



Abbey CofE Infant and Nursery School
Attendance and Punctuality Policy

Attendance Policy

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Aims of the Policy

This policy has been written to ensure that **Abbey CofE Infant and Nursery School** is compliant with the guidelines established by the government relating to school attendance. This policy is intended to:

- foster a shared understanding of the importance of good attendance across the whole-school community;
- promote good attendance and punctuality;
- reduce unnecessary absences;
- address persistent absenteeism;
- establish protocols to ensure that attendance issues are addressed early and effectively;
- build effective working relationships with parents and carers to ensure that every child is accessing education.

Related Legislation and Guidance

This policy meets the requirements of Working together to improve school attendance outlined by the Department for Education (DfE).

It is also based on the following legislation and guidance:

- Statutory guidance on school attendance parental responsibility measures
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) Regulations 2006 (with subsequent amendments)
- The Education and Inspections Act 2006 (Part 7)
- The Education Act 2002 (Part 3)
- The Education Act 1996 (Part 6)

When applying this policy, our school is aware of its obligations under the Equality Act 2010.

Roles and Responsibilities

Attendance is the responsibility of all members of the school community. However, we have allocated specific roles and responsibilities to named individuals to ensure that we are meeting statutory requirements.

Governors

Those responsible for governance at the school will:

- ensure that the school fulfils statutory attendance requirements;
- work with leaders to establish policies, protocols and expectations relating to attendance;
- reinforce the importance of attendance in documentation and communications as appropriate;
- ensure that key staff receive relevant training relating to attendance;
- review and analyse attendance data and support leaders to address any issues that become apparent;
- offer appropriate challenge regarding attendance data;
- keep up to date with changes in guidance and legislation and ensure that leaders are aware of any changes;
- hold the headteacher to account for the effective implementation of this policy.

Headteacher

The headteacher will:

- take responsibility for the implementation of this policy;
- monitor school-level attendance and absence data and communicate key information and data to those responsible for governance;

- monitor the impact of any attendance strategies and systems that are in place, identifying new approaches where relevant;
- ensure that there are systems in place so that when a pupil has a social worker, they are informed about any unexplained absences;
- liaise with attendance staff to identify when it would be appropriate to issue fixed penalty notices;
- decide whether requests for leave should be granted in exceptional circumstances.

Designated senior leader for attendance

It is expected that schools will have a designated senior leader for attendance. At our school, this person is **Rachel Horton (Headteacher)**. The senior leader will:

- oversee attendance across the school;
- retain an oversight of attendance data across the school;
- foster a clear vision and expectations throughout the school community;
- identify and/or devise systems and interventions to improve attendance;
- arrange meetings with parents/carers to address attendance issues;
- advise in instances where it would be appropriate to consider a fixed penalty notice.

Attendance staff: Keisha Thirlwall

Those responsible for the day-to-day oversight of attendance at the school will:

- monitor individual and group attendance on a day-to-day basis;
- gather information and produce reports relating to attendance (as required by leaders);
- report to Headteacher on all attendance matters;
- work with education welfare officers and any other external partners to tackle attendance issues;
- deliver targeted interventions where a need has been identified;
- provide additional support for attendance in line with the school's policy on this;
- carry out home visits where appropriate.

Class teachers

Class teachers will:

- complete attendance registers at the times specified by the school using the school's agreed systems;
- use accurate attendance and absence codes as set out in Working together to improve school attendance;
- promote positive attendance through positive relationships with parents of children in own class;
- provide attendance information and discuss attendance concerns with parents of pupils in own class as they emerge;
- offer day to day attendance advice and support to parents of children in own class;
- share attendance concerns with attendance champion (Keisha Thirlwall) when they arise.

Office staff

Office or school administration staff will:

- answer and record attendance-related phone calls from parents/carers;
- Promote the importance of good attendance and punctuality with whole school community, signpost to support if required;
- ensure that any safeguarding and attendance concerns are reported using the school's agreed safeguarding/ attendance recording systems and protocols;
- Conduct same day absence phone calls;
- Carryout home visits where appropriate, with the agreement of the Headteacher.

Parents and carers

Parents and carers will:

- ensure that their child is in school each day, except for when a statutory reason applies;
- notify the school of their child's absence as soon as possible using the school's agreed systems;
- ensure that leave of absence is only requested in exceptional circumstances and, where possible, advance notice is given;
- book any non-emergency medical and dental appointments outside of the school day, where possible;
- engage with any support offered to address any barriers to their child's attendance.

Warwickshire Local Authority

- Rigorously track local attendance data;
- Have a School Attendance Support Team to provide core functions to all schools free of charge;
- Bring schools together to communicate messages, provide advice and share best practice between schools within Warwickshire;
- Hold termly Targeted Support Meetings with schools;
- Provide access to multi-disciplinary support for families to tackle the causes of absenteeism;
- Provide legal intervention where voluntary support has not been successful or engaged with.

Protocols and Procedures

Recording attendance

In line with statutory requirements, we will keep a register of school attendance and ensure that the name of every pupil is entered onto the register, irrespective of whether they are of statutory school age or not.

The school will add pupils to the admission register at the beginning of the first day on which it has agreed with (or been notified by) the parent that the pupil will attend the school. If a pupil fails to attend school on the agreed starting day, the school will follow this up and establish the reason for absence.

Once a pupil is added to the admissions register, their attendance or absence will be recorded for each session. The register will take place at the start of the school day and also once during the second session.

Codes recorded in the register will be in line with the guidelines set out in Section 8 of Working together to improve school attendance.

The school will also record:

- whether the absence is authorised or not;
- the nature of any off-site activity;
- any exceptional circumstances that have resulted in an absence.

Amendments to the attendance register

Clear and accurate records of amendments made to the attendance register will be kept. These will note:

- the original entry;
- the amendment that is being made;
- the reason for this amendment;
- the date that the amendment is being made;
- the name and position of the individual making the amendment.

Monitoring and analysing attendance

We monitor the attendance of our pupils so that we can identify any issues, concerns and patterns of absence. We use a range of systems to monitor absence on a daily, weekly, termly, half-termly and annual basis. We monitor the attendance of individuals, groups and cohorts, as well as looking at attendance patterns across the whole school.

The systems we use for monitoring attendance are as follows:

Half termly pupil attendance monitoring

Weekly class attendance data summary

Daily attendance checks

We will use our monitoring data to identify any individuals, groups or patterns that are a cause for concern and then take measures to address these. This data will be used in discussions with families and when evaluating the impact of any attendance strategies that we implement.

Procedures These procedures have been developed in order to promote a whole school awareness of the importance of attendance:

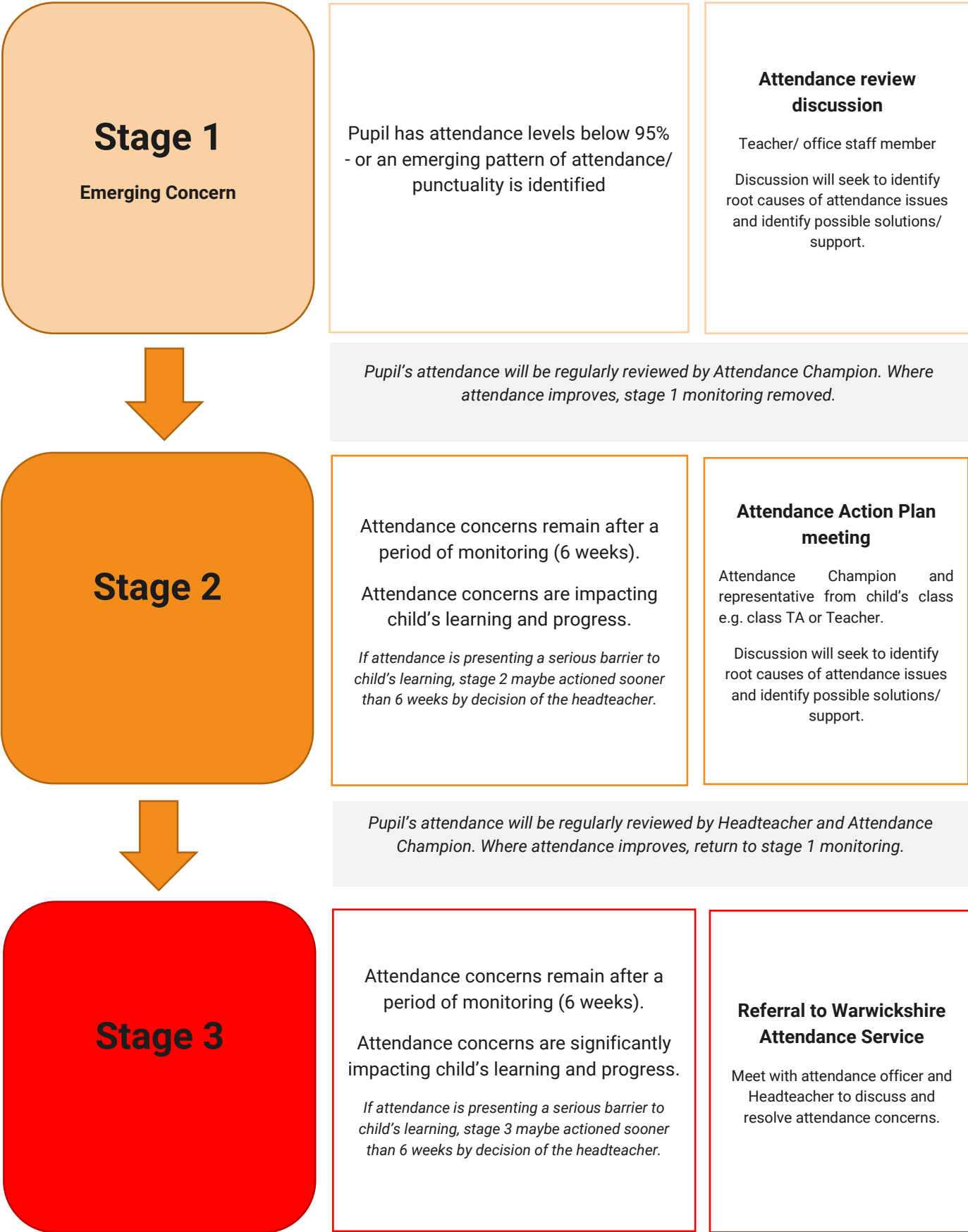
Lates:

- Registers open at 8.30 and close at 8.40am (Any pupil arriving after this time will be recorded as late unless a medical note is provided by parent upon arrival)
- Any pupil arriving later than 9.00 without good reason will receive an unauthorised late mark, this counts as an absence on the pupil's overall record of attendance
- Staff will be available and will emphasise the importance of being on time.

- All staff will promote good punctuality by speaking with parents of pupils who are persistently late for school. Persistent lateness will be supported on the staged absence management procedure (as below). *All staff will offer support to parents to improve punctuality through practical advice or signposting to early help services if required.*

Absences:

- First day contact between parents and the school by text/phone call asking for an explanation of the child’s absence



Reporting to parents and carers

We understand the importance of keeping parents and carers informed about their child's attendance, as well as reminding them of the implications of poor attendance. In accordance with statutory document '[Working Together to Improve School Attendance](#)' we strive to identify attendance issues at an early stage and offer advice and support to parents to improve attendance. Our systems for reporting attendance and absence to parents and carers are as follows:

- **Attendance reports are shared with parents on a termly basis at parent consultation meetings and in end of year reports.**
- **Class teachers will speak to parents to offer support when emerging attendance concerns arise.**
- **Parents will be contacted by the school attendance champion via telephone where monitoring identifies an attendance concern.**

Strategies for promoting good attendance

We recognise the importance of promoting good attendance and making sure that pupils and their families understand the effect of poor attendance on their life chances. We believe that attendance is everybody's responsibility and all staff support this important value.

The systems we use at Abbey CofE Infant School for promoting attendance are:

- **Weekly class attendance award, The Daily Dragon**
- **Attendance discussions at parent consultation meetings/ school information workshops/induction meetings**
- **Importance of good attendance messages shared on school dojo and on school website every half term**

Authorised and unauthorised absences

We recognise that every absence is unique so the school will consider whether to authorise an absence on a case-by-case basis.

The following will give a guide as to whether the absence is likely to be authorised.

Typical scenarios for authorised absences include:

- illness;
- emergency medical and dental appointments;
- religious observance for recognised religious holidays/festivals;
- a pupil taking part in a performance if the local authority has granted a licence for this;
- bereavement (close friend or family member);

In the examples listed above, the school will still usually need to grant permission for the absence to be authorised.

Unauthorised absence is where a pupil's absence is for a reason that is deemed to be unacceptable by the school or where the reason for a pupil's absence has not been provided and cannot be established.

In the case of illness, the absence will usually be authorised unless there are grounds for concern that the illness may not be authentic. In these instances, the school may ask for supplementary evidence, such as a doctor's note, appointment card, medical report, etc. The school will not ask for this additional evidence unnecessarily.

If, after requesting evidence, the school is still not satisfied that the reason given is genuine, it will be recorded as unauthorised. Parents or carers will be informed of this.

Non-emergency appointments

We request that non-emergency medical and dental appointments are booked outside of the school day to minimise lost learning time. Where this is not possible, permission for absence should be sought in advance.

Punctuality

Pupils must arrive at school on time each day.

The morning register will open at **8.30am** and will be kept open until **8.40am**.

The register for the second session will open at **12.45** until **1.15pm**.

Pupils arriving after the register opened but before the register is closed will be marked as late using the appropriate code. Pupils arriving after the register has closed will be marked as absent using the appropriate code; however, the arrival time will be noted to ensure that there is a clear record that the pupil is on site.

The school day ends at 3pm.

Before and after school Club

School runs a before and after school club from 8am to 6pm. Parents must pay for this additional service and children should be booked into the required sessions via the school office. There are limited spaces available and spaces are allocated on a first come, first served basis.

Reporting absences

If a parent or carer needs to report an absence to the school, they should follow the agreed procedures as set out below:

- **Call the school office on 024 7638 6101 to report your child's absence.**

Parents or carers are requested to report all absences before **9am** each day (or as soon as reasonably possible.)

These systems should be used to report day-to-day absence and attendance issues. For more detailed support with attendance, parents should contact:

- Keisha Thirlwall (Attendance Champion) by telephone: 024 7638 6101 or via email: admin3103@welearn365.com

Requesting term-time absence

Requests for advanced approval of term-time absence will not be granted unless there are exceptional circumstances.

Parents or carers should plan their holidays around school holidays and avoid seeking permission to take their children out of school during term time.

If there are exceptional circumstances, then a request can be made to the school using our absence request form, which can be accessed upon request from the school office.

Requests for term-time absences should be made as soon as possible and at least **5 days** before the absence is due to take place. However, we recognise that in some rare instances, this will not always be possible.

Requests for term-time absences will be considered on a case-by-case basis taking the facts, circumstances and any supporting evidence into consideration. Leave of absence due to exceptional circumstances is at the discretion of the headteacher. This includes the length of time that the leave will be granted for.

Leave of Absence

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.

- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an “unauthorised” absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as ‘unauthorised’.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council’s Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.
- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Leave of Absence taken in the academic year 2025-26

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.

Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996

Managing persistent and severe absence

We will identify and address instances of persistent and severe absence.

Persistent absence is defined as a pupil who is absent for 10% or more of scheduled sessions.

Severe absence is where a pupil misses 50% or more of scheduled sessions.

We will identify persistent and severe absence using the systems for monitoring and analysis as outlined above.

To respond to persistent and severe absence, the school will seek to identify and address root causes. As there are a wide range of reasons for this occurring, the response will be determined on a case-by-case basis. However, typical strategies will include:

- supporting the pupil and their family to understand the reasons that attendance is important and the possible implications of repeated absences;
- enhanced monitoring of individual pupils where attendance is (or could be) an issue;
- holding meetings with parents or carers to discuss concerns;
- offering specific pastoral support using the resources and staffing already available within the school;
- working with external partners to address the underlying factors that are causing the absence;
- issuing warning letters and fixed penalty notices;

Handling unexplained absences

If a pupil is absent from school without an explanation, the school will take the following steps to determine the whereabouts of the child and the reason for their absence:

- first day phone calls

If, after repeated efforts to establish the circumstances around the child's absence, the school is still not able to establish this, the following steps will be taken in line with our safeguarding protocols:

- home visit
- Report the child as missing in education using Warwickshire safeguarding procedures
- Refer the child to Warwickshire safeguarding front door

Children missing education - GOV.UK

Legal sanctions for addressing attendance issues

Schools, the police and local authorities have legal powers to fine parents or carers for unauthorised absences. These powers only exist where the child is of statutory school age.

Decisions on whether to issue a penalty are made after considering a number of factors, including:

- the number of unauthorised absences in the last academic year.
- one-off absences that have been taken without school permission, e.g. term-time holidays;
- whether an excluded or suspended pupil is found in a public place during school hours without good reason;
- whether there are exceptional circumstances that explain an absence that would usually be unauthorised.

Legal sanctions will only be pursued when the family concerned have been offered support and this has either been unsuccessful or the family have failed to engage.

If a parent or carer is issued with a fine or penalty notice, each parent must pay £60 within 21 days. If the fine is not paid promptly, this will rise to £120 within 28 days. This payment is made directly to the local authority. Instructions for payment will be given when the fine is issued. After 28 days, the local authority will decide whether to withdraw the notice or pursue a prosecution.

Monitoring and Review

This policy will be reviewed every year. If there are any changes in legislation or government updates, the policy may need to be reviewed before the next scheduled update.

The policy will be reviewed by **the headteacher** and approved by **the governing body**.

Policy last updated: September 2025

Date of next scheduled review: September 2026