactory. If no explanation is received, absences cannot be authorised. It is the headteacher, not parents who make the decision to authorise absence from school.

### 8.2 Unauthorised Absence

Unauthorised absence - when the school has not received a reason for absence or has not approved a child's leave of absence following a parental request. This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
- Truancy before or during the school day.
- Absences which have not been explained.
- Pupils who arrive late after the close of registration.

This type of absence may lead to the use of penalty notices or other legal interventions from the Local Authority. The Local Authority retains discretion to issue a penalty notice below the national threshold in exceptional circumstances, for example where there is a repeated pattern of unauthorised absence which appears to be deliberately avoiding the threshold (such as multiple short absences, including term-time leave or repeated absences for events such as birthdays).

Banks Road Primary School may request consideration of a Notice to Improve (NtI) through the appropriate Local Authority processes where a child has accrued 10 sessions of unauthorised absence within a rolling 10-school-week period and support has been offered.

The school will only seek a Notice to Improve where it is considered the most appropriate attendance intervention and where evidence of support, including an Attendance Support Plan, has been documented.

Prior to requesting a Notice to Improve, the school will normally be able to demonstrate:

- attendance concerns have been communicated to parents;
- support has been offered and reviewed;
- an Attendance Support Plan has been implemented;
- barriers to attendance have been explored;

- appropriate referrals to external agencies have been considered where required.

The Notice to Improve period will cover 20 school days. If the child has any unauthorised absence during this time, the school will refer the case to the Local Authority requesting a penalty notice be issued.

The Notice to Improve provides a final opportunity for parents to engage with support and demonstrate improved attendance. If no improvement is made during this period, the school will refer the case to the Local Authority for consideration of a penalty notice.

### **8.3 Persistent Absence**

Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DfE expects schools to intervene early to prevent pupils becoming a persistent absentee (PA)

Whilst we understand that pupils can be absent from school because they are ill, sometimes they may be reluctant to attend. If a pupil is reluctant to attend or a parent has concerns, it is important that contact is made with the school at the earliest opportunity to gain support and to work together to gain a resolution.

Parents are asked to contact the Attendance Lead in the first instance.

### **8.4 Severe Absence**

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

### **8.5 Dual Registration, Off-Site Education and Attendance Codes**

Banks Road Primary School follows the School Attendance (Pupil Registration) (England) Regulations 2024 and the DfE's statutory guidance Working Together to Improve School Attendance (2024) when recording attendance for pupils who receive education off-site or are registered at more than one school.

Dual Registration (Code D)

Some pupils are lawfully registered at more than one school (e.g. attending a pupil referral unit, hospital school, or another school as part of a phased placement).

In line with DfE guidance (para 343–345):

- The school where the pupil is scheduled to attend must record their attendance using appropriate codes.
- Code D is used by the school where the pupil is not expected to attend during that session.
- Both schools must ensure robust communication to follow up any unexpected absence.

#### Off-Site Educational Activity (Codes B, P, V, W)

Where pupils take part in supervised and approved educational activity off the school site, including:

- school-arranged educational visits or trips (Code V)
- approved sporting activity (Code P)
- work experience (Code W)
- other approved educational activity (Code B)

Banks Road will:

- Authorise such attendance only where the activity has an educational purpose.
- Ensure the pupil is supervised by an appropriately trained adult.
- Require the provider to notify school of any non-attendance immediately. (DfE paras 297–313).

These sessions are counted as attendance, not absence.

#### Education Arranged by the Local Authority (Code K)

Where a pupil attends provision arranged by Liverpool Local Authority under section 19 of the Education Act 1996 or an EHCP (e.g. hospital education, alternative provision), the school will record attendance using Code K, and also record the nature of the provision.

#### Part-Time Timetables (Code C2)

If a temporary part-time timetable has been agreed (paras 65–70):

- the sessions a pupil is not expected to attend are recorded as Code C2
- timetables must be time-limited, reviewed regularly, and never used for behaviour management

#### Non-Compulsory School Age Pupils (Code X)

For Nursery and Reception pupils who are below compulsory school age, Code X may be used only for sessions when the child is not expected to attend as part of their planned provision. Code X must not be used to authorise an absence where a child was expected to attend but did not. All EYFS children who are scheduled to attend must be registered as present or recorded with an authorised or unauthorised absence to ensure safeguarding procedures are followed.

Pupils who are not of compulsory school age may have sessions they are not required to attend (Code X).

This must only be used where the timetable does not require attendance, not for authorised absence.

### Attendance and Absence Codes

Banks Road Primary School uses all national attendance and absence codes as set out in Regulation 10 and the DfE guidance (Chapter 8). These include:

- Codes for attendance (/ , , L)
- Codes for approved off-site activity (B, P, V, W, K, D)
- Authorised absence codes (C, I, M, R, T, E, S, J1, C1, C2)
- Unauthorised absence codes (G, N, O, U)
- "Unable to attend" codes (Q, Y1, Y2, Y3, Y4, Y5, Y6, Y7)

## 8.6 Supporting Pupils with Mental Health Needs, SEND or Long-Term Medical Conditions

Banks Road Primary School recognises that some pupils face additional barriers to attendance, including mental health difficulties, special educational needs and disabilities (SEND), and long-term physical or mental health conditions. In line with DfE statutory guidance *Working Together to Improve School Attendance (2024)*, the school will:

### Understanding Individual Needs

- Work in partnership with pupils and their families to understand the specific barriers preventing regular attendance.
- Consider the sensitivity and complexity of mental health needs and aim to ensure school remains a place of safety and support.

### Pastoral, Curriculum and In-School Adjustments

- Provide appropriate pastoral support to reduce anxiety and help pupils feel ready and able to attend school.
- Make reasonable adjustments under the Equality Act 2010 where a pupil has a disability.
- Consider adjustments to routines, timetables, transition arrangements, uniform expectations, lunchtime arrangements or access to safe spaces.

### Use of Part-Time Timetables

- Only use a temporary part-time timetable where it is in the pupil's best interests and agreed with parents.
- Ensure part-time timetables have clear review dates, a planned end date, and are never used as a behaviour management tool.

### Support from External Agencies

Where additional support is required, school will:

- Seek guidance or support from external professionals (e.g. CAMHS, Mental Health Support Team, School Nurse, GP, SEND services).

- Make referrals to Early Help where a whole-family response is needed.

### **SEND-Specific Support**

- Ensure provision in a pupil's Education, Health and Care Plan (EHCP) is accessed and reviewed where attendance concerns relate to SEND needs.
- Work with Liverpool LA to review or amend an EHCP if current provision is not adequately supporting regular attendance.

### **Monitoring and Escalation**

- Monitor attendance closely for pupils with SEND and health needs and review data with governors and the Local Authority through Targeting Support Meetings.
- Submit a statutory "sickness return" to the Local Authority if a pupil is expected to miss **15+ days** due to illness (consecutive or cumulative) in line with DfE expectations.

## **8.7 Graduated Attendance Management Process**

Banks Road Primary School follows Liverpool City Council's Graduated Attendance Management Process.

Where attendance concerns arise, interventions will normally follow a staged process:

### **Stage 1 – Support and Intervention**

- Attendance monitoring
- Communication with parents
- Attendance Support Plan
- Attendance meetings
- Home visits where appropriate
- Early Help and multi-agency support

### **Stage 2 – Escalation**

- Review of support and impact
- Consideration of further intervention
- Referral to Liverpool City Council where appropriate

### **Stage 3 – Local Authority Consideration**

- Review by Liverpool City Council's Statutory School Attendance Service
- Consideration of Education Supervision Orders, Notices to Improve, Penalty Notices or prosecution

### **Stage 4 – Legal Intervention**

- Penalty Notices
- Education Supervision Orders
- Prosecution under Section 444 Education Act 1996 where appropriate

Each case will be considered individually and support will remain the priority throughout the process.

## 9.0 Why regular attendance is important

In the Early Years Foundation Stage (EYFS), regular attendance is essential in establishing secure routines and supporting children's early development. Daily attendance enables children to build strong relationships with adults and peers, develop communication and language skills, learn social expectations and benefit from the consistent, high-quality early learning experiences required for 'school readiness'. As set out in the EYFS Statutory Framework (2025), children learn and develop best when they access a stable, continuous early education. For this reason, we expect Nursery and Reception children to attend regularly even though attendance is not yet statutory.

Any absence affects education and regular absence will seriously affect pupils' learning. Pupils who have regular 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 your child's regular attendance at school is your legal responsibility and permitting your 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.

## 10.0 The Education Welfare Officer (EWO)

The Education Welfare Officer (EWO) – will work with parents to support their child in overcoming any barriers in attending school, The EWO will always try to resolve any issues by working in partnership with the school and family. If a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists and the parent has refused or not engaged with support that has been offered, the local authority may consider further statutory intervention and/or legal proceedings.

### Penalty Notices:

Where attendance fails to improve despite support and intervention, the school may refer cases to Liverpool City Council's Statutory School Attendance Service for consideration of further action.

The Local Authority will determine whether the legal threshold has been met and may consider:

- continued support and intervention;
- an Education Supervision Order (ESO);
- prosecution under Section 444(1) Education Act 1996;

- prosecution under Section 444(1A) Education Act 1996;
- other legal remedies available under attendance legislation.

In line with the Department for Education's National Framework for Penalty Notices and Liverpool City Council's Code of Conduct, the school and Local Authority will adopt a support-first approach. This means that appropriate support will always be considered and, where suitable, implemented before legal intervention is pursued.

Support will typically be evidenced through the use of an Attendance Support Plan (ASP), attendance meetings, home visits where appropriate, attendance contracts, Early Help involvement and referrals to external agencies.

The school will follow Liverpool City Council's graduated attendance management procedures when considering escalation to legal intervention.

Penalty notices will only be considered where support has not been engaged with, has not been successful, or where support is not appropriate (for example, in cases of unauthorised term-time leave).

- Liverpool City Council (LA) will issue a Penalty Notice to parents for the unauthorised absence of their child.

Before issuing a penalty notice the LA will consider:

- If the national threshold for considering a penalty notice has been met, 10 sessions of unauthorised absence in a rolling 10-week period
- If issuing a penalty notice is the best available tool to improve the attendance of the pupil
- If appropriate support has been put in place
- Consideration of the obligations that the school has under the Equality Act 2010 that would make issuing a penalty notice inappropriate
- Each parent who is liable can be issued with a penalty notice, but this will usually be the parent who allowed the absence
- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3-year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

A maximum of two penalty notices may be issued to the same parent in respect of the same child within a rolling three-year period. If the national threshold is met for a third time (or subsequent times) within this three-year period, a penalty notice cannot be issued and the Local Authority will consider alternative legal action, which may include prosecution or other attendance enforcement measures.

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website.

## 11.0 Leave of absence in Term Time

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and DfE statutory guidance Working Together to Improve School Attendance (2024), Banks Road Primary School may only grant a leave of absence during term time where:

- an application is made in advance by a parent with whom the pupil normally lives; and
- the Headteacher is satisfied that the request meets the threshold of exceptional circumstances as defined by the DfE.

### Definition of Exceptional Circumstances

Exceptional circumstances are rare, significant, unavoidable and short-term events, where the event:

- cannot reasonably be scheduled outside term time,
- is outside the control of the family, and
- requires the child to be absent from school.

The following may be considered exceptional:

- Close family bereavement.
- Participation in a significant religious observance set by a religious body (not determined by the family).
- Attendance at a ceremony or event of unique and one-off importance.
- Armed forces return from duty or pre-deployment leave.
- Time-limited and evidenced crises where other agencies are involved.

### Circumstances that are not exceptional

- The DfE is clear that the following do NOT meet the threshold for exceptional circumstances Family holidays or trips abroad.
- Weddings and celebrations (unless the pupil has a defined role that cannot be rescheduled).
- Shopping, birthdays, or days out.
- Vacations linked to parental work rotas, shift patterns or cheaper travel costs.
- Visiting relatives overseas when travel is traditionally cheaper.
- Extending a weekend, bank holiday or school break.
- Protests or political demonstrations (DfE 2024 explicitly states these are not legitimate reasons, para 38).

### Decision-making process

When considering an application for leave:

- The Headteacher will consider the specific facts and supporting evidence of each case.
- The Headteacher will determine both whether the circumstances are exceptional and the number of days authorised.

- Decisions will be recorded and communicated in writing to parents.
- Leave cannot be granted retrospectively.

### **Unauthorised leave**

Any unauthorised absence of 10 sessions or more in a rolling 10-week period may result in a Notice to Improve or a Penalty Notice, in line with the National Framework for Penalty Notices (2024).

In cases where a parent has taken unauthorised term-time leave of 10 sessions (5 days) or more, and it can be evidenced that the parent understood that the leave would not be authorised, a penalty notice may be issued without a Notice to Improve being issued first.

## **12.0 Lateness**

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.

### **12.1 How we manage lateness**

The school day starts and registers are taken at 8:50am by the class teacher and pupils receive a late mark if they are not in their class by that time. School recommends that pupils arrive by 8:30am.

- If a pupil arrives late to school parents will receive a text message/telephone call to inform them of their child's late arrival.
- Late arrival to school following the close of registers is classified as an absence (Code U). If a pupil is persistently late after the official close of the register and there are no barriers preventing the child from arriving on time, the school may request the local authority issue a penalty notice.
- The official close of registration for Banks Road Primary School is 9:20am.

If a parent has any problem getting their child to attend school on time, they should contact the Attendance Lead/Pastoral Lead who will offer support to resolve the problem.

## **12.2 Registration Times (Statutory Requirement)**

In line with the School Attendance (Pupil Registration) (England) Regulations 2024 and DfE guidance Working Together to Improve School Attendance (2024), Banks Road Primary School sets the following registration times:

- The school day begins at 8:50am.
- The morning register opens at 8:50am and closes at 9:20am.
- Pupils arriving after 8:50am but before 9:20am will be recorded as late (Code L).
- Pupils arriving after 9:20am will be recorded as late after registration closes (Code U), which is classified as an unauthorised absence unless an acceptable reason is provided.

- The afternoon register will be taken at the start of the afternoon session and will remain open for no longer than 30 minutes, in line with statutory guidance.

## 12.3 Part-Time Timetables (Statutory Requirements)

In line with the School Attendance (Pupil Registration) (England) Regulations 2024 and DfE statutory guidance Working Together to Improve School Attendance (2024), Banks Road Primary School is committed to ensuring that all pupils of compulsory school age receive a full-time education.

A part-time timetable will only ever be used in very exceptional circumstances, where:

- it is in the best interests of the pupil;
- it forms part of a time-limited, structured support plan;
- it is designed to support reintegration following illness, trauma, SEND-related barriers, or a significant period out of school;
- it is agreed jointly with a parent with whom the pupil normally lives.

### Key principles

- A part-time timetable must never be used as a long-term solution or as a behaviour management tool.
- A part-time timetable must include:
  - a clear written rationale
  - a start date and planned end date
  - review dates (at least fortnightly, and always within six weeks)
  - specific objectives and arrangements for support
- At the end date, pupils are expected to return to full-time education unless a review formally agrees continued temporary support.

### Recording attendance

- Sessions a pupil is not expected to attend as part of an agreed temporary part-time timetable must be recorded using Code C2.
- Code C2 must only be used when the timetable is:
  - agreed with parents,
  - clearly time-limited,
  - formally recorded in school systems.
- Part-time timetables must not be coded as illness unless medically evidenced.

### Monitoring and safeguarding

- All part-time timetables require a risk assessment and are overseen by the Senior Attendance Champion.
- Where a pupil has an EHCP, the Local Authority SEND team must be informed and involved (DfE para 69).

- If the pupil has a social worker, they must be notified and included in reviews (DfE para 68).
- If the arrangement extends beyond a short period, school will request additional multi-agency involvement (DfE para 20).

### **Local Authority notification**

Banks Road Primary School will inform Liverpool Local Authority's School Attendance Support Team of all pupils placed on a temporary part-time timetable, in line with DfE expectations for monitoring and safeguarding (2024).

### **13.0 People Responsible for Attendance at Banks Road Primary School**

All school staff, parents and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

See attached appendices.

### **14.0 Removal from Roll**

From the 1st of 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.

All schools must complete an Exit form and submit to the **[CME@liverpool.gov.uk](mailto:CME@liverpool.gov.uk)** inbox.

All schools must 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 attendance officer with comprehensive information about their plans, including, any date of a move, 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 may be considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try to 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.

## 15 Statutory Data Sharing With the Local Authority

In accordance with the *School Attendance (Pupil Registration) (England) Regulations 2024* and DfE statutory guidance *Working Together to Improve School Attendance (2024)*, Banks Road Primary School will share the following information with Liverpool Local Authority:

### **New Pupil Returns**

The school will notify the Local Authority within **5 days** of adding a pupil's name to the admission register outside the normal transition point, providing all required details (Regulation 13(1)–(3)).

### **Deletion Returns**

The school will notify the Local Authority when a pupil's name is deleted from the admission register for any lawful reason under Regulation 9, providing the full required information (Regulation 13(4)–(6)).

### **Monthly Attendance Returns for Unauthorised Absence**

At least once each calendar month, the school will provide the Local Authority with the names and addresses of all pupils of compulsory school age who:

- fail to attend regularly, or
- have been absent for **10 consecutive school days** with unauthorised codes (G, N, O, or U),  
as required by DfE guidance (2024).

### **Sickness Returns**

The school will notify the Local Authority when a pupil is recorded as absent due to illness (Code I) and is expected to miss **15 or more** days (consecutive or cumulative) in the school year.

### **Sharing Attendance Data for Safeguarding and Targeted Support**

The school will share relevant attendance information with the Local Authority and other partners (including the School Attendance Support Team) where a pupil's absence is at risk of becoming persistent or severe, or where safeguarding concerns arise.

Where appropriate, and in line with DfE guidance, the school will also share attendance information with youth offending teams, Children's Social Care, and other agencies involved in the pupil's education, safety, or welfare.

## 16.0 Policy Review, Publication and Accessibility

In line with the Department for Education statutory guidance *Working Together to Improve School Attendance (2024)*, Banks Road Primary School commits to the following:

## Publication

- This Attendance Policy is published on the school website and is accessible to all parents, carers, governors and staff.
- Parents are directed to this policy when their child joins the school and whenever the policy is updated.

## Annual Review

- The policy is reviewed at least annually, or sooner if national guidance or local authority requirements change.
- As required by DfE guidance (para 30), the school will review the policy to ensure it reflects current barriers to attendance, changes in legislation, and the views of parents and pupils.

## Consultation and Approval

- The review process involves consultation with:
  - the Governing Board,
  - the Senior Attendance Champion,
  - the Designated Attendance Lead, and
  - Liverpool Local Authority's School Attendance Support Team (where appropriate).
- The governing board is responsible for approving the policy annually in line with its statutory duties.

## Communication with Parents

- Parents and carers are reminded of attendance expectations and the availability of this policy at the beginning of each academic year, and whenever significant changes occur.

This Attendance Policy will be reviewed annually to ensure it remains fully aligned with the most current version of the Early Years Foundation Stage (EYFS) Statutory Framework. Any updates to EYFS safeguarding or attendance requirements will be incorporated promptly so that the school continues to meet all statutory duties for children aged 0–5, including expectations around absence follow-up, information-sharing with parents, and record-keeping.



Appendices  
Attendance and Punctuality Roles and Responsibilities Guidance

When	Whom	Actions Expected
<b>DAILY</b>	<b>Pupils</b>	<ul style="list-style-type: none"> <li>• Arrive on school site by 8:30am</li> <li>• Be in class on time for registration at 8:50am</li> </ul>
	<b>Class Teacher</b>	<ul style="list-style-type: none"> <li>• Registers are completed on the MIS system each day on time</li> <li>• Ensure attendance has a high profile in class</li> <li>• Discuss absence with pupils returning to school</li> </ul>
	<b>Pastoral Staff</b>	<ul style="list-style-type: none"> <li>• Ensuring staff have completed AM/PM registers</li> <li>• Ensuring input of accurate attendance coding in the register via MIS</li> <li>• Identify pupils who are absent from school without reason (before 9:00am)</li> <li>• Log on MIS, parental voicemails, text messages and emails regarding student absences</li> <li>• Ensure all late arriving pupils are spoken to and their attendance is entered on to MIS</li> <li>• MIS messages sent to parents who have failed to contact the school regarding their child's absence</li> <li>• First day absence phone contact with parents, following up unexplained absences where no text message/phone call has been returned.</li> <li>• SLT and class/form teachers contacted with specific attendance queries and necessary follow ups required</li> <li>• Supporting staff with registration queries, support the interventions of the class teachers.</li> <li>• Logging attendance of all pupils going out /in school for medical, dental or visits</li> <li>• Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the first day contact systems.</li> <li>• Daily Late process, log and send actions for relevant staff.</li> <li>• Daily Attendance SA/PA report sent to DAL for attendance.</li> </ul>
	<b>Curriculum Leaders</b>	<ul style="list-style-type: none"> <li>• Curriculum leaders' informal discussions with identified pupils to follow up attendance issues and agree future action required.</li> <li>• Curriculum leaders discuss with class teachers when required identified pupils of concern regarding specific attendance queries and necessary follow ups required.</li> </ul>
	<b>EWO</b>	<ul style="list-style-type: none"> <li>• Safeguarding home visits as required.</li> <li>• Focused casework interventions with SA/PA pupils and families.</li> <li>• Phone call contact with pupils/parents</li> <li>• Home visits</li> <li>• Instigation of legal proceedings</li> <li>• Tracking of actions and interventions and feedback to pastoral staff.</li> </ul>



<b>Designated Attendance Lead</b>	<ul style="list-style-type: none"> <li>Monitoring and tracking of staff not completing registers in line with Safeguarding requirements.</li> <li>Liaison with EWO, Pastoral staff and Curriculum Leaders regarding support work with identified pupils.</li> </ul>
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When	Whom	Actions Expected
<b>WEEKLY</b>	<b>Class Teacher</b>	<ul style="list-style-type: none"> <li>Ensure all members of the class know the school target and their current attendance</li> <li>Monitor/follow up identified pupil absence by contacting parents where appropriate.</li> <li>Update information on attendance displays</li> </ul>
	<b>Pastoral Staff</b>	<ul style="list-style-type: none"> <li>Informing SLT and EWO of pupil patterns of absence.</li> <li>Provide weekly pupil attendance figures for DAL for attendance, class teachers and pupil rewards</li> <li>Discuss punctuality issues with identified pupils and parents</li> <li>Pupil rewards</li> <li>Provide weekly punctuality data for the DAL for attendance, class teacher and pupil rewards</li> </ul>
	<b>Curriculum Leader</b>	<ul style="list-style-type: none"> <li>Organise support for pupils to catch up on missed work due to prolonged absence</li> </ul>
	<b>Designated Attendance Lead</b>	<ul style="list-style-type: none"> <li>Monitoring and tracking of staff not completing registers in line with Safeguarding requirements.</li> <li>Liaison with EWO, pastoral staff and curriculum leaders regarding support work with identified pupils</li> <li>Determine priority actions for the following week</li> </ul>

When	Who	Actions Expected
<b>HALF TERMLY</b>	<b>Designated Attendance Lead</b>	<ul style="list-style-type: none"> <li>Maintain a high profile of attendance as a significant contributor to pupil achievement</li> <li>Use attendance data to identify and act to improve the attendance of vulnerable pupils</li> <li>Ensure that all teaching staff focus on attendance in planning and pedagogy</li> <li>Determine priority actions for the next half term</li> </ul>



<b>Pastoral Staff</b>	<ul style="list-style-type: none"> <li>• Monitor and track attendance SA /PA action plans</li> <li>• Liaise with EWO to share information and agree joint actions re action plans and pupils causing concern</li> </ul>
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<b>TERMLY</b>	<b>Designated Attendance Lead</b>	<ul style="list-style-type: none"> <li>• The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those attending off site provision</li> <li>• School attendance review alongside the EWO</li> <li>• Ensure attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance</li> <li>• Ensure that the attendance policy is implemented across the school and systems are operating effectively</li> <li>• Report to SLT on attendance matters</li> <li>• Ensure school prospectus, parents' welcome booklet and school newsletters, promote attendance</li> <li>• Ensure attendance features at ALL parents' evenings</li> <li>• Determine priority actions for the next term</li> </ul>
	<b>Headteacher</b>	<ul style="list-style-type: none"> <li>• Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors</li> </ul>