



Holy Trinity C of E Primary School

A church school community aspiring for all to live life to the full.

Attendance and Punctuality Policy

Approved December 2025

Next Review December 2026

Committee Full Governors

Aims and Core Objectives

At Holy Trinity C of E Primary School, we believe that **improving attendance is everyone's business**. The foundation of securing good attendance is providing a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Our Core Objectives are to:

- Promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled.
- Work with all staff, parents/carers, pupils, Gloucestershire County Council, and other local partners to remove any barriers to attendance by building strong and trusting relationships.
- Act early to address patterns of absence to reduce absence, including persistent and severe absence.
- Ensure pupils attend every session of the school day, for every day the school is open.

Legal and Statutory Framework

This policy is designed to meet the requirements of the most recent DfE statutory guidance and regulations, including:

- Working together to improve school attendance (Statutory Guidance from the Department for Education).
- The School Attendance (Pupil Registration) (England) Regulations 2024.
- The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024.
- The Education (Penalty Notices) (England) Regulations 2007, as amended.

Roles and responsibilities

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence as early as possible on the day of the absence and each subsequent day of absence, and advise when they are expected to return. The school should be contacted no later than 9:25am. You can also report absence via the school website or the Edulink app.
- Provide the school with more than one working emergency contact number for their child, ensuring that the school are informed when contact details change.
- Ensure that, where possible, appointments for their child are made outside of the school day and that the school is informed in advance.

- Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

The governing body are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most
- Ensure school staff receive adequate training on attendance
- Hold the headteacher to account for the implementation of this policy

The headteacher is responsible for:

- 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
- Requesting the issue of fixed-penalty notices, where necessary
- Championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Establishing and maintain effective systems for tackling absence and make sure they are followed by all staff
- Having a strong grasp of absence data to focus the collective efforts of the school
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes
- Communicating messages to pupils and parents
- Delivering targeted intervention and support to pupils and families
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Attendance Champion and the headteacher
- Working with school staff e.g., pastoral lead/family liaison officer/SENCo to tackle persistent absence

The class teacher is responsible for:

- Recording attendance on a daily basis, using the correct codes and submitting the information to the school office no later than 8:55am.

➤ To address poor attendance at parents' evening.

- To share any initial concerns about attendance with the school's attendance officer.

School administration/office staff are responsible for:

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system
- Transfer calls from parents to the appropriate member of staff to provide them with more detailed support on attendance
- Keeping accurate and up to date records of calls and communication with parents

Daily Attendance Procedures

Register Keeping

- The school will keep an **electronic attendance register** for all pupils.
- The register is taken at the start of the morning session and once during the afternoon session.

Register Opening Time (Morning):	8:55am
Register Closing Time (Morning):	9:25am
Register Opening Time (Afternoon):	1:00 pm
Register Closing Time (Afternoon):	1:20pm

Punctuality

- A pupil who arrives late **before** the register has closed (9:25 am/1:20 pm) will be marked as **Late (Code L)**.
- A pupil who arrives late **after** the register has closed will be marked as **Absent (Code U)**.
- If ongoing punctuality issues are identified, the school will work with parents to identify reasons and offer support. Failure to improve may lead to the school requesting a **Penalty Notice**.

Register Amendments and Preservation

- Any amendment to the attendance register will record the original entry, the amended entry, the reason, the date of amendment, and the name/position of the person who made it.
- We will keep every entry on the attendance register for **6 years** after the date it was made.

Managing Absence

Unplanned Absence (Illness)

- Parents/carers must notify the school of an unplanned absence by 9:25 am on the first day, or as soon as possible.
- Absence due to illness is marked as Authorised (Code I) unless the school has genuine concern about the authenticity.
- If authenticity is in doubt, the school may ask for medical evidence (e.g., doctor's note, prescription, appointment card). The school will not ask for medical evidence unnecessarily. If the school is not satisfied, the absence will be recorded as unauthorised.

Procedures for Unexplained Absence

- Unexplained absence will lead to first-day contact by 10 am via phone call or text.
- If no contacts can be reached, the school may visit the home and take proportionate safeguarding measures (e.g., call to social worker/police, gaining advice from the Local Authority) with the DSL and DDSLs involved in the decision.
- The correct attendance code must be input no later than 5 working days after the session.

Planned Absence (Leave in Term-Time)

- The Headteacher will only grant a leave of absence during term time for 'exceptional circumstances'.
- Exceptional circumstances are defined as one-off events which are unavoidable (e.g., death of a close relative, a housing crisis that prevents attendance).
- All requests must be submitted in advance using the school's leave of absence request form, preferably at least two weeks before the absence.
- The Headteacher grants a leave of absence at their discretion, including the length of time authorised.

Authorised Absence Codes (Examples)

The school records authorised absence using the appropriate national codes from the 2024 Regulations:

- Exceptional Circumstances (Code C): Granted by Headteacher.
- Regulated Performance/Employment Abroad (Code C1).
- Compulsory School Age Pupil on an agreed Part-Time Timetable (Code C2).
- Illness (Code I).
- Interview for employment/educational institution (Code J1).
- Medical or Dental Appointment (Code M) (Parents are encouraged to arrange these outside school hours).
- Religious Observance (Code R): Where the day is exclusively set apart by the parents' religious body.
- Study for a Public Examination (Code S).
- Gypsy, Roma and Traveller absence (Code T): Where the pupil is a mobile child travelling with parents for occupational purposes.
- Non-compulsory School Age Pupil Not Required to Attend (Code X).

Persistent and Severe Absence

- Persistent Absence (PA): A pupil misses 10% or more of school.
- Severe Absence (SA): A pupil misses 50% or more of school.

The school will use attendance data to find patterns and trends for PA/SA.

Legal Sanctions

The school must consider requesting Gloucestershire County Council issue a fine for unauthorised absence where the national threshold has been met.

- Fine Amount: Each parent must pay £80 per child if paid within 21 days, rising to £160 thereafter.
- Payment Deadline: If the notice is not paid within 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.
- National Framework for Penalty Notices: A maximum of two penalty notices per child, per parent can be issued within a rolling 3-year period. The second notice will be payable at £160 with no option for early reduction.
- Prosecution: If the national threshold is met for a third or subsequent time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

In Education Law, 'parent' means:

- All natural parents, whether married or not.
- Any person who has parental responsibility for a child.
- Any person who has care of a child (i.e., lives with and looks after the child).

Strategies for promoting attendance

To support our attendance policy we:

- Promote good attendance at every opportunity – at parents evening, at induction, in newsletters, in collective worship, on notice boards etc.
- Always use first day telephone contact
- Set attendance targets for school
- Ensure parents are aware of our policy
- Keep parents/carers informed of their child's attendance level
- Work with families where attendance and/or punctuality is becoming a cause of concern, identifying the barriers to good attendance and strategies to address these.
- Make good use of attendance data by specific analysis
- Notify governors at each full governing body meeting of attendance levels
- Liaise fully with the Local Authority where necessary
- Provide a happy, safe, stimulating environment for children where they feel valued and welcomed and that their presence in school is important.

Attendance data monitoring, reporting and analysing

The school will:

- Regularly inform parents of their child's attendance levels through reports, termly letters addressing attendance below 96% and regular liaison with the attendance office for targeted pupils.
- Monitor attendance and absence data half-termly across the school and at an individual pupil level
- Identify whether there are particular groups of children whose absences may be a cause for concern
- Submit attendance data to DfE and Gloucestershire LA daily, in line with statutory requirements. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.
- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Provide regular attendance reports appropriate members of staff to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum *annually*. At every review the policy will be approved by the full governing body.