

Stainton C OF E Primary School

ATTENDANCE POLICY AND PROCEDURES

Relevant roles held and by whom (correct at the time of publishing)	
Safeguarding/Attendance Link Governor(s):	Mrs Val Edgar
School Attendance Officer:	Julie Topping

Approved by ¹	
Name:	Mrs Rachael Wilson
Position:	Head teacher
Signed:	R Wilson
Date:	March 2025
Proposed review date ² :	March 2026



CONTENTS

1. Introduction
2. Legal framework
3. Safeguarding
4. Categorising absence
5. Deletions from the register
6. Roles and responsibilities
7. Using attendance data
8. Support systems
9. Legal interventions



1. Introduction

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 Stainton C of E Primary School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.

The statistics tell us that children who attend school regularly are more likely to:

- Build a firm and secure knowledge and understanding across all curriculum subjects.
- Ensure they consistently meet and build upon expectations for their age or developmental stage.
- Develop good habits and important life skills.
- Maintain friendships.
- Gain better qualifications.
- Have access to a wider range of opportunities when they leave school.

1.3 Stainton C of E Primary School values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance.

1.4 Stainton C of E Primary School recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

1.5 This policy aims to:

- promote good attendance;
- reduce absence, including persistent and severe absence;
- ensure every pupil has access to the full-time education to which they are entitled;
- promote early identification to address patterns of absence;
- promote and support punctuality in attending lessons.

2. Legal framework

2.1 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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](#)

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

- 2.2 Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.
- 2.3 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.
- 2.4 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A prosecution can take place against any person who has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parent's responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.
- 2.5 A child is of Compulsory School Age at the beginning of the term following their fifth birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
- 2.6 Under the Education Act 1996, the local authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.
- 2.7 The School Attendance (Pupil Registration) (England) Regulations 2024, 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.
- 2.8 The register must record whether the pupil was:
 - present;
 - absent;
 - present at approved educational activity; or

- unable to attend due to exceptional circumstances.

3. Safeguarding

- 3.1 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.
- 3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.
- 3.3. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, safeguarding and promoting the welfare and life opportunities for children encompasses attendance, behaviour management, health and safety, access to the curriculum and anti- bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.
- 3.4 More information on safeguarding and the protection of children can be found in the school's Safeguarding and Child Protection Policy.
- 3.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.
- 3.6 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

4. Categorising absence

- 4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 4.2 Absence can only be authorised by the headteacher and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- 4.3 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate.
- 4.4 Absence will be categorised as follows:
- 4.4.1 Illness

Parents may be asked to provide medical evidence to allow the headteacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription, etc.

4.4.2 Medical/dental appointments

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parents should show the appointment card to school.

4.4.3 Other authorised circumstances

This relates to where there is cause for absence due to exceptional circumstances.

4.4.4 Suspended or permanently excluded (no alternative provision made)

Suspension or permanent exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home. Alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion and the appropriate attendance code should be used to record this.

4.4.5 Religious Observance

Stainton C of E Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration, by written request by the parent, of authorised absence.

4.4.6 Traveller absence

It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in the year preceding the absence. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England it is expected that the pupil should attend a mainstream school where their parent(s) is travelling and be dual registered.

Stainton C of E Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school; in such cases, the pupil's school place at Stainton C of E Primary will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Stainton C of E Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates.

Stainton C of E Primary School will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- the child is on roll and attending another visited school;
- the child is undertaking supervised educational activity under the jurisdiction of another local authority's Traveller Education Service;

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

4.4.7 Late arrival

Pupils are registered every morning and afternoon. Registers will be taken punctually each day at 8.45am and at 1pm. Pupils arriving after this time will be marked as present but arriving late. The register closes at 8.55am and 1.10pm. Pupils arriving after the close of register will be recorded as late (code U). This is not authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

If a pupil arrives after 8.45am they are late for school.

If school has not yet been secured for the day, late pupils should enter via the side gate and quickly enter class and alert their teacher of their arrival so that they can be registered.

If school has been secured for the day, late pupils should use the intercom on the front door to be admitted to the school office. They should then report to Miss Swainson/Mrs Wilson in the front offices to ensure their arrival has been recorded. They can then be taken/walk to class.

(Dependent on age and class)

If a parent or carer is present when a late pupil arrives, they will be asked the reason for lateness.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause.

4.4.8 Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the headteacher.

Examples of unauthorised are, but not limited to:

- Shopping,
- Looking after other children
- Special events for birthdays.
- Day trips and holidays in term-time.
- Assisting with Farming
- Theatre/Concert visits
- Family Holidays

4.5 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

The law does not grant parents an automatic right to take their child out of school during term time and parents or carers must apply to school for a leave of absence.

The Department for Education allows a Head teacher the discretion to consider authorising a leave of absence in term time only in 'exceptional circumstances.

Parents and carers must complete a 'Leave of Absence' form outlining in writing the exceptional circumstances for the request. A paper copy of the form can be obtained from Miss Nicola Swainson in the school office admin@stainton.cumbria.sch.uk . The form must be returned to school for a decision at least 2 weeks before the first day of leave requested (except for a bereavement or other serious family emergency). The Headteacher may invite you to attend a meeting to discuss your request.

We define exceptional circumstances as an event or problem which a parent or carer cannot control or did not expect.

No holidays taken during term time will be authorised unless an exceptional circumstance *also* applies.

Valid reasons for applying exceptional circumstances and allowing an authorised absence *may* include:

- Being too unwell or infectious to be in school, medical or dental appointments, or an absence from school recommended by a health professional as part of a parent or child's rehabilitation from physical or mental ill-health or injury.
- The school site, or part of it is closed due to an unavoidable cause when it should be open.
- Transport provided by the school or a local authority is not available and the pupil's home is not within safe walking distance (2 miles measured by the nearest available safe route for a child aged 7 and under and 3 miles for children aged 8 and over).
- A local or national emergency has resulted in widespread disruption to travel or daily activities which has prevented the pupil from attending school.
- Service personnel close to the family returning from a tour of duty abroad where it is evidenced the individual will not be able to take leave in the near future that coincides with school holidays.
- 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.

- Bereavement or unexpected and serious personal or family problems.
- To attend the wedding of a person close to the family – up to 1 day.

Evidence would be required in each case to support any application for leave and that the circumstances are exceptional.

4.5.1 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the School Attendance (Pupil Registration) (England) Regulations 2024. This means that the child will lose their school place.

4.5.2 If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In cases where the national threshold is met schools **must** consider a penalty notice. In these circumstances the school will refer to the local authority. **Fixed penalty notices will be issued in accordance with Westmorland and Furness Council's code of conduct.**

5. Deletions from the register

5.1 In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the local authority.
- The pupil has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Death of a pupil.
- Transfer between schools.
- Parent notifies the school in writing they are withdrawing the child to be educated otherwise than at school.
- Failure to return from a period of leave after both the school and the local authority have tried to locate the pupil.
- Where a pupil has been detained under a sentence of detention and there are reasonable grounds to believe the pupil will not return to the school after the period of detention. This will be agreed in discussion with the Youth Justice Service.
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil and agree to deletion from the register.
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

5.2 Stainton C of E Primary School will follow Westmorland and Furness Council's Children Missing Education Procedures when a pupil's whereabouts are unknown.

6. Roles and responsibilities

6.1 The governing board

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.

6.2 The headteacher

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.

6.3 The designated senior leader responsible for school attendance

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.
- Working with the named LA Attendance Support Officer to agree actions for pupils whose attendance is a concern and support strategies are not working.

The designated senior leader responsible for attendance is Mrs Rachael Wilson and can be contacted via admin@stainton.cumbria.sch.uk and on the school telephone number: 01768 840673

6.4 The attendance officer

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 LA Attendance Support Officers to tackle persistent absence.

The attendance officer is Miss Nicola Swainson and can be contacted via admin@stainton.cumbria.sch.uk and on the school telephone number: 01768 840673

6.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via SIMS.

6.6 School admin staff

School [admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Transfer/ Report calls from parents to the Class Teacher/Headteacher (as necessary) in order to provide them with more detailed support on attendance

6.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 8.55am (close of registers) 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 one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day. Pupils should be absent from school only for as long as it takes to attend their appointment and they should not be absent for entire whole or half days unnecessarily.
- Telling a member of school staff about something that may affect their child's school attendance.
- Avoiding taking their child out of school for non-urgent matters
- Ensure that outside clubs/activities do not encroach upon the school day and where 'special circumstances' are required, they have been requested and agreed beforehand with supporting documentation.

6.8 Pupils

Pupils are expected to:

- Attend school every day and strive for 100% school attendance. Every day counts!
- Arrive on time and be appropriately prepared for the day see our Behaviour Policy for more information.
- Where age and stage appropriate, promptly tell their teacher, an administrator, or another suitable member of staff, about any problems that may affect their school attendance.

7. Using attendance data

7.1 Stainton C of E Primary School will:

- Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level.
- Identify whether there are groups of children whose absences may be a cause for concern.

Pupil-level absence data will be 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. The school will compare attendance data to the national average and share this with the governing board.

7.2 Analysing attendance

Stainton C of E Primary School will:

- 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.

7.3 Using data to improve attendance

Stainton C of E Primary School will:

- Provide regular attendance reports to class teachers and other school leaders, 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.

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Provide access to wider support services to remove the barriers to attendance.

8. Support systems

- 8.1 Schools recognise that poor attendance is often an indication of difficulties and trauma in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources most appropriate for support and to accept the support that is offered or advised.
- 8.2 Stainton C of E Primary School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.
- 8.3 The school will implement a range of strategies to support improved attendance for all pupils. Pupils will be made aware of the importance of maintaining their attendance at the highest possible level and we will positively encourage and celebrate good and improving school attendance as follows:
- Every day, pupils are celebrated for being in school and on time.
 - Staff and pupils talk about the benefits of school attendance and punctuality, and we share class attendance percentages, celebrating the range of achievements such as 100% attendance.
 - We publish information about the importance of good school attendance and how we celebrate it on the school website and in newsletters.
 - Pupil Voice Activities through the School Council.
 - Time-limited part-time timetables.
- 8.4 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Stainton C of E Primary School will consider the use of legal sanctions.

9. Legal interventions

9.1 Prosecution

Where intervention fails to bring about an improvement in attendance, the local authority will be notified and legal action in the Magistrates' Court may be considered however; initiating prosecution proceedings is a serious step that is normally taken by an Attendance Support Officer or other relevant officer at the LA.

All alternatives to prosecution will be considered and discounted ahead of considering prosecution. These include Attendance Contracts, Penalty Notices or an Education Supervision Order.

- 9.1.1 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.
- 9.1.2 A parent found guilty of this offence can be fined up to £2,500 and/or be imprisoned for a period of up to three months.
- 9.1.3 Alternatives to Section 444 prosecution are Attendance Contracts, Penalty Notices or an Education Supervision Order.

9.2 Attendance contracts

An attendance contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

- 9.2.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.
- 9.2.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

9.3 Penalty Notices

Penalty Notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school.
- A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the headteacher/principal.

- 9.3.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £160 fine is paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days of the date the Notice was issued.
- 9.3.2 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.
- 9.3.3 Penalty Notices will be used in accordance with Westmorland and Furness Council's Penalty Notice Code of Conduct.