



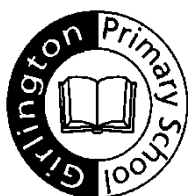
GIRLINGTON PRIMARY SCHOOL

Attendance Policy - Pupils

Date Policy Written: Autumn 2025

Date Policy Ratified: Autumn 2025

Date Policy to be Reviewed: Autumn 2026



GIRLINGTON PRIMARY SCHOOL	Reviewed By
Attendance Policy – Pupils (Statutory)	HT _____ DHT _____ IM _____

Attendance Policy

Aims and Objectives

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% (20 school days) each year will, over their time at primary school, have missed two whole terms of learning. This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all children, apart from those with chronic health issues. This equates to no more than 5 days absence per school year.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and Bradford Education Safeguarding so that all pupils realise their potential, unhindered by unnecessary absence.

- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

The Senior Leadership Team will:

- Monitor attendance statistics and establish strategies which will have a positive influence on raising standards.
- The designated Lead for attendance will lead attendance throughout the whole school and have a clear vision for attendance improvement.

The School Governors

There is at least one named governor with responsibility for attendance, they will monitor attendance at all governor meetings and meet with attendance leads in school on a regular basis to monitor, challenge and review data.

The Access and Inclusion manager will:

- Monitor school attendance
- Monitor trends in authorised and unauthorised absence
- Check all registers on a daily basis.
- Initiate first day contact where no reason has been provided that day for a pupils absence and if felt necessary conduct a welfare visit.
- Contact families where concerns are raised about absence including arranging meetings to discuss attendance issues (*see appendix 1 flow chart*)
- Monitor individual attendance where concerns have been raised
- Liaise with other professionals to determine potential sources of difficulties and reasons for absence.
- Arrange meetings with parents who want to request extended holidays.
- Encourage parents to use the schools breakfast club to ensure better punctuality.

Parents are expected to:

- Ensure their child attends school and arrives on time every day.

- Understand the importance of attendance and punctuality;
- Call the school to report their child's absence before 9am on the day of the absence.
- Attendance or punctuality.
- Ensure that, wherever possible, appointments for their child are made outside the school day.
- Avoid taking holidays during term time.
- Provide medical evidence when requested by the school.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U or M) Registers will close at 9:10am

All parents of pupils who have 2 lates recorded in one week will be sent a letter explaining the impact to their education. If lateness continues parents will be invited to attend a meeting with the Access and Inclusion Manager and Local Authority officer.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a welfare visit, contact other emergency numbers on file.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via termly registration certificates.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will:

- Provide regular attendance reports to [class teachers/form tutors], and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

Parental Request for Absence from School for Holiday

Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via The Access and Inclusion Manager. The headteacher may require evidence to support any request for leave of absence.

Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice 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 can decide whether to prosecute or withdraw the notice.

Rewards

At the end of each week, all pupils who have attended and been on time every day that week will receive two star tokens for their house. Pupils who have attended every day, but been late before close of register will receive one star token for their house

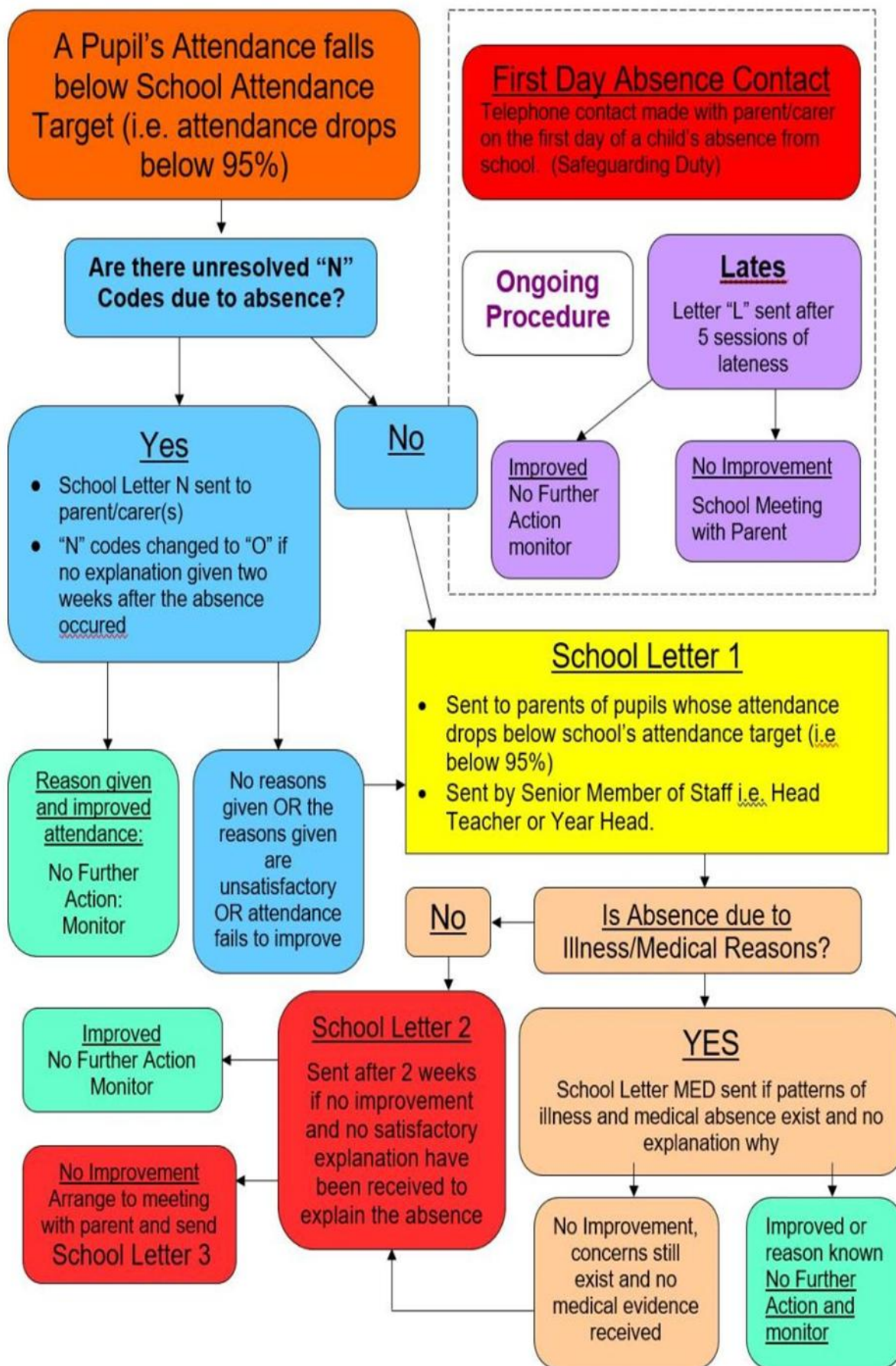
At the end of each half term the winning house is announced, they receive a star on the wall and their house colours displayed in the trophy.

Pupils who have 100% attendance each term will receive an attendance badge to wear on their uniform and will be able to attend a cinema morning.

Class attendance is monitored weekly and celebrated in Well Done assembly. The class with the highest attendance over the term will receive a cinema morning.

At the end of the academic year every pupil with 100% attendance for the school year will receive a plaque. Every pupil with above 98% attendance for the school year will receive a medal.

Stage One – School Attendance Staged Intervention Model



EDUCATION SAFEGUARDING - ATTENDANCE INTERVENTION FLOWCHART

John Leese | February 21, 2022

