

Attendance Policy



RATIFICATION: Autumn 2026

DATE OF NEXT REVIEW: Autumn 2027

REVIEWED BY: Head of School

APPROVED BY: Local Governing Body

Stokesay Primary School Attendance Policy

Aims and Objectives

- To ensure all pupils take full advantage of opportunities for learning in school.
- To ensure the well-being and safety of children at Stokesay.
- To set school targets for attendance.
- To monitor pupil absence and the reasons.

Intentions

- To actively promote and encourage 100% attendance for all pupils.
- Each Monday the best attending class will be applauded and celebrated in assembly.
- To celebrate 100% attendance for individual pupils at the end of every term.
- To monitor regular and unauthorised absence and take steps to resolve this.
- To work with the EWO (Educational Welfare Officer) to ensure no child is absent without school being aware of the reason.
- To ensure that unauthorised requests are referred to the EWO.
- To ensure that Leave of Absence is only used in exceptional circumstances (family holidays are not deemed as such).
- To use the school MIS to analyse and monitor patterns of absence and work with parents to rectify concerns.

Teaching and Learning Impact

Stokesay Primary School will endeavour to reduce disruption to pupils' learning through unnecessary absence and will work with families to avoid lateness or avoidable time off from school.

Equality and Inclusion

All children will be dealt with in the same manner. Reasonable allowances will be made for children with severe disabilities or illnesses requiring additional authorised time off for medical administration, treatment or therapeutic intervention. This includes pupils whose mental health needs require attendance at therapy or counselling.

Roles and Responsibilities

Parents and Carers

- Ensuring their child attends school regularly and punctually.
- Informing the school of any absence before 9.00am on each day of absence.
- Working in partnership with the school to address attendance concerns.

Head of School

- Overseeing attendance systems and procedures.
- Working alongside the Educational Welfare Officer and external agencies when required.

Safeguarding

If a child is absent for any reason and the school has not been informed, Parents or Carers must contact the school office before 09.00 am (unless impossible due to an appointment or childcare arrangements).

Parents or Carers will be phoned shortly after the close of morning register if no message has been received.

The school will act promptly and rigorously to establish the whereabouts and safety of any pupil absent without explanation and will take all appropriate safeguarding actions where necessary.

Registration of Pupils

- Staff will be updated on any new legislation regarding pupil registration.
- Registers are to be completed accurately at the beginning of morning and afternoon sessions.
- Parents are reminded of the importance of contacting school before 09.00 am.
- Senior Leaders and Governors will evaluate attendance procedures.
- Regular reports will be provided to the Governing Body and Trust Board via the termly Head of School's Report.
- All absences will be reported by the Head of School to the EWO at their half-termly visit.

Contents of the Attendance Register

Each class teacher will take the attendance register at the start of the first session of each school day and the start of the afternoon session.

Pupils arriving after registration has closed will receive the appropriate attendance code in line with current DfE attendance guidance.

The school will follow up any absence in order to:

1. Ascertain the reason.
2. Ensure the correct safeguarding action is taken.
3. Identify whether the absence is authorised or unauthorised.
4. Enter the correct code into the MIS used for School Census data.

Registration and Absence Procedures

- The school day begins at **8.45 am** and **1.00 pm**.
- Registers close at **9.00 am** and **1.15 pm**; arrival after this time is marked as late.
- Parents/Carers must sign children in via the office if arriving late.
- Medical and dental appointments should be arranged outside of school hours where possible.
- Where this is impossible, an appointment card must be shown so that lateness can be authorised.

Reporting Absences

Parents must inform school of any reason for absence before 09.00 am each day (unless otherwise agreed).
A letter will be sent requesting information if no explanation is received.
Unexplained absences may be referred to the EWO where necessary.

Leave of Absence During Term Time

- Family holidays are not an authorised reason for leave.
- Families must request a meeting with the Head of School to discuss any leave of absence.
- Decisions will be based on:
 1. The child's previous attendance.
 2. The child's age, attendance history, stage of education and the potential impact on learning, including transition periods and key stages.
 3. Key assessment periods (e.g. SATs, Y1 Phonic Screening).
 4. The nature and purpose of the request.

Where agreement is not reached, and the child is absent, the absence will be unauthorised and referred to the EWO in line with *Working Together to Improve School Attendance (2024)*.

If a granted absence is exceeded, the additional time will be marked as unauthorised.

Medical Appointments

Parents must provide appointment letters or cards for any medical appointments during the school day.

Action on Repeated Absence

Monitoring Process

- Registers taken daily on Arbor and checked by office staff.
- Weekly attendance review by Mr Vaughan and the attendance team.
- Bi-weekly DSL reviews including vulnerable groups (PPG, SEND, EAL, safeguarding).
- PA-risk pupils flagged and monitored on the attendance tracker.
- All actions recorded on Arbor / CPOMS.

Celebration and Rewards

- Termly 100% attendance certificates.
- Stickers / Dojos for improvement and consistent good attendance.
- Weekly attendance raffle.
- Celebration in assemblies promoting positive attendance culture.

Persistent Absence (PA) is defined as attendance below 90% during the academic year.

Thresholds and Intervention Triggers (Updated)

Attendance Band	Action	Led By	Notes
97 – 100 %	Praise and recognition for good attendance.	Class Teacher	Weekly certificates, raffle entries.
95 – 96.9 %	Light-touch support; positive reminder about attendance.	Class Teacher / Office	Gentle, supportive contact.
93 – 94.9 %	Monitoring stage; placed on watch list with an informal check-in.	Mrs Upton (Pastoral Lead)	Illness/SEND context considered.
90 – 92.9 %	Early Intervention. Attendance Plan Meeting with Mr Vaughan and Mrs Upton if as part of a negative trend. In the Autumn Term, attendance in this band is also reviewed in comparison with the pupil's previous year-end trend, recognising that a small number of absences can disproportionately lower percentages early in the year.	DSL / Pastoral Lead	Targets reviewed half-termly. Early Help considered if wider barriers.
Below 90 %	Persistent Absence (PA). Formal intervention plan; may involve EWO referral. Judged on an individual basis , taking into account medical evidence, SEND needs, safeguarding concerns, and the pattern/reason for absence. Escalation is never percentage-only .	DSL / EWO	Full context considered before action.

Escalation and Formal Procedures

Where a child is **persistently late or absent**, even if school has been notified, the following steps will be taken:

- A supportive conversation or letter will be sent home.
- If concerns persist, the case will be referred to the EWO.
- Persistent lateness or unexplained absence will be monitored by the EWO as standard practice.

Schools and EWOs must follow the *Penalty Notice Regulations (2007)* and *Subsection (1) Section 23 of the Anti-Social Behaviour Act 2003*.

In certain cases of unauthorised absence, a **Fixed Penalty Notice** may be issued:

- £80 if paid within 21 days
- £160 if paid within 42 days

Additional actions may include an **Education Supervision Order** or **prosecution**, in line with the *August 2024 updates to “Working Together to Improve School Attendance”*.

Where a pupil is likely to be absent for a longer period (e.g. serious illness or significant family instability), school will work with relevant agencies to ensure the best outcomes. The child’s **safety and wellbeing** remain central.

Appendix A – Request for Leave of Absence in Term Time

Request for Pupil Leave of Absence in Term Time in Exceptional Circumstances

Head of Schools can only authorise any absence when an application has been made in advance by the parent/carer with whom the child is normally resident and it is felt to be for an exceptional circumstance. An annual family holiday would not be deemed an exceptional circumstance.

Full name of child(ren)	Address:
Reason for application and dates	

Parent's forename _____ Surname _____

Parent's forename _____ Surname _____

Signature of parent(s)/carer(s) _____ Date: _____

The headteacher may take into account:

- It is highly unlikely that the event will occur again in a child's school life.
- It is necessary for the child to be in attendance at the event.
- The event **cannot** be organised outside of the school term.
- Taking part in the event will be of greater value to the child than attending school.

Office use only

☐ Authorised

☐ Unauthorised

Signed(headteacher) Date:

WARNING

If this requested period of absence has not been authorised, details will be passed to Shropshire Council's Education Access Service. The Council may, in the following circumstances, issue a formal Warning, serve a Fixed Penalty Notice or take court action in respect of non-school attendance for this and any future unauthorised absence:

- **Parents have not sought permission from the headteacher before taking their child out of school for a holiday in term time**
- **The headteacher has refused the request but the absence occurs anyway; or**
- **A pupil has not returned to school by the agreed date with no satisfactory explanation**