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## Attendance policy

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*June 2025*

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# Harworth Church of England Academy

## Attendance Policy

### **Vision statement**

**“Gain a heart of Wisdom.”** Psalm 90 v 12

Our pledge is for every member of our school family to **Amaze** with their knowledge (**know more and remember more**), zest for learning and kindness to themselves and others; to **Achieve** their individual full potential in a happy, caring and fully inclusive family environment based on the core values of Christianity; to **Aspire** to reach great heights as they take flight on their own journey of endless possibilities.

We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. The achievements, attitudes and well-being of all our children matter. This policy helps to ensure that this school promotes the individuality of all our children, irrespective of ethnicity, attainment, age, disability, gender or background.

### ***Rationale and Aims***

If our vision statement is to have any significant impact on pupils, it is vital that they attend the school regularly and that the education we provide for our pupils is not unduly interrupted by absence.

There is also, of course, a statutory duty for children to attend school regularly.

The Governing Body, the Head Teacher, the Attendance Lead and all staff will take every opportunity to encourage maximum attendance. We aim to continue to work closely with pupils, parents and carers in emphasising the importance of attending school.

### ***Role of the Attendance Lead***

- To emphasise the importance of maximum attendance to pupils and parents and carers at every opportunity.
- To make clear to parents and carers the procedure for notifying the school about a pupil's absence (see flowchart – Appendix 1).

- To ensure parents are fully informed that all holiday absences will be unauthorised.
- To authorise pupil absence (in conjunction with the Headteacher) when appropriate.
- To monitor attendance on a weekly basis.
- To discourage lateness.
- To contact parents/carers in cases of concern about non-attendance
- To encourage a positive attitude to attendance through school rules and our rewards system. The Attendance OWL is presented as a class reward every Friday in the whole school OWL Celebration Worship. 100% attendance certificates are given to pupils at the end of every academic year
- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Leading attendance data analysis.
- Making telephone calls and sending letters to parents/carers to discuss attendance issues.
- Overseeing and monitoring targeted intervention (Attend Framework/Early Help) to support pupils and families.
- Report to the Headteacher on a weekly basis
- Presenting attendance data to the Governing Body and providing information for the Headteacher's report to the Governing Body.

Pupils whose attendance falls below 90% are persistent absentees. Their parents/carers will receive a telephone call at the end of the term/half term to discuss the pupil's low attendance and to offer support to help their child in coming to school regularly. After three telephone calls have taken place and there is no significant improvement in pupil's attendance a letter will be sent home. Telephone calls may also take the form of a 'thank you' to parents/carers who have actively helped to improve their child's attendance.

### ***Role of Class Teachers***

- To administer registration appropriately.
- To discourage late arrival at school.
- To inform the Head Teacher/Attendance Lead of any concerns about pupil attendance, including patterns of absence, unauthorised absence and so on.
- To regard any absence as unauthorised if they are unaware of the reason.

### ***Role of the Office Administrator***

- To support the Head Teacher/Attendance Lead in monitoring attendance.
- To record weekly attendance on Scholar Pack.

### ***Role of Parents and Carers***

- To encourage maximum attendance.
- To ensure pupils arrive at school in time.
- To inform the school as quickly as possible when their child is absent from school.
- To give a reason for the absence of a child.
- To not take holidays during term time.
- To complete and return a holiday form when taking a holiday in term time. Although this will not be an authorised absence, we do need to know why the child is absent.

### ***Role of Pupils***

- To arrive at school on time by encouraging parents and carers to ensure that they are.
- To report to the office if they arrive late for school, after first informing their class teacher.

## **Staff Attendance**

Physical and mental fitness are of paramount importance when working with children. On occasions when absence cannot be avoided by staff, they should follow the following procedure:

- Inform school as soon as possible, on the first day of absence, giving a reason.
- To keep in regular contact with the school, as far as is practical, in order to inform the Head Teacher/Designated person of the situation.
- Inform the Head Teacher/Designated person when a return to school is likely.

### ***Role of the Head Teacher/Designated person***

- To ensure that staff are aware of the procedures for absence.
- To inform the Governing Body of staff absences.
- To monitor staff attendance.
- To record any absence in staff files.
- To carry out a back to work interview
- To ensure a healthy, safe environment for staff.

### ***Role of the Governing Body***

In matters relating to pupil or staff attendance, the Governing Body have a number of statutory obligations:

- To ensure a safe, healthy working environment.
- To monitor staff and pupil absence.
- To report annual pupil attendance data to parents and carers
- To take appropriate action in cases of prolonged absences.

### ***Reviewing the Attendance Policy***

This policy will be reviewed bi-annually by the Head Teacher, Attendance Lead and staff, working closely with the Governing Body.

Written March 2024

Next review March 2026



## Appendix 1

## Pupil is absent from school:

