Attendance Policy

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Reviewed Summer 2026
Next Review Summer 27

Only our best will do!

ALBRIGHTON PRIMARY SCHOOL
ATTENDANCE POLICY

This policy is compliant with SCC policy and based on the guidance issued by the DfE published Feb 24 (statutory from August 24) on school attendance. **This guidance should be read alongside the statutory guidance documents on children missing education, supporting pupils with medical conditions at school, education for children with health needs who cannot attend school, suspensions and exclusions, alternative provision and Keeping Children Safe in Education.**

Promoting excellent attendance is the responsibility of the whole school community.

The law entitles every child of compulsory school age to an 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 a school or by education otherwise than at a school.

Parents have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Principles

The Governors of Albrighton Primary School recognise that children must attend school regularly if they are to make the best of the opportunities they have, to learn and make the most progress so they reach their full potential.

Prolonged and consistent absence, in any year group, results in limited progress and low levels of achievement. Children quickly begin to fall behind their peers and often never fully catch up with gaps in their skills and knowledge.

Repeated and consistent lateness is an unsettling start to the school day for both the child and school. Children will miss out on important learning opportunities at

the start of the day, which will impact on them greatly.

As a school we follow the **Department for Education** guidelines and expect children to maintain an attendance figure above **95%** throughout the academic year.

This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%). At KS4, pupils not achieving grade 9 to 4 in English and maths had an overall absence rate of 8.8%, compared to 5.2% among those achieving grade 4. The overall absence rate of pupils not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5 (8.8% compared to 3.7%).

Working together to improve attendance.
Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires our school to work with local partners collaboratively in partnership with, not against families. All partners should work together to:

Expect
We aspire to high standards of attendance from all pupils, building a culture to support pupil's to be in school and ready to learn by prioritising attendance improvement across the school.

Monitor
We rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand
When a pattern is spotted, we will discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support
We will endeavor to remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, we will work with partners to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, we will enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Celebrating Good Attendance

Each week attendance is celebrated in our Friday assembly. The class who achieves the best attendance across the school, gets the attendance Teddy bear and an attendance poster on their class door. One child from each class is chosen and given their classes attendance her cup for the week. They get to take it home and celebrate their achievement. We celebrate our attendance heroes in our weekly newsletter and share a school attendance data for the week.

At the end of the year we celebrate those pupils who have an attendance figure of 98% or above.

Granting leaves of absence

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.

Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to 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, it is for the school to determine the length of the time the pupil can be away from school.

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. Leave of absence should not be granted for a pupil to take part in protest activity during

school hours.

Education off site

As well as the above leaves of absence, all schools can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings:

- To attend an offsite approved educational activity.
- To attend another school at which the pupil is registered (dual-registration).
- To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan.
- To participate in an approved sporting activity.
- To attend an educational visit or trip arranged by the school.

A Multi-Tiered System of Support (MTSS)

To ensure a consistent, inclusive and effective approach to improving attendance, **Albrighton Primary School and Nursery** operates a **Multi-Tiered System of Support (MTSS)** for attendance. This graduated framework enables early identification of concerns and provides appropriate support at the right time.

The MTSS model is structured around **three tiers of intervention**, ranging from universal whole-school strategies to targeted and intensive support. It clearly defines the shared responsibilities of **school staff, pupils, parents/carers, and external partners**, including the Local Authority and other relevant agencies.

Decision-making within this system is **data-informed**, using regular attendance monitoring to identify patterns, risk factors and the impact of interventions. Staff training and clear procedures underpin effective implementation, ensuring that attendance concerns are addressed proactively and collaboratively.

This approach aligns fully with the **Department for Education's statutory guidance, *Working Together to Improve School Attendance* (2024)**, reinforcing the school's commitment to promoting regular attendance as a key factor in safeguarding, wellbeing and educational achievement.

The Three Tiers of Attendance Support

Tier 1 – Universal Support (Whole-School Approach)

Tier 1 focuses on promoting and maintaining good attendance for **all pupils**. This includes a strong culture of high expectations, clear communication with parents/carers about attendance expectations, regular monitoring of attendance data, and quality first teaching. The school celebrates good attendance, ensures pupils feel safe and welcomed, and provides early advice and guidance where concerns first emerge.

Tier 2 – Targeted Support (Early Intervention)

Tier 2 support is provided for pupils who are identified as **at risk of persistent absence** or whose attendance is beginning to decline. Interventions are tailored

and may include meetings with parents/carers, attendance support plans, mentoring, emotional or pastoral support, and collaboration with in-school services. The aim at this stage is to address barriers early and prevent attendance concerns from escalating.

Tier 3 – Intensive Support (Statutory and Multi-Agency Response)
Tier 3 applies when attendance has not improved despite targeted support and concerns remain **significant or persistent**. This level involves more intensive, individualised support and may include referrals to external agencies, involvement of the Local Authority, and the use of formal plans or statutory processes where appropriate. The focus remains on removing barriers to attendance while ensuring safeguarding and legal duties are met.

Our Expectations at Albrighton Primary School

We expect that all pupils will:

- Attend school regularly and punctually.
- Arrive at school and be ready to learn by 8.50am.
- Attend school appropriately prepared for the day.

We expect that parents/carers will:

- Ensure their child attends school regularly, punctually, properly equipped and ready to learn. **Regular attendance is a legal requirement**.
- Notify the school of a pupil absence by 9.30am.
- Only take holidays in the school holiday period.
- Provide the school with up-to-date contact details and telephone numbers for every adult with parental responsibility.
- Contact the school promptly whenever any problem occurs that may keep a child away from school.

We expect that teachers will:

- Keep an accurate attendance register.
- Praise pupils for punctuality and good attendance.
- Monitor pupil absence and inform the Head Teacher when absence is impacting upon achievement.
- Support pupils with any barriers that may affect good attendance.
- Promote and support good mental health in pupils.

We expect that office/admin staff will:

- Monitor late entrants into school and adjust SIMS accordingly.
- Record reasons for non-attendance.
- Monitor register codes used and alert staff of inconsistences.
- Produce individual and class summaries as required.

- Schools must share daily attendance data through an electronic management information system" which DfE can access and allows an automated flow of data.

We expect that Senior Leaders will:

- Inform parents/carers of school policy and procedures.
- Monitor attendance as a priority and to develop policies and procedures to ensure the expectation of over 95% attendance is met.
- Intervene early when individual pupil absence gives cause for concern.
- Support the child and parents with any issues or barriers that prevent good attendance.
- Develop a multi-agency response to attendance.
- Utilise the support available from specialists e.g. EWO in relation to the attendance. Liaise regularly and meet with EWO to share data.
- Report termly to the Governing Body.

Our School Procedures

We expect children to arrive at school between **8.45am and 8.50am**

The school uses the registration module in SIMS to take an electronic register. Each class teacher or their nominated representative is responsible for taking the register at morning and afternoon registration. The registers must be completed promptly to avoid discrepancies between classes.

Morning Registration is between 8.45am and 8.50am

Afternoon Registration is between 1.10pm and 1.15pm.

Arriving Late

Pupil entrances will remain open until 8.50am. Any pupil arriving after the pupil entrance has closed will receive a late mark (L) on the register.

When a pupil arrives after the pupil entrances close, they will need to be signed in at the main school office by a parent/carer or other adult and a reason for the lateness must be given. Children in Year 5 and Year 6 who walk to school on their own, may bring a note from home with an explanation for their lateness. **Any pupil arriving without reason for their lateness will be recorded as unauthorised (U).**

The school office is responsible for maintaining the inventry system and signing in/out book. This must contain details of name, class, time admitted/time released, reason for lateness/early departure and be signed by supervising adult.

In accordance with current guidance, the attendance registers are closed at 9.25am. This means that any pupil who arrives after the registration period of 8.55am but before the registers are closed at 9.25am will be given a late mark (L) in the register and the number of minutes late will be recorded. **This code is classed as a present mark,but displays that the pupil arrived late for school.**

Any pupil who arrives after the registers have closed (9.25am) but before the end of the morning session will be given a "late after registers closed" mark (U) in the register. **This code is classed as an unauthorised absence,** displays that the pupil was physically present in school for part of the session.

Any child who opts to go home during the lunch hour, must be collected from the school office at the end of the morning session at 12.10. They must return to school by 1.05pm in order to be in their classroom in time for the afternoon registration period. Any children arriving after the afternoon registration period will be marked as late (L).

If a child is regularly late:

1. The Head Teacher will write to parents/carers to inform them of the number of times the child has been late and to reinforce the school policy and expectations.
2. If lateness persists the Head Teacher will invite parents/carers to a meeting with the Learning Mentor to discuss ways in which the school can support the family in getting the child to school on time.
3. **Once a pupil has accumulated 10 late marks (L) in any school year, no further late arrival at school will be authorised and an Unauthorised Late would be recorded.**
4. When a child accumulates **20 Unauthorised Late marks** the Education Welfare Worker may become involved. They will investigate why the child has been late on the dates given. This investigation could result in parents/carers receiving a penalty notice.
5. At termly parents' meetings, parents will be handed the overview of their child's attendance to date. They will also be colour coded. White is good attendance, yellow and red mean that attendance is being monitored, yellow shows that attendance has fallen below 95% and red means that attendance is below 90% and must improve as this is deemed as persistent absence.

Attendance and Illness

If a child is ill, the parent/carers first action is to call the school on **01902 372558 or email admin@albrightonprimary.com** before 9.30am and notify the School Office of the absence and the reason for the absence.

For Safeguarding purposes, this needs to be done every day of absence (unless the child is admitted to hospital, or has a long term illness-related absence for a period of time - in this instance parents/carers do not need to ring every day).

Where no contact is made the school will try to make contact through contact numbers held. Where there continues to be a lack of contact, voice messages, e-mails and home visits will be conducted. Where there are ongoing concerns, safe and well checks will be conducted by the police.

It is expected that routine medical and dental appointments should be made out of school hours. The school will not authorise routine appointments.

Parents permitting absence from school without a good reason is considered an offence.

Leave of Absence:

Granting leaves of absence
All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:
A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.

Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. This must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to 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, it is for the school to determine the length of the time the pupil can be away from school.

The DfE and school 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. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

From 1st September 2024 the Head Teacher may not grant any leave of absence during term time unless there are "exceptional circumstances".

Any request for leave of absence must be made using the 'Request for Leave' form available from the school office. The Head Teacher is the only person able to authorise leave of absence.

The Head Teacher may grant compassionate leave as authorised absence.

If leave of absence or holiday is taken without permission, this will result in an Unauthorised Absence being recorded on the child"s attendance record. When a child accumulates 20 Unauthorised Absences, (one unauthorised absence would be either a morning or afternoon school session. So a full day of absence would be two unauthorised absences), the Education Welfare Worker may become involved. They will investigate why the child has been absent on the dates given. This investigation could result in parents/carers receiving a penalty notice.

Unauthorised Absences are those which the school does not consider "exceptional" and for which "leave" has not been given.

Parents/carers whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Worker who will also try to resolve the situation.

When attendance becomes a concern

1. If children are absent on a regular basis without adequate explanation, or is absent regularly on specific days, e.g. Monday or children are absent for prolonged periods of time, the school will contact parents/carers to discuss the problems and to seek a solution.

2. **If a child's attendance falls below 95%** at any time within the school year, parents/carers will be informed that their child's attendance has fallen below 95%. Parents/carers will be reminded of their legal duty and of the school"s policy and expectations.

3. If attendance does not improve the Head Teacher will invite parents/carers to a meeting with the school"s Learning Mentor to discuss ways in which the school can support the family in getting the child to school every day.

4. **When an individual pupil's attendance level falls below 88%** in any term without good reason, school will not be able to authorise any further absence for illness without medical evidence to confirm the illness. In order to authorise continued illness related non- attendance parents/carers will need to provide the school with, for example:

    a. **A doctor's note or medical certificate**
    b. **A copy of the dated prescription**
    c. **Copy of labels from prescribed medicine bottles**

Otherwise the absences will be recorded as unauthorised (U). *Please note we are able to administer prescribed medicines in the school office – please ask office staff for details.*

If the child's attendance does not improve the Education Welfare Worker may become involved and this may result in a Penalty Notice being issued.

Penalty Notices

A Penalty Notice is a fine to a parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. From 1 September 2013 there have been some amendments to timescales for paying. Parents/carers must pay up to £60 (rising to £120 if unpaid after 21 days) per parent per child being issued.

From August 2024, the fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**.

In the case of repeated fines, if a parent receives a second fine for the same

child within any three-year period, this will be charged at the higher rate of £160.
If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

A Penalty Notice can be issued in cases of Unauthorised Absences if one of the following criteria is met:

- At least 20 sessions (10 school days) lost due to unauthorised absence during the current and previous term. These absences do not need to be consecutive. (A warning letter will be sent and a 20 day period of improvement will commence, if there is an unauthorised absence in this 20 day period the penalty notice will be issued, if there is an improvement in attendance the penalty notice will not go through.)
- Unauthorised absences of at least 10 sessions (5 school days) due to a leave of absence (including holiday related) in term time not agreed by the Head Teacher of children whose attendance is already below 87% in the current academic year or the previous academic term. ***A formal warning letter and 20 day improvement period will not apply when a penalty notice is issued in response to a leave of absence.***
- Persistent late arrival at school, i.e. after the register has closed, in the current and previous term. Persistent means at least 20 sessions of late arrival.
- The presence of an excluded child in a public place at any time during school hours in that child's first 5 days of exclusion. An excluded child is one who has been excluded from school for a given period under the education and inspection act 2006.

People responsible for attendance matters in this school are:

- The Head Teacher has overall responsibility for ensuring that there are appropriate and efficient systems in place to promote and support the school attendance policy, that these are adhered to and training is given where appropriate.
- First Day Contact: The school office: **a member of the office staff** will record the reason for absence or ring home if no phone call has been received.
- Request for leave of absence can only be authorised by the Head Teacher.
- Our Learning Mentor: will monitor the attendance and punctuality of pupils in school on a weekly basis where attendance is below 95%.
- Class teachers, Learning Mentor or the SENCO can be contacted regarding children being reluctant to come to school.

Summary
The school has a legal duty to publish its absence figures to parents/carers and to promote good attendance. This will be shared weekly in the school's newsletter.

Parents/carers have a duty to make sure that their children attend school.

Staff and Governors at Albrighton Primary School, are committed to

working with parents/carers to ensure that children attend school regularly.

Attendance Policy:
Updated Summer Term 2026

Karen Tearle - Head Teacher

Document History

June 2015	Approved by Governors Curriculum and Standards Committee
March 2018	Version 2 approved by Governors
March 2021	Version 3 approved by governors
Summer Term 2024	Version 4 shared with governors
Summer Term 2026	Version 5 shared with governors and placed on school website