



Madresfield C.E. Primary School Attendance Policy

LAB Approval: September 2025

Date of last review: July 2024

Date of next review: September 2026

Policy Owner: Headteacher

Our Vision

Ignite Illuminate Inspire

At Madresfield we are a caring inclusive school, where everyone is welcome as Jesus welcomed all. We work closely with all stakeholders to support our children in achieving their God given potential. Inspired by *Psalm 119:105 "God's word is a lamp to guide our feet and a light for our path"*.

As a school we aim to:

Ignite: to cultivate a love for learning and awe and respect for God's world.

Illuminate: to trust in God to guide us and develop our wisdom and compassion as we journey through school.

Inspire: to help our children to shine as we celebrate their successes and help them to develop into beacons of hope for others within our school and wider communities.

In order for children to achieve their potential we have in place and follow the following school rules:

Be kind- being kind to others.

Be ready- being ready to learn.

Be respectful- being respectful to all.

Be safe- being safe around school.

Equality and Diversity Statement

At Madresfield CE Primary School we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

This policy has been reviewed; to the best of our knowledge we do not feel it impacts negatively on any specific group or individual within our school community.

Attendance Policy

1. Summary

1.1 At Madresfield C.E Primary School we aim to provide a high-quality education in a safe, caring and disciplined environment so that all pupils are able to reach their full potential during the primary phase and leave here with positive feelings and attitude towards education and its value to them.

1.2 The school has a legal duty to promote good attendance. Equally, parents have a duty to make sure that their children attend regularly. All of the staff at Madresfield C.E Primary School are committed to working closely with parents as the best way to ensure the highest possible levels of attendance. We hope that you can work with us on this matter.

Attendance Ladder



2. Principles

- The Education Act 1996 states that all pupils should attend school regularly and punctually.
- It is important that all parents and children know that the staff value good attendance and punctuality.
- It is important that parents and staff are aware of their rights and responsibilities regarding the attendance of pupils.

3. Purpose of Attendance Policy

- To improve and maintain levels of attendance and punctuality.
- To minimise disruption to the learning environment caused by lateness and absence.
- To enable children to acquire good habits.
- To ensure that children can receive the full range of differentiated and independent learning opportunities which will enable them to reach their full potential.

4. Statutory Framework

4.1 Section 444 of the 1996 Education Act states that:

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

4.2 The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if the Headteacher is satisfied as to the validity of the explanation offered will the absence be authorised.

4.3 Under the School Attendance (Pupil Registration) (England) Regulations 2024 all schools are required to have an admission register and an attendance register. These registers must be kept electronically. All pupils (regardless of their age) must be placed on the admission register and have their attendance recorded in the attendance register.

4.4 Schools are required to take the attendance register at the start of each morning session of each school day and once during each afternoon session. Madresfield C.E. Primary School must record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024. A summary of the codes can be found in Appendix 1.

5. Rights and Responsibilities

5.1 Maintaining/improving attendance at Madresfield C.E. Primary School is the responsibility of everyone in the school community: local authorities, Governing Bodies, parents, pupils and all staff.

Where barriers to attendance go beyond the school gates and cover multiple needs, Madresfield C.E. Primary School will work with the local authority and other agencies to provide wider-holistic support.

5.2 Academy Trustees and Governing Bodies

- The Governing Bodies will take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
- The Governing Bodies will ensure school leaders fulfil expectations and statutory duties.
- The Governing Bodies will use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
- The Governing Bodies will ensure school staff receive training on attendance.

5.3 The Headteacher, Mrs R. Hibell, is the **Senior Attendance Champion** with overall responsibility for championing and improving attendance. She can be contacted via the School Office by phone or email.

- The Headteacher will ensure that registers are kept accurately and that absence figures are given to the DfE yearly and to the LA termly.
- The Headteacher will clarify authorised and unauthorised absences with the Office Administrator and Class Teacher if there is any doubt as to whether the reason for absence gives cause for concern.
- The Headteacher will develop and maintain a whole school culture that promotes the benefits of good attendance.
- The Headteacher will send appropriate letters to parents and carers if a pupil's absence gives cause for concern.
- The Headteacher will promote regular attendance via assemblies, with parents at parents' evening and for each new intake.
- The Headteacher will regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- The Headteacher will work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school and out of school barriers to attendance.
- The Headteacher will make sure attendance support and improvement is appropriately resourced, including where applicable through effective use of pupil premium funding. Where possible this will include attendance or pastoral support staff who will work in partnership with families, conduct home visits and work in partnership with school leaders, the local authority's School Attendance Support Team and other partners.
- The Headteacher will consult with the Education Welfare Officer if, despite school action, a pupil's attendance/punctuality continues to give cause for concern.

5.4 Class Teacher

- The Class Teacher will keep an accurate record of attendance and absence.
- The Class Teacher and Office Administrator will monitor attendance and inform the Headteacher if there are concerns.
- The Class Teacher and Headteacher will encourage attendance and punctuality through the school reward system.

5.5 Office Administrator

- The Office Administrator will differentiate accurately between authorised and unauthorised absence.
- The Office Administrator will follow up unauthorised absences.

- The Office Administrator will meet weekly with the Headteacher to review attendance data to inform targeted actions, family support and communications.

5.6 Parents

- Parents will ensure their child attends every day the school is open except when a statutory reason applies.
- Parents will notify the school by 9.30am that their child is absent due to sickness or unavoidable cause.
- Parents will avoid making medical or dental appointments for their child during school hours.
- Parents must put in writing a request for leave of absence in exceptional circumstances and make an appointment to discuss this request with the Headteacher.

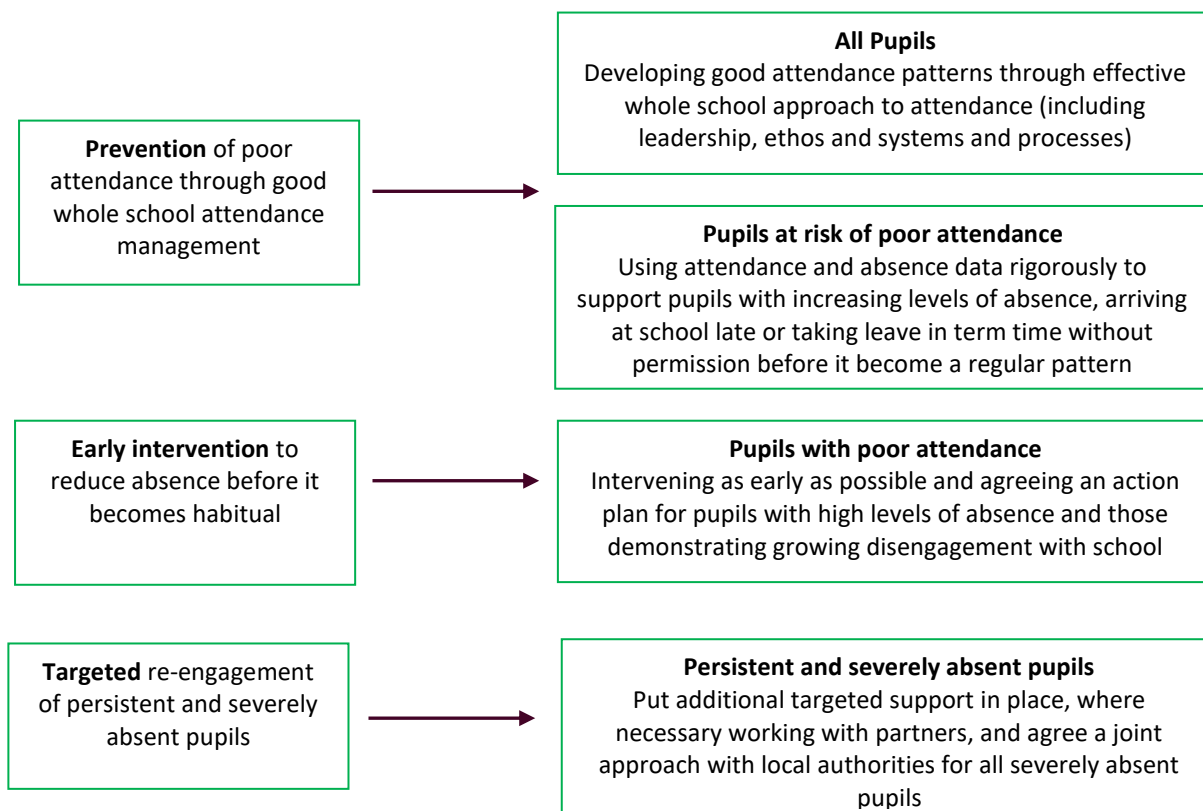
5.7 Pupils

- Pupils will be aware of the importance of regular attendance at school.
- Pupils will talk to a member of staff if there is anything that makes them feel unhappy at school or other reasons that could reduce their willingness to attend.
- All staff at Madresfield C.E. Primary School will endeavour to create an atmosphere whereby pupils are willing and enthusiastic attenders.

6. Monitoring Procedures

6.1 The school has a special responsibility to reduce the number of children whose attendance is below 90% over the school year. The government considers pupils who miss this much school, as “persistent absentees”, regardless of the reason for their absence. Special procedures may be applied to children who are at risk of falling into this category.

6.2 Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), Madresfield C.E. Primary School and local authorities will work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils.



7. Registration

7.1 Calling of the registers

- Class Teachers are responsible for attendance registers
- Morning Registration will take place at 8.45am
- Registration will close at 9.30am
- Afternoon registration will take place at 1.15pm

7.2 Who will amend the register?

- Pupils arriving between 9am and 9.30am will be marked as “late”.
- Pupils arriving after 9.30am will receive an unauthorised absence mark. If an acceptable explanation for late arrival is received the absence will be authorised.
- Where a pupil has returned to school following a period of absence the Office Administrator will amend the register accordingly – providing a suitable explanation has been received and accepted. In cases where there is doubt about an explanation, contact will be made with the parent.
- Registers will be monitored weekly by the Office Administrator in consultation with the Headteacher who has overall responsibility for attendance.
- Where appropriate the Headteacher will generate letters regarding absences and/or poor punctuality – pupils who are persistently late will automatically receive a letter.

8. First Day Response

8.1 Where no explanation for absence has been noted in the register the Office Administrator will contact home.

8.2 A record will be kept of all efforts to contact parents/carers.

9. Next stages

9.1 At the start of each year, information is given to parents (Leave of Absence during Term Time) on the importance of attendance and the school's procedures. Parents/carers are also informed about other relevant information i.e. holiday dates, INSET dates. This is also published on the school's website.

9.2 Pupils with outstanding absence notes will automatically receive a letter.

9.3 If a pattern of concern regarding attendance develops, the Headteacher will initially write to the family. If there is no improvement, the Headteacher will invite them into school to discuss the matter.

9.4 Where appropriate the Headteacher will inform the family that future absences on health grounds will no longer be authorised without medical evidence.

9.5 If there is still no improvement, the Headteacher will use a variety of resources to improve attendance including:

- make a referral to the Education Welfare Officer
- introduction of an attendance contract

9.6 Where a voluntary early help plan or formal attendance contract has not been successful, an Education Supervision Order (ESO) may be implemented. ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO.

9.7 Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

10. Penalty notices

10.1 Penalty notices will be issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends Madresfield CE Primary School. The Headteacher may issue a penalty notice to each parent liable for the offence or offences.

10.2 Penalty notices are intended to prevent the need for court action and are used where it is deemed likely to change parental behaviour and help to secure regular attendance.

10.3 Penalty notices will be issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended, by the Headteacher or someone authorised by them, a local authority officer or the police.

11. Granting leaves of absence

11.1 The Headteacher 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. These circumstances are:

- Attending an interview for entry into another educational institution
- Study leave for public examinations, as agreed in advance with a parent the pupil normally lives with
- A temporary, time-limited part-time timetable
- The Headteacher can grant a leave of absence for other exceptional circumstances at their discretion.

11.2 Absences will remain unauthorised if no legitimate explanation is received from parents/carers.

11.3 The following explanations will NOT usually be deemed legitimate:

- Looking after siblings
- Shopping Trip
- Unexceptional special occasions, e.g. birthdays
- Family Holidays
- Family Holidays where prior permission was not sought or was refused.
- Term Time holidays

11.4 It should be noted that a request for a term-time holiday is NOT a parental right. Leave may be granted in EXCEPTIONAL CIRCUMSTANCES, but arrangements should not be made without the school's agreement in advance. Taking leave without permission will be classed as an "unauthorised" absence and may be subject to a Penalty Notice or other legal proceedings by the LA.

12. Medical and Dental appointments

12.1 Wherever possible, parents are asked to make routine medical and dental appointments outside school time. Where such appointments in school time are unavoidable, staff should be informed in advance if at all possible. A "present" mark may still be awarded if the child attends for as much of the session as they can. It is always better to attend for some of the time rather than missing the whole day.

13. Analysis and sharing of attendance data

13.1 It has been recognised that poor attendance is habitual and as a result prevention and early intervention is crucial. Madresfield CE Primary School will analyse attendance and late registration data to:

- identify weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families.
- provide regular attendance reports to class teachers or tutors to facilitate discussions with pupils, DSLs, TIS UK Practitioner and the SENCO.
- conduct analysis of half-termly, termly, and full year data to identify patterns and trends.
- to benchmark their attendance data.
- monitor impact of school wide attendance efforts.

13.2 Madresfield C.E. Primary School is required under the Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024 to share information from their registers with the local authority to include:

- notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days.
- providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

14. Acknowledging good attendance and punctuality

14.1 The Headteacher will present an attendance certificate at the end of the summer term to pupils who have achieved good attendance and punctuality throughout the year.

Appendix 1 Attendance and absence codes

Code / \: Present at the school / = morning session \ = afternoon session

Code L: Late arrival before the register is closed

Code V: Attending an educational visit

Code P: Participating in a sporting event

Code B: Attending any other approved educational activity

Code D: Dual registered at another school

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Code X: Non-compulsory school age pupil not required to attend school

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable Code C:

Leave of absence for exceptional circumstance

Code R: Religious observance

Code I: Illness (not medical or dental appointment)

Code E: Suspended or permanently excluded and no alternative provision made

Code G: Holiday not granted by the school

Code N: Reason for absence not yet established

Code O: Absent in other or unknown circumstances

Code U: Arrived in school after registration closed