



Althorpe and Keadby Primary School

Attendance Policy

Approved by: Althorpe and Keadby Primary School Governing Board

Date approved: Autumn 2025

Review Date: September 2026

Reviewed By: Mrs L. White, Mrs F. Sorbie and Mrs R. Mason.

1. Introduction

Althorpe and Keadby Primary School is committed to ensuring that every pupil receives their full educational entitlement through regular and punctual attendance. Regular attendance is essential for children's academic progress, social development, and safeguarding. Improving attendance requires strong

relationships, early intervention, and a support-first approach, all of which form the foundation of this policy.

This policy is written in accordance with *Working Together to Improve School Attendance* (DfE 2024–25, statutory guidance), *Keeping Children Safe in Education (KCSIE)*, the *Children Missing Education* guidance, the *Education Act 1996*, the *Education (Pupil Registration) Regulations*, and related attendance legislation. The school also fulfils the statutory requirement to share daily attendance data with the Department for Education.

2. Statutory and Safeguarding Principles

Attendance is a safeguarding matter. Irregular, persistent, or unexplained absence may indicate neglect, exploitation, or other welfare concerns. The Designated Safeguarding Lead (DSL) therefore works closely with the Attendance Lead to monitor patterns of absence and ensure that safeguarding procedures are applied whenever concerns arise. Consistent with statutory guidance, the school adopts a support-first model that seeks to understand and remove barriers to attendance by working collaboratively with families, external agencies, the Local Authority, and the Education Inclusion Officer (EIO). Attendance concerns are never viewed in isolation and always considered within the broader context of a child's wellbeing.

3. Aims of the Policy

The aim of this policy is to ensure that all pupils attend school regularly and punctually, while recognising that some children and families may require support to meet this expectation. The policy seeks to identify and address barriers early, promote a positive and engaging school culture, ensure compliance with statutory safeguarding obligations, and create clear processes for monitoring, intervention, and improvement. By doing so, the school aims to foster strong relationships with families and ensure that every pupil receives the full benefit of their education.

4. Responsibilities of Carers

Carers have a legal duty to ensure that children of compulsory school age attend school regularly and on time. Carers must contact the school as early as possible on the first day of absence and explain the reason for the child's absence. Only the school can authorise an absence; providing a reason does not guarantee authorisation. Carers should ensure that children arrive at school by 8:30am. Children arriving after this time must sign in at the office and will be marked late, and those

arriving after 9:00am will be recorded as unauthorised unless a valid explanation is provided.

We ask carers to avoid arranging medical appointments during the school day unless absolutely necessary, and only the minimum required time away from school should be taken. Holidays during term time will not be authorised except in exceptional circumstances, and requests must be submitted in writing at least three weeks in advance. Unauthorised holidays may result in a Penalty Notice or further legal action in line with Local Authority procedures. Carers are also expected to engage with the school and the EIO if additional support is needed to improve attendance.

5. School Responsibilities

In accordance with statutory guidance, the school takes registers twice daily at 8:30am and 12:45pm and records attendance on the Arbor system. The school monitors attendance daily and shares required attendance data with the Department for Education. The Attendance Lead, Business Manager, and Headteacher review attendance weekly to identify emerging concerns, trends, and vulnerable groups. When a child is absent without explanation, the school will attempt to contact carers by 9:00am. If no explanation is obtained and staff have concerns for the child's welfare, the matter is immediately referred to a senior leader and may lead to a home visit.

The school seeks to work collaboratively with families to resolve attendance difficulties, using the Attend Framework to guide support and intervention. Adjustments may be made for pupils with medical needs, special educational needs, or other vulnerabilities, ensuring compliance with statutory guidance for pupils with health conditions. The school promotes good attendance through positive communication, encouragement, and recognition; for example, classes achieving 96% or above take part in Full School Classopoly. School governors monitor attendance through regular reports from the Headteacher and provide challenge and support as necessary.

6. Responsibilities of Pupils

Our pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available.

- Pupils will ensure they attend school regularly and on time – particularly those who walk to school themselves.
- Pupils will not leave the school without permission.

- Pupils will inform a trusted adult if they have an issue that is preventing them from attending school or being on time.
-

7. Attendance Procedures and Escalation

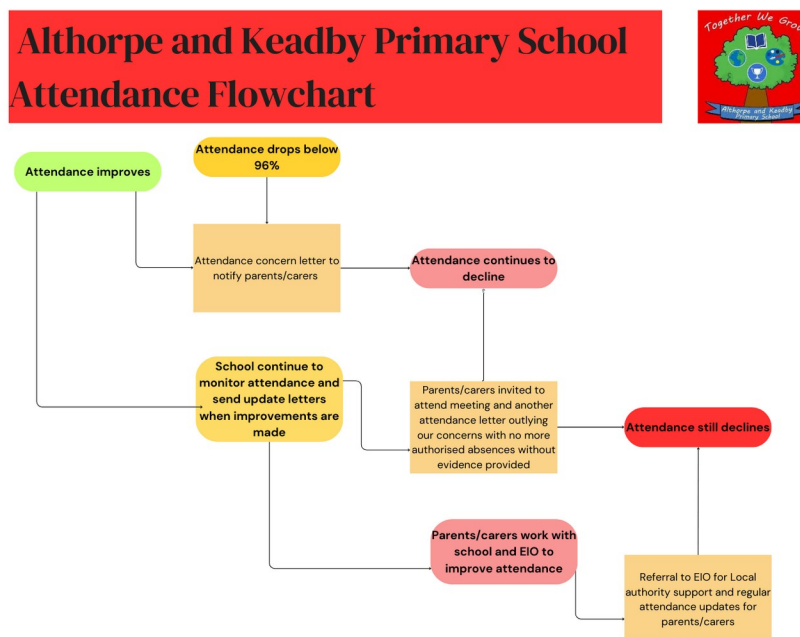
- The register will be taken (usually by class teacher) at 8:30am and 12.45pm. Any late children should then enter school through the main entrance. If any child arrives late the office staff will ask the parent/child to log the reason for lateness on the iPad in the entrance before entering which will update Arbor with exact numbers in the event of a fire.
- If there has been no contact from carers, the school office will endeavour to contact them to check if the child/ren are safe and find out why they are absent. This will be done at 9:00am. If no contact can be made and the office staff have concerns, this will be reported to a member of SLT and follow-up action be taken. This may result in a home visit welfare check.
- A reason for a period of absence is always required, the Business Manager will contact the parent to ask for a reason. If no reason is offered this will be marked as unauthorised and recorded on the register until school have evidence of illness or appointment.
- Children with attendance below 96% (without valid reasons) will be invited to meet with the Attendance lead and the Attend Framework will be followed, having gained permission. A parent contract will be drawn up. We may involve the EIO at this stage to offer further support.
- If a solution to the attendance issues is not found, then a referral may be made to the EIO.
- The Attendance lead, Business manager and Head teacher will review the attendance of all the school pupils on a weekly basis.
- The electronic registration system provides many reports and information that assist the school to monitor attendance. The data is continually collected and monitored in order to assess performance and trends;
 - whole school attendance rates
 - numbers and proportion of persistent absentee pupils
 - rates of unauthorised absence
 - attendance / absence rates for particular cohorts and groups.
- These reports will be accessed when relevant and provide information to assist the school strategically to manage attendance issues.
- The Headteacher reports termly on attendance to the Governors through the Headteacher's Report to Governors.

- The Governors monitor attendance via the Headteacher termly report and challenge and support as appropriate.

If attendance drops below 90% and the child is classified as persistently absent, and if initial actions have not led to improvement, the school will refer the family to the EIO. Carers will receive a Notice to Improve, and the family will engage in regular meetings and structured support as required. If attendance fails to improve despite support and intervention, the Local Authority may consider issuing a Penalty Notice or other forms of legal action in accordance with legislation.

Attendance Actions

- If a child's attendance drops below 96% an attendance letter will be issued to notify parents/carers of declining attendance.
- If attendance continues to decline, at 93% and is dropping towards 90% parents/carers will be issued another letter stating 'no further authorised absences without supporting evidence' and they will be invited to a meeting regarding attendance and how we can support in improving this. An agreement will be made at this meeting and regular meetings will take place to ensure the agreed targets are being met.
- If a child's attendance is becoming a serious concern (declining below 90%) and the actions are not being met then a referral will be made to our Education Inclusion Officer from the local authority. The family will receive a 'Notice to Improve' letter. This is to provide the best possible support to a family. Support will include meetings and regular check-ins to ensure clear lines of communication for the welfare of the child/children.



8. Children Missing Education

The school follows statutory Children Missing Education guidance. Unexplained or prolonged absence triggers immediate safeguarding procedures, which may include repeated attempts to contact carers, home visits, escalation to senior leadership, and referral to the Local Authority's CME team. The DSL oversees all concerns where a child's absence may indicate risk of harm.

9. Leave of Absence During Term Time

Leave of absence during term time will only be authorised in exceptional circumstances, and the decision lies with the Headteacher. Routine family holidays are not considered exceptional. Carers must apply in writing, and unauthorised leave may result in a Penalty Notice or other legal sanctions, in line with the Education (Penalty Notices) Regulations and Local Authority procedures.

10. Early Years Attendance

In line with the revised Early Years Foundation Stage (EYFS) framework, regular and punctual attendance is essential to ensure that every child receives the full benefit of early education. Consistent attendance supports children's learning, emotional wellbeing, and development by providing routine, security, and continuity. While we understand that young children may occasionally be absent due to illness or other exceptional circumstances, frequent or prolonged absences can disrupt their progress and engagement.

Therefore, we encourage parents and carers to prioritise attendance and to communicate promptly with the setting regarding any absences. As outlined in the EYFS framework, early years providers have a duty to monitor attendance and work in partnership with families to promote good attendance habits from the earliest stage. Once a child attends the setting, attendance will be monitored in line with the full school policy. Poor attendance will lead, in the first instance, to a meeting with key staff and parents to discuss ways to improve attendance and any support packages that the school may implement to best support.

If attendance does not improve, parents will be given a written letter stating that attendance needs to improve or may result in the funding for the place being removed. Offers of support will be made available on the letter. Evidence of this letter will be monitored and if attendance still shows no signs of improvement, the funded place may be withdrawn. This is, of course, a last resort and the final decision to withdraw will be at the discretion of the Head teacher and the Early Years Foundation Stage Leader.

11. Attendance for Children Under Statutory School Age

Although children are not legally required to attend school until they reach compulsory school age, once they are enrolled, the school expects regular attendance. All unexplained absences are monitored in line with safeguarding and attendance procedures. The school encourages open communication with carers to identify and address any barriers to attendance at the earliest stage.

12. Policy Review

This policy will be reviewed annually, or earlier if national legislation or statutory guidance changes.
