Park End Primary School

Approved By: *D. Jackson*

Date: 17.11.2025

Attendance Policy

Review Date	Type of Review	Comments	Initials
Nov 2019	Update	Updated procedures	LR
Oct 2020	Update	Update in line with full opening of schools- addendum	LR
Dec 2021	Review	Updated paragraph 67	LR
Nov 2022	Update	Updated procedures	LR
Jan 2023	Update	Updated Appendix 3	LR
March 2023	Review	Updated section 4.4, section 9 (links to other policies	LR
July 2024	Update	New guidance published working together to improve school attendance (applies from 19 August 2024), Large amount of additional information included in section 3, roles and responsibilities. New section (7). Updated attendance codes – Appendix 1	LR
September 2025	Review	Updated section 3.3 (Changed LR to GB as designated attendance lead)	GB

Contents

1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

> Setting high expectations for the attendance and punctuality of all pupils

> Reducing absence, including persistent and severe absence

> Ensuring every pupil has access to the full-time education to which they are entitled

> Acting early to address patterns of absence

> Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendancePart 6 of The Education Act 1996

> Part 6 of the Education Act 1996

> Part 3 of the Education Act 2002

> Part 7 of the Education and Inspections Act 2006

> The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)

> The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

> School census guidance

> Keeping Children Safe in Education

> Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:
> Setting high expectations of all school leaders, staff, pupils and parents

> Making sure school leaders fulfil expectations and statutory duties, including:

   o Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

   o Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

> Recognising and promoting the importance of school attendance across the school's policies and ethos

> Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources

> Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs

> Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most

> Working with school leaders to set goals or areas of focus for attendance and providing support and challenge

> Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs

> Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance

> Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

- The importance of good attendance

- That absence is almost always a symptom of wider issues

- The school's legal requirements for keeping registers

- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

> Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

Holding the headteacher to account for the implementation of this policy

3.2 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, and/or authorising the designated leader for attendance to be able to do so

> Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

> Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

> Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

> Leading, championing and improving attendance across the school

> Setting a clear vision for improving and maintaining good attendance

> Evaluating and monitoring expectations and processes

> Having a strong grasp of absence data and oversight of absence data analysis

> Regularly monitoring and evaluating progress in attendance

> Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff

> Liaising with pupils, parents/carers and external agencies, where needed

> Building close and productive relationships with parents to discuss and tackle attendance issues

> Creating intervention or reintegration plans in partnership with pupils and their parents/carers

> Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is G. Ball and can be contacted via the school office.

3.4 The attendance admin support

The attendance admin support is responsible for:

> Following attendance procedures

> Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

> Preparing paperwork in consultation with the designated senior leader.

3.5 External Education Welfare Officer Support (EWO)

> To work flexibly within the sessions of support.

> To complete home visits and telephone contacts with families identified as requiring intensive support

> Liaising with the pastoral lead and designated leader for attendance regarding the targeted families

> Contributing to the school recording system (CPOMs)

> Reporting any safeguarding concerns immediately that arise as a result of their work with families.

> Work with the designated senior leader for attendance upon monitoring and analysing school attendance.

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via SIMS at 9.15am and 12.30pm.

Class teachers should report any safeguarding concerns that result from a pattern of absence to the designated safeguarding lead

3.6 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. Use 'Attend' to identify patterns of absence, generate target groups of children and produce attendance certificates.

Transfer calls from parents to the EWO, pastoral lead, Mr Kumar or attendance lead, Mrs Ball , in order to provide them with more detailed support on attendance

3.7 Parents/carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

> All natural parents, whether they are married or not

> All those who have parental responsibility for a child or young person

> Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

> Make sure their child attends every day on time

> Call the school to report their child's absence before 9.30am on the day of the absence (and each subsequent day of absence), and advise when they are expected to return

> Provide the school with more than 1 emergency contact number for their child

> Ensure that, where possible, appointments for their child are made outside of the school day

> Seek support, where necessary, for maintaining good attendance, by contacting Education Welfare Officer – ask at the office as sessions vary) B. Kumar, pastoral and safeguarding officer, L. Richardson, senior leader responsible for attendance. All can be contacted via the school office.

3.8 Pupils

Pupils are expected to:

> Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.
We will take our attendance register at the start of the first session of each school day and before the start of the afternoon session. It will mark whether every pupil is:

> Present

> Attending an approved off-site educational activity

> Absent

> Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:
> The original entry

> The amended entry

> The reason for the amendment

> The date on which the amendment was made

> The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:
> Whether the absence is authorised or not

> The nature of the activity if a pupil is attending an approved educational activity

> The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by 9am on each school day.

The register for the first session will open at 8.45am and close at 9.15pm.
The register for the second session will be taken at 12.30pm and will be kept open until 1pm

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling the school office or leaving a voice mail.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, or if there is repeated and extended absence the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible.

Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

> Before the register has closed will be marked as late, using the appropriate code, L

> After the register has closed will be marked as absent, using the appropriate code, U. This will be counted as a session absence

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

> Telephone and text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.

> Identify whether the absence is approved or not

> Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

> Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. Home visits and contacting all emergency contacts will also take place. If absence continues, the school will consider involving an education welfare officer.

> See Appendix 3 for unexplained absence procedures.

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels at parent's meetings and through school reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

> A temporary, time-limited part-time timetable

> Exceptional circumstances

We define 'exceptional circumstances' as

- a recent serious illness/bereavement of an immediate family member;
- a member of the Armed Forces whereby they need to undertake a tour of duty which conflicts with school holidays;
- restrictions on police or firefighter leave, where a police officer or firefighter has specific duties in relation to a national event which conflicts with school holidays.

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. A leave of absence request form, accessible from the school office or downloaded from the website must be submitted. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveler pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travelers. Absence may be authorised only when a traveler family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

- Attending another school at which the pupil is also registered (dual registration)

- Attending provision arranged by the local authority

5.2 Legal sanctions

The local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)

- Whether a penalty notice is the best available tool to improve attendance for that pupil

- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).
Each parent who is liable They will include:
- Details of the pupil's attendance record and of the offences

- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996

- Details of the support provided so far

- Opportunities for further support, or to access previously provided support that was not engaged with

- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis

- A clear timeframe of between 3 and 6 weeks for the improvement period

The grounds on which a penalty notice may be issued before the end for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.
If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.
If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.
A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve
If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.
Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

6. Strategies for promoting attendance

Good attendance is celebrated in the following ways:

Achieving 'pupil of the week.'

The class with the highest attendance is awarded extra golden time and the attendance cup.

Texts are sent to parents to celebrate attendance at 100%, above the school target, and most improved.

Certificates are given for 100% attendance

Celebration on social media and the website.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Every effort will be made to address barriers to attendance, depending upon the nature of the barrier. This requires good communication with parents/carers to identify the barrier to attendance.

External agency support may be sought e.g. counselling from The Bungalow Partnership, The Watchtower project, yoga sessions. Parents/carers may be signposted to external agencies e.g. Early Help, Daisy chain.

There will be involvement of relevant personnel e.g. class teacher, Phase Lead, SENDCo, the pastoral lead to address any barriers.

7.2 Pupils absent due to mental or physical ill health or SEND

Please see children with health needs that cannot attend school policy which includes how we support children after a lengthy or unavoidable period of absence back into school.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

8. Attendance monitoring

8.1 Monitoring attendance

The school will:

> Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
> 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.

8.2 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
> Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

> Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 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
> The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.
> Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

> Use attendance data to find patterns and trends of persistent and severe absence.
> Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
> Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:

- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions

> Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
> Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
> Implement sanctions, where necessary (see section 5.2, above)
> Follow the local authority procedures (see Appendix 3)

9. Monitoring arrangements (policy)

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, annually by L. Richardson, senior leader with responsibility for attendance. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting children with medical conditions policy
- Children with health needs that cannot attend school policy

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown	No reason for absence has been established, or

		circumstances	the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
	U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes			
	Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
	#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Attendance procedures for unexplained absence
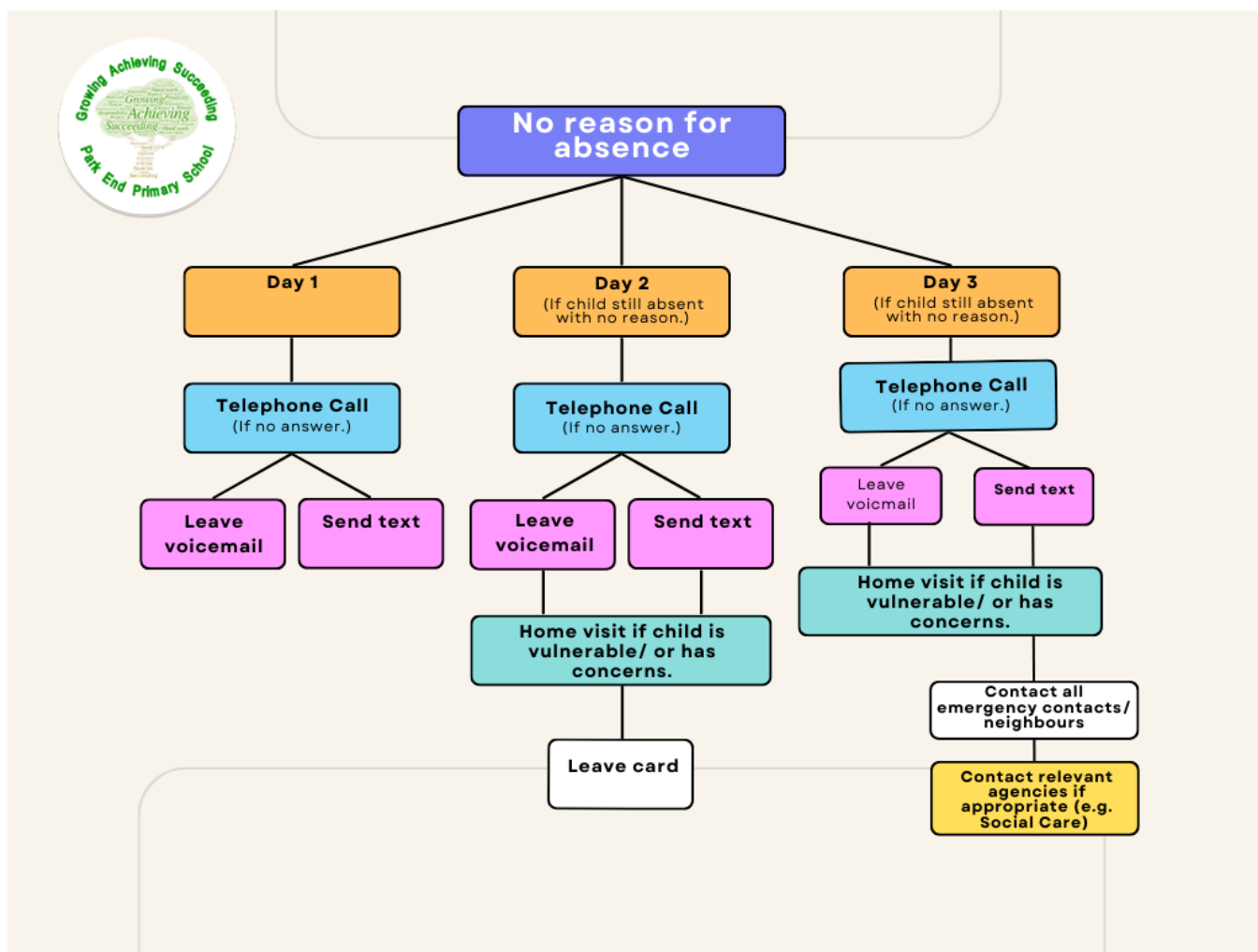
Appendix 3   Attendance Procedures

Identification

Attendance monitored by class teacher/attendance lead each half term. Telephone calls and home visits are carried out to establish
reasons for absence and provide support.

Basic Warning letter

If there is no improvement, school will send a warning letter to inform parents that attendance is below that expected by school.

ACC Initial

If no improvement is made, an Attendance Case Conference (ACC) will be arranged and parent/carer invited by letter. An action plan will be devised and implemented at this meeting. The local authority will be informed that **formal attendance procedures** are taking place.

Please note
If parent/carers do not attend the ACC
a planned home visit **will be organised** to hand deliver ACC minutes and explain the legal implications**.**

ACC Review

A Review Attendance Case Conference will be held approximately 4 weeks later. Attendance and action plan will be reviewed.

Outcome

An outcome letter will be sent.

Further review meeting to be held

No further action from school

If there is no improvement in attendance sustained over time, then the Local Authority may issue a fixed penalty notice.
School attendance fines (penalty notices) | Middlesbrough Council