

PEWITHALL PRIMARY SCHOOL
ATTENDANCE POLICY

Status: Statutory Policy
Responsible Officer: Headteacher
Attendance Lead: Mr D. Baugh (Headteacher)
Attendance Champion: Mrs Holman
Review Frequency: Annual
Date Approved: November 2026
Next Review: November 2027

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Working Together to Improve Attendance

At Pewithall Primary School, attendance is everyone's responsibility. We believe that regular attendance enables children to thrive academically, socially and emotionally whilst embodying our school values of being **Ready, Safe and Respectful**.

Expect

We aspire to high standards of attendance from all pupils and families and create a culture where attendance is valued and prioritised by all.

Monitor

We use attendance data rigorously to identify patterns of absence at the earliest opportunity so support can be provided before concerns become entrenched.

Listen and Understand

When concerns arise, we work closely with pupils and families to understand the barriers to attendance and identify practical solutions.

Facilitate Support

We remove barriers to attendance by providing targeted support within school and working with external agencies where appropriate.

Formalise Support

Where voluntary support has not secured improvements, support may be formalised through attendance plans, attendance contracts or other interventions.

Enforce

Where all support options have been exhausted and attendance remains a concern, the school will work with the Local Authority to consider statutory enforcement action in line with national and local guidance.

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1. Introduction

The Governors and staff at Pewithall Primary School are united in the belief that excellent attendance is fundamental to pupils' educational achievement, wellbeing and future life chances.

Regular attendance enables pupils to access the full curriculum, develop positive relationships, establish routines, and reach their academic potential. Good attendance also contributes significantly to pupils' safeguarding, emotional wellbeing and personal development.

Our attendance culture is underpinned by our values of being **Ready, Safe and Respectful**. We believe that pupils who attend regularly are better prepared to learn, more connected to their school community and better equipped to succeed both now and in later life.

We recognise that poor attendance is often a symptom of wider difficulties and therefore adopt a supportive, child-centred approach which prioritises understanding barriers and working collaboratively with families.

The school also recognises that attendance concerns can be a safeguarding indicator. Attendance information is therefore considered alongside safeguarding, SEND, wellbeing and pastoral information to ensure children receive timely support.

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2. Aims

The school aims to:

- Ensure every child receives their entitlement to a full-time education.
- Promote high levels of attendance and punctuality.
- Build a culture where attendance is valued and celebrated.
- Reduce all forms of absence, including persistent and severe absence.
- Identify concerns quickly and intervene early.
- Work in partnership with families to address barriers.
- Ensure attendance support is inclusive and responsive to individual needs.
- Safeguard pupils through robust attendance procedures.
- Improve outcomes for all pupils through excellent attendance.

Attendance Expectations

Attendance	Classification
97% and above	Good attendance
Below 95%	Cause for concern
Below 90%	Persistent absence
Below 50%	Severe absence

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3. Legislation and Guidance

This policy has been written with regard to:

- Education Act 1996
- Education Act 2002
- Education and Inspections Act 2006
- Children and Families Act 2014
- Equality Act 2010
- School Attendance (Pupil Registration) (England) Regulations 2024
- Working Together to Improve School Attendance (DfE)
- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children
- SEND Code of Practice (2015)
- Mental Health Issues Affecting a Pupil's Attendance Guidance

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4. Roles and Responsibilities

4.1 Governing Board

The Governing Board will:

- Promote the importance of attendance.
- Support a positive attendance culture.
- Monitor attendance data and trends.
- Challenge leaders where attendance concerns arise.
- Ensure resources are available to improve attendance.
- Hold the Headteacher accountable for policy implementation.

4.2 Headteacher (Attendance Lead)

The Headteacher is responsible for:

- Overall implementation of this policy.
- Monitoring attendance data.
- Reporting attendance trends to governors.
- Working with external agencies.
- Referring cases to the Education Welfare Service where appropriate.
- Ensuring statutory attendance duties are fulfilled.
- Promoting attendance throughout the school community.

4.3 Attendance Champion

The Attendance Champion will:

- Analyse attendance data.
- Identify pupils requiring support.
- Coordinate attendance interventions.
- Monitor the impact of strategies.
- Liaise with the Education Welfare Service.

Attendance Champion: Mrs Holman

Contact via the school office: **01928 576139**

4.4 Class Teachers

Class teachers will:

- Record attendance accurately.
- Promote the importance of attendance.
- Identify emerging concerns.
- Communicate concerns to leaders.

4.5 School Office Staff

School office staff will:

- Manage attendance records.
- Conduct first-day response calls.
- Contact emergency contacts where required.
- Escalate concerns to safeguarding staff.
- Record attendance information accurately.

4.6 Parents and Carers

Parents and carers are expected to:

- Ensure regular attendance.
- Notify school of absence before 9.30am.
- Provide reasons for absence.
- Attend attendance meetings where required.
- Work collaboratively with school staff.
- Ensure appointments are arranged outside school hours wherever possible.

4.7 Pupils

Pupils are expected to:

- Attend school every day.
- Arrive punctually.
- Speak to trusted adults if experiencing difficulties.
- Engage positively with attendance support plans where appropriate.

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5. Recording Attendance

Attendance Register

The school keeps an attendance register and records attendance twice daily.

Morning register: **8:45am**

Register closes: **9:00am**

Afternoon register: **1:00pm**

Register closes: **1:15pm**

Registers record whether pupils are:

- Present
- Late
- Attending an approved activity
- Absent
- Absent due to exceptional circumstances

All amendments to attendance registers are recorded in accordance with statutory requirements.

Attendance records are retained for six years.

Reporting Absence

Parents and carers must notify school by **9:30am** on each day of absence.

Where no contact is received:

- First-day calls will be made.
- Emergency contacts may be contacted.
- Home visits may be completed where concerns exist.
- Safeguarding procedures may be followed.

Medical evidence may be requested where absence exceeds five days or where concerns exist regarding authenticity.

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6. Authorised and Unauthorised Absence

The Headteacher may authorise absence only in circumstances permitted by national regulations.

Authorised Absences

These may include:

- Illness (physical or mental health)
- Medical appointments
- Religious observance
- Exceptional circumstances
- Approved educational activities
- Traveller families travelling for occupational purposes

Exceptional Circumstances

Examples may include:

- Bereavement
- Serious family illness
- Significant family trauma
- Returning to a country of origin for exceptional cultural reasons
- Exceptional work commitments supported by employer evidence

Family holidays, cheap flights, accommodation availability and convenience will not normally constitute exceptional circumstances.

Penalty Notices

The school will work in line with national and local authority guidance regarding penalty notices.

The national threshold for consideration of a penalty notice is:

10 sessions of unauthorised absence within a rolling 10-school-week period.

Support will always be considered before legal intervention.

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7. Strategies for Promoting Attendance

The school promotes attendance through:

- Weekly attendance celebrations.
- Certificates and awards.
- Improved attendance recognition.
- Class attendance competitions.
- Half-termly attendance rewards.
- Positive communication with families.
- Attendance newsletters and reminders.

Attendance incentives are regularly reviewed to ensure effectiveness.

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8. Supporting Pupils Who Are Absent or Returning to School

8.1 Pupils with Complex Barriers to Attendance

The school recognises that persistent absence is often linked to wider challenges such as:

- SEND
- Mental health difficulties
- Family circumstances
- Trauma
- Housing issues
- Medical needs
- Social difficulties

We adopt a child-centred and family-focused approach which emphasises:

- Early identification
- Relationship-based practice
- Multi-agency working
- Removal of barriers
- Personalised support

Support may include:

- Attendance support plans
- Home visits
- Trusted adults
- Emotional wellbeing support
- SEND adjustments
- Early Help referrals
- CAMHS involvement
- Team Around the Family meetings

The views of the child will always be sought and considered when developing attendance support plans.

8.2 Pupils Absent Due to Mental or Physical Ill Health or SEND

The school understands that attendance may be affected by:

- Anxiety
- Emotional Based School Avoidance (EBSA)
- Medical treatment
- Disability
- Long-term health conditions
- Special Educational Needs and Disabilities

Support may include:

Mental Health Support

- Check-in systems
- Pastoral mentoring
- Safe spaces
- Wellbeing plans
- CAMHS referrals
- Phased reintegration

Physical Health Support

- Healthcare Plans
- Environmental adaptations
- Flexible timetables
- Access arrangements
- Remote learning materials

SEND Support

- Individual plans
- Sensory support
- Reasonable adjustments
- Specialist agency involvement
- SENDCo support

Where attendance concerns arise for pupils with EHCPs, the Local Authority may be informed and provision reviewed.

8.3 Supporting Pupils Returning Following a Lengthy or Unavoidable Absence

Returning to school after a lengthy absence can be challenging.

The school will provide:

Preparation and Planning

- Reintegration meetings
- Family consultations
- Risk assessments
- Support planning

Flexible Reintegration

- Phased returns
- Temporary timetable adjustments
- Graduated attendance expectations
- Staggered arrival arrangements

Emotional Support

- Trusted adults
- Nurture support
- Daily check-ins
- Safe spaces

Academic Support

- Baseline assessments
- Catch-up provision
- Modified expectations
- Targeted interventions

Social Reintegration

- Buddy systems
- Restorative conversations
- Friendship support
- Access to enrichment activities

Reintegration arrangements will be regularly reviewed and adapted according to need.

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9. Attendance Monitoring

The school monitors attendance:

- Daily
- Weekly
- Half-termly
- Termly
- Annually

Attendance data is analysed by:

- Individual pupil

- Class
- Year group
- Vulnerable groups
- Whole school

The school benchmarks attendance against local and national data.

Persistent and Severe Absence
Persistent Absence

A pupil is persistently absent if attendance falls below **90%**.

Severe Absence

A pupil is severely absent if attendance falls below **50%**.

The school will:

- Hold attendance meetings.
- Identify barriers.
- Provide targeted intervention.
- Engage external agencies.
- Consider safeguarding concerns.
- Monitor impact regularly.

Targeting Support Meetings

The school participates in Local Authority Targeting Support Meetings, enabling collaborative intervention for pupils experiencing significant attendance difficulties.

These meetings support:

- Multi-agency planning
- Data analysis
- Strategic attendance support
- Escalation of concerns where appropriate

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10. Monitoring Arrangements

This policy will be reviewed annually or earlier if legislation or guidance changes.

Responsible Officer: Mr D Baugh, Headteacher

All updates will be approved by the Governing Board.

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11. Links with Other Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Mental Health and Wellbeing Policy
- Supporting Pupils with Medical Conditions Policy
- Inclusion Policy
- Equality Policy

Appendix 1: Attendance Codes

The school uses all attendance codes in line with current DfE guidance, including:

Code	Meaning
/	Present AM
\	Present PM
L	Late before register closes
U	Late after register closes
I	Illness
M	Medical appointment
C	Exceptional circumstances
R	Religious observance
K	Education provision arranged by LA
V	Educational visit
P	Sporting activity
B	Approved educational activity
D	Dual registration
E	Suspension or permanent exclusion
G	Holiday not authorised
O	Unauthorised absence
N	Reason not yet established
Y1-Y7	Unavoidable causes of absence
Z	Prospective pupil

Code	Meaning
#	Planned school closure

Reviewed: October 2026
Ratified by Governors: November 2026
Next Review: November 2027

Signed: _____
Mr N Burgess
Chair of Governors

Signed: _____
Mr D Baugh
Headteacher