

School Attendance Policy

Date of last Review: Autumn 2026

Review in: Autumn 2027

Kirk Ella St Andrew's Primary School

School Attendance Policy

Advice and contact list

Name	role	Contact details
Mrs Wells	Member of staff responsible for day-to-day management of attendance	**01482 657208** **office@kirkella.eriding.net**
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Definitions and acronyms

Definition of a parent - For the purpose of this policy, as set out within 'Working Together to Improve School Attendance,' August 2024 a parent means:

• all natural parents, whether they are married or not;

• any person who has parental responsibility for a child or young person; and,

• any person who has care of a child or young person (i.e. lives with and looks after the child).

DfE – Department for Education

Related legislation and guidance

'Working together to improve school attendance' August 2024

Education Act 1996

Education (Pupil registration) (England) (Amendment) Regulations 2016

'Children Missing in Education,' Statutory Guidance September 2016

'Keeping Children Safe in Education,' September 2022

'Ensuing a good education for children who cannot attend school because of health needs,' January 2013

'Summary of responsibilities where a mental health issue is affecting attendance,' February 2023

'Promoting the education of children with a social worker,'- June 2021

‘Supporting Pupils at school with medical conditions,’ December 2015
‘Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement,’ September 2023

Other related policies
Absence from school in Exceptional Circumstances Policy Guidance
Child protection and safeguarding policy
Behaviour Policy
SEN Policy

Introduction and core principles
Every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, the attendance policy should account for the specific needs of certain pupils and pupil cohorts. The policy should be applied fairly and consistently but in doing so schools should always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of their policy, schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.
An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. To ensure all leaders, staff, pupils, and parents understand these expectations, this attendance policy, based on the expectations set out in ‘Working Together to Improve School Attendance’ August 2024 outlines these.
The policy should be easily accessible to leaders, staff, pupils, and parents, including being published on the school’s website. Parents should be sent it with any initial information when pupils join the school and reminded of it at the beginning of each school year and when it is updated.
At Kirk Ella St Andrew’s Primary School we recognise the link between regular attendance and high attainment. We expect that all pupils will attend school every day that the school is open unless there is a specific reason for the pupil not attending. We are committed to applying the core principles as set out in Working Together to Improve School Attendance, August 2024.

Roles, responsibilities, and expectations – the table below is taken from the DfE 'Summary table of responsibilities for school attendance,' August 2024.

Parents are expected to:	**Schools are expected to:**	**Governing bodies are expected to:**
Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	Take an active role in attendance improvement, support their school to prioritise attendance, and work together with leaders to set whole school cultures.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Provide medical evidence were illness last more than 3 days.	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Ensure school leaders fulfil expectations and statutory duties.
Only request leave of absence in exceptional circumstances and do so in advance	Accurately complete admission and attendance registers.	Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
Book any medical appointments around the school day where possible. Provide evidence of appointment when in school time.	Have robust daily processes to follow up absence.	Ensure school staff receive training on attendance.
	Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.	
	Have a dedicated senior leader with overall responsibility for championing and improving attendance.	

School Times

It is important that your child is at school for the start of the school day. The school day is made up of two sessions, a morning, and an afternoon. Registers are taken during these sessions. School times are:

8.50am to 12pm. register closes 9.10am

1.00pm to 3.20pm, register closes 1.15pm

If your child arrives at school after the register has closed then your child will incur an unauthorised absence mark for this session unless an acceptable reason is provided, e.g. evidence of a medical/dental appointment.

Informing the school of the reason for an unexpected absence.
You must contact the school as soon as possible to inform us that your child will not be attending school, and you will be asked to provide a reason for this absence. This will ensure that the absence is accurately recorded in the register.

Requesting leaves of absence from school in exceptional circumstances.
Absence for the purpose of a term time holiday is not usually considered exceptional.
Please complete the school's form to request absence from school in exceptional circumstances. The form can be found **in the school office, school website or ERYC website.**
If your request is not approved and your child is absent during this time then the absence will be recorded as unauthorised and the school may refer the unauthorised absences to the local authority and parents may be liable for a penalty notice (fine).

How the school is promoting and incentivising good attendance.
Whole school assemblies are used to promote attendance, and children are given awards for good attendance. We communicate with parents through monthly newsletters, the school's website and emails.

The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.
All schools record their attendance registers in a school information management system. The school will analyse this data to identify trends and patterns of pupil absence and may use this to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.
The school will use its attendance data to help it identify pupils whose attendance has fallen below 90%, making them at risk of becoming a persistently absent pupil or below 50% (at risk of becoming a severely persistently absent pupil).
The school will contact you to discuss your child's attendance if there are regular absences. Parents are contacted on the first day of absences to obtain a reason for absence. If not contact can be made a follow up text or email would be sent asking parents to contact the school office. If we could not make contact a member of staff would make a home visit. Where absences for illness are over three days, we would ask parents to provide medical evidence, where this is not provided the absence may be recorded as unauthorised.

Letters are sent to parents with attendance below 90%, informing them of their child's attendance. If attendance does not improve, we would then invite parents in for a meeting with the Headteacher. Where there is no improvement in school attendance and all support interventions both in school and out of school as outlined above have been offered, then the school will meet with the Local Authority's Education Welfare Service (EWS) and agree

whether they will become involved and formal interventions may be considered. These formal interventions could include the use of a attendance contract, penalty notice, education supervision order, school attendance order or prosecution in the magistrate's court.

Review

This policy will be reviewed regularly and updated as necessary.

As noted in 'Working Together to Improve School Attendance,' 2024, the school will seek the views of pupils and parents as part of the review process.