



Thringstone **Primary School**

Believe and Achieve Together

Attendance Policy

Approved by the Governing Body:

Adopted on: October 2025

Review October 2026

Our Vision

At Thringstone, we are a school community that works together with confidence and enjoyment to achieve every child's potential. Each and every day we 'Believe and Achieve Together'.

Attendance and Our Values

Good attendance is one of the ways we live out our school values:

Belief – coming to school every day shows belief in ourselves and our learning.

Respect – we respect ourselves and others by being present, on time and ready to learn.

Kindness – attending regularly helps us build friendships and support each other.

Resilience – even when things are difficult, we keep trying and make sure we are in school.

Teamwork – every child's attendance matters to the whole class; we achieve more together.

1. Aims

- Ensure every child attends school regularly and punctually.
- Work in partnership with families to remove barriers to attendance.
- Intervene early where concerns arise and provide clear, tailored support.
- Escalate to the Local Authority when school-based support has not secured improvement.

2. Statutory Framework

This policy is based on [Working Together to Improve School Attendance](#) (DfE, 2024), the [Education Act 1996](#) and associated [Pupil Registration Regulations](#), and the [2024 national framework for penalty notices](#).

Persistent absence is defined as attendance below 90%.

Severe absence is defined as attendance below 50%.

3. Roles and Responsibilities

All staff will receive guidance and updates to ensure they understand their role in improving attendance.

- **Attendance Champion (Headteacher)** – leads the strategy, reviews data, ensures staff capacity, reports to governors, and refers to the Local Authority when support has been exhausted.
- **Family Liaison Worker** – works with families to understand and reduce barriers, provides targeted support, and carries out home visits where necessary.

- **Office Attendance Team** – maintains daily registers, carries out first-day calling/texting, records absence codes, and escalates unexplained absences.
- **Class Teachers** – take registers accurately and on time, identify emerging patterns, and promote good attendance.
- **Parents and Carers** – ensure children attend on time every day, inform school of absence promptly, and engage with support when concerns are raised.
- **Governing Body** – receives regular attendance reports, challenges leaders, and ensures resources and training are in place to improve attendance.

4. **Registration and Punctuality**

Registers are taken twice daily at the start of the morning and afternoon sessions.

Morning registers are taken at 9am. Registers are open until 9.15am. Pupils arriving after this time without a valid reason will be recorded as unauthorised absence. Afternoon registers are taken at 1pm and closed at 1.15pm.

Persistent lateness is treated in the same way as irregular attendance and may result in escalation where it causes unauthorised absences.

5. **First Day of Absence Procedures**

Parents and carers must contact school by 9.00am with the reason for absence. If no contact is received, the Office Attendance Team will:

- phone the parent or carer
- if no answer, send a text message
- if still no reply, escalate to the Family Liaison Worker or DSL for further follow-up, which may include a home visit

All unexplained absence is treated as a safeguarding concern until confirmed otherwise.

6. **Monitoring and Support**

Attendance is monitored daily, weekly, half-termly and termly.

At 92% and below – the school will contact families, discuss barriers, and offer support.

Below 90% (persistent absence) – the child will be placed on a 4-week monitoring cycle. Attendance will be tracked daily and reviewed weekly. If attendance rises above 90% the cycle ends. If it remains below 90% another cycle begins and may escalate to a meeting with the Attendance Champion.

Severe absence (below 50%) will trigger an immediate case review with safeguarding oversight and external agency involvement if required.

Attendance of children with a social worker, including looked after children, will be closely monitored with safeguarding oversight.

Part-time timetables will only be used in exceptional cases, for a short agreed period, and will be reviewed regularly with the Local Authority to support reintegration. They must be agreed with parents, recorded, reported to the Local Authority, and reviewed regularly to ensure a return to full-time education as soon as possible.

7. Communication with Families

Parents and carers will receive termly attendance updates, showing sessions missed and lessons affected.

All communication will be personalised, respectful, and focused on improvement and support.

Multiple methods will be used: phone calls, texts, letters, and face-to-face meetings.

Letters and updates will show clearly how absence equates to sessions and lessons missed, so families can see the impact on learning as well as the percentage figure.

School will listen to families, understand barriers, and agree action plans that set out what both school and parents will do.

8. Escalation and Legal Intervention

Penalty Notices will only be requested where the threshold has been met and supportive measures have not secured improvement

Where attendance does not improve despite support, the school will issue a Notice to Improve and make a referral to the Local Authority. A Notice to Improve is part of the statutory escalation pathway and will be issued before referral to the Local Authority for legal intervention.

The Local Authority may issue a Penalty Notice or pursue legal action. In line with the national framework, a Penalty Notice may be considered if a pupil has 10 or more unauthorised sessions within a rolling period of 10 school weeks.

The school may also request a Penalty Notice for unauthorised leave in term time. Escalation happens only after supportive approaches have been fully offered.

9. **Leave of Absence**

Term-time leave will only be authorised in exceptional circumstances.

Requests must be made in advance to the Headteacher.

Unauthorised leave may result in a referral to the Local Authority for a Penalty Notice.

10. **Rewards and Culture**

Attendance is celebrated positively at class level.

A weekly class award is given to the class with the highest attendance, with rewards chosen by the School Council.

No individual certificates are issued, ensuring fairness for children with unavoidable absences.

Attendance is linked to the school values: Teamwork, Belief, Kindness, Respect and Resilience.

11. **Safeguarding**

Absence may indicate safeguarding concerns. Unexplained absence, patterns of absence, or severe absence are treated with vigilance. The school will follow its Safeguarding and Child Protection Policy where appropriate.

12. **Review and Oversight**

This policy will be reviewed annually by the Attendance Champion and the governing body, or sooner if statutory guidance changes.

Attendance will be analysed against national and local averages to inform priorities.

Governors will receive attendance reports as part of the Headteacher Report. Attendance procedures will be monitored on a daily, weekly and half-termly basis.

Governors will use attendance reports to hold leaders to account for securing improvement.

Appendix 1: Attendance Codes

The following codes are taken from the DfE's *Working Together to Improve School Attendance (2024)*.

Code Definition		Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Local authority provision	Pupil is attending a place arranged by the local authority (not another school they are registered at)
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised or approved by the school
W	Work experience	Pupil is on a work experience placement
C	Authorised leave of absence	Leave due to exceptional circumstances granted by the school
C1	Regulated performance/employment abroad	Leave to participate in a regulated performance or work abroad
C2	Part-time timetable	Pupil is subject to a part-time timetable
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
E	Excluded	Pupil suspended or permanently excluded, no alternative provision arranged

Code Definition		Scenario
H	Authorised holiday	Holiday authorised by the school due to exceptional circumstances
I	Illness	Absence due to illness (not medical appointments)
M	Medical/dental appointment	Pupil at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil on study leave during public exams
T	Traveller absence	Pupil from a traveller community is travelling, as agreed with the school
G	Unauthorised holiday	Holiday not approved by the school
N	Reason not provided	Pupil absent for unknown reason (must be updated within 5 days)
O	Unauthorised absence	School not satisfied with reason or no reason provided
U	Arrival after register closed	Pupil arrives after registers have closed
Q	Lack of access arrangements	Pupil unable to attend due to LA not providing agreed access arrangements
X	Not required to attend	Non-compulsory school-age pupil not required to attend
Y1	No transport provided	Pupil unable to attend as expected school/LA transport unavailable
Y2	Widespread travel disruption	Pupil unable to travel due to disruption in emergency
Y3	Partial school closure	Part of school premises closed and pupil cannot be accommodated
Y4	Whole school closure	School closed unexpectedly (e.g. adverse weather)

Code Definition		Scenario
Y5	Criminal justice detention	Pupil detained (e.g. police, youth detention)
Y6	Public health law/guidance	Absence due to health legislation or guidance
Y7	Other unavoidable cause	Absence due to unavoidable emergency
Z	Pupil not on admission register	Register set up but pupil has not yet joined
#	Planned school closure	Whole or partial closure due to holiday/INSET/polling etc.