



**ACKLAM WHIN PRIMARY  
SCHOOL**

## **Attendance and Absence Policy**

**Approved by Governors: November 2025  
To be Reviewed: November 2026**

## Statement of Intent

Acklam Whin Primary school believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

### **Senior Leader responsible for Attendance:**

Mrs G. Wilson (Assistant Head Teacher)

### **Education Welfare Officer**

The school's Education Welfare Officer is Mrs Amy Taylor who can be contacted via the school reception or [amytaylor@educationfive.co.uk](mailto:amytaylor@educationfive.co.uk).

### **Attendance Administration Support**

Miss E.-M. Middleton and Mrs D. Bell

### **Attendance Link Governor:**

Mrs L. Sullivan

To report an absence, request special leave, discuss any issues related to attendance or to request support, parents/carers should contact the school via phone (01642 813938), via email using [AWContact@acklamwhin.co.uk](mailto:AWContact@acklamwhin.co.uk) or through the Leave of Absence form on the School App. Staff, parents, and pupils are encouraged to contact Mrs Wilson or Mrs Taylor if they have any queries or concerns about attendance.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy

- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy

## **2. Roles and responsibilities**

### **The governing board has overall responsibility for:**

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff, that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

### **The headteacher is responsible for:**

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to lead on attendance.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

### **Staff are responsible for:**

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

### **The Education Welfare Officer and Attendance Lead at school are responsible for:**

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate, support first approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Undertaking home visits in cases of unexplained or prolonged absence to ensure the safety and wellbeing of the pupil.

- In cases where a home visit is attempted and the child is not seen, the absence may be recorded as unauthorised until appropriate evidence of illness or another valid reason is provided. If unauthorised absence continues for five school days or more, the school may consider making a referral to the Local Authority in line with attendance and safeguarding procedures.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers

#### **Pupils are responsible for:**

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

#### **Parents are responsible for:**

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school, where possible.
- Avoiding taking holidays in term time
- Following any family-based support implemented by the school to improve attendance.

### **3. Definitions**

The following definitions apply for the purposes of this policy:

#### **Absence:**

- Arrival at school after the register has closed
- Not attending school for any reason

#### **Authorised absence:**

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

#### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day
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### **Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason (includes authorised and unauthorised absences).

## **4. Attendance expectations**

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

Pupils are expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 8.50am, and pupils are expected to be in their classroom, ready to begin lessons at this time.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9am. Pupils attending after this time (but before 9.20am) will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:20am. Pupils will receive a mark of unauthorised absence if they do not attend school before this time. The mark will record that the pupil is in school for purposes of health and safety.
- The afternoon register will be marked by 1:00pm.
- The afternoon register will close at 1:10pm. Pupils will receive a mark of unauthorised absence if they are not present and they have not be granted leave to be absent (for example in the case of a child being sent home during the school day due to illness reasons).

School attendance is talked about at school regularly and pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

## **5. Absence procedures**

Parents are required to contact the school office via telephone, school app, email or in person before 9:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence on this day and each day of absence.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the child's parent by telephone call as soon as possible to establish a reason for absence.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school registration system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness and where attendance has become a concern.

In the case of Persistent Absence, arrangements will be made for parents to speak to the Education Welfare Officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 90%, the Education Welfare Officer will be informed, and a formal meeting may be arranged to discuss any attendance issues with the pupil's parent.

Where a pupil has not returned to school for 10 days after an authorised or notified absence or is absent from school without authorisation for 20 consecutive school days, the school will report the pupil to the local authority as a missing child and may remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

## 6. Attendance register

The school uses SIMS electronic registration system to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

## 7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. The decision to grant or refuse the request will be at the discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account.

### Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, parents must complete a leave of absence form which is available via the school app or at the school office. The school should receive these requests from parents **at least two school weeks prior** to the proposed start date of the leave of absence.

Any requests for leave during term time will be considered on an individual basis. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays in line with current DfE statutory guidance.

Requests for leave will not be granted in the following circumstances:

- Holidays during term time due to parents work commitments/ occupation
- Holidays during term time due to lower cost
- Immediately before and during statutory assessment periods
- Holidays for the purpose of visiting a sick relative, excepting where the person is seriously ill (medical evidence may be required) and alternative arrangements to look after the child cannot be reasonably made
- Where a pupil's authorised absence record is already above 10 per cent for any reason.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

### **Illness and healthcare appointments**

Parents will be expected to make routine medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable and may be asked to provide evidence of the appointment such as an appointment card or letter. Parents should ensure that their children only miss the minimum amount of time necessary for the appointment, attendance before and after the appointment at school will therefore be expected unless specifically agreed otherwise in advance by the school.

### **Performances and activities, including paid work**

Pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, will be required to obtain a licence from the LA. In such circumstances the school may authorise the child's absence.

### **Religious observance**

Parents will be expected to request absence for religious observance at least two weeks in advance using the leave of absence form. The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

### **Gypsy, Roma and Traveller absence**

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two school weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

## **8. SEND- and health-related absences**

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

The school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will endeavour to secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

## **9. Attendance Intervention**

In order to ensure the school has effective procedures for managing absence, the Education Welfare Officer and Attendance Lead, will:

- Establish a range of evidence-based interventions to address barriers to attendance which may include, letters offering support and advice to improve attendance, phone calls home to discuss emerging patterns of absence or initial meetings with parents to offer support from school or other agencies.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with the escalation procedures.
- Engage with LA teams including the Education Welfare Service
- Request legal intervention from the local authority including penalty notice fines, Education Supervision Orders (ESO's) or prosecution.

The school will use attendance data, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in a variety of age-appropriate ways.

## **10. Working with parents to improve attendance**

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The school will request that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the Education Welfare Officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the Education Welfare Officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the Education Welfare Officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

## **11. Persistent Absence**

A pupil will be considered a persistent absentee if they miss more than 10% of their education no matter what the reason for absence. The school will use a number of methods to help support pupils at risk of becoming persistent absentee.

Should a pupil have rates of absence over 50 percent, the school will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

## 12. Penalty Notices and Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the Education Welfare Officer will consider implementing formal attendance procedures. This can include

- Holding a formal meeting with parents, the EWO and Attendance Lead
- Issue a Notice to Improve letter to parents as part of the attendance procedures
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's '[Working together to improve school attendance](#)' guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period of suspension or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other actions such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

### **Education Supervision Orders (ESOs)**

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

### **13. Monitoring and analysing absence**

The Education Welfare Officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The Education Welfare Officer and Attendance Lead will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will form a report that will be shared with staff and governors.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local, regional and national level data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

### **14. Promoting good attendance and punctuality**

Staff will take every opportunity to encourage and praise regular attendance and punctuality. Regular written communication with home will aim to remind parents of the need to ensure children attain maximum attendance.

The importance and benefits of regular attendance and punctuality are actively promoted to parents and children at Acklam Whin Primary through:

- Sharing of attendance in assembly weekly
- Parent consultations– attendance and punctuality are discussed
- Weekly attendance data shared on the school BLOG
- Attendance and punctuality information included in pupil reports
- Communication with parents/carers e.g. personalised letters, newsletters and school website

### **15. Rewards and inclusive incentives:**

- Attendance trophy given in assembly to the class with the highest attendance weekly
- Stickers awarded to classes/children
- 100% attendance certificates awarded termly and yearly
- Short-term initiatives throughout the year to improve different elements of attendance and punctuality

## **16. Training of staff**

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

## **17. Deletions of names from the admission register**

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

## **18. Monitoring and review**

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent.

This policy will be reviewed annually by the headteacher. The next scheduled review date for this policy is September 2026.

Any changes made to this policy will be communicated to all relevant stakeholder

