

Attendance Policy 2025-2026



Reviewed on

January 5th 2026

Related documents

Child Protection and Safeguarding Policy

Behaviour Policy

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents> [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 Governing Body

The Governing Body are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority

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- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
 - Recognising and promoting the importance of school attendance across the school's policies and ethos
 - Ensuring the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
 - Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
 - Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
 - Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
 - Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Mrs Downes can be contacted through the school office on 01527 62926 or via the school email on office@batchley.worcs.sch.uk

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed

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- Building close and productive relationships with parents to discuss and tackle attendance issues

The designated senior leader responsible for attendance is Mrs Downes and can be contacted via the school office on 01527 62926 or the school email on office@batchley.worcs.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data alongside the headteacher and attendance champion.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with the local authority to tackle persistent absence.
- Advising the headteacher when to issue fixed-penalty notices.
- Supporting families to remove barriers to attendance.
- Making referrals to outside agencies to support families.
- Work closely with the school SENCO, family support worker and other staff to support families.
- Liase with siblings schools where necessary.
- Implement interventions to improve attendance.
- Conduct 1st day calling to establish reason for absence. Inform safeguarding lead where necessary and conduct safe and well checks.

The attendance officer is Mrs Firth and can be contacted via the school office on 01527 62926 or at office@batchley.worcs.sch.uk

3.5 Class teachers

Class teachers are responsible for accurately recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes and reporting any concerns to the attendance officer and/or Mrs Downes.

3.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the attendance officer/ SLT where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person

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- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on 01527 62926 on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs Firth on 01527 62926, speak to the class teacher or Mrs Downes on 01527 62926.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time.

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the day of each school day and again after lunch.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 08.45am with the gates being opened from 08.35am.

Pupils must arrive in school by 08.45am each school day.

Once gates have closed at 08.45am, parents must sign their children in at the school office and the pupil will receive a late mark.

Pupils that arrive after the registers close at 09.15am will receive an unauthorised absence.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9AM or as soon as practically possible, by calling the school on 01527 62926.

We will mark absence due to illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where there is a n on-going concern around attendance or there are doubts about the authenticity of the illness, the school may ask for supporting evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. **We will not ask for supporting evidence unnecessarily.**

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

4.3 Planned absence

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Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment and supporting evidence is provided.

However, we encourage parents 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.

0 days off school in a year 0 lessons missed	100%	Perfect attendance
2 days off school in a year 10 lessons missed	99%	Excellent attendance
5 days off school in a year 25 lessons missed	97%	Good attendance
10 days off school in a year 50 lessons missed	95%	Slightly below average attendance
14 days off school in a year 70 lessons missed	93%	Poor attendance
20 days off school in a year 100 lessons missed	90%	Very poor attendance

4.4 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will conduct a safe and well check and inform a social worker where necessary.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. A home visit will be conducted on day 2.
- Where school have not seen a pupil face to face for 5 consecutive days a referral may be made to social services.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with follow local authority framework for legal action.

4.5 Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels via a weekly email, school reports and at parents' evenings.

5. Authorised and unauthorised absence

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually.

Any request for term time leave should be made in advance of the leave (wherever possible) A form is available for you to complete and return from the school office.

5.1 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by requesting a penalty notice from the local authority.

Before issuing a penalty notice, the school will consider the individual case.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

- The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented to the Magistrate's Court under section S44441 Education Act 1996. Cases found guilty in the Magistrate's Court could result in a fine up to £2500 per parent per child, and will also hold a criminal record, for failing to secure regular attendance.

6. Strategies for promoting attendance

Batchley First school believe that improving attendance is everyone's business and endeavour to work with pupils, parents/carers and other agencies to support pupils to better attend school using a graduated approach.

At Batchley First School we will promote good attendance by:

1. Praising children verbally.
2. Sending parents' carers an email at the end of half term if their child has achieved 100% attendance.
3. The class with the highest attendance for each half term and term will receive a reward chosen by themselves.
4. Weekly attendance figures will be highlighted on the school's newsletter.
5. Every term, children with 100% attendance will be entered into a draw to receive a small reward.
6. We also celebrate those children with improved attendance, this may be verbal praise or a token gesture.
7. Ensure the policy is available to all parents and staff.
8. Communicate effectively with parents should their child's attendance become a concern.
9. Where possible, remove identified barriers to attendance.
10. With the help of parents, identify and remove barriers to attendance,

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11. Create positive relationships with families.
12. As a last resort, make use of legal sanctions available.

7. Supporting pupils who are absent or returning to school

We endeavour to support pupils returning to school by:

Welcoming them back in the morning.

Regular check ins- where necessary.

Administer any prescribed medication where necessary and this has been agreed by the school.

Ensuring any barriers to attendance are removed where possible.

8. Attendance monitoring

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate
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8.4 Reducing persistent and severe absence

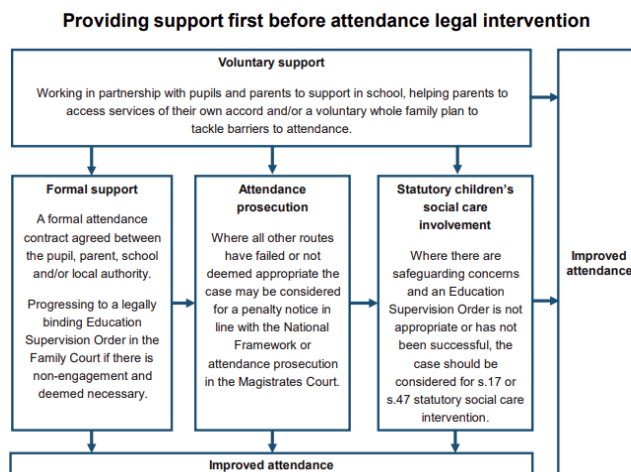
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Persistent absence is where a pupil misses 10% or more of school (19 days in a school year), and severe absence is where a pupil misses 50% or more of school (95 days in a school year). Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement legal sanctions, where necessary.



10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

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