



Severne Junior, Infant and (NC) School

Attendance Policy including punctuality

Severne Primary School Attendance Policy

Severne Primary Schools 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

Vision

At Severne we believe that attendance is the collective responsibility between our school, our Parents/Carers and our children. Regular attendance ensures that our children will be equipped with the tools to succeed, broadening their opportunities and improving their life outcomes.

Severne Primary School recognises that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible. For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

Our aim is to always work in partnership with families to promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued; raise awareness of the importance of good attendance and punctuality and ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently. Attendance figures for each child will be reported to Parents/Carers as part of the annual report, we will also share a child's attendance profile if we have concerns regarding a child's attendance. Throughout the school year, the Senior Leadership Team (including Pastoral Manager/Attendance Champion and Designated Safeguarding Leaders) will meet regularly to discuss pupils including those who have been identified as pupils of concern with attendance to discuss agreed actions and progress.

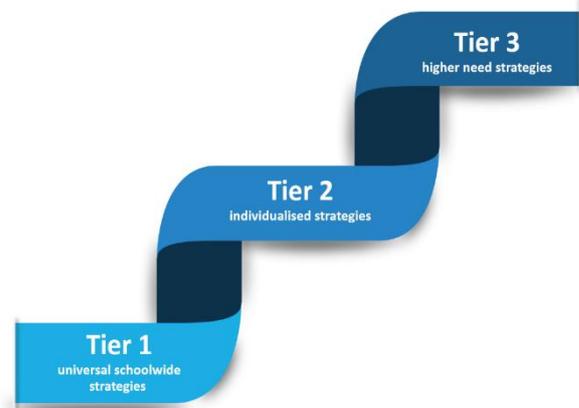
Supporting good attendance at Severne Primary school we will:

- Ensure the regular, efficient, and accurate recording of attendance is completed by every class teacher each session. This further supports our approach to safeguarding within the school.
- Give Parent/Carers details on attendance in our newsletters
- Report to Parent /carers annually on their child's attendance with the annual school report.
- Contact Parent/Carers should their child's attendance fall below the school's target for attendance.
- Celebrate attendance by displaying and reporting class achievements
- Reward good or improving attendance

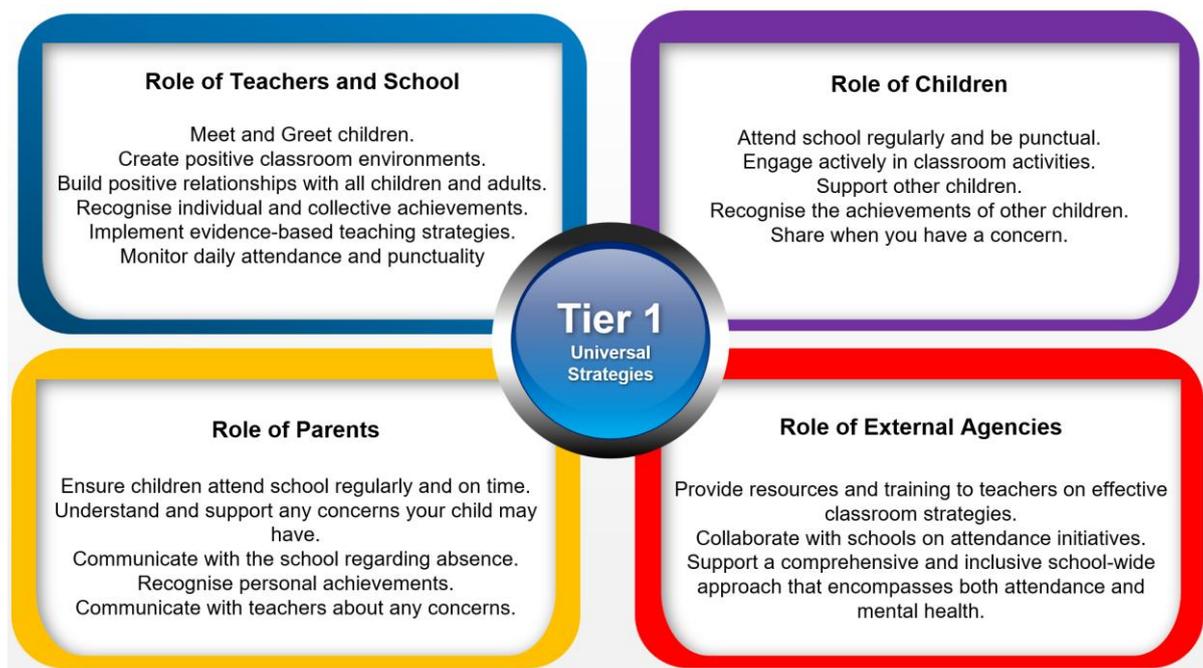
Whole school approach to supporting attendance

Severne Primary School is proudly recognised as an Inclusive Attendance school. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

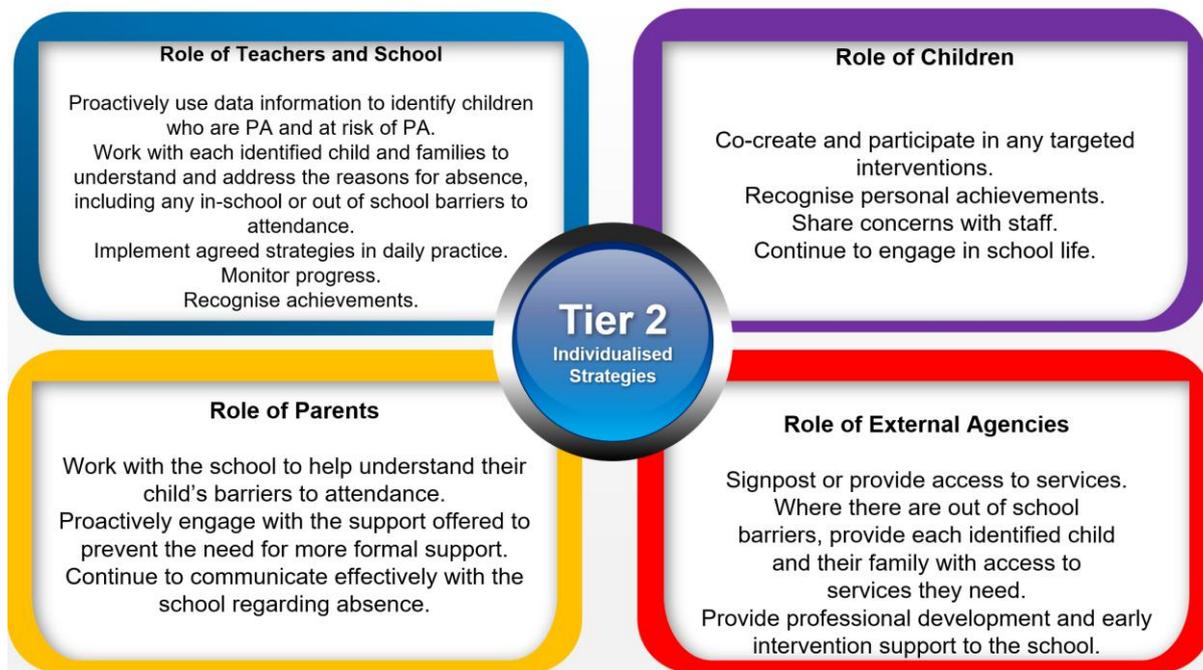
Severne Primary School uses a three-tiered approach which outlines roles for teachers, the school, children, Parents/Carers, and external agencies – including the Local Authority. This approach is to support pupils and families to ensure attendance is a priority and reduce pupils who are at risk of persistent absence (absent for 10 days or more within an academic year).



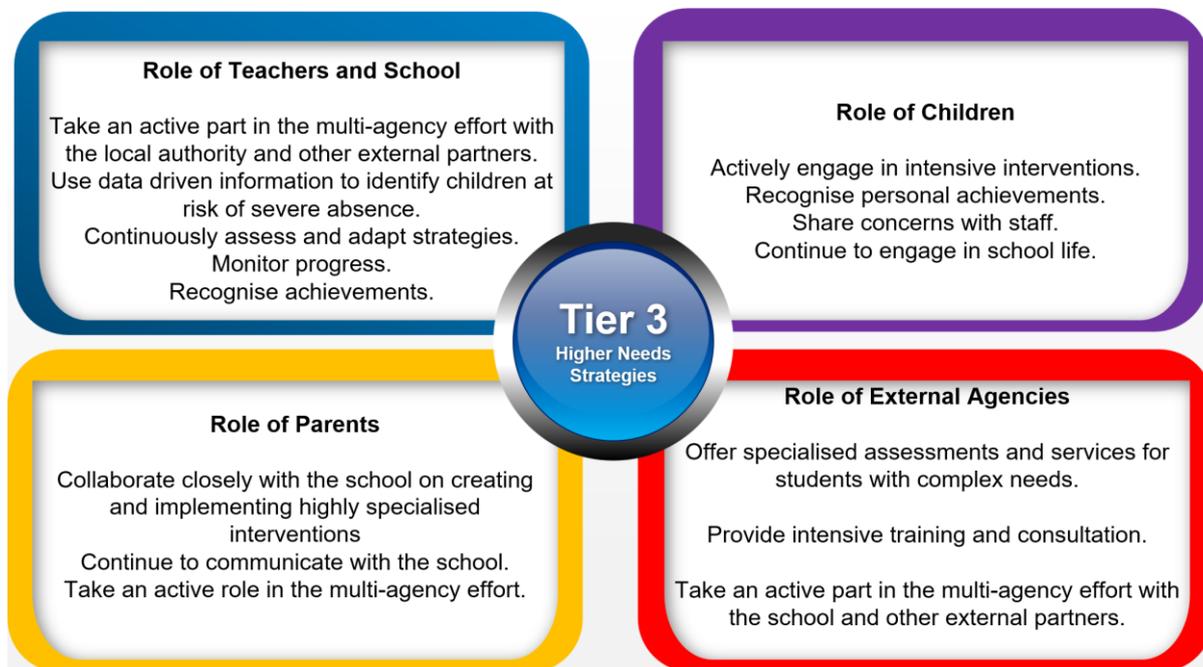
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 - Individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



Recognition-Based Approach

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to stop isolation, prevent victimisation, create positive environments, nurture relationships, foster inclusivity, and ensure that pupils are motivated and engaged whilst at school.

Good class attendance is celebrated weekly. Classes from Reception to Year 6 and Parents/Carers are provided with regular feedback on attendance. Weekly recognition during whole school assembly will reward attendance to the classes whom are doing the best or have improved from the previous week and this will be announced to Parents/Carers via email.

The Importance of School Attendance

School attendance is not just a legal requirement but is important to allow pupils to access a good education. Good attendance promotes academic success and personal growth, which in turn will help them to achieve future prospects.

- **Academic Achievement**: Regular attendance directly impacts on academic success. Children who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.
- **Knowledge Acquisition**: School is where children acquire knowledge and skills that are crucial for their personal and professional growth. Missing days means missing out on valuable learning opportunities.
- **Social Development**: School provides a vital social environment for children to interact with peers, develop friendships, and learn essential social skills. Consistent attendance ensures children remain connected to their peer group.
- **Building Routine**: School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.
- **Teacher Interaction**: Regular attendance allows for meaningful teacher-child interactions. Teachers can provide personalised support, address questions, and assess individual progress more effectively when children attend regularly.
- **Preventing Knowledge Gaps**: Frequent absences can lead to significant knowledge gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.
- **School Engagement**: Children who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.
- **Legal and Parental Responsibility**: Parents/Carers or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- **Community Well-being**: High levels of school attendance contribute to the overall well-being of communities.

Working in partnership

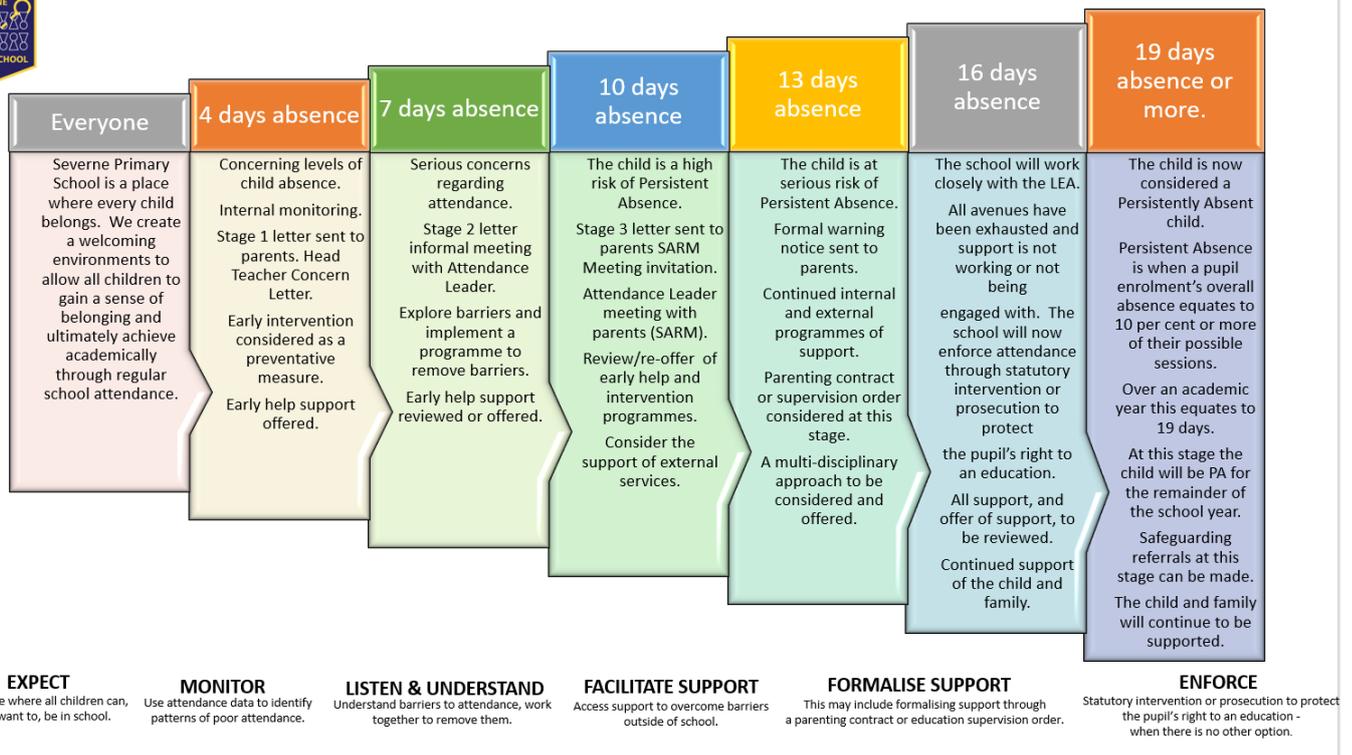
At Severne Primary School we recognise that poor attendance can sometimes be an indication of difficulties in a child's life. These difficulties may be linked to school or home but if you share them with school, it will help us identify any early help that may be required.

The Attendance Champion, will monitor attendance and use attendance data to identify any patterns of concern, whilst also celebrating success. Attendance concerns will be raised with Parents/Carers if reasons are not known by the school, e.g. a long period of illness and this information may be shared with the Local Authority following concerns. Where the school has concerns and engagement, or lack of engagement from families to improve attendance, we will follow the schools escalated approach to improving attendance. The schools escalated approach is child-centred and prioritises support and developing strong working relationships with families. We will use the early help process to provide support prior to escalation and consider how we can work with families to enable your child to access their right to education.

Some pupils may require additional support to attain good attendance, for example, pupils who are vulnerable, have medical need or an EHCP will be monitored and supported in school. We will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent non-attendance developing and monitoring the impact of targeted support.

Attendance Support Map

Severne Primary School will support pupils and their families during each stage of our Attendance Support Map. We will always prioritise a child's learning and right to an education and if there is lack of engagement or concerns regarding the reason for absence, we will follow the map.



Understanding Types of Absence:

Every half day absence from school has to be classified by the school either authorised or unauthorised. This is why information about the cause of each absence is always required.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given.

All absences should be reported to school via **a telephone call to the school office before 9:00am every day of absence.**

NOTE: Where absence is prolonged or problematic, proof of a visit to G.P. e.g. appointment card or prescription will be required.

Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a '**persistent absentee**' (PA) when they miss 10% or more schooling across the school year for whatever reason and a '**severe absentee**' (SA) when they miss 50% or more. This threshold means that any child will be classed as Persistently Absent when they have missed

38 or more sessions. **This equates to 19, or more, missed days during the academic year- which is as little as 6 days over each of the three terms.**

Absence at this level will cause considerable damage to any child's education and we need a parent/carer's fullest support and co-operation to tackle this.

We monitor all absence, and the reasons that are given, thoroughly. If a child is seen to have reached the PA mark or is at risk of moving towards that mark we will inform the parent/carer.

PA pupils are tracked and monitored carefully. We also combine this with academic tracking where absence affects attainment. PA pupils and their Parent/Carers may be subject to a school-based meeting and individual plans may include: allocation of additional support through the School Nurse, BCC Attendance Legal Advice, Local Authority Family Support or Social Care.

Absence Procedures

First Day Contact

At Severne Primary School, we expect our Parents/Carers to make contact at the earliest opportunity on the first day of absence.

If a child is absent from school the parent/carer must follow the following procedures:

- Contact the school on the first day of absence before 9:00 am.
- Contact the school on every further day of absence, again before 9:00am
- Ensure that your child returns to school as soon as possible and you provide any medical evidence if requested to support the absence.

If your child is absent we will:

- Text via the My Child at School App or call you on the first day of absence if we have not heard from you, this is for safeguarding purposes (however it is ***your responsibility*** to contact school)
- If there is no response. the Attendance Champion, will contact home and our staged response to absence will be followed:
 - ***Arrange an urgent meeting / home visit:*** to meet with Parents/Carers to discuss absence where there has been a fall in attendance without explanation.
 - ***Parents/Carers Agreements:*** If attendance becomes problematic, Parents/Carers will be required to sign an agreement with school to improve attendance with immediate effect.
 - ***Failure to improve*** or respond after the next 5 academic days (10 sessions) could prompt a referral to outside agencies.
 - ***There may also*** be a ***'Safe and Well'*** check carried out at the current address by local Police (Safeguarding) if school is unable to meet with Parents/Carers.
 - ***Please be advised that*** Local authorities are now issuing ***'Penalty Notice Fines' for 'Persistent Absence'***.
 - ***It may be necessary for*** us to request a written agreement in order for us to contact your GP for confirmation of health issues if school attendance becomes problematic for your child.
 - ***Prolonged unexplained absence*** may result in the loss of a school place at Severne Primary School.

Any pupils that do not return to school after a **5-day** period, or that have not returned on the expected date following extended leave (if there has been no contact / information received from Parents/Carers), a referral will be made to the Children Missing in Education Team (CME). CME includes those pupils who are missing (family whereabouts unknown), and are pupils who are registered on a school roll/ alternative provision. This might be a child who is not at their last known address and either has not taken up an

allocated school place as expected, or has 5 or more days of continuous absence from school without explanation, or left school suddenly and the destination is unknown.

If a pupil's absence raises a significant concern with regards to safeguarding issues, there is involvement with other agencies and/or the pupil has significant needs; the school will conduct a home visit and information will be shared with all appropriate agencies.

Parents/Carers are responsible for ensuring their child receives a full-time education. Each situation will be dealt with on an individual basis, fairly and equitably always remembering the welfare and safety of the child is the paramount concern.

Support First programme

Support First is based on the expectation outlined in the statutory guidance 'Working together to improve school attendance' that schools and agencies should support pupils and Parents/Carers by working together to address any in-school barriers to attendance.

Absence: due to long term illness:

Absence can significantly interrupt the continuity of a Pupils' learning.

During any long-term absence, Severne Primary School will:

- Maintain contact with the child.
- Carefully plan the transition back to school, ensuring your child feels welcome and gains a sense of belonging.
- Ensure the child once again feels safe in school and if they experience any concerns, they will have an appointed member of staff to work with.
- The class teacher and Teaching Assistant (if applicable) will support a child when returning to class and help them with any work they may have missed.

Punctuality- School begins at 8:30am

Poor punctuality is not acceptable. If a 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, and it can be embarrassing for the child. Good time-keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

How we manage lateness

The school day starts at **8.30 am** when children can begin to come into school. Registers are taken and your child will receive a late mark 'L' if they are not in by 8:50am. Children arriving after 8:50am are required to come in to school via the school office if accompanied by a parent or carer, the parent/carer will sign them in on our 'Inventory sign in system' and provide a reason for their lateness which is recorded. The school may send home 'late notes' in order to keep Parent/Carers and carers informed.

At **9.00am** 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 'U', but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of being issued with a Penalty Notice if the problem persists.

Deletion from Roll

For any pupil leaving Severne Primary School, other than at the end of Yr6 Parent/Carers are required to complete a 'Pupils moving from school' form which can be obtained from the school office. This information is essential to ensure that we know and safeguard the whereabouts of all of our pupils.

It is crucial that Parent/Carers keep school updated with current addresses and contact details for key family members in case of an emergency.

Under Pupil Regulations 2006, all schools are now legally required to notify their Local Authority of every new entry to the admission register. In addition to this, every deletion from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil.

Roles and responsibilities

Parents:

- Parents/Carers are legally responsible for ensuring their child/children attend school each day and on time that school is open, Parents/Carers may risk prosecution if they fail in this responsibility.
- Parents/Carers should ensure that their child/children arrive with the correct equipment and in full school uniform.
- Parents/Carers should support the school by avoiding, if possible, non-emergency medical/dental appointments for their child during school hours.
- Parents/Carers should be aware that Leave for Exceptional Circumstances is considered case by case they do not have the automatic right to take their child out of school for holidays during term time.
- It is the Parents/Carers' responsibility to inform the school of the reason for a child's absence on the first day of absence and in line with the school's procedures.
- All unexplained absence will be monitored and Parents/Carers will be kept informed about any attendance concerns relating to their child/children. Parents/Carers are expected to attend meetings when requested and support the school in responding to ongoing attendance concerns.

Pupils:

- All pupils should aim to have an excellent attendance and punctuality record for which there will be appropriate rewards.
- All pupils are expected to be on the school site on time and ready to learn.

Class Teacher:

Class Teachers are the key staff members in promoting regular punctual attendance.

The Class Teacher will:

- provide a good example by always being punctual to registration and meeting Pupils at the door – providing a welcoming environment;
- keep an accurate and up-to-date register of attendance;
- follow the Attendance Policy procedures when dealing with absences and punctuality;
- maintain swift action and effective communication with year group staff, SLT and the Pastoral Manager on all attendance matters concerning the class group;
- ensure that pupils and young people are aware of the importance of the school attendance;
- ensure Pupils receive rewards in relation to attendance success – aligned to the Attendance Policy;
- build a welcoming atmosphere in the classroom and provide support as necessary when pupils return after an absence.

Pastoral Manager- Attendance Champion:

The Pastoral Manager takes responsibility for monitoring the attendance of pupils and regularly promote the importance of attendance and punctuality. They will:

- ensure that the administration team is aware of their responsibilities with respect to promoting attendance and punctuality and adherence to the attendance policy and procedures;

- ensure that rewards and sanctions for attendance follow agreed procedures and align to the school's Behaviour and Attendance Policy;
- monitor and track the attendance of vulnerable groups;
- monitor the attendance of individual tutor groups and class groups, following up with irregular patterns of absenteeism that are not being effectively addressed;
- have attendance as a regular item during pastoral meetings; ensure contact is made with Parents/Carers of poor attendees – always placing support before sanction.
- to illicit pupil voice with regards to specific individual pupil's attendance.
- be responsible for keeping a record of the interventions in place to encourage attendance and for generating all documentation including letters to Parents/Carers;
- be responsible for managing and maintaining attendance records and systems.
- Ensure that Parents/Carers of absent pupils are contacted where notification of absence has not been received;
- Respond to any parent seeking support on attendance concerns;
- Provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales;
- Be responsible for liaising closely with the Local Authority's Attendance Team to ensure appropriate levels of intervention take place; referrals are made, and attendance meetings are set up.

It is the responsibility of school Governors to challenge and support the school regarding overall attendance, regular reports will be presented to this body. The governors will examine closely the information provided for them and seek to ensure that our attendance figures are as high as can be.

School Attendance and the Law:

There are several sanctions that school can take to address the issues of non-attendance. We will **ALWAYS** support families in the first instance to try and identify the reason for absence and offer support and guidance to families. We will listen, understand and facilitate support working in partnership with the family to improve attendance for the child.

However, for lack of engagement in attendance support, there are sanctions that will be followed – 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

Where intervention through the school's process fails to bring about improvement in attendance, the local authority will be notified and legal proceedings may be taken.

Section 444A 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.

The local authority can issue fixed term Penalty Notices to Parents/Carers for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before issuing a penalty notice, the local authority consider:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution

- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/Parents/Carers who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

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.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where Parents/Carers allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the Parents/Carers that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but Parents/Carers do not engage with offers of support, the local authority will issue a notice to improve to give Parents/Carers a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of Parents/Carers under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 6 and 12 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

GUIDANCE AND LEGISLATION:

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](#)
- [Part 3 of the Education Act 2002](#)
- [Part 7 of the Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

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

Staff consulted: September 2024

Ratified by the Governing Body: September 2025

Review Date: Annual review: September 2026