



Attendance

J Bartle	Nicola Hill
HEAD TEACHER	CHAIR OF GOVERNORS

3.11.25	3.11.26
DATE	DATE TO BE REVIEWED

We aim to offer our children engaging and enriching opportunities to allow them to develop the knowledge, skills and resilience they need to achieve in our everchanging and culturally diverse world.

Attendance key contact List

Name	Role	Contact details
Jayne Bartle	Head Teacher	0191 3770294
Allison Taylor	Admin Team	0191 3770294
Annie Armstrong	Family Liaison Support / Pastoral Manager	0191 3770294

Who in school can help if you are experiencing difficulty / require help and support:

Name	Role / type of help	Contact details
Annie Armstrong	Family Liaison / Pastoral Manager	0191 3770294

If your child is going to be absent from school you can telephone the school office and speak with Mrs Taylor, Miss Topping or Miss Turner. For any issues with attendance you can speak with Miss Armstrong – Family Liaison Support or Mrs Jayne Bartle – Headteacher.

Introduction to our school attendance vision and ethos

Coxhoe Primary School seeks to ensure that all of its pupils receive an education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn within a culture that promotes the benefits of high attendance.

Regular school attendance plays a vital role in children's wellbeing and their education, ensuring that their current learning needs are being met but also building their future ability to learn.

As attendance is the essential foundation to positive outcomes for all pupils', improving attendance is everyone's business, a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Why is regular attendance so important?

Being in school every day that it is open, is important to your child's achievement, wellbeing, and their wider development. There is a renewed national focus on maximising pupils' time in the classroom, as evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results.

Here's what the data shows:

Pupils with higher attainment at KS2 and KS4 had lower levels of absence over the key stage compared to those with lower attainment.

Pupils who did not achieve the expected standard in reading, writing and maths in 2019 had an overall absence rate of 4.7% over the key stage, compared with 3.5% among pupils who achieved the expected standard and 2.7% among those who achieved the higher standard.

Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.

Generally, the higher the percentage of sessions missed across the key stage at KS2 and KS4, the lower the level of attainment at the end of the key stage.

Among pupils with no missed sessions over KS2, 83.9% achieved the expected standard compared to 40.2% of pupils who were persistently absent.

Among pupils with no missed sessions over KS4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.

This policy is supported by our policies on:

Behaviour

Safeguarding

Bullying SEND

Supporting pupils with medical needs

Changes for fixed penalty notices and irregular attendance at school starting from **September 2024**.

Penalty notices are issued as an alternative to prosecution where parents have failed to ensure their child attends school regularly. They can be used where absence has not been authorised by a Head Teacher.

Headteachers are unable to grant leave of absence during term time unless there are exceptional circumstances. Generally, a need or a desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

A Fixed Penalty Notice may be issued if there are **5 days / 10 sessions** of absence in a period of **10 school weeks** (where absence has not been authorised). A notice may be issued where the 5-day level of absence has not been reached, for example, if there are several periods of leave.

Within a 3-year period:

The first penalty notice is £160 if paid within 28 days, reduced to £80 if paid within 21 days.

A second penalty notice is £160 to be paid within 28 days.

A third penalty notice cannot be issued. Legal action may result in prosecution.

The school and all partners will work together to:

EXPEC T

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



MONITO R

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

We recognise that the relationship between attendance and achievement of our students is inextricably linked.

Regular school attendance is crucial to maximise pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to.

FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

1. Expectations

We will ensure that:

- All students have an equal right, and access to, an education in accordance with the national curriculum, or agreed alternative.
- Attendance is a priority across the school.
- Aspire to high standards on attendance.
- Students will not be deprived of their education opportunities by, either their own absence or lateness, or that of students.
- Action is taken where necessary to secure an improvement in attendance.

2. Attendance data

We use attendance data in order to **target** attendance improvement efforts to the pupils or pupil cohorts who need it most. Our registers are logged in SIMs where individual pupil reports and group/class/year group reports can be produced.

Miss Armstrong analyses attendance data monthly and termly to identify any individual pupils who may need support or any particular groups who may need closer monitoring. Monthly monitoring ensures that any pupils where attendance has dropped are picked up quickly and support can be put in place. Targeted support is given initially to those pupils whose attendance is classed as persistently absent and where this has dropped from the previous month. Late marks are also tracked in monthly monitoring and followed up.

This monitoring ensures that all parties can work together to resolve them before they become entrenched.

3. Listening to and understanding barriers to attendance

When an issue with attendance is identified; this will be discussed with parents through a phone call to check in. This allows families to talk about any barriers to attendance and make a plan for how we can work together to solve them. This will be completed by Miss Armstrong. Often Miss Armstrong will also ask teaching staff to check in with the child and ask about their view of the barriers to attendance.

4. Facilitate support

Once we have identified barriers to attendance, we work closely with all parties to remove these. Miss Armstrong checks in regularly with families where attendance has been an issue. Support may include early help support, liaising with school nursing team, health visitors or emotional resilience nursing team. Where pupils are vulnerable, have medical or special educational needs, this may also include other medical professionals, social workers and SEND an inclusion teams.

Pupils who fall into the categories of: Persistent absence (below 90%) and severe absence (below 50%) are tracked very closely. Where a child is severely absent or persistently absent and there is no improvement support will be formalised in conjunction with the local authority.

5. Formalise support

Where absence persists and voluntary support is not working or not being engaged with we will work together to explain the consequences clearly whilst ensuring that support is in place to enable families to have the opportunity to respond. Depending on the circumstances, this may involve formalising support through a parenting contract or education supervision order.

6. Enforce

Where all other avenues have been exhausted and support is not working or being engaged with, attendance may be enforced where necessary through statutory intervention or prosecution to protect the pupil's right to an education. If your child is persistently absent the school may ask for some evidence around their absence. If this can not be presented, school may mark the absences as unauthorised.

General / frequently asked questions

When can children be absent from school?

When you register your child at school, you have a legal duty to ensure your child attends that school regularly.

This means that your child must attend every day that the school is open, unless:

- Your child is too ill to attend that day.
- Your child cannot attend school on that day because it is a day you are taking part in religious observance
- Your local authority is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet; or
- You are a gypsy/traveller family with no fixed abode, and you are required to travel for work that day meaning your child cannot attend their usual school. In most circumstances, however, your child is required to attend another school temporarily during such absences.

These are the only circumstances where schools can permit your child to be absent.

What do I need to do if my child needs to be absent from school for one of those reasons?

You should contact their school as early as possible to explain why. If not, your child's school will contact you on the first morning of their absence to find out why.

All parents can request a 'leave of absence' for their child which gives them permission to be absent from school. Leaves of absence must be applied for before your child will be absent and will only be granted in exceptional circumstances.

Your child's headteacher has the final say over whether to approve the request and how long your child can be absent. Their decision will be made after considering the specific facts and circumstances behind your request.

Can I take my child on holiday during term time?

Parents should plan their holidays around school breaks and avoid requesting leaves of absence for holidays unless it is unavoidable. As leave of absence is only granted in exceptional circumstances, your child's headteacher will not agree a leave of absence for a family holiday.

If permission is refused and you keep your child off school on the days requested, you are likely to be committing an offence and be issued a fixed penalty notice or be prosecuted by your local authority.

Attendance Procedures and Absence Processes

Attendance and absence management

Promoting good attendance and punctuality:

In order to promote attendance all children with 99-100% attendance for the week will be entered into a class raffle for the chance to win a 'golden ticket' which means they can be at the front of their class line each day for the following week. In addition to this, weekly attendance percentages are shared with parents via messages on the school app. There is an attendance update on the newsletter along with regular reminders about good attendance. Individual pupil records are also shared at termly parents' meetings and also annual reports to parents will contain a record of individual pupils' attendance.

As a new initiative each member of staff will be an attendance champion for a persistent absentee and will check in with their child every 2 weeks to offer support and guidance. Children will be awarded by their attendance champion if there is a rise in their attendance.

Communication

The school requests that all parents please remember to report and explain the reasons for absence and to make sure your contact and emergency contact details are up to date. It is vital, that school can contact parents if their child becomes unwell during the school day or in order to discuss the reasons for absence. If School are unable to get in touch with parents a member of staff may attend the family home to carry out a welfare check on the absent child. The school will analyse absence across the school. As a result of this, some families will receive letters to inform them if their child's absence is lower than it should be if no prior discussion has taken place (unless this is due to, for example medical needs). If we have concerns regarding your child's attendance then we may contact you by phone, letter, invite you to a meeting or make a visit to your home.

As a parent you may identify concerns about school attendance early on if you have seen a change in your child's attitude to school or in their willingness to attend. If this is the case, please share your concerns with us and we can work together to ensure that school attendance doesn't ever need to decline. The quicker that concerns are shared, the quicker they can be resolved. The school will work with you to discuss ways that we can offer support in finding a way to improve attendance.

On the first day of absence

If a child is absent for any reason, parents or carers are asked to phone the School Office giving a reason for the child's absence. If a child is absent from school and there is no phone call from home then school will phone home to inform parents that the child is not in school and enquire about a reason why. If no contact can be made the absence will be unauthorised and/or a home visit considered depending on the circumstances.

Doctors and dentist's appointments should be made outside of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment they need to.

Periods of extended absence

If a child's absence continues after 1 day we would request parents to notify the school to update them daily. If a phone call is not received, the school will contact home to verify the absence and take any relevant action in relation to assuring itself of the child's welfare.

If the school receives no reason for any absence then an unauthorised absence will be recorded. Continued absenteeism and unauthorised absences could result in more formal action. If staff have concerns regarding a child's absence and parents do not contact school, a member of staff may complete a home welfare visit.

Absence authorisation

The High Court has confirmed that the school's Head Teacher authorises absences. In some circumstances, the school may request that parent's provide medical evidence to support absences.

We are committed to supporting your child effectively, to ensure that they get the very best education possible and therefore have the best life chances. All challenges made concerning persistent absences, will be handled sensitively and in confidence.

Punctuality:

Registration time is at **8.55am** at which point the pupil entry gates will be locked and all pupils must enter by the main entrance. It is so important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling, both for children and for the rest of the class. If a child arrives in school up to 9:30 then an (L) will be marked down for your child on the register. Registers will be closed at this point and any children arriving after 9:30 will be recorded as (U) which is a late after registers close mark and this is classed as an unauthorised absence (a number of these marks can also contribute to more formal action being considered).

If your child is late for school:

All children arriving late at school will be asked the reason for their lateness and this will be recorded on the school's attendance data base (SIMs).

If a child is late (after registers close) for school on a number of occasions

A phone call will be made to parents to say that their punctuality is causing some concern. Incentives to improve punctuality may be also be offered to pupils. If punctuality has been addressed and there is no improvement, a letter may be sent to parents and a meeting with the Head Teacher considered.

If lateness becomes persistent with no identifiable reason: A letter will be sent home from school with a specific appointment given to meet with the attendance lead, Head Teacher or deputy head for a 'planning meeting'. This will aim to address any issues which may be behind this pattern of poor punctuality.

If the school continues to have concerns about a child's punctuality then a referral may be made to the Attendance Improvement Team to consider if enforcement action is required.

Help & Support

If you need help with attendance, it is important that you contact school about the issues as soon as possible. The quicker we know what the problem is, the quicker that we can work together to solve it and put a plan together which will meet your child's needs and ensure your child can benefit from all that school has to offer. Where needed we can also involve other services to make sure that your child and your family gets the right support, at the right time from the right people. Miss Armstrong is happy to offer support to children and families, please contact the office to make an appointment with her.

Leave of Absence in Term Time

Head teachers are only unable to grant leave of absence during term time **unless there are exceptional circumstances**. The school will consider each request of absence individually; taking into account the circumstances, such as; the nature of the event for which leave is sought, the pupil's prior attendance and any important events taking place in school at that time.

An application for leave of absence must be made well in advance via a form which is available from the school website or in person from the school office. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school.

A leave of absence is granted entirely at the head teacher's discretion. If an application for leave of absence is not made prior to the time of the required absence, then the absence will be recorded as unauthorised regardless of circumstances.

Please note that absence will not be authorised under any circumstances during any period of public examinations or internal assessments.

Pupils with specific needs

Our policy is applied fairly and consistently; each child's attendance is looked at individually taking into account whether they may have additional needs and therefore where particular allowances may need to be made.

Children Missing from Education

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that if you keep school informed of any change of details** and regularly update them if details change. Your child may be at risk of losing their school place if your whereabouts are not known. It is also important that emergency contact information is kept up to date and that if you are leaving

the area, you provide details of where and how you can be contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter**.

Roles and Responsibilities

Please see key contact list and details at the start of this document.