



Attendance and Punctuality Policy

2025-2026

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Version	Date	Author	Note of revisions
V2	1/9/21	MWiggins	Change of job title of author to headteacher Change of arrival procedures in the morning (lining up in playground and collected by member of staff) Leave of absence during term time – changed to include Y4 MTC period Promoting good attendance – included weekly Stan-o-poly CW and termly Attendance Awards Appendix 1 – X Code included as COVID related absence
V3	5/9/22	MWiggins	Reviewed to take account of the new guidance 'Working together to improve school attendance'.
V4	17/8/23	MWiggins	No amendments
V5	28/8/24	MWiggins	There are lots of revisions to take into account new guidance and legislation. Register close times changed.
V6	29/7/25	MWiggins	Added reference to the EYFS Framework 2025 (changes to the framework state that all early years providers must have an attendance policy that's shared with parents and carers. We do this anyway, as our policy applies to all pupils but have added reference to the framework in this policy). Reference made to Arbor being the system we will use to monitor attendance on a weekly basis from November 2025 when we migrate from Integris to Arbor.

ATTENDANCE AND PUNCTUALITY POLICY

Aims

Stanley St Peter's CE Primary School is committed to maximising educational opportunities and achievement for all children. For children to gain the best from their time at our school, it is vital that they achieve excellent attendance and punctuality. We strive for 100% attendance for all children. We build strong, supportive relationships with families following our Christian ethos to enable us to achieve the best attendance possible for our children. Stanley St Peter's actively promotes good attendance and discourages unjustified absence. Stanley St Peter's recognises that promoting good attendance and punctuality prepares children for the disciplines of adult working life and will allow us to achieve our school vision of 'Unlock Potential and Celebrate Success'.

Guiding Principles

- We emphasise that it is the responsibility of everyone in the school to improve attendance and punctuality.
- Stanley St Peter's needs to ensure that all its children access a full-time education which meets their needs and allows all to realise their potential.
- We will strive to provide a safe and caring environment where each child can engage in all opportunities offered.
- We will work with children and their families to ensure every child has good attendance and punctuality.
- We will challenge the behaviour of those children and parents/carers who give a low priority to attendance and punctuality.
- We have an effective system of communication with parents/carers together with appropriate agencies to provide mutual information and support.
- We will continue to use ICT-based attendance recording systems in order to provide accurate information and to use suitable tracking strategies to recognise any trends that can damage good attendance and learning.

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), the EYFS Framework 2025 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](#)

What you can expect from Stanley St Peter's:

- We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- We will work closely with parents/carers where a child's absence is cause for concern.
- We will support children to achieve good attendance and punctuality.
- We will support children returning to school after prolonged absence.

What Stanley St Peter's expects from Children:

- To attend regularly and on time
- To be punctual for school
- To ensure all messages and notes from parents/carers are taken to the appropriate place.

What Stanley St Peter's expects from Parents/Carers:

- To ensure their child attends the school on those days it is open, dressed in full uniform and equipped to learn.
- To ensure their child attends every day the school is open unless they are too ill to do so.
- To avoid keeping their child away from school for any reason other than illness or other authorised explanation (see overleaf).
- To avoid arranging holidays during term time
- Provide the school with more than 1 emergency contact number for their child
- To immediately inform the school office if their child is unable to attend (by 8.45 am where possible), including the reason for absence and expected date of return.
- If no indication of a return date has been given, parents/carers should contact the school on each day of absence.
- Seek support, where necessary, for maintaining good attendance, by contacting our Attendance Officer, Alyx Richards, via telephone on 01924 663641 or via email arichards@stanleystpeters.co.uk.

Registration

- The law requires the register to be taken twice a day – at the start of the morning session and once in the afternoon session. This is at 8.50am and either 1pm or 1.15pm, depending on lunch times.
- Children are expected to arrive by 8.45 am in order to be ready for the start of the registration period and lessons thereafter.
- Registers close at 9.10 am in the morning and 1.30pm in the afternoon, after which children will be marked as unauthorised absence unless a satisfactory explanation has been received.
- The register is marked using the DfE Attendance and Absence Codes (see Appendix 1) from the School Attendance (Pupil Registration) (England) Regulations 2024.

Punctuality

- All children should line up in the playground at 8.45am. Teachers will collect the children and escort them into their classrooms. Once this is completed, the classroom doors are closed.

- Any child arriving after the closing of the classroom doors but before 9:10am (when the registers close) will be marked as being late and will be required to enter through the main entrance. The child/parent will be asked to sign in as being late with a reason for their lateness.
- Repeated lateness will be reported to parents/carers. Repeated lateness after the register has closed may be dealt with in the same way as absence. Parents/carers may be issued a Penalty Notice or even prosecuted in the Magistrates Court.

Authorised/Unauthorised Absence

Authorised absence is where the school has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/carers may not authorise absence; only the school can do this.

- Parents/carers should contact the school office (by telephone or email) on the morning of absence (preferably before 8.50 am), giving a reason and an expected date of return.
- Absence **may** be authorised for such reasons as:
 - illness
 - unavoidable medical/dental appointments
 - exceptional family circumstances e.g. bereavement
 - days of religious observance (see Appendix 2)
 - exclusion
 - involvement in a public performance
- Absence will not be authorised for such reasons as:
 - looking after brothers/sisters/unwell parents/carers
 - birthdays
 - days out, e.g. The Yorkshire Show
 - shopping trips
 - family holidays where permission has not been granted (please note, family holidays during term time will not normally be approved).
 - special occasions, where the school does not agree that the absence should be granted.
- Medical/dental and other appointments should be arranged out of school hours wherever possible. Where this is not possible, children should, where practically possible, come to school before the appointment, sign out and return to school after the appointment. Should the school require evidence of a medical appointment, this will be requested.
- Following an explanation from parents/carers regarding a child's absence, the school will decide whether or not it accepts the explanation and authorise/unauthorise accordingly. Any child with concerning levels of attendance (below 95%) or who is absent due to illness for 5 days or more may have to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.
- Absence which hasn't been explained or instances where the school is not satisfied with the authenticity of the illness reported will remain as unauthorised.
- Parents/carers should not take their children out of school for holidays, days out, to attend sporting events, etc.

How we respond to Absence/Lateness

- If a child is absent at morning registration without contact from a parent/carer to explain the absence, the school will contact parents/carers. We take our safeguarding responsibilities seriously and will always do our best to contact parents/carers to ensure that they are aware of their child's absence. Contact will be via automated message which will text mobile numbers or by telephone. Parents/carers are asked to contact the school office upon receiving either a text message or telephone message. The school asks that parents/carers ensure that the school has their most up to contact details at all times.
- If no response is received we may continue to telephone, or in some cases, make a home visit to parents/carers to fulfil our legal duty to establish the whereabouts of their child. Unexplained absences may be followed up by letter or email.
- Where a child's absence is cause for concern, the school will contact parents/carers in order that we can work together to support the child to improve attendance. Contact may be by any or all of the following: telephone, letter, meeting in school and/ home visit.
- Where no sustained improvement in attendance is demonstrated despite intervention and support being provided, the appropriate actions will be taken (Appendix 3). Penalty notices may be issued in line with the Local Authority's Code of Conduct.

Persistent Absence

A child becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this. Any child whose attendance has reached the PA threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention may be via:

- An action plan to improve attendance will be created which may involve a CAF and referrals to other agencies alongside meetings between relevant school staff and parents/carers.
- Where parents/carers fail to co-operate with support and strategies provided by the school, further advice may be sought which could lead to legal sanctions being imposed.

Persistent Absence data is communicated to the Local Authority via the School Census on a termly and annual basis. It is also reported to governors every half-term.

Leave of Absence during Term Time

Any absence interrupts the continuity of child's learning. Government Legislation now states that only exceptional circumstances warrant an authorised leave of absence, please refer to the Department for Education for the latest guidance. Parents/carers are strongly urged not to take children out of school for holidays during term time.

Even where the circumstances are considered exceptional, please be aware that:

- Your request will not be authorised during exam periods (e.g. May and June for Y1, Y2, Y4 and Y6).
- Your request will not be authorised during the first half-term of the academic year (September and October).
- Your request will not be authorised for any child in Year 6.
- Your request will not be authorised if your child's attendance is below the school's attendance target for the 12 months prior to application.
- Your request will not be authorised if your child has unauthorised absences.
- Your request will not be authorised where a previous holiday has been taken.

It is expected that a Request Form is submitted to school at least 4 weeks in advance of the proposed absence. All factors that need to be considered must be stated on the request form. The school has the right to serve

a Penalty Notice on parents/carers who insist on taking their children out of school without authorisation. Penalties, when issued for the first time, require each parent to pay a fine of £160 per parent, per child if paid within 28 days of issue, reducing to £80 if paid within 21 days. Failure to pay could result in prosecution in the Magistrates Court for failure to ensure regular school attendance. This legislation also applies to any child taking leave of absence without prior notification to the school.

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at £160 if paid within 28 days (no reduced fee for paying early).

On the third time that an offence is committed for either a Term Time Holiday and / or Irregular Attendance a Penalty Notice will not be issued, the case may proceed straight to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000.

Please note that, in accordance with the New National Framework for Penalty Notices, penalty notices will be issued for Term Time Leave of 5 or more consecutive days and/or when a pupil has had 10 sessions (the equivalent of 5 days) of unauthorised absence in 10 school weeks.

A penalty notice may also be issued where parents 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 that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

Re-integration following Long-term Absence

Where a child has been absent for a prolonged period of time, perhaps due to illness, the school will:

- Welcome the child back to the school and value their return
- Provide support for the child in consultation with parents/carers to enable a successful return to the school.
- Ensure that all relevant staff are informed of the circumstances.
- Work with other agencies, where appropriate, to ensure a successful outcome.
- Consider a personalised programme of return if appropriate
- Nominate a key member of staff to monitor and review the child's return if felt necessary.

Promoting Good Attendance and Punctuality

- It is the belief that all children are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all children.
- Families are regularly informed of their child's attendance levels and, if appropriate, how they can improve.
- Where appropriate, children whose attendance falls below the appropriate target for the school will be set a target for improvement and progress towards these targets will be regularly reviewed.
- Good and improved attendance and punctuality will be promoted and rewarded.
- Children, parents/carers and staff are regularly reminded about the importance of good attendance.
- Parents/carers are encouraged to contact the school at any time to discuss their child's attendance.
- Regular meetings will be held with the appropriate members of staff/external agencies to identify and support those children whose attendance is a cause for concern.

- Children who have been absent for extended periods of time will be supported as appropriate to re-integrate back into the school.
- A weekly Stan-o-poly Collective Worship is held to promote regular attendance
- Termly Attendance Awards are held
- Children's attendance will be reported to parents regularly.

Attendance Data and Targets

- The target for all children is to strive for 100% attendance. Only by achieving full attendance can children expect to achieve their full potential. The school target is 97%.
- Attendance data will be collected and analysed and used to inform the school's attendance practices and interventions.
- Individual child data will be analysed and monitored to enable early intervention.
- Attendance data is provided on a half-termly basis to the Governing Body.
- Attendance data and persistent absence data is communicated to the Local Authority and is published via the Department for Education.
- We will use the Integris system (Arbor system from November 2025) to monitor attendance every week.

Statutory Requirements, the Law and the Local Authority

- Registers are legal documents; regulatory requirements placed on schools regarding the keeping of registers are to be found in the School Attendance (Pupil Registration) Regulations 2024.
- Section 7 of the Education Act 1996 states that parents/carers are responsible for ensuring their child receives a suitable education.
- Under section 444 of the Education Act 1996, a parent who fails to ensure their child attends the school at which they are registered, is guilty of an offence.
- The school works together with the Local Authority to ensure that parents/carers fulfil their responsibility. There are a range of legal sanctions that may be imposed for dealing with unauthorised absence.

Staff Roles and Responsibilities:

All members of the school have a role to play in improving attendance and reducing absence.

Class teachers

- Welcome and value the attendance of all children to lessons.
- Will ensure all children are accurately registered.
- Will ensure that children know the register is being taken.
- Will identify child absence to lessons and take appropriate action.
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.

Attendance Lead

- Will monitor absence and attendance daily.
- Will discuss absence and attendance concerns with children/parents/carers and set targets for improvement.
- Will contact parents/carers where attendance concerns have been identified.
- Will undertake home visits as required.
- Will support children to improve their attendance.

- Will promote attendance through assemblies.
- Will work with other members of staff to share information and support children and their parents/carers to improve attendance
- Will complete an analysis report and issue to relevant staff on a regular basis.
- Will identify absence trends or concerns and raise these with the appropriate members of staff.
- Will discuss attendance concerns with parents/carers and liaise with relevant members of staff.
- Will work with outside agencies, including the Local Authority, where appropriate to improve attendance of individual children.
- Will provide data to the Headteacher and the Governing Body regularly.
- The Attendance Officer is Alyx Richards and can be contacted on 01924 663641 or email arichards@stanleystpeters.co.uk

Attendance Office Staff / Reception

- Will monitor registration daily.
- Will receive calls and messages from parents/carers regarding a child's absence.
- Will undertake home visits as required.
- Will support the Attendance Lead in contacting parents/carers regarding a child's absence.
- Will support the Attendance Lead in completing the analysis report.

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 Michelle Wiggins and can be contacted via telephone on 01924 663 641 or email mwiggins@stanleystpeters.co.uk

The Headteacher and Senior Leaders

- Will take the lead on raising the profile of attendance throughout the school, including improving attendance and reducing persistent absence.
- Will promote attendance through assemblies.
- Will undertake home visits as required.
- Will ensure that the school attendance policy is implemented and regularly reviewed.
- Will ensure the whole school Christian ethos promotes excellence in attendance and punctuality.
- Report to the Governing Body on attendance.
- Monitor the curriculum to develop ways of improving the provision of educational experience.
- Utilise attendance data to inform strategic planning.

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

APPENDIX I

DFE ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING	FOR STATISTICAL PURPOSES
/	Present (AM)	Present	
\	Present (PM)	Present	
B	Off-site Educational Activity	Approved Education Activity	Counted as physically present
C	Leave of absence authorised by the school	Authorised absence	
D	Dual Registered – at another educational establishment	Not counted in possible attendances	
E	Excluded (no alternative provision made)	Authorised absence	
G	Family holiday (NOT authorised by the school or days in excess of agreement)	Unauthorised absence	
H	Family holiday authorised by the school	Authorised absence	
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	
J	Interview	Approved Education Activity	Counted as physically present
K	Attending education provision arranged by the local authority	Not counted in possible attendances	
L	Late (before registers closed)	Present	
M	Medical/Dental appointments	Authorised absence	
N	No reason yet provided for absence	Unauthorised absence	
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	
P	Approved supervised sporting activity	Approved Education Activity	Counted as physically present
R	Religious observance	Authorised absence	
S	Study leave	Authorised absence	
T	Gypsy, Roma and Traveller absence	Authorised absence	
U	Late (after registers closed)	Unauthorised absence	
V	Educational visit or trip	Approved Education Activity	Counted as physically present
W	Work experience	Approved Education Activity	Counted as physically present
X	Non-compulsory school age absence	Not counted in possible attendances	
Y	Unable to attend due to exceptional circumstances (Enforced Closure)	Not counted in possible attendances	
Z	Pupil not yet on admission register	Not counted in possible attendances	
#	Planned whole or partial school closure	Not counted in possible attendances	

APPENDIX 2

Religious Observance

Authorised absence may be granted for religious observance, for example, Eid. The Department for Education definition is as follows:

“Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.”

If the religious body has not set the day apart, there is no requirement for the school to approve the absence or grant leave of absence.

Individual religions and their religious observance are too numerous to detail in this document.

Parents should contact the school to request leave of absence for all religious observance.

APPENDIX 3 – Attendance Intervention - School Flow Chart

The following process outlines how the intervention process should be followed.

