



# Attendance Policy 2025-2026

**Name of the Senior Attendance Champion: Kate Trueman-Brown**

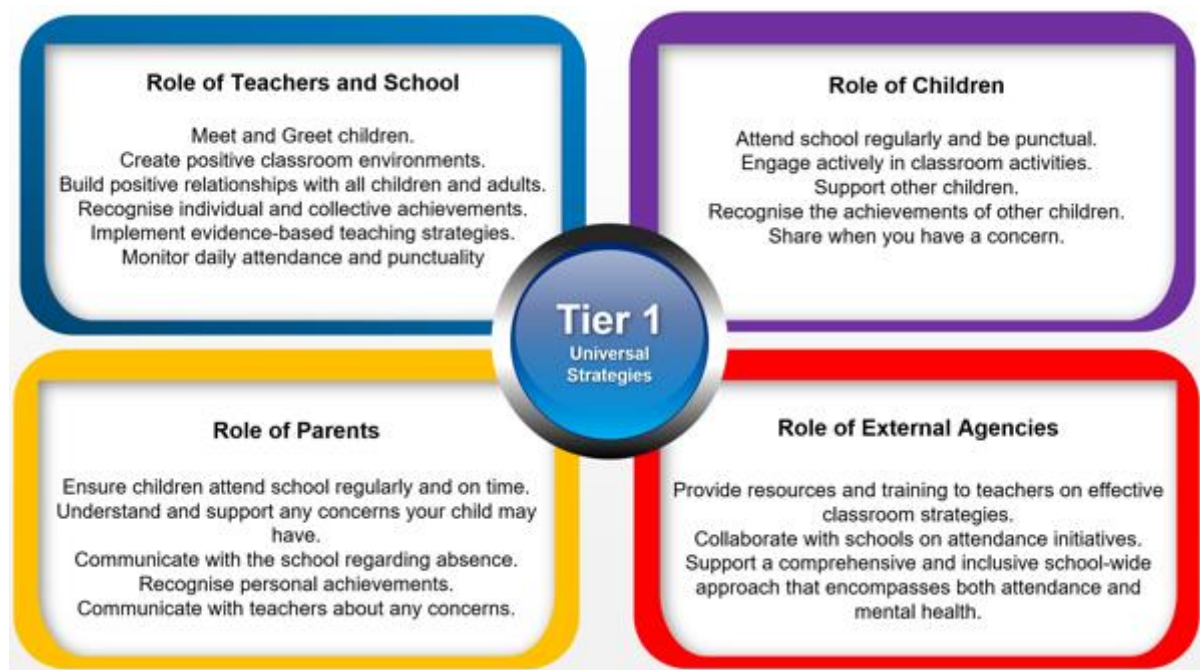
## Introduction

Howley Grange 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.

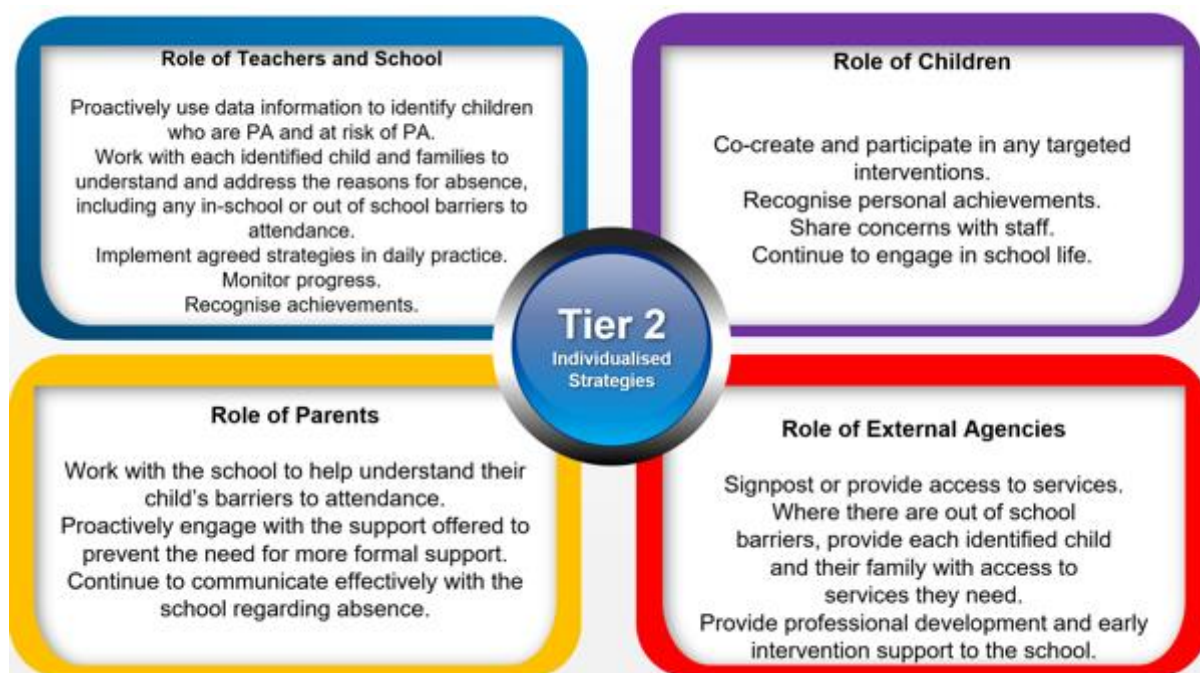
## A Multi-Tiered System of Support

To guarantee a comprehensive approach to attendance, we implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

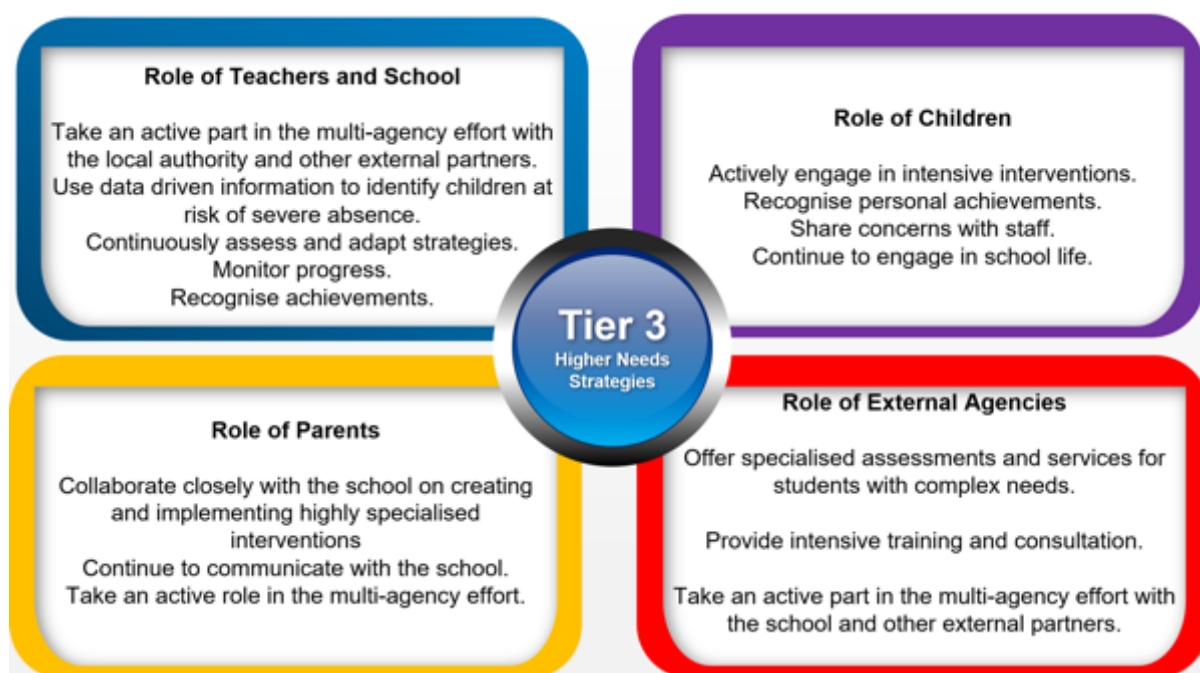
**Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.**



**Tier 2 – Internal 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.**



## **Howley Grange Primary Recognition-Based Approach**

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to thwart isolation and prevent victimisation. It aims to cultivate positive environments, nurture relationships, foster inclusivity, and ultimately cultivate intrinsic motivation among our children, families, and staff.

### **The Importance of School Attendance**

School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects, making it an indispensable aspect of any educational system. Regular attendance to school can have a significant impact on:

- *Academic Achievement:* Regular attendance directly correlates with 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 and adolescents 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 or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.

### **Factors Influencing Attendance**

There are many factors which can impact on a child attending school. If you have any concerns you should contact the school as soon as possible:

*Health Issues:* Children may experience physical or mental health issues that lead to absences. Chronic illnesses, infections, and mental health conditions can impact a student's ability to attend school regularly.

*Family Circumstances:* Family-related factors such as bereavement, family illness, or caring responsibilities can result in absences from school. In some cases, students may need to take time off to support their families.

*Bullying and Safety Concerns:* Experiences of bullying, harassment, or safety concerns at school can deter students from attending. They may fear for their safety or well-being, leading to increased absenteeism.

*Transportation Issues:* Difficulty in accessing transportation to school, especially in rural areas, can affect attendance. Lack of reliable transportation options can lead to sporadic attendance.

*Socioeconomic Factors:* Families facing financial difficulties may struggle to provide necessary resources for their children to attend school regularly. Issues such as lack of appropriate clothing, food, or a stable home environment can contribute to absenteeism.

*Special Educational Needs (SEN):* Students with special educational needs may require additional support and accommodations to attend school regularly.

*Engagement and Motivation:* Lack of engagement with school activities and a perceived lack of relevance in the curriculum can lead to disinterest in attending. Children who are not motivated may avoid attending school.

*Academic Challenges:* Students facing academic difficulties or feeling overwhelmed by coursework may avoid school. They may fear falling behind or failing in their studies.

*Cultural and Language Barriers:* Children from diverse backgrounds may face challenges related to language barriers or cultural differences. These challenges can affect their attendance and engagement with school.

*Peer Pressure and Social Factors:* Influence from peers can impact attendance. Children may avoid attending school to align with the behaviour of their peers or to engage in social activities outside of school.

*Parental Involvement:* Parental support and involvement in a child's education can positively influence attendance. Lack of parental engagement may lead to increased absenteeism.

### **Supporting Attendance**

To address any identified attendance issues effectively, we will implement a range of strategies such as early intervention, support for vulnerable families, intervention programmes, and creating a positive and inclusive school environment. Understanding the specific factors affecting attendance for individual children and families is crucial for developing any targeted interventions and support systems to improve attendance outcomes.

### **Attendance and Punctuality Expectations**

The law entitles every child of compulsory school age to an efficient, full-time education which is suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education other than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Parents should ensure that, if their child is to be absent from school for any unavoidable reason such as illness, they should contact the school before 9:00am on the first morning of absence. This may be done by phone, by letter/email or in person. All absences must be explained by the parent. Verbal messages on the parent's behalf from an adult relative, representative such as a childminder or friend or from children, e.g. siblings, will not be accepted.

Parents should, wherever possible, provide sufficient supporting evidence to enable the school to authorise the absence. Should no explanation have been received, the class teacher will inform the attendance officer that a child is absent who will then endeavour to contact the parent. This will initially be through a text message, however, if no contact is made staff will visit the home address to enquire further.

Parents should ensure that, if their child needs to attend a medical appointment, they should, wherever possible make the appointment out of school hours. Absences may be Authorised for a medical appointment in school time, BUT, school may ask parents/carers to ensure their child attends Registration, is collected from school and then returned after the appointment in order for the Absence to be Authorised. The timing of and venue of the appointment may need to be evidenced and discussed with school to agree arrangements.

In the case of emergency parents/carers should negotiate with the Headteacher on an individual basis. Parents will be advised on the amount of absence that the Headteacher can agree to Authorise in each instance. Any extension to the original agreement may not be Authorised.

Parents may not authorise their child's absence – only the school can do this, on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason; the school will record such absences as unauthorised. In some cases, this may be retrospective and authorisation may be withdrawn should circumstances

arise leading the school to decide that the original reason for authorisation requires further explanation and/or no longer applies. If this occurs, this will be discussed with the parent.

Parents should ensure that their child arrives on time for registration between 8.45-8.55am.

Children arriving after 8.55am should report to the front office as the classroom's doors are closed and the parent should sign them in. After 8.55am, but before 9:15, children who arrive at school are marked as authorised late (see Lateness). Any child arriving after 9:15 will be marked as unauthorised late.

Parents should avoid booking family holidays during term-time. Such holidays will not be authorised (see Leave of Absence).

### Contact Details of School Staff

Name of Staff Member	Roles and Responsibilities	Contact Details
Kate Trueman-Brown	Attendance Champion	01384685101 info@howley.dudley.sch.uk
Jenn Peacock	Attendance Manager/Officer	
Kate Trueman-Brown	Safeguarding Leader (DSL)	
Angela Lewis	Head Teacher	
Jayne Griffiths	Governor for School Attendance.	

### Strategies for Using Data to Target Attendance Improvement Efforts

- The whole school cohort and Individual year groups
- Individual pupils
- Demographic groups, e.g., pupils from different ethnic groups or economic backgrounds
- Other groups of pupils, e.g., pupils with SEND, LAC, and pupils eligible for FSM
- Pupils at risk of PA
- Pupils at risk of SA

### Strategy for Reducing Persistent and Severe Absence

As a school, we will proactively use data to identify pupils at risk of poor attendance. This will involve the senior attendance champion working with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Any in-school barriers that are identified will be addressed hoping to minimise their impact. Where out of school barriers are identified, we will signpost and support access to any required services in the first instance. If the issue persists, we will take an active part in the multi-agency effort with the local authority and other partners. We will act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, we will continue to work with the local authority and partners. We expect parents to work with us and the local authority to help them understand their child's barriers to attendance. We also expect them to proactively engage with the support offered to prevent the need for more formal support. If there is a lack of engagement we will hold more formal conversations with parents and be clear about the potential need for legal intervention in future. Where support is not working, being engaged with or appropriate, schools will work with the local authority on legal intervention. Where there are safeguarding concerns, schools will intensify support through statutory children's social care. We expect parents to work with us and the local authority to help them understand their child's barriers to attendance. We also expect them to proactively engage with the support offered - including any parenting contract or voluntary early help plan to prevent the need for legal intervention.

### **Details of the National Framework for Penalty Notices**

All state schools must consider whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice. Schools should not have a blanket position of issuing or not issuing penalty notices and should make judgements on each individual case to ensure fairness and consistency across the country. The national threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

An attendance contract is a formal agreement between parents and the school or local authority to address irregular attendance, providing support as an alternative to prosecution. It is not legally binding but serves as a formal route to secure engagement with support when voluntary early help plans have not worked. An attendance contract aims to offer support rather than punishment.

If voluntary support or attendance contracts are unsuccessful, an Education Supervision Order (ESO) can provide formal legal intervention without prosecution. Before proceeding with an ESO, the school and local authority should exhaust voluntary support options and ensure the order would benefit the pupil and parent. Persistent non-compliance with an ESO can lead to prosecution in the Magistrates Court by the local authority. Upon conviction, parents may face fines of up to £1,000.

Local authorities have the power to prosecute parents for various offences related to attendance:

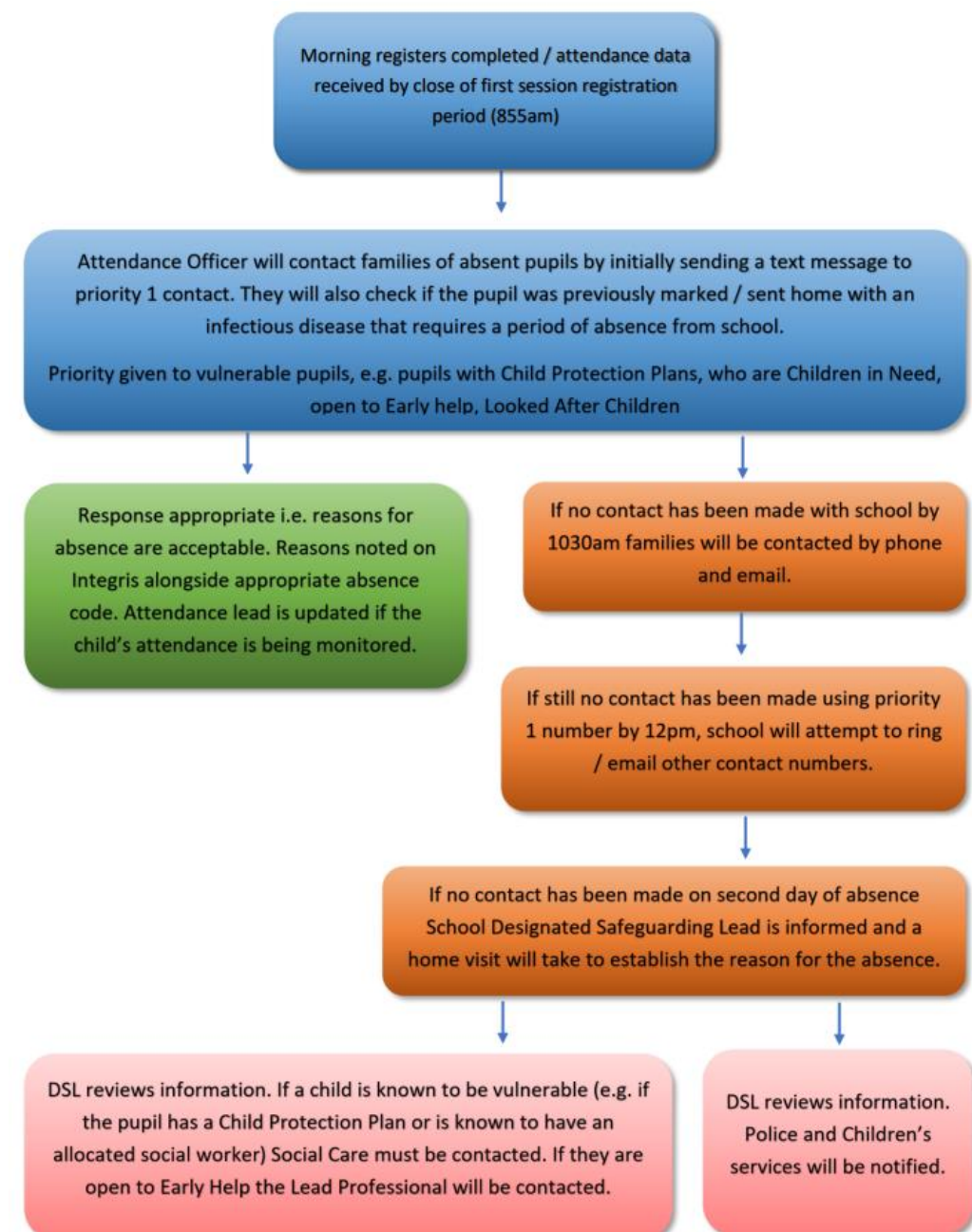
Failure to comply with a school attendance order may result in fines of up to £1,000. Failure to secure regular attendance at school or alternative provision may lead to fines of up to £2,500 and/or imprisonment. Persistent non-compliance with an Education Supervision Order may result in fines of up to £1,000.

### **Removal from roll**

This refers to the process of a child's name being officially taken off the school's register, typically due to extended non-attendance or other circumstances. Elective Home Education (EHE) is an option that some parents choose after removal from roll, where they take responsibility for providing education to their child at home.



## Day-to-Day Processes for Managing Attendance Safeguarding



### School Times of the Day:

The school day begins at 8:45am and ends at 3:15pm.

Classroom doors will be open to welcome children in at 8:45am until 8:55am, after this time children will need to enter school through the main entrance.

Registration opens at 8:45am for 30 minutes.

### Coding of Attendance

Attendance will be recorded using the DFE's statutory attendance codes, please refer to the appendix for coding.

### Requesting Absence Leave / Holiday Request

Leave of absence / holidays during term time will not be authorised unless there are exceptional circumstances. Parents or carers must request leave of absence for their child in writing at least 7 school days in advance. A leave of absence form can be obtained from the school office. Regular school attendance is essential if children are to maximise their educational opportunities. Interruptions in school attendance disrupt continuity of learning and have a negative impact on attainment.

## **Reporting a Child's Absence**

Parents or carers must contact the school on the first day of their child's absence to provide the reason for the absence. This can be done via email into the school mail box or using the dedicated phone line (option 1) and should be done by close of registration at 8:55am.

## **Definitions**

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. These terms are important for tracking and addressing attendance issues.

### **Persistent Absence (PA):**

**Definition:** Persistent Absence is a term used to describe a level of student absence from school that is considered to be a significant cause for concern.

**Threshold:** In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions.

### **Risk of Persistent Absence:**

**Definition:** The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.

**Threshold:** While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently low and becoming a concern. As the school communicates to parents in days, we identify 10 days (20 sessions) or more as Risk of PA and we will follow internal school procedures.

### **Severe Absence (or Severe Persistent Absence):**

**Definition:** The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

**Threshold:** Particular focus and support will be provided to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance. As such they are likely to need more intensive support across a range of external agency partners.

### **Absence Definitions:**

- Arrival at school after the register has closed.
- Not attending school for any reason.

### **Authorised Absence:**

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

### **Unauthorised Absence:**

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.\
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.



## **Policies and Practice**

This attendance policy operates within the framework of statutory attendance regulations outlined in the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. Howley Grange adhere to the following key attendance acts in the UK:

*Education Act 1996:* The Education Act 1996 is the primary piece of legislation that sets out the legal framework for school attendance in England and Wales. It outlines the responsibilities of parents, carers, and schools in ensuring regular school attendance. Sections 444-447 of the Act deal with offenses related to non-attendance and penalties for parents and carers.

*Education (Pupil Registration) Regulations 2006:* These regulations specify the procedures for registering pupils and maintaining attendance records in schools in England. They also define the circumstances in which a pupil can be marked as absent or present.

*Education (Pupil Registration) (England) (Amendment) Regulations 2013:* These regulations amended the 2006 regulations and introduced stricter rules on authorizing term-time holidays. Under these regulations, headteachers are only allowed to grant leave of absence in exceptional circumstances.

*School Attendance Code of Practice:* The School Attendance Code of Practice provides guidance to schools, local authorities, and parents on the law and procedures relating to school attendance and absence. It sets out the principles for promoting good attendance and dealing with poor attendance.

*Local Authority School Attendance Guidance:* Each local authority in the UK may provide its own guidance and policies on school attendance. Schools should be aware of and follow the specific guidance issued by their local authority.

*Department for Education (DFE) Guidance:* The DFE periodically issues guidance documents and updates related to school attendance. Schools should stay informed about the latest DFE guidance 2024 and follow any recommendations or requirements outlined in these documents.

*Child Employment Legislation:* Legislation such as the Children and Young Persons Act 1933 and the Children (Performances) Regulations 1968 govern the employment and attendance of children involved in performances, modelling, and other activities outside of regular school hours.

*Children Missing Education (CME) Statutory Guidance:* This guidance outlines the responsibilities of local authorities in identifying and tracking children who may be missing education, including those who are not on a school roll or are not receiving suitable education.

*Section 19 of the Education Act 1996 (England and Wales)* outlines the duty of local authorities in ensuring that suitable education is provided for children of compulsory school age.

## **Additional Policies aligned to the Attendance Policy at Howley Grange Primary School**

- Behaviour Policy
- Safeguarding Policy
- SEND statement
- Pupil Premium Policy

## **Roles and Responsibilities**

**Parents:** Parents play a crucial role in supporting attendance in schools. Their involvement and commitment to their child's education can have a significant impact on attendance rates.

**Establish a Routine:** Parents should establish a daily routine that includes regular school attendance. Consistency in waking up, getting ready for school, and arriving on time helps children develop good attendance habits.

**Communicate with the School:** Establish open lines of communication with the school. Inform the school promptly if your child is going to be absent due to illness or other reasons. This helps the school keep accurate attendance records.

**Ensure a Healthy Lifestyle:** Promote good health practices, including proper nutrition, regular exercise, and adequate sleep. A healthy child is less likely to miss school due to illness.

**Positive Attitude Towards Education:** Encourage a positive attitude towards education. Discuss the value of school and the opportunities it provides for the child's future.

**Set Expectations:** Clearly communicate your expectations about attendance to your child. Emphasise the importance of attending school regularly and on time.

**Be Involved in Homework:** Support your child's learning by showing interest in their homework and school assignments. Provide a quiet, conducive space for homework.

**Attend Parent-Teacher Meetings:** Participate in parent-teacher conferences and meetings. These provide an opportunity to discuss your child's progress and address any attendance or academic concerns.

**Monitor Progress:** Keep track of your child's progress and attendance. Be aware of any sudden changes in attendance patterns that may signal underlying issues.

**Address Bullying or Safety Concerns:** If your child is experiencing bullying or safety concerns at school, take the issue seriously. Communicate with the school to ensure a safe and supportive environment.

**Promote a Love for Learning:** Encourage curiosity and a love for learning. Explore educational activities and resources outside of school to spark your child's interest in different subjects.

**Lead by Example:** Demonstrate the importance of commitment and responsibility by being punctual and dependable in your own daily activities.

**Stay Informed:** Stay informed about school policies and attendance guidelines. Understand the consequences of excessive absenteeism.

**Seek Support if Needed:** If your child is facing challenges that affect attendance, such as health issues or academic struggles, seek support from the school, healthcare professionals, or relevant agencies.

**Encourage Peer Relationships:** Encourage your child to form positive relationships with peers. Friendships can make school a more enjoyable and supportive environment.

**Celebrate Achievements:** Celebrate your child's achievements and milestones at school. Recognize their efforts and successes to boost their self-esteem and motivation.

**Collaborate with the School:** Work collaboratively with the school to address any attendance issues. Explore support services or interventions if necessary.

**Children:** Children should recognise the value of education and commit to attending school regularly and being punctual. They can understand that attending school is essential for gaining knowledge, skills, and opportunities for the future. Maintaining a healthy lifestyle through proper nutrition, regular exercise, and adequate sleep contributes to overall well-being and can reduce the risk of illness-related absences.

**Teachers / Teaching Assistants:** School staff play a vital role in monitoring and promoting school attendance. Ensuring regular and punctual attendance is essential for the academic success and well-being of children. Teachers are responsible for monitoring the daily attendance of their children. School staff should encourage students to arrive at

school on time each day. Punctuality is essential for a smooth start to the school day and minimises disruptions in the classroom. School staff can identify patterns of poor attendance or lateness and intervene early to address any underlying issues. This may include communicating with the pupil's parents or guardians, and the attendance champion. Staff can provide academic and emotional support to children who may be experiencing attendance challenges. Identifying the root causes and addressing them proactively can help improve attendance. Staff should be alert to potential barriers to attendance, such as bullying, health issues, or family problems. Identifying these barriers and reporting them to school staff can lead to effective interventions. Teamwork ensures a coordinated approach to supporting students.

***Name of School Attendance Champion: Kate Trueman-Brown***

***Senior Staff / Attendance Champion:*** The role of senior staff / Attendance Champion in improving children's attendance in schools is critical in ensuring that students attend school regularly and achieve their educational potential. They set the tone for the school's attendance culture, and oversee the implementation of policies and strategies to promote regular attendance. Attendance Champions collect and analyse attendance data to identify trends and patterns. They use this information to pinpoint areas of concern, such as high levels of persistent absence, frequent lateness, or particular year groups or demographic groups with attendance challenges. They recognise that early intervention is crucial, Attendance Champions identify children at risk of poor attendance. They collaborate with teachers, parents, and support staff to address attendance issues as soon as they arise. They may connect families with resources and services that can help alleviate attendance-related challenges, such as housing support, counselling, or healthcare services. They design and implement interventions and incentives to motivate children to attend school. This may include recognition for attendance, recognition programmes, or targeted interventions for specific groups of students.

***Governors:*** Their responsibilities encompass strategic oversight, policy development, and ensuring that the school meets its statutory obligations regarding attendance.

***Safeguarding Children and Attendance***

The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure their well-being.

Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

We follow ***Keeping Children Safe in Education*** guidance to ensure safe practices.

***Review***

This Attendance Policy will be reviewed annually by the school's governing body to ensure its effectiveness and compliance with statutory requirements. Any amendments will be communicated to staff, parents, and carers as necessary.

Date of review September 2025

Date of next review October 2026

## Appendix A: Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure