



Green Meadow Primary School

Attendance policy

This policy was approved by Governors on 30th October 2024

..... **Chair of Governors**

Adopted on 1st November 2024

This policy will be reviewed at least annually on or before November 2025 or sooner as the governors consider necessary in response to the ongoing review of attendance data

Aim of this policy

To support excellent levels of attendance for all pupils to enable fulfilment of their potential at Green Meadow Primary School.

This policy has been prepared with regard to the Green Meadow Primary School's statutory duties relating to attendance, including those set out in the Department for Education's statutory guidance entitled ***Working together to improve school attendance*** (2024), which is referred to in this policy as the "DfE Attendance Guidance".

Key principles

- High levels of attendance and punctuality levels are promoted and rewarded.
- It is the responsibility of everybody in Green Meadow Primary School to improve attendance and punctuality.
- Where attendance or punctuality fall short of expected standards, steps will be taken to address this and sanctions may be applied in accordance with the behaviour policy.
- Some pupils find it harder than others to attend school. Green Meadow Primary School will work with pupils' parents and other local partners to remove any barriers to attendance.
- Subject to the terms of this policy, any day-to-day attendance issues that parents or pupils have should be discussed with the pupils' class teacher. Where more detailed support around attendance is required, parents and pupils should contact Mrs Robinson, Pastoral Manager.

3. Roles and responsibilities

3.1 Green Meadow Primary School

Green Meadow Primary School will:

- develop and maintain a whole academy culture that promotes the benefit of high attendance
- work with pupils and their families, building strong relationships, to support high levels of attendance and punctuality and understand any barriers to attendance
- investigate unexplained or unjustified absence, applying sanctions where appropriate
- take into account individual needs when implementing this policy, including having regard to Green Meadow Primary School's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child
- share information, including returns information required to be shared in accordance with regulations¹ and the DfE Attendance Guidance, and work collaboratively with the local authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance

¹ School Attendance (Pupil Registration) (England) Regulations 2024

- regularly monitor, review and analyse attendance and absence data including to identify pupils or cohorts that require attendance support and to set targets for the future
- ensure that all pupils can access full-time education, putting strategies in place where this is evidence to suggest that this is not the case
- ensure that the trust board and Green Meadow Primary School's leadership team work together to monitor attendance levels and the effectiveness of this policy
- ensure that all legislation and guidance are complied with and reflected in our policies and procedures, including the DfE Attendance Guidance;
- have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our Child Protection policy = add in hyperlink)
- provide information requested by the Secretary of State, including termly absence data collected by the Department for Education
- regularly inform parents about their child's attendance and absence levels
- support pupils who are returning to education following long term absence
- ensure that effective systems to record and report attendance data are in place, including accurate completion of admission and attendance registers using an electronic management information system
- assign overall responsibility for championing and improving attendance at the Academy to a designated senior leader, known as the Senior Attendance Champion
- observe and fulfil the responsibilities set out in guidance issued by the Department for Education ([Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)) to the extent not covered above or elsewhere in this policy.

3.2 Parents and carers

We expect parents and carers to:

- ensure that their child arrives at Green Meadow Primary School on time, in the correct uniform and with the necessary equipment
- promote the importance of regular attendance at home
- follow the correct procedure for reporting the absence of their child from Green Meadow Primary School (see section 6.3 below)
- avoid unnecessary absences
- keep Green Meadow Primary School informed of any circumstances which may affect their child's attendance
- not take their child out of education for holidays during term time (see section 6.5 below)

- inform Green Meadow Primary School in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live
- observe and fulfil their responsibilities set out in the guidance issued by the Department for Education: [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/124242/summary-table-of-responsibilities-for-school-attendance-applies-from-19-august-2024.pdf) .

3.3 Pupils

We expect pupils to:

- attend Green Meadow Primary School regularly and on time
- be punctual to all lessons
- follow the correct procedure if they arrive to Green Meadow Primary School late (see sections 4 and 5 below).

3.4 Senior Attendance Champion

The Senior Attendance Champion (“**SAC**”) at the Academy is Kate Cross, Deputy Head.

The SAC has overall responsibility for championing and improving attendance at the Academy and will:

- set a clear vision for improving and maintaining good attendance
- establish and maintain effective systems for tackling absence and ensure that these are followed by all staff
- evaluate and monitor attendance expectations and processes
- have a strong grasp of absence data to focus the collective efforts of Green Meadow Primary School
- ensure that key attendance messages are communicated to parents and pupils
- provide data and reports to support the work of the board of trustees (see below).

3.5 The board of trustees

The board of trustees will:

- take an active role in attendance improvement, recognise the importance of school attendance and promote it across the trust and Green Meadow Primary School’s ethos and policies
- ensure Green Meadow Primary School’s leaders fulfil expectations and statutory duties
- regularly review attendance data, discuss and challenge trends and help Green Meadow Primary School leaders focus improvement efforts on the individual pupils or cohorts who need it most
- ensure Green Meadow Primary School staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support pupils or cohorts overcome common barriers to attendance

- share effective practice on attendance management and improvement across its academies
- require the Academy to report to governors on the Academy’s attendance at regular intervals
- have a dedicated attendance lead who will drive improvement across the trust and act as a central point for academies with attendance queries.

4 Registration

4.1 Green Meadow Primary School maintains an attendance register and uses this to record each pupil’s attendance at the start of the school day and again in the afternoon.

Registration session	Start time	End time
Morning	8.55am	9.25am
Afternoon	1.15pm/1.30pm (Year 3 and 4)	1.20pm/1.35pm (Year 3 and 4)

4.2 Pupils who arrive after the start of a registration session but before the end of the registration session will be marked as late. Where pupils arrive after the end of a registration session, the process set out at section 5 applies.

4.3 The register is marked using the national statutory attendance and absence codes which can be found in the DfE Attendance Guidance.

5 Late arrival

5.1 If a pupil arrives at the Academy after the relevant registration period has ended but within the relevant session, they must immediately go to the school office to sign in and provide a reason for the lateness to enable the school to establish the appropriate attendance or absence code. In the absence of a satisfactory explanation, the register will be marked as unauthorised absence.

5.2 Persistent lateness will be treated as a disciplinary matter and will be dealt with in line with behaviour policy.

6. Reasons for absence and how to report or request authorisation

6.1 **Authorised absence** - absence will only be authorised where Green Meadow Primary School has given approval in advance for a pupil to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the school can authorise absence.

6.2 **Unauthorised absence** – absence will be marked as unauthorised where the school is not satisfied with the reasons given for the absence.

6.3 Reporting absence from Green Meadow Primary School

1.1.1 Where a pupil is to be absent from Green Meadow Primary School without prior permission, the parent/carer should inform school by telephone on the morning of the day of the first absence and let school know when they expect the pupil to return. If the return date is not confirmed on the first day of absence, parents/carers must contact the school on each day of absence.

- (I) In cases of prolonged absence due to illness, the parents/cares may be asked to provide the Academy with medical evidence, such as a note from the child's doctor. If this evidence is not provided, the absence may be marked as unauthorised.
- (II) Any unexplained absence will be followed up by Green Meadow Primary School promptly.
- (III) In cases where the academy needs clarification to accurately record the absence in the attendance register, the parents/cares may be asked to provide the school with medical evidence, such as a note from the child's doctor to support an absence for illness. If satisfactory evidence is not provided, the absence may be marked as unauthorised.

6.4 Appointments

- 1.1.2 Medical, dental and other essential appointments for a pupil should take place outside of school hours where this is reasonably possible.
- 1.1.3 Where an appointment must take place during school time, the pupil should attend the school for as much of the day as possible and as much prior notice as possible should be given to the class teacher or the school office.

6.5 Leave of absence (including holidays during term time)

- 1.1.4 Green Meadow Primary School will grant permission for a pupil to be absent from school in the circumstances described in paragraph 37 of the DfE Attendance Guidance which can be summarised as follows:
 - taking part in a regulated performance or employment abroad
 - attendance at an interview for entry into another educational setting or future employment
 - study leave for public examinations
 - temporary, time-limited part-time timetable
 - other exceptional circumstances.
- 1.1.5 Parents and carers should make every effort to avoid taking pupil out of education for holidays or other extended leave during term time.
- 1.1.6 To request a leave of absence, parents/carers must make the request in advance and in writing addressed to the Head teacher, Janine Arrowsmith, and, wherever possible, at least 4 school weeks ahead of the planned leave.
- 1.1.7 Where a leave of absence is requested as above, the Head Teacher will consider the specific facts and circumstances relating to the request. The decision:
 - will be confirmed in writing
 - is solely at the Head Teacher's discretion and
 - is final.
- 1.1.8 Where permission is granted, the Head Teacher will confirm the number of days and dates of absence which are authorised.

- 1.1.9 If permission is not granted and the parents/carers proceed to take their child out of Green Meadow Primary School, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority (see section 7 below).

6.6 Religious observance

1.1.10 We recognise that pupils of certain faiths may need to participate in days of religious observance. Where a day of religious observance:

- falls during school time and
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs,

the absence from the Academy will be authorised.

1.1.11 We ask that parents/carers notify the Academy in advance where absence is required due to religious observance.

6.7 Coronavirus (Covid-19)

1.1.12 There may be circumstances in which pupils cannot attend school due to Covid-19. Green Meadow Primary School will adhere to any current guidance issued by the Department for Education relating to the recording of attendance in relation to Covid-19.

- (l) If a pupil tests positive for coronavirus, their absence will be recorded as illness.

7. Addressing poor attendance and punctuality

7.1 Green Meadow Primary School will use data to target attendance improvement efforts to the pupils or groups of pupils who need it most. In doing so, the school, led by the SAC, will:

- monitor and analyse weekly attendance patterns, proactively using data to identify pupils at risk of poor attendance
- provide regular attendance reports to class teachers and relevant leaders
- identify pupils who need support from wider partners as soon as possible and deliver this support in a targeted manner
- conduct thorough analysis of half-termly, termly and fully year data to identify patterns and trends
- benchmark Green Meadow Primary School's attendance data at each level against local, regional and national level
- monitor the impact of academy strategies and actions to improve attendance on particular pupils and particular groups
- work with the local authority and other local partners to identify groups
- hold regular meetings with the parents or carers of pupils who Green Meadow Primary School and/or local authority consider to be vulnerable

- 7.2 Our procedures for managing unexplained absences can be found here [BCC FAST track to Attendance Guidance](#)
- 7.3 Where absence or punctuality is a cause for concern, for example because there is:
- a pattern of unauthorised absence
 - a question over the reasons provided for a particular absence or late arrival
 - persistent truancy or lateness
- we will make contact with the parents/carers with a view to working together to support improved attendance and/or punctuality. Home visits may be conducted where school has been unable to ascertain the reasons for a child's absence or there are other concerns.
- 7.4 In cases where the school has been unable to establish a clear reason for absence and/or has welfare concerns about the pupil, a home welfare check may be carried out.
- 7.5 Failure to attend or arrive at lessons on time may also be dealt with as a disciplinary matter in accordance with the behaviour policy.
- 7.6 Absence will be classed as persistent where it falls below 90% across the academic year. Absence at this level is very likely to hinder educational prospects and we expect full parental co-operation and support to urgently address these cases. Intervention steps may include implementation of an attendance action plan, referral to other agencies and/or seeking to put in place an attendance contract.
- 7.7 Where out of school barriers to attendance are identified, school will signpost and support access to any additional services.
- 7.8 Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending school and wider support in accordance with this policy is not appropriate or effective, we may consider issuing a penalty notice. A penalty notice is a financial penalty (£80 if paid within 21 days, £160 if paid within 28 days) imposed on parents which is intended to change behaviour without the need for criminal prosecution.
- 7.9 When considering whether to issue a penalty notice, we will have regard to:
- the National Framework for penalty notices as set out in paragraphs 175 – 201 of the DfE Attendance Guidance; and
 - the local authority's Code of Conduct for issuing penalty notices.
- 7.10 In the event that a penalty notice is issued but is not paid within 28 days, the local authority will decide whether to proceed to prosecution. The local authority also has separate powers to prosecute parents if their child of compulsory school age fails to attend school regularly.