



# ATTENDANCE POLICY

2025-2026

Headteacher Signature:

A handwritten signature in blue ink, appearing to read "Chris H".

Chair of Governors Signature:

A handwritten signature in blue ink, appearing to read "Sarah".

Date: September 2025

Date of next review: September 2026



# Southwick Community Primary School & NEW BEGINNINGS NURSERY

## ATTENDANCE POLICY - SEPTEMBER 2025

### Aims

Promoting good attendance and reducing absence, including persistent absence.

Ensuring every pupil has access to full-time education to which they are entitled.

Acting early to address patterns of absence.

To achieve whole school attendance of at least 96%

Support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and promote and support punctuality in attending lessons.

### Legislation and Guidance

#### What does the law say?

The government changed the rules on term-time absence in 2013.

Under the current rules, parents can only allow their child to miss school if:

- He or she is too ill to attend school
- There has been advance permission from the school

In line with the law relating to term time absence and in line with school policy, requests for holidays will only be granted in exceptional circumstances.

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

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)



This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

## Procedures and Responsibilities

Procedure	Staff responsible
<b><u>Attendance Letter to All</u></b>  At the beginning of the academic year, an attendance letter is sent to all children, reminding parents of the law around term time absence and holidays and informing them that holidays will not be authorised during term time, unless parents/carers can prove exceptional circumstances.	SLT  Office staff
<b><u>Attendance Below National Average- Early Intervention</u></b>  At the beginning of the academic year, a list of children with attendance below 96% from last academic year to be given to teachers. Teachers to speak to children in relation to encouraging good attendance this year.	Office staff  Teachers
<b><u>Registration</u></b>  Teachers to complete their register on a morning and submit this no later than 9.05am. The register will also be completed as soon as the children return from lunch.	Teachers
<b><u>Absence Calls</u></b>  Call made to parents of absent children by 9.30am. Reasons for absence logged on CPOMS, with SLT and class teachers tagged in incident.	Office staff
<b><u>Weekly Celebration</u></b>  Class with the highest attendance for the week to receive a prize in Friday's celebration assembly.  Each Friday, a message will be put on the school app and on the website, celebrating the class with the best attendance for that week.	Office staff  SLT  School Business Manager
<b><u>Attendance Tracking and Monitoring</u></b>	Office staff

<p>Each week, office staff collate weekly and cumulative attendance for each child. All staff then have access to this. This is used to monitor where attendance falls below the national average (96%), where children become a persistent absentee (attendance is below 90%) and where children are no longer a persistent absentee.</p> <p>Contact is made weekly by office staff to inform parents/carers of any of these factors. Staff will express concern relating to their child's attendance and offer support to the family in order to help them improve this or will acknowledge improvements in attendance and encourage families to continue to build on this. All contact with parents must be recorded on CPOMS, with SLT and other year group teachers tagged in incidents.</p>	<p>Teachers</p>
<p><b><u>Graduated Response to the Attendance Pathway</u></b></p> <p><b><u>Stage 1</u></b></p> <p><b><u>Attendance letter 1</u></b> to be sent to parents of children whose attendance falls under 90%</p> <p>Two versions of this letter:</p> <ul style="list-style-type: none"> <li>-One letter acknowledges that the child's attendance has been affected by a holiday. Letter reminds parents/carers that holidays can result in them incurring a fine and holidays will only be authorised in exceptional circumstances.</li> <li>-Where the child has not had a holiday, parents are invited into school for an attendance meeting with SLT to discuss barriers to attendance and how we can support families to overcome these. 4 week target of no attendance is set.</li> </ul> <p>Attendance letter 1 children monitored for four weeks. Teachers to speak to parents weekly during the three week monitoring period, discussing the child's attendance for that week.</p>	<p>SLT Office staff Teachers</p>
<p><b><u>Stage 2</u></b></p> <p><b><u>Attendance letter 2</u></b> issued where there is no improvement in attendance- parents asked to attend attendance meeting with SLT. 3 week target set. Teachers to speak to parents weekly during the three week monitoring period, discussing the child's attendance for that week.</p>	<p>SLT Teachers</p>
<p><b><u>Stage 3</u></b></p> <p><b><u>Attendance letter 3</u></b> issued if attendance has not improved by the end of the 3 week monitoring period, informing parents of</p>	<p>SLT</p>

the intention to refer to Attendance Team if there is 2.5 days or more of absence within the next six weeks.

**Stage 4:**

In line with Local Authority threshold, 2.5 days of absence within the six week monitoring period results in referral to the Attendance Team.

Office staff

SLT

**Letter 1:**

(Three versions of this letter)

Informs parents that their child's attendance has fallen below 90% and that their attendance is being monitored. There are two versions of this letter: one for children whose absence is due to a holiday and one for children who have not had a holiday (see above grid).

**Letter 2:**

Issued to parents following no improvement in attendance four weeks after Letter 1 is issued/first attendance meeting. Invites parents to an attendance meeting in school with SLT where attendance targets are set for a 3 week period. Next steps of referral to Attendance Team and consequences of this explained to parents during this meeting.

**Letter 3:**

Issued to parents following no improvement in attendance four weeks after date of attendance meeting with SLT. Informs parents that a referral to the Attendance Team has been made.

Where parents do not respond to attendance letters and do not attend meetings, attendance monitoring and procedures leading to an Attendance Team referral will still be followed.

**Parents/Carers**

Parents have a responsibility to ensure that, unless too ill to attend, their child attends school every day. In any instance that the child is too ill to attend school, parents should inform school as soon as they are aware of this.

Parents also have a responsibility to inform school of any medical/dental appointments that children are attending during school time. Parents should provide evidence of these appointments, if requested by school.



## Governors

Our Attendance Governor is Sue Ord. Governors will oversee the implementation of the policy and hold the head teacher to account on all matters involving attendance through an effective Attendance Policy that is embedded and followed by all relevant staff.

## Strategies for promoting attendance

Southwick Community Primary School wants every child to reach their full potential and the best possible attendance is needed in order to achieve this. Poor attendance negatively affects schoolwork, relationships and means children cannot possibly achieve their full potential.

Southwick Community Primary School celebrates good and improved attendance. Every week, classes compete for the 'Class of the Week' prize- a prize given to the class with the best attendance. During Friday's celebration assembly, the attendance of each class for that week is shared with children.

At the end of each term, children with 100% attendance and those whose attendance has improved significantly since the previous half term will receive a prize.

At the end of the academic year, all children with 100% attendance receive a prize, with two children drawn at random, receiving a star prize.

It is the responsibility of all staff to promote attendance to children and their parents/carers.

Staff will work closely with our Attendance Governor, Sue Ord, in order to plan for changes/improvements to systems and to work together to implement actions from school's Attendance objectives.

Staff will recognise improvements in attendance and this recognition will be shared with children and their parents/carers.

The attendance 'race display' in the hall will be updated weekly to celebrate the winning class for that week and to track attendance for classes for the term. At the end of the term, the class who 'win' the race will be given a prize.

Each Friday, a message will be put on the school app and on the website, celebrating the class with the best attendance for that week.

## Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once at the start of the afternoon session. It will mark whether every pupil is present or absent. Codes are recorded to give details of absence.

Pupils must arrive in school by **8.55am** on each school day.

The register for the first session will be taken and returned to the office by 9.05am.



## Authorised and Unauthorised absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to illness, as soon as practically possible by telephone. If no call is made, office staff will contact parents by 9.30am of the day they are absent, to find out the reason for the absence.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Medical evidence will not be asked for unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

## Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents and carers are asked to share appointment cards with school when informing staff that their child will be attending a medical appointment during school hours.

**Applications for *Leave of Absence* in term time must also be made in advance and will be dealt with on a case-by-case basis by the head teacher. Requests for Leave of Absence will only be granted in exceptional circumstances.**

## Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

## Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

School will ring by 9.30am if no reason for absence has been given to school.

## Reporting to parents

(Refer to School Procedures)



## Legal sanctions

The Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The decision on whether or not to issue a penalty notice follows the Local Authority's Code of Conduct for issuing penalty notices. This may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the Local Authority may then prosecute the parents/carers.

School will only refer to the Attendance Team when the 4 stage model (see grid above) has been exhausted and there is still no improvement in attendance.

## Other Relevant Policies

This policy should be read in conjunction with:

Child Protection Policy

Safeguarding Policy

## Monitoring and Review

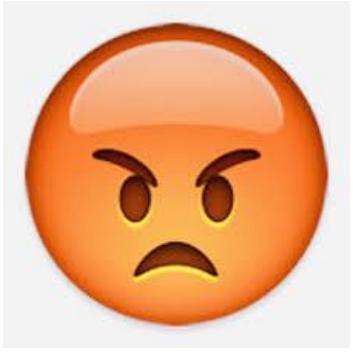
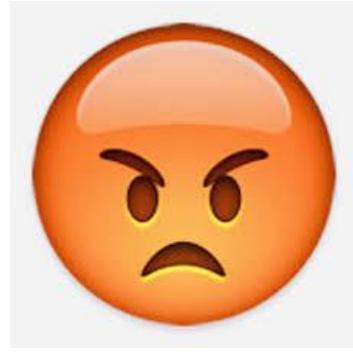
The head teacher will be responsible for monitoring the implementation of this policy and reporting to the Governing Body on its effectiveness.

Appendix 1

# Attendance Matters

ATTENDANCE DURING ONE SCHOOL YEAR	HOW MANY DAYS ABSENCE	HOW MANY WEEKS ABSENCE	HOW MANY LESSONS MISSED
95%	9 days	2 weeks	40 lessons
90%	19 days	4 weeks	80 lessons
85%	29 days	6 weeks	120 lessons
80%	38 days	8 weeks	160 lessons
75%	48 days	10 weeks	200 lessons
70%	57 days	11 weeks	230 lessons
65%	67 days	13 weeks	270 lessons

Appendix 2

100% No learning days lost	95% 40 missed lessons 2 whole weeks	90% 80 lessons missed 4 whole weeks	85% 120 lessons missed 6 whole weeks	80% 160 lessons missed 8 whole weeks
				
Very best chance of success	Off to a good start	Less chance of success	Harder to make progress <b>PERSISTENT ABSENTEE</b>	Not fair on your child <b>PERSISTENT ABSENTEE</b>

# Punctuality Matters

**8.55am**

The school day begins. **On time = NO LEARNING TIME LOST**



**9.00am**

**5 minutes late a day means 3 whole days of teaching lost each year.**



**9.10am**

**15 minutes late a day means 9 whole days of teaching lost each year.**



**9.25am**

**30 minutes late a day means 18 whole days of teaching lost each year.**