




ATTENDANCE POLICY

Date this policy was formally reviewed and agreed by the Governing Body of Kelvin Grove Primary School:	19.01.2026
Signed on behalf of the Governing Body by:	Mr Ian Mearns Chair of Governors
Signature:	
Date:	19.01.2026
Details and dates of minor amendments:	
Date next full review is due:	Spring 2027

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, governors, parents and visitors to share this commitment.

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Kelvin Grove Attendance Policy

1. Introduction

At Kelvin Grove Community Primary School, we recognise that positive behaviour and good school attendance are essential foundations for pupils to fully benefit from their education. We are proud of the positive relationships we share with our families and community and want to support our parents and carers to help their children attend school regularly.

Regular attendance supports pupils' attainment, wellbeing, and broader life chances. Missing lessons not only causes pupils to fall behind academically but also increases their vulnerability to wider risks and harms. There is substantial evidence demonstrating the health and wellbeing benefits of consistent school attendance.

Our policy also recognises the importance of understanding the vulnerabilities of pupils who miss education or are persistently absent, and commits to working collaboratively with our families and external agencies to support regular attendance.

2. Legal Responsibility

The law entitles every child of compulsory school age to an efficient, full-time education that is suitable to their age, aptitude, and any special educational needs they may have. It is the legal responsibility of every parent or guardian to ensure their child receives this education, either through attendance at school or by other means of education.

When parents/carers choose to register their child at Kelvin Grove, they take on an additional legal duty to ensure their child attends school regularly and punctually. This means pupils must attend every day the school is open, except in a limited number of permissible circumstances, e.g. illness or authorised absence granted in advance by the school.

2.1 The Law

You need to make sure that your child is attending school every day and on time. You will be breaking the law if you fail to do so unless there are exceptional circumstances.

The Education Act 1996 states that:

“If a child of compulsory school age, who is a registered pupil at school, fails to attend regularly at the school, his parent is guilty of an offence”.

There are two offences relating to parental responsibilities for ensuring regular attendance at school or alternative provision:

1. If a registered pupil is absent without authorisation, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. A conviction for this offence can result in a fine of up to £1,000.
2. If the parent knows that their child is failing to attend regularly at the school and fails to cause him/her to do so, he/she is guilty of an offence under Section 444 (1A) of the Educational Act 1996. This is known as an aggravated offence. A conviction for this

offence may result in a substantial fine up to a maximum of £2,500 and/or a term of imprisonment not exceeding 3 months and/or a community penalty.

3. Alignment with Department for Education Guidance

This Attendance Policy reflects the principles and requirements set out in the Department for Education's statutory guidance, Working Together to Improve School Attendance. This guidance includes a National Framework for managing absence and the use of legal sanctions where necessary. There are more details below.

[Working together to improve school attendance \(applies from 19 August 2024\)](#)

(Click on this to open link or scan the QR code)



This policy will be applied fairly and consistently, considering the individual needs of our pupils and their families who may have specific barriers to attendance. We have considered our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

4. Every school day counts

Every single day a child is absent from school equates to a day of lost learning. For some parents, 90% may seem like an acceptable level of attendance. The reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – nearly 4 school weeks.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

5. Who to contact for support

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities.

In working with parents/carers to improve attendance, we are mindful of the barriers such pupils may face and will put additional support in place where necessary to help them access their full-time education.

The following people are here to support you if you are experiencing difficulties getting your child into school:

Contacts	Name of staff member	Regarding
Class teacher	Class teacher or teaching support	Initial concerns about children attending school.
Attendance Team	Mrs E Baker Miss J Chilvers Mr C Ytreoy	Any attendance correspondence you receive. Should you need support with attendance. Legal matters. (see below too*)
Welfare Team	Mrs E Baker Miss J Chilvers Mrs J Phillips	For any pastoral support we can offer.
Office Team	Mr C Ytreoy Mrs Saukuru Mrs Cunningham	Day to day attendance Showing evidence of medical appointments.
Special Education Needs	Mrs G Holden	Any attendance issues relating to Special Education and Disability Needs.

Improving school attendance is everyone's business, it is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

The **Kelvin Grove Attendance Team*** will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. They will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Attend weekly meetings to discuss data and necessary responses
- Implementing strategies for promoting excellent whole school attendance.
- Implementing strategies for tackling unsatisfactory attendance.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

6. Reporting absence

Please call us on **0191 4774186** and press 1 to report an absence. Please note all absences should be reported by 8.40am. You will need to **call every day** to report absence.

If school does not hear from you, then we will call you. If we do not hear from you over 48 hours, then school will complete a welfare check (home visit). We will always ask to see the child

as part of our safeguarding policy. If school does not see the child, or hear from the family, we will contact the police and ask them to complete a welfare check. This is in line with our safeguarding procedure.

7. How can you help?

1. Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that support can be offered at the earliest opportunity.
2. Take a positive interest in their child's work and educational progress.
3. Ensure their child has regular attendance at school.
4. Instil the value of education and regular school attendance within the home environment.
5. Contact the school if their child is absent to let them know the reason why and the expected date of return.
6. Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
7. Inform the school of any change in circumstances that may impact on their child's attendance.
8. Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
9. Maintain effective routines at home to support good attendance.
10. Attend all meetings requested to discuss attendance issues.

8. Staged attendance intervention

We do have an **Attendance Pathway**, which is an automated system linked to our registers. We follow this rigorously and consistently so that our monitoring is fair for all.

Stage 1 – Pupils who have an attendance of below 96%.

A letter will be sent out reminding parent/carer of the importance of good attendance. Attendance will be monitored for 10 days.

Stage 2 – Pupils continue to have attendance of below 96% and have made no improvement.

A letter will be sent home with a parent survey requesting more information to be provided regarding school the absence. It is also possible at this stage for parents to arrange to speak to school about any concerns they may have of their child's school attendance. Any future absences relating to illness and/or medical reasons will not be authorised without proof of medical appointments (texts from GP practice, doctor's appointment card, hospital letters etc).

Stage 3 – Pupils continue to show little, or no improvement and attendance has not reached 96% or above.

A letter will be sent home advising that the pupil is now on a 4-week monitoring period. During this period 100% attendance is required unless medical evidence can be provided.

Stage 4 – Pupils who have not passed the 4-week monitoring period will now be considered for referral to the local authority, this may eventually lead to a fine or a court appearance.

9. Punctuality

We open our gates at 8.30am and children line up and are collected by their teachers at 8.40am; lessons then start at 8.45am. Your child will receive a late mark if they arrive after this time. The register closes at 9.15am. If your child arrives after this time, they will receive a **U** mark which means late after registration has closed. This is classed as unauthorised absence.

Minutes lost each day	5 minutes	10 minutes	15 minutes	20 minutes	25 minutes
School days lost per year	3 days	6.5 days	10 days	13 days	19 days

10. Illness

It can be tricky deciding whether or not to keep your child off school. These are some of the most common illnesses and what the NHS advises. There is more on the website below.

[Is my child too ill for school? - NHS](#) (Click on this to open link or scan the QR code)



Reason for absence	What to do
High temperature	If your child has a high temperature, keep them off school until it goes away. Make an appointment at the doctor if it lasts longer than 24 hours.
Feeling anxious or worried	Avoiding school can make a child's anxiety about going to school worse. It's good to talk about any worries they may have such as bullying, friendship problems, school work or sensory problems. You can also work with the school to find ways to help them. If your child is still struggling and it's affecting their everyday life, it might be good to talk to your GP or school nurse.
Vomiting and diarrhoea	Children with persistent vomiting or diarrhoea should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours) from their last episode. If the child is sick only once, then contact the school for advice; they may be able to come to school.
Threadworms	You don't need to keep your child off school if they have threadworms.

	Speak to your pharmacist, who can recommend a treatment.
Cough, sore throat and colds	It's fine to send your child to school with a minor cough or common cold. A sore throat and a high temperature can be symptoms of tonsillitis.
Chickenpox	If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.
Slapped cheek syndrome (fifth disease)	You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious. But let the school or teacher know if you think your child has slapped cheek syndrome.

11. Medical appointments and evidence

Please give the school as much notice as possible of any medical appointments being made during the school day. Where possible, appointments should be made **out of school time**. If this is not possible, your child should miss the minimum amount of lessons necessary. If your child is well enough to return to school following the appointment they should do so.

If you are asked for medical evidence you will need to provide copies of GP appointment cards or letters, medication details or other relevant information. Failure to provide this will result in your child's absence being recorded as unauthorised.

12. Holidays & Leave of Absence:

Holidays will be recorded as unauthorised and will result in **all parents/carers with parental responsibility** being issued with a fine.

The government states: *Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.*

More importantly, any child or young person who is absent from school due to a holiday will miss out on important learning and will fall behind with their school work. We are not able to provide work for children who go on holiday.

In each year there are 190 statutory school days – this allows plenty of time for holidays to be arranged outside term time.

Holidays taken during term time will be categorised as an **unauthorised absence**. The local authority no longer provides a warning and will issue a fine. Please remember that holidays taken at the beginning of the academic school year and before we break for summer will also be subject to a fine.

If you are taking your child out of school, then you must complete a **Leave of Absence form** so we know where your children are.

Should there be any exceptional family circumstances that mean that your child is unable to return to school, then please make an appointment to discuss this with the Attendance Team and we can discuss this matter with sensitivity.

13. Understanding types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parent or carer's responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'. 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.

For the purpose of this policy, the school defines:

'Absence' as:

- Arrival at school after the register has closed
- Not attending school for any reason

—
Authorised absences are morning or afternoon sessions away from school for a genuine reason such as:

- Illness, although you may be asked to provide medical evidence for your child before this can be authorised
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence, authorised by the school for a family emergency or unavoidable cause

13.1 Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted, such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.

- Leaving school for no reason during the day.
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

13.2 Pupil absence for the purposes of religious observance

Kelvin Grove Community Primary School acknowledges and supports the multi-faith nature of our community and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents/carers are requested to give advance notice to the school.

13.3 Persistent and Severe Absence

A pupil is defined by the Government as a '**persistent absentee**' (PA) when they **miss 10% or more** schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days, 38 sessions, 104.5 hours of learning missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

A pupil who has missed **50% or more** schooling is defined by the Government as '**severely absent**' (SA). School will work to understand the barriers to attendance for these pupils and will be keen to work with these pupils and their parents/carers to support a return to full-time education.

The attendance of all pupils at our school is monitored to identify children who are PA, or are risk of becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. 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 for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court. Please see our attendance pathway.

14. Register keeping and recording

The School Attendance (Pupil Registration, England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

- At Kelvin Grove Primary School the AM register is taken at 8.40am and closes at 9.15am.
- The afternoon registration is taken at 1.00pm.

The register records whether pupils are present or absent using the appropriate national attendance and absence codes.

15. School can support

In order to assist and support you with attendance issues, *Kelvin Grove* has lots of supportive options available to ensure that your child can continue to attend school, even if they are a little under the weather from time to time with a particular ailment or injury.

Some of these options may include:

Kelvin Grove is well - equipped to support students remaining in school with colds/flu/headaches/bugs and other day to day ailments. Although being in lessons will always be priority, this can involve a different working environment that is well ventilated, quiet and allows hydration and toilet access. This allows your child to continue their learning in supportive surroundings. We can also let you come to school to give Calpol or other medication should your child need it.

16. Statutory framework

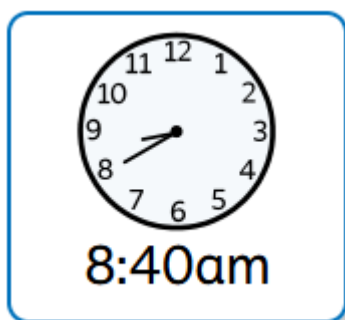
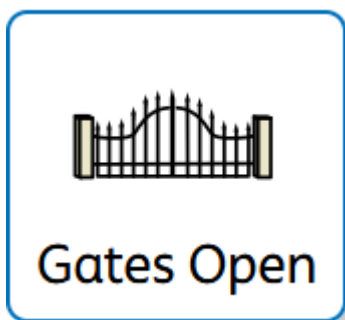
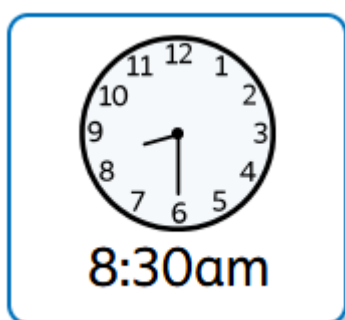
Statutory framework

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 \(Pupil Registration\) \(England\) Regulations 2024](#)
- [Children missing education \(September 2025\)](#)
- [Keeping children safe in education, DfE \(September 2025\)](#)
- [Working together to safeguard children, DfE \(December 2023\)](#)

Click on document title to be taken to the correct webpage.

17. The School Day (Please note our Nursery timings are different)



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