

# Attendance Policy

## St Andrew's Church of England Primary School

We believe that 'Everyone is different. Everyone is special. Everyone is our neighbour'. As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, "Love your neighbour as yourself." Luke 10:27



At St Andrew's we are committed to keeping pupils and staff safe. Our school policies are an essential part of the way we safeguard all members of our diverse school. We support democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. These principles help us to listen to each other and learn from each other to create a safe and rich learning environment for pupils and staff alike.

<b>Approved by:</b>	<b>TLIS</b>	<b>Date: 2/10/25</b>
<b>Last reviewed on:</b>	<b>October 2025</b>	
<b>Next review due by:</b>	<b>October 2026</b>	

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## **St Andrew's CE Primary School**

### **Attendance Policy**

#### **Introduction**

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

#### **Roles and responsibilities**

##### **The governing board is responsible for:**

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- Having a governor who takes a lead on attendance

##### **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
- In consultation with the County Attendance Team, issuing fixed-penalty notices, where necessary

**The designated senior leader is responsible for:**

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is **Mrs Jo Holmes** and can be contacted via 01865 762396.

**The school attendance officer is responsible for:**

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- 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 education welfare officers to tackle persistent absence
- Advising the headteacher/ deputy headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Viki Papparides / Shay Lawrence - 01865 323513 [attendance@oxfordshire.gov.uk](mailto:attendance@oxfordshire.gov.uk)

**The class teachers are responsible for:**

- recording attendance on a daily basis, using the correct codes (with support from the school office), and submitting this information to the school office, via Integris.

**School office staff will:**

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Call you on the first day of absence if we have not heard from you
- Transfer calls from parents to the headteacher in order to provide them with more detailed support on attendance

**Parents/carers are expected to:**

- Make sure their child attends every day on time
- Call the school to report their child's absence as soon as possible 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

**Pupils are expected to:**

- Attend school every day on time

### **Why Regular Attendance is so important**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

### **Promoting Regular Attendance**

Helping to create a pattern of regular attendance is everybody's responsibility – parents, pupils and all members of school staff.

To help us all to focus on this we will:

- give you details on attendance in our newsletters, parent consultations and starting school booklet;
- report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- celebrate good attendance by sharing individual and class achievements;
- reward good or improving attendance through rewards.

### **Understanding types of absence**

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. If this occurs, school may require evidence of the appointment to be able to authorise the absence.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Local Authority (County Attendance Team) using sanctions and/or legal proceedings. This includes:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed
- excessive illness without medical evidence.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, never cover up their absence or give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

You can support your child by:

- ensuring regular and early bed times
- helping with homework
- having uniform and equipment prepared the night before
- providing a healthy breakfast
- reporting any academic or social concerns promptly
- retaining open & honest communication with your child's school
- being positive about school (even if your own experience was less than positive)
- encouraging your child to invite friends home for play dates.

### **Persistent Absenteeism (PA)/ Severe Absenteeism (SA)**

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason. Severe absence (SA) is where a pupil misses 50% or more of school. Absence at either of these level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA threshold or is at risk of moving towards that threshold is given priority and you will be informed of this.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

All our PA pupils and their parents are subject to a plan and the plan may include allocation of additional support through a Mentor. If your child becomes a PA / SA pupil, we will seek your consent to complete an Early Help Assessment with you and consider convening a Team Around the Family.

Through our monitoring of PA pupils, we aim to ensure there are no SA pupils.

### **Absence procedures:**

#### **If your child is absent you must:**

- contact us as soon as possible on the first day of absence;
- send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us;
- or, you can call into school and report to Reception, who will arrange for a member of staff to speak with you.

#### **If your child is absent we will:**

- telephone or text you on the first day of absence if we have not heard from you;
- keep records of the reasons for their absence;
- invite you in to discuss the situation with our class teacher and/or Headteacher if absences persist;
- refer the matter to the County Attendance Team if attendance moves below 90%.

### **Telephone numbers**

There are times when we need to contact parents about lots of things, including absence, so we need to have your current contact numbers at all times. Help us to help you and your child by making sure we always have an up-to-date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

### **The County Attendance Team**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the County Attendance Team at the Local Authority.

At the school's request, they may issue a Penalty Notice<sup>1</sup> per parent/carer, or take action via a non-attendance referral. The legislation is the Education Act 1996 sec. 444(1) and 444(1A).

The County Attendance Team, with the school, will encourage you to engage with a Strength and Needs form. Education Supervision Orders may be discussed with you to support rapidly improved attendance.

Parents that have previously been issued with Penalty Notices for their children's unauthorised absences, in the event of further unauthorised absences may receive summonses to Court. "If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence."

Alternatively, parents or children may wish to contact the County Attendance Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01865 323513 [attendance@oxfordshire.gov.uk](mailto:attendance@oxfordshire.gov.uk)

### **Lateness**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, it can be embarrassing for the child and can also encourage absence.

### **How we manage lateness**

The school day starts at 8.50a.m. and we expect your child to be in class at that time. Registers are marked by 8.55 a.m. and your child will receive a late mark if they are not in by that time.

At 9.20a.m. the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. The afternoon register is open from 1.00 - 1.30pm.

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<sup>1</sup> The Penalty is £80 if paid within 21 days of receipt of the notice, increasing to £160 if paid between day 21 and day 28. This amount is prescribed by the Education Penalty Notices (England) Regulations 2007. Failure to pay a Penalty Notice within the prescribed period may result in prosecution for the underlying offence of failure to secure regular school attendance. Any second penalty notice issued to the same parent for the same child within a rolling 3 year period will be charged at a higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80. (The three-year period begins from the date of the first penalty notice issued on or after 19 August 2024)

If your child has a persistent late record you will be asked to meet with the Headteacher and/or Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

### **Exceptional Leave**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school time to go on holiday.

1. It is widely known that the link between a student's attendance and attainment is irrefutable.
2. Early poor attendance habits follow through into secondary school, further education and employment.
3. Graduates earn, on average, double that of young people that leave school with no qualifications.
4. All schools in Oxfordshire are encouraged to adopt a policy of not authorising Exceptional Leave.
5. The Headteacher will meet personally with every family applying for Exceptional Leave to stress the importance of good school attendance habits and links between attendance & attainment.
6. Exceptional Leave is most unlikely to be authorised in Years 2 and 6.
7. Exceptional Leave is most unlikely to be authorised when a student's attendance is less than 95%.
8. Exceptional Leave should always be refused when school is aware of any truancy.
9. Exceptional Leave should always be refused when requests are regular (annual) or when patterns become identifiable.
10. Reasons for Exceptional Leave should be logged on the pupil's record and shared as part of the transfer/transition process.

### **School targets, projects and special initiatives**

The school has targets to improve attendance and your child has an important part to play in meeting these targets. The minimum level of attendance for this school is 96% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this, however, because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in Oxfordshire.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Information on any projects or initiatives that will focus on these areas will be provided in our Home-School bulletin and we ask for your full support.

**Those people responsible for attendance matters in this school are:**

Mrs Maryanne Coyne, School Office

Mrs Holmes, Headteacher

Mr James Carter, Governor with responsibility for attendance

### **Summary**

The school has a legal duty to publish its absence figures & its attendance policy to parents and to promote attendance. School attendance data must be available to the Local Authority & the Department for Education. 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. Regular attendance supports optimising your child's attainment.