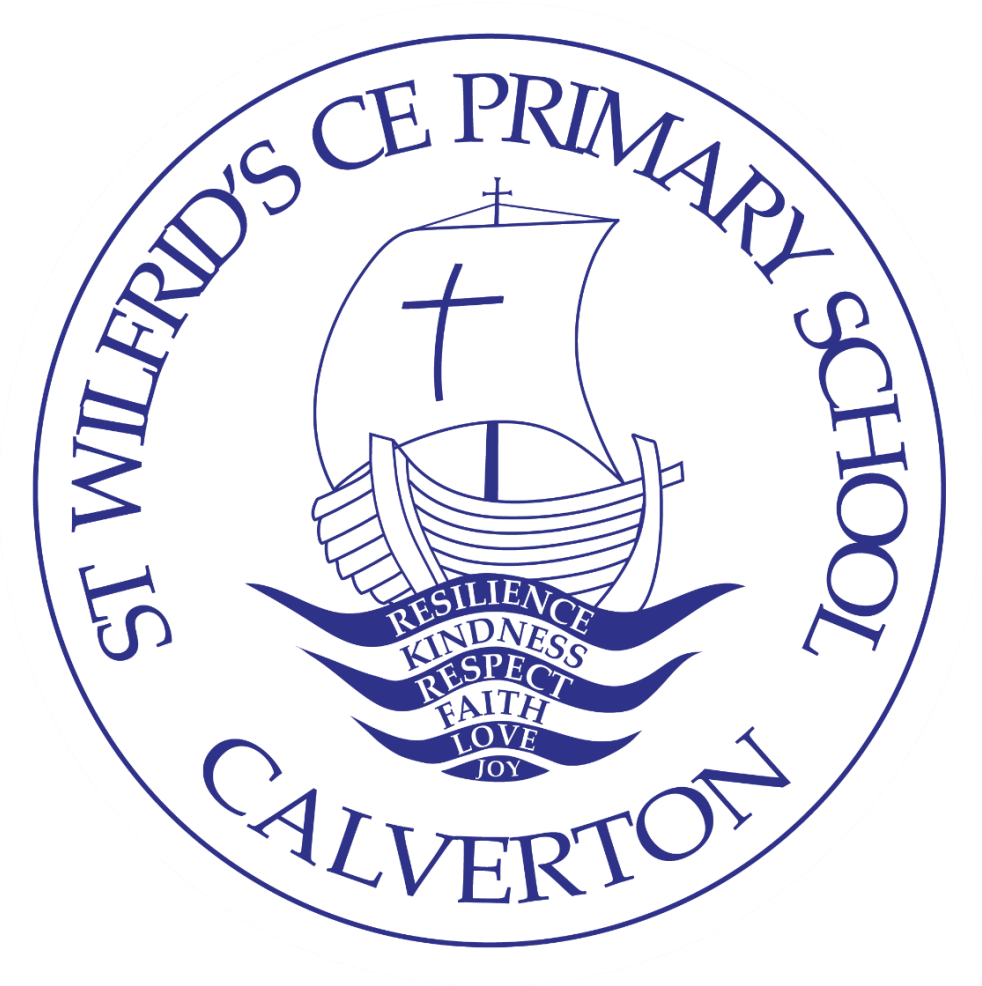


St Wilfrid's CE Primary School

Attendance Policy

Approved:	**3rd November 2026**
Next Review:	**Autumn 2027**

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- 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 meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- 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, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- DfE guidance on mental health issues affecting a pupil's attendance

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

The Chair of Governors is responsible for the monitoring of pupil attendance.

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

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- The school will also work in partnership with its **named Education Welfare Officer (EWO)**, who is assigned through Nottinghamshire County Council and linked to the school's secondary feeder. The EWO provides advice, support, and intervention where attendance issues persist and legal intervention is being considered.

The designated senior leader responsible for attendance is the Headteacher and can be contacted via office@st-wilfrids.notts.sch.uk

3.4 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 after morning and afternoon registers are taken.

3.5 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Follow up non attendance with either a phone call or Dojo message.

3.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45 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 three emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.7 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 once during the second 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 3 years after the date on which the entry was made.

Pupils must arrive in school by 08:45 (KS2) and 08:50 (FS/KS1) on each school day.

The register for the first session will be taken at 08:45/ 08:50 and will be kept open until 09:15. The register for the second session will be taken at 13:00 and will be kept open until 13:15.

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 08:45 or as soon as practically possible via the office by email, class Dojo (see also section 7) or phoning 01159652775.

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

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for 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.

Parents/carers are encouraged to make medical/dental appointments outside of school hours where possible. Where this is unavoidable, absence will be authorised for the minimum amount of time necessary.

Note: The school may ask for medical evidence (e.g. appointment card, prescription, note) if absences are prolonged or if a pattern emerges, but will not routinely require evidence for every appointment.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible. 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
- After the register has closed will be marked as absent, using the appropriate code

When punctuality becomes of an unacceptable level which causes the overall attendance of the child to drop below 90%, the procedures for poor attendance will followed as outlined in section 5.

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:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the police.
- 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. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels via termly reports home.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

"Exceptional circumstances" are not defined in law and will be considered individually. Examples might include:

- Family bereavement or funeral
- Serious or critical illness of a close relative
- Armed forces leave from active duty
- Religious observance

This list is illustrative, not exhaustive. Holidays during term time will not normally be authorised.

Parents/carers must submit requests in advance using the 'Application for Withdrawal from Learning' form (Appendix 3). The Headteacher may require supporting evidence.

5.2 Legal sanctions

Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give parents/carers:

• A Parenting Order
• An Education Supervision Order
• A School Attendance Order
• A fine (Penalty Notice)

Penalty Notices can be issued by Nottinghamshire Local Authority at the request of the Headteacher. In Nottinghamshire, the Code of Conduct states penalty notices may be requested where a pupil has 6 or more unauthorised sessions (3 days) within a rolling 6-week period (excluding school holidays).

The school will use the Nottinghamshire County Council Attendance Toolkit, including the template letters, when considering a Penalty Notice. This ensures accuracy and consistency in the information provided to families.

If issued with a fine, each parent with parental responsibility may be fined separately. The fine is £80 if paid within 21 days, rising to £160 if paid within 28 days. Payment must be made directly to the local authority.

Limits on penalty notices:

- Only two penalty notices per parent per child can be issued within a rolling 3-year period.
- A third occurrence will result in direct referral to the Magistrates' Court.

Legal intervention will only be pursued once reasonable support and interventions have been offered, including use of the Attendance Toolkit, school-based support strategies, and liaison with the Education Welfare Officer.

Failure to pay may result in prosecution.

6. Strategies for promoting attendance

St Wilfrid's is committed to improving the attendance of all pupils at school.

- Parents are provided with a termly report on their child's attendance.
- Class attendance figures will be published in newsletters.
- Children with outstanding attendance (98% and above) will be recognised and rewarded.

7. Attendance monitoring

School leaders will work in partnership with office staff to monitor attendance. In circumstances where a child's attendance become a concern, office staff will liaise with senior leaders to highlight the issue. The Headteacher will complete a half termly monitoring exercise to ensure no child is falling below the accepted level of attendance. Actions to address attendance issues will be swift to ensue they do not become worse.

7.1 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.

7.2 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
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Share data and analysis with the Attendance Governor.

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to 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

7.4 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Closely monitor the attendance of children who are at risk of having poor attendance.
- Report attendance to parents at the end of each half term.
- Meet with the parents/ carers of those children who have an attendance of below 90%.
- Where persistent absence continues despite school support, the Headteacher will liaise with the Education Welfare Officer to agree next steps before legal intervention is considered.

8. Monitoring arrangements

This policy will be reviewed annually, or sooner if updated guidance is issued by the DfE or Nottinghamshire County Council. It will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

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

Code	Definition	Scenario

Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

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

Appendix 2: APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Attached is an application form for you to request permission for your child to be absent from school to take part in a family holiday. Before completing the application form, please read these notes carefully:

- The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.

- If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence may be granted for holidays totalling no more than two weeks in any school year, unless there are very exceptional circumstances.

- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence and give permission for a holiday in term time, the school will take these and other factors into account.

- If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to your child's school as far in advance of the proposed holiday as possible.

Issued by Nottinghamshire Education Welfare Service

Please note: the school can only authorise leave for exceptional circumstances. Holidays during term time will not normally be authorised. Persistent absence (below 90%) is monitored closely, and parents may be required to attend an attendance meeting. Penalty Notices may be requested in line with Nottinghamshire County Council's Code of Conduct.

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name …… Class …… DOB……..

Home Address …….

……

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School …….. Date of Return to School ……..

Total number of school days missed …….

Reasons for absence from school:

……..

……..

……..

……..

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application ……..

Signed ……

Date ……

Authorised/ Unauthorised/ Penalty Notice

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

Appendix 3

Medical Appointment Leave of Absence

This letter must have an appointment card/letter attached

Dear Headteacher

My child: ……. will be absent from school

On: ……. (date and time)

To attend the following: (Please tick)

□ Doctors Appointment

□ Dentist Appointment

□ Hospital Appointment

□ Opticians Appointment

□ Other please state……

□ I have attached a copy of the appointment letter/card

Parent/Guardian/Carer……

Parent/Guardian/Carer signature ……

