All Souls' Catholic
PRIMARY SCHOOL

Attendance Policy

September 2026

Review Programme	
Approved by Governors at:	**Housekeeping Meeting 16/09/2026**
Date for next review:	September 2027
Signed – Chair of Governors	S. Langford
Signed – Headteacher	

1. INTRODUCTION and AIMS

All children of statutory school-age who are registered at a school must, by law attend that school regularly. Any absence from school can seriously disrupt a pupil's continuity of learning and have a detrimental effect on their future progress.

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. (DFE School Attendance Nov 2016)

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances.

All Souls Catholic Primary School aims to work together with parents and pupils in order to ensure that every child achieves high levels of attendance and punctuality. Good attendance is central to raising standards and pupil attainment. We expect all children from Nursery to Year 6, providing they are fit and healthy, to attend school 100% of the time. Improving attendance at All Souls Catholic Primary is a key aim of the school. Individual absences and punctuality issues will be acted upon quickly and efficiently.

We aim to address attendance in a positive manner and always to celebrate success such as 100% attendance or recognising improvements in attendance. We believe that early intervention is key and therefore we challenge poor attendance early within the academic year but also early in a child's school life with Nursery and Reception non-attendance analysed, monitored and tackled alongside the rest of the school.

All Souls School works closely with the Children and Family Service and will inform them of any pupil whose attendance or punctuality is a serious cause for concern. The Local Authority can apply to the courts for an education supervision order, and where necessary, they can prosecute parents.

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 safeguarding, prevention of bullying, behaviour, and inclusive learning.

2. LEGAL FRAMEWORK and GUIDANCE

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- and act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

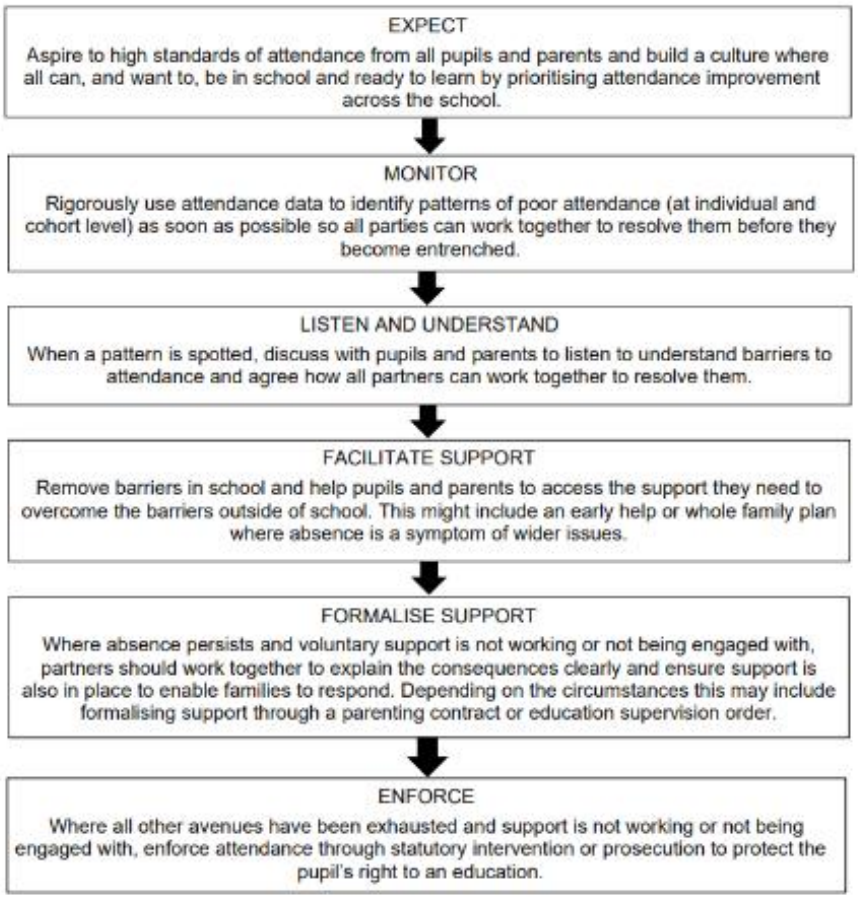
This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE, (August 2024)
- The School Attendance Regulations 2024
- Children missing education, DfE (Augusts 2024)
- Keeping children safe in education, DfE (September 2026)
- Working together to safeguard children, DfE (December 2023)
- The Education (Penalty Notices) (England) Regulations 2007

3. ATTENDANCE OBJECTIVES

Our school attendance policy:

- Is easy to understand by pupils, parents and staff
- Is clear and consistently applied, transparent and fair
- Considers the individual needs of pupils and their families
- Is easy to find so that the whole school community is aware of our attendance expectations
- Includes the contact details of key staff to make it easy for parents to get in touch
- Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone
- Is followed in accordance with the procedures in the flowchart below



4. ROLES and RESPONSIBILITIES

At All Souls Catholic Primary School we believe that school attendance matters to everyone. School attendance is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community.

Role	Name	Contact details
Senior Attendance Lead	Andrew Cooke (Headteacher)	Andrew.cooke@allsoulsschool.co.uk
Attendance Officer	Nikki Stewart	02476 975434 opt 1
Named Governor/Trustee for Attendance	Imelda Gaffney	admin@souls.coventry.sch.uk

The Local Governing Board of All Souls Catholic Primary School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.

All Souls Catholic Primary School will:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers
- Have robust daily processes to follow up absence
- Have a dedicated senior leader with overall responsibility for championing and improving attendance
- Proactively use data to identify pupils at risk of poor attendance
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance
- Signpost and support access to any required services where out of school barriers are identified.
- Take an active part in the multi-agency effort with the local authority and other partners and where the lead practitioner is outside of the school, continue to work with the local authority and partners
- Put additional targeted support in place to remove any barriers where absence becomes persistent
- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate
- Intensify support through statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings
- Agree a joint approach for all severely absent pupils with the local authority
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities
- Inform the pupil's social worker, where there is one, if there are any unexplained absences and if the child's name is to be deleted from the register

Parents

Parents/carers are responsible for ensuring their child attends school on a daily basis. Parents should ensure that their children arrive at school on time, properly dressed, fed and ready to learn. Parents who permit absence from school without a good reason commit an offence in law which may result in prosecution or penalty fine. Parents should:

- Ensure their child attends every day the school is open except when a statutory reason applies
- understand the daily registration procedure, the importance of punctuality and the difference between authorised and unauthorised absence.
- Only request leave of absence in exceptional circumstances and do so in advance using the school's dedicated online form, located on the school website

- not book holidays, trips or breaks during term time
- ensure their child arrives in time to be seated in the classroom before the close of registration (8:45am), having had a good breakfast and with the equipment they need for the day
- contact the school by 9.15am on the first morning of their child's absence giving the reason and indicating when the child will/is likely to return. This should be done using StudyBugs
- keep the school updated if their child has an extended period of absence due to illness.
- promote the importance of attendance to children in discussion and through ensuring they come to school unless they are really unwell
- arrange dental and doctor's appointments out of school hours or during school breaks
- work with the school and local authority to help them understand children's barriers to attendance
- proactively engage with any attendance support offered by the school, as a means to prevent the need for more formal support
- proactively engage with any formal support offered – including a parenting contract or voluntary early help plan to prevent the need for legal intervention
- understand that, on occasions, children experience symptoms which present as illness (upset tummy, headaches etc.) which are actually a result of anxiety, and that the best way to prevent this becoming a bigger issue is to contact and work with school, including bringing the child to school, to best support them

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher/tutor or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

School Attendance Governor

The school has a named 'attendance Governor' who works with the head teacher to monitor and challenge poor attendance. They will review all applications for exceptional leave during term time and work with the school in issuing letters to parents to raise concerns over attendance and/or punctuality.

The school attendance Governor is **Imelda Gaffney**

5. CATEGORISING ABSENCE

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance.

Absence can be categorised as follows:

Authorised Absence:

Authorised absence means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has, in exceptional circumstances, has accepted an explanation offered afterwards as justification for absence. Please note that the school will never authorise absence for holidays where the school has been notified in retrospect or school process has not been followed.

Illness – The school uses StudyBugs for parents to notify the school of absence due to illness. In most cases simply submitting a notification using StudyBugs will be acceptable for reporting your child absent. Parents may be asked to provide medical evidence where an illness continues beyond 3 days absence and when there are repeated absences due to reported illness. This will also be the case if a child is classified as 'persistently absent' or if the school has concerns about the authenticity of the illness. In these cases the School may ask the School Nurse to support the pupil in an attempt to improve school attendance. If parents are unable to provide medical evidence, the absence may be recorded as unauthorised.

Medical/Dental Appointments - Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must show an appointment letter or card to the school in order to it to be recorded as a medical appointment.

Off Site Educational Activity - This includes an organised trip or visit, a residential trip organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Exceptional Leave of Absence - This relates to occasions where there is cause for absence due to exceptional circumstances. The headteacher can only authorise leave of absence in exceptional circumstances. The headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, the headteacher will determine the length of time the pupil can be away from school. All absences associated with a family holiday (without exceptional circumstances) during term time will be marked as unauthorised on the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority by the headteacher and be issued with a fixed penalty notice. Parents should put the request in writing via the request form on the school website, giving details as to why the request has been made. It will then be considered by the Headteacher and Attendance Governor.

A penalty notice request may be submitted to the Local Authority by the headteacher should: -

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not authorised by the headteacher but is still taken.

- A longer period is taken more than the agreed number of days.

When absence is granted by the head teacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible children absent from education procedure being instigated.

Exclusion (No alternative provision made) - Exclusion from attending school is counted as an authorised absence.

Religious Observance: All Souls acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. Parents are requested to give advance notice to the school. Failure to do so may result in absence being recorded as unauthorised.

Other Examples of Authorised Absence:

- Attendance at sporting / music / dance exams or events
- Dual registration with another school

Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the headteacher. Examples of unsatisfactory explanations include but are not limited to:

Late Arrival - Children must be in the classroom for registration at 8.45am. Pupils arriving between 8.45 and 9.00am must report to the Admin Office, they will be marked as present but will receive a late mark.

The register closes at 9.00am; pupils arriving after the close of register will be recorded as 'late after the close of register' and this is an unauthorised absence. This will count as an absence for that school session. Pupils arriving after the close of register must be accompanied by an adult who must sign them in the late book and give a reason for the late arrival.

Unexplained Absence - Absence will not be authorised unless parents have provided a satisfactory explanation that has been accepted by the school.

Family Holidays and Extended Leave - Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and should be aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

The Governors at All Souls Catholic Primary School will not authorise family holidays in term time unless there are exceptional circumstances. A holiday costing significantly less during term time does not constitute exceptional circumstances.

Unauthorised absence

If a child is absent without good reason (unauthorised absence) or persistently absent over a prolonged period, the school will liaise with the Local Authority to:

- Issue a Penalty Notice (if a child has 10 unauthorised absences over a rolling 10 school week period).
- Prosecute through the Magistrates Court – If found guilty you could get a fine a community order or a jail sentence. The court may also give you a Parenting Order.

Other Examples of Unauthorised Absence -

- Keeping a child off school because they didn't want to attend
- Keeping a child off school to take them shopping/have a haircut
- Sleeping in after a late night
- Keeping a child off school because it is theirs or another family member's birthday
- Keeping a child off school to attend a family day out
- Keeping a child off school because a sibling is not attending school

Exceptional Leave of Absence Requests

Law states that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If parents wish to take their child out of school, and consider their circumstances to be exceptional, they should complete a 'Request for Exceptional Leave of Absence' electronic form, which is available on the school website. This should be submitted at least four weeks in advance of the planned absence, although in the case of bereavement or sudden events we appreciate this may not be possible.

On receipt of the completed form, the Headteacher/Attendance Governor may invite parents in to discuss the reasons for the application and the impact this may have on their child's education. The child's current attendance figure will also be considered; if a child's attendance for the current academic year is below 94%, the school will be unable to grand authorised absence. If leave is granted, the Headeacher/Attendance Governor will determine the number of school days a child can be absent. Headteachers may not grant any leave of absence unless there are exceptional circumstances. *Holidays, including events classed as recreational or leisure do not constitute exceptional circumstances*.

For all requests, the Headteacher and/or attendance governor will reply to all applications via email stating whether or not the absence has been agreed. Each application will be considered on a case by case basis and on its own merits.

If requests are received closer than 4 weeks to an event, it may not be possible for the school to respond by letter before the event or at all.

If leave has not been granted, the reason for not authorising will be clearly stated. If leave is granted, the length of authorised absence and the date the child is expected back to school will be clearly stated.

If a parent takes their child from School without permission from the Headteacher or if the child fails to return on the agreed date then the School will follow local guidance in referring this to the Local Authority; which may result in a Penalty Notice being issued or legal action being taken against the parent.

If the school suspects that parents have reported their child as unwell when in fact they are on holiday, they following actions may be taken:

- Visits to the child's home address
- Request to parents for medical evidence showing that the child was unwell
- Liaising with the Local Authority/Police/legal team
- Liaising with attendance leads at schools of any siblings
- Discussion with the pupil and/or parents upon return
- Issue of a penalty notice

The school strongly discourages being untruthful about absences, particularly if this involves children having to uphold lies about their absences.

6. PROCEDURES and STRATEGIES for PROMOTING ATTENDANCE

6.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2024, as amended, require schools to take an attendance register at the beginning of the morning session and once during each afternoon session. The register must record whether the pupil was:

- Present.
- Absent.
- Attending an approved educational activity or
- Unable to attend due to exceptional circumstances.

Arrival at school/registration

The school uses StudyBugs to record attendance. Upon arrival at school, from 8:30am, pupils can self-register or are registered by the teacher (age dependent) as they arrive in the classroom. This takes place on the interactive displays in classrooms between 8:30 and 8:45am. Children arriving between 8:45 and 9:15am are classed as 'late before the close of register' and recorded using code L. This may be completed by class-based staff of the member of staff responsible for monitoring punctuality that day (SLT/Member of admin team). After 9:15am, the register is closed, and pupils who arrive from this time are classed as 'late after the close of register' and are recorded using code 'U'. This is an unauthorised absence. Children arriving after the close of register must be signed in by an adult who must provide a reason for lateness. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Afternoon registration takes place between 1:00-1:05pm and is completed by the adult responsible for a class.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

Absence procedure

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school via StudyBugs on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register by 9:15am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.

- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.

In certain circumstances the school may also:

- Visit the home of the pupil – for example, if staffing levels permit, we aim to conduct a home visit on the third day of a pupil's absence
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Discuss the pupil at the termly Targeted Support Meetings to seek advice and guidance on additional support strategies.
- Refer to Early Help and/or other external agencies to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures.
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.

The school actively tries to encourage and promote good attendance through a number of means:

- Providing information in weekly newsletters about whole school and class attendance
- Celebrating the class with the highest attendance in weekly Superstars assembly
- Issuing regular letters reminding of the importance of good attendance
- Recognising where progress in attendance/punctuality is achieved and celebrating this
- Holding termly Early Bird weeks with rewards to encourage and promote good punctuality
- Providing awards/certificates at the end of the school year for those who have maintained 100% attendance
- Reporting on individual attendance on mid-year and end of year reports
- Actively tracking and recording attendance of individuals, classes and key groups
- Sending letters out to parents where attendance is causing a concerns
- Using additional agencies, e.g. LA, EHAC to support where attendance is a concern

Interventions

The school works alongside the Local Authority to deploy its staged approach to attendance support:

Stage 1: Prevention
Criteria: Attendance is between 91% and 100%

Pupils who have attendance between 91% and 100% will receive support from school and other universal services they may be accessing i.e., GP

Stage 2: Early Intervention
Criteria: Attendance is between 81% and 90%

Pupils who have attendance between 81% and 90% may require support from other services outside of school and universal services at stage 1.

Stage 3: Targeted Support
Criteria: Attendance is below 80%

Pupils who have attendance below 80% may require multi-agency support in addition to that provided at stage 2.

7. TAILORED SUPPORT

At All Souls Catholic Primary School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Regular meetings to support and overcome barriers to attendance
- Referral to other services to overcome barriers to attendance
- An informal or formal attendance plan
- Support with transport e.g. provision of bus pass
- Reward charts for attendance
- Support via the Early Help provision

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be child centred and planned in discussion and agreement with both parents and pupils. This may include a referral to Early Help or a Parenting Contract.

8. PERSISTENT ABSENCE and use of LEGAL INTERVENTIONS

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 40 sessions (20 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

8.1 Fixed Penalty Notices

In line with local and national guidelines, the school will request that the Local Authority issue penalty notices to parents or carers if children are absent from school for the following reasons:

- Holiday / leave of absence during term time
- Irregular attendance including persistent late arrival to school (after registration has closed)

Working together to improve school attendance defines the national threshold for when it is appropriate to issue a penalty notice as follows:

'The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The periodof 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).'

The school uses the guidance, as detailed in 'Working together to improve school attendance, 2024' in determining if and when to request penalty notices.

The latest national guidance and legislation relating to penalty notices, including rate and payment time frames, can be found here.

Local guidance, as issued by Coventry Local Authority, relating to penalty notices and attendance legal intervention can be found here.

9. STAGED REINTEGRATION/REDUCED TIMETABLES

All children of compulsory school age are legally entitled to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so.

We will not use a reduced timetable to manage a pupil's behaviour. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable. We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family. We will notify the Attendance and Children Missing Education Team of all reduced timetables as soon as a plan has been agreed.

10. ATTENDANCE MONITORING

Attendance is monitored by the school's admin staff on a daily basis. If a child is not in school and the school has not received information from the parent identifying why the child is absent by 9:30am, the admin team will make attempts to contact the parents. In the first instance, this will be via telephone and if unsuccessful, via use of emergency contact information and email.

Attendance is monitored formally by the school every two weeks. This is carried out by the school's Attendance Lead. As part of the monitoring, all children who are classed as persistently absent will be tracked as well as those whose attendance falls below 94%. Whole school attendance and the attendance of key groups will be compared against nationally available figures. The school uses FFT Aspire Attendance Tracker, the DFE attendance tools and information on the schools MIS as a basis for statistics.

The headteacher will review the outcomes of each fortnightly monitoring and agree strategies to support improvement of children whose attendance is a concern.

Attendance, persistent absence and punctuality are reported to the governing board on a termly basis.

11. RELATED POLICIES

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- medical needs
- admissions
- behaviour, anti-bullying and exclusions
- special educational needs

12. POLICY CONSULTATION AND REVIEW

This policy is available on our school website and is available on request from the school office. All parents are informed about the policy when their children join the school and on a regular basis through the newsletter and letters home where relevant.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis. The current review cycle is detailed on the cover of this policy.

13. POLICY UPDATE LOG

Sep 2024	- Updated references to documentation (WTTISA 2024, KCSIE 2024, WTTSC 2023) throughout document - Section 8.1 – changed to reflect current guidance - Section 11 – changed list of policies linked to - Section 5 – Exceptional Leave of Absence – changes to school approach
Nov 2024	- Following discussions with the LAAO, the register will remain open until 9:15am. Therefore U codes will be used for children arriving after 9:15am and not 9:00am as previous.

Sep 2025	- Additional detail regarding requests received less than 4 weeks before an event - Additional detail regarding home visits on the third day of absence - Additional detail regarding if the school suspects that children reported as unwell are on holiday