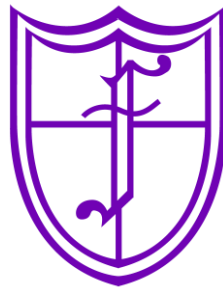




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## Attendance Policy



**Date Written/Reviewed:** September 2025

**Next Review Date:** September 2026

**Person Responsible:** Sally Halls

*Checked by Link Trustees*

Friars Primary School and Nursery values all its pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. The school recognises that attendance is a matter for the whole school community.

Our Attendance Policy should not be viewed in isolation; it is supported by our other safeguarding policies.

## **1. Aims**

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parent/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

### Attendance Targets

The school sets attendance targets each year. These are agreed by the Principal/Vice Principal and Attendance Officer to ensure we are in line with the National Average.

The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

The school's attendance target is a minimum of 96%

## Attendance Matters at Friars

### Why Regular Attendance is so important:

There is a strong correlation between the amount of absence from school and the qualifications that pupils achieve. Every lesson in school matters and children who have regular absences tend to find it difficult to catch up and do well at school. Regular absence can limit a child's future opportunities and set up bad habits for work and life.

Attendance	Primary
>98%	(98% = 4 days missed of the school year)
95%	(95% = 10 days (2 weeks) missed of the school year)
90%	(90% = 15 days (3 weeks) missed of the school year)
85%	(85% = 30 days (6 weeks) missed of the school year)
<80%	(80% = 40 days (8 weeks) missed of the school year)

DfE (Feb 2015)

Once a child reaches 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

### Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education

(DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

### 2. Legal Framework

Section 7 of the 1996 Education Act states that parent/carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age and ability, either by regular attendance at school or otherwise. A child is of compulsory school age the first term.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parent/carers secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session, and then again during the afternoon session.

#### Penalty Notices to Address Poor Attendance at School

- In accordance with the Education Act 1996 Section 444 and Section 444a, penalty notices can be issued to parents whose child/children are not in regular attendance at school.
- The penalty notice is £80 if paid within 21 days. If it is not paid within 21 days but within 28 days, the penalty notice will increase to £160. If the penalty notice is not paid within 28 days the debt will be referred to the Debt Collection Agency.
- Penalty notices are issued per parent, per child.
- Parents cannot appeal against the penalty notice being issued and there is no option to pay in instalments.
- Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. There is no reduced sum available in this instance

### **3. Roles and responsibilities**

#### **3.1 The Academy Trustees**

The Academy Trustees are responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal/Vice Principal to account for the implementation of this policy.

#### **3.2 The Principal/Vice Principal**

The Principal/Vice Principal are responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to trustees
- Supporting staff with monitoring the attendance of individual pupils
- Considering the issuing of fixed-penalty notices, where necessary

#### **3.3 The Attendance Officer and Senior Leadership**

The school Attendance Officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Principal/Vice Principal
- Works with Local Authority Access and Inclusion officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Principal/Vice Principal when to consider issuing fixed-penalty notices

#### **3.4 Class teachers**

- Class teachers are responsible for recording attendance on a daily basis, using the correct codes.
- Promoting good attendance and challenging non-attendance.

### **3.5 School administration staff**

School administration staff are expected to take calls from parents about absence and record it on the school system.

## **4. School procedures categorising absence**

All parent/carers on admission to the school sign a copy of the Home School Contract which states that parent/carers will ensure their children attend regularly and punctually.

### **4.1 Attendance register**

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day (AM) and once during the second session. (PM) It will mark whether every pupil is present or absent. Different codes will be used based on why the pupil is absent.

Pupils at Friars Primary School and Nursery must arrive in school be registered by 8.45am on each school day.

The register for the first session (AM) will be taken promptly at 8.45 and will be kept open until 9.15am when the register is closed, any pupils that arrive after this time will receive a late mark.

The register for the second session will be taken at 1pm.

### **4.2 Unplanned Absence**

Parent/carers must notify the school every day of an unplanned absence – for example, if their child is unable to attend due to ill health.

The school can be informed of the absence by:  
Contacting the school office on **01702 294837** or email [absences@fps.porticoacademytrust.co.uk](mailto:absences@fps.porticoacademytrust.co.uk)

Absence due to illness will be authorised if a phone call or email has been received by a parent/carer. The school may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily but it will be required should a child's attendance drop below 90%.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment and provides evidence i.e. appointment letter/email however attending a medical appointment during school time does affect the child's overall attendance.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. For example, if the appointment is at 11am, the child can come to school for morning registration, be collected for the appointment and return afterwards.

#### **4.4 Lateness and Punctuality**

A pupil who arrives late, but before the register has closed will be marked as late (L code). If they arrive after the register has closed they will be marked as absent late (U code)

Lateness will affect a pupil's overall attendance. Children regularly arriving at school late will be monitored by the Attendance Officer who will contact parent/carers as regular lateness has a detrimental effect on their attendance. The school is able to offer support to children and their families who are struggling to attend school on time.

#### **4.5 Absence Monitoring**

The school will follow up any absences to establish the reason and ensure proper safeguarding action is taken where necessary. This will identify whether the absence can be approved or not and identify the correct attendance code to use.

- Parent/carers will be contacted on the day of the absence by the school by phone.
- Where no contact has been made with the parent/carer on the first day of absence the school will mark this as an unauthorised absence.
- If the school are concerned about the child's absence and are unable to contact the parent/carer, we will contact the child's emergency contacts, carry out a home visit or contact other professionals.

#### **4.6 Reporting to Parent/Carers**

Parent/carers are informed of pupil's attendance along with their annual school report. Attendance information is also shared on individual pupils at parent/carer consultation sessions where necessary.

### **5. Authorised and Unauthorised Absence**

Where pupils are recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by the school and cannot be authorised by parent/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

#### Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent/carer. Only the school can make an absence authorised. Parent/carers do not have this authority. Consequently, not all absences supported by parent/carers will be classified as authorised.

Valid reasons for **authorised absence** may include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary,

the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.

### Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

An absence is unauthorised if a child is away from school without good reason, even with the support of parent/carer, such as a shopping trip or for a birthday.

An absence is unauthorised if a child has low attendance (below 90%) which is being monitored at Level 2 and medical proof is not supplied by the parent/carer to evidence the absence. Medical evidence could be seeing the prescribed medicine, seeing the child's prescription, a doctor's or hospital letter or an appointment card etc. The school can provide the parent/carer with a medical form which can be completed and signed by a Doctor.

### Reporting pupil absence

Parent/carers are requested to contact the school as soon as possible on the first day of absence providing child's name, class and reason for absence. The school should be updated if the absence continues into the following day.

Parent/carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription, doctor's note etc.

## **5.1 Authorised term-time absence (exceptional circumstances)**

The Government issued regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

The Principal/Vice Principal shall not grant any leave of absence during term time unless it is considered an exceptional circumstance. If a child is absent, for the purpose of a holiday, this will not be authorised and the parent/carer may receive a penalty notice.

The form can be obtained here: [Request for Leave of Absence](#)

Alternatively, a paper copy can be collected from the school office.

Each request will be considered individually and approval is at the discretion of the Principal/Vice Principal.

All Pupil Absence from School Request forms will be reviewed by the Principal/Vice Principal and parents/carers will receive notification stating whether the leave has been granted.

All requests for absence need to be submitted at least a month in advance of the leave, unless in an exceptional circumstance such as a sporting competition, funeral of a close relative in order for consideration to be given to each request.

If the permission to take leave is not granted and the pupil does not attend school, the absence will be marked as unauthorised.

**The Education Act 1996 makes it a criminal offence for a parent or carer to ‘fail to secure their child’s regular attendance at the school.’**

## **6. Promoting School Attendance**

The school recognises that children may be absent from school for a variety of reasons. Parents/carers should make the school aware of any difficulties or changes in circumstances that may affect their child’s attendance and/or behaviour in school. This will help the school identify any additional support that may be required. The school has a range of strategies that could be used to support improved attendance.

- Classes will be updated with attendance progress in weekly celebration assemblies
- Awarding of the weekly Attendance Cup in both KS1 & KS2
- Awards and attendance news shared on weekly newsletter
- Attendance assemblies
- Attendance badges
- Certificates for 96%-100% attendance for the year

## **7. Attendance Support**

Pupil absence is monitored on a daily basis. The Attendance Team works closely with parent/carers to support regular attendance in school.

If the school has concerns over a pupils’ attendance, the Attendance Officer will contact parent/carers to discuss these concerns. If after contacting parent/carers, a pupil continues to have regular absences, we will invite the parent/carer to attend a meeting with the Attendance Officer/Vice Principal or Family Support worker in school.

Examples of school support:

- Discussion with parent/carers and pupils
- Referrals to support agencies
- Completion of an Early Help Assessment (EHA)
- Work with learning mentors
- Additional learning support
- Behaviour support
- Reintegration support packages

### **7.1 Attendance Support and Monitoring Formal Process**

#### Level 1

If a child has a repeated number of unauthorised absences, or when attendance falls below 95%, attendance will be reviewed and the parent/carer may receive a level 1 attendance letter or contact from the Attendance Officer. In this instance, the child's attendance will be monitored for a period of 4 weeks with the expectation of 100% attendance. If it does not improve, the case will escalate and parent/carer will be invited to an Attendance Support Meeting.

### Attendance Support Meeting

If attendance does not improve over the 4 week review period an Attendance Support Meeting will be organised. At the Attendance Support Meeting targets will be set and reviewed. At this stage, the parent/carer will be expected to meet the target set and provide medical evidence for any further illness absences.

Attendance will continue to be monitored until it reaches 96%. Once attendance targets are met and the parent/carer understands the importance of children attending school regularly, the case will return to Level 1 and be monitored in school by the Attendance Officer. If after 2 reviews, the child's attendance does not improve and targets are not met, the case could go to Fast-Track or escalate to Level 3.

Level 3 - If the attendance targets are repeatedly not met at Level 2, the child's case will escalate to Level 3. If the child does not begin to attend school regularly, the family are likely to face a fine or court proceedings.

## **7.2 Persistent Absence**

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and with other schools in the Trust and share this with school linked Trustees.

The Attendance Officer reports weekly/termly data to the Principal/Vice Principal through an Attendance Report including information on attendance of the whole school, individuals and key groups of children.

### Fast Track to Attendance

The Fast-Track Framework is a time-focused model of best practice which concentrates on early intervention in cases of persistent non-attendance and aims to ensure a faster more effective approach to the implementation of strategies to tackle this behaviour and the underlying causes. Where the parents/carers fail to bring about the necessary improvement, legal proceedings are initiated.

The aims are:

- To ensure the intervention strategies are put into place early to tackle school attendance problems

- To ensure parents who fail to cooperate or are unwilling to work with the school/LA are identified sooner and action taken to make sure they take responsibility for their child's school attendance

### **Criteria for Fast Track**

The pupil being considered for Fast Track should

- have an attendance rate of 90% or less within the previous 10 weeks
- have unauthorised absences of 10 sessions or more
- is not 'looked after' by the local authority
- school has evidence of pre-referral work undertaken by the school
- the parent or pupil has not identified any valid reasons or barriers why they cannot attend school on a regular and punctual basis

### **8. Legal sanctions**

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. Penalty notices can be issued by a Principal, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where a suspended pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice

### **9. Links with Other Policies**

- Child Protection and Safeguarding policy
- Southend Borough Council's Code of Conduct under the Provision of the Education (Penalty Notices) Regulation 2004

### **Escalation of Attendance Interventions:**

Pupils with attendance between 90% and 95%

- Attendance Officer/Family Support Worker will speak to the family to offer any support
- Attendance is monitored regularly by the Attendance Officer and a level 1 attendance concern letter is issued.
- Parent/carers will be advised of support services available and may be invited to complete an Early Help Assessment (EHA) if appropriate.

Pupils with less than 90% attendance

- If following the above strategies attendance continues to be an issue for concern, parents/carers will be invited to a meeting in school. An Attendance Officer from the local authority will also be present at this meeting.

- Parents/carers will be requested to complete a parenting contract which will state that they agree to comply with specified requirements and that the school and local authority will agree to provide the support needed to enable the parent/carer to comply.
- Parents/carers will be informed that no further absence will be authorised without supporting medical evidence.
- A personal attendance target will be set and a review date agreed. If this target is not met, the case will be escalated.
- The school will try to resolve the situation by agreement, but if this is unsuccessful, this officer can use sanctions such as Penalty Notices or prosecution in the Magistrates court.

### **Child Missing Education**

Child Missing Education (CME) is a child missing from education who is of compulsory school age who is not on a roll at a school or a child that has unauthorised leave for a long period of time (10 days) from school and cannot be contacted. It is vital we identify and report children who may be missing education as these are children who are at risk and may be living a life of abuse. All schools have a responsibility for ensuring they are aware of their Local Authority's guidance and have procedures in place for making a referral. The school will refer to the [Southend CME guidance](#) for further information or to make a referral.

If a pupil fails to return and contact with the parent/carers has not been made, the school may take the pupil off-roll (after being told to do so by the local authority) in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means the child will lose their school place.

Useful links

[Addendum: recording attendance in relation to coronavirus \(COVID-19\) during the 2021 to 2022 academic year - GOV.UK \(www.gov.uk\)](#)

### **Summary**

Friars Primary School and Nursery has a legal duty to publish its absence figures and promote attendance. Equally parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

If you have any queries or concerns, please contact a member of the attendance team on 01702 294837 or email [office@fps.porticoacademytrust.co.uk](mailto:office@fps.porticoacademytrust.co.uk)