



Penketh Primary School

Attendance Policy

Ratified: December 2024

Next Review Date: 01/09/2025

Policy Responsibilities and Review

Policy Title:	Attendance Policy
School:	Penketh Primary School
Linked Policies:	<p>This policy should be read alongside the following school policies:</p> <ul style="list-style-type: none"> • Safeguarding policy • SEN policy • Behaviour Policy
Other Guidance Reading References & Research:	<p>This policy is based on the recommendations of the DfE guidance “Working together to improve school attendance” in place from September 2022 and updated August 2024. It is written with due regard to guidance documents and legislation as detailed in Appendix 2 where you will also find reading references.</p> <p>A summary of roles and responsibilities can be found by following this link: Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)</p>
Written By:	Mrs R Kayll
Staff Approval Date:	September 2024
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Review Date:	This policy is reviewed annually
Read by staff: Signed and dated	September 2024

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1. Organisation and facilities

- 1.1. Securing good attendance is not seen in isolation. Warrington Primary Academy Trust's (WPAT's) effective practices for improvement involve close interaction with curriculum planning, positive behaviour, bullying prevention, safeguarding, special educational needs and medical needs support, mental health and wellbeing, and effective use of resources. WPATs foundation for securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

2. Rationale

- 2.1. WPAT promotes the benefits of good attendance for all pupils. It sets and expects high standards of attendance for every pupil, communicates those expectations both clearly and consistently to pupils and parents/carers and systematically analyses their data to identify patterns to target their improvement efforts. We are committed to working together with children and parents to promote 100% attendance wherever possible.
- 2.2. For some pupils the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, WPAT and partners will work with pupils and parents/carers to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.
- 2.3. Improving and supporting attendance is the responsibility of everyone in school. We believe that good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

3. Policy aims (based on DfE guidance and best practice)

3.1. We will ensure:

- A culture of good attendance that reflects WPAT's guiding principle and core values and that is embedded and enacted in everything we do.
- A named Trustee/Governor responsible for the attendance portfolio will be in place and knowledgeable about school attendance.
- Strong school leadership, where leaders are highly visible and ambitious attendance goals are set.
- Attendance and punctuality are set as a priority for all those associated with the school including Trustees, Governors, pupils, parents/carers and teachers.
- An improved overall percentage of pupils at school.
- Accurate admissions and attendance registers in place in all schools.
- There is a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- A first day response in all schools as part of their robust daily response to absence.
- There is a dedicated senior leader responsible for attendance and championing and improving attendance.
- There is a Trust Data Manager who will provide regular information on attendance data management, supporting early identification and risk reduction for schools.

- There are monitoring reports for the Trust, Governor Committees, and schools.
- All school staff receive annual attendance training, and that attendance is part of school induction protocols.
- The Trust has a Strategic Lead for attendance who works with schools to improve attendance and is point of contact for advice and support.
- The WPAT Inclusion Network supports the sharing of good practice for attendance across the Trust.
- Each school has a Welfare Team in place and resources to support families at risk of poor attendance.
- Work takes place with families to address the reasons for absence including in school barriers.
- Vulnerable pupil groups including Looked After Children and pupils with special educational needs, receive targeted and bespoke support plans.
- Processes for engagement with Local Authority Fast Track Prosecution services are in place.
- Engagement with multi-agency professionals, early help assessment, whole family support, including special educational needs professionals.
- Access to school resources in the first instance where there are out of school barriers for families.
- Children's Social Care are involved where there are safeguarding concerns and build support into attendance planning.
- There is an understanding that children missing education can act as a vital warning sign to a range of safeguarding issues.
- We make sure all staff receive appropriate training and understand the importance of good attendance.
- We visibly demonstrate the benefits of good attendance.
- We regularly review and update messages, processes and strategies for attendance.

4. Expected attendance, duties and legalities

- 4.1. The law entitles every child of compulsory school age to an efficient, full-time education 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 otherwise than at a school.
- 4.2. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school 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.
- 4.3. The school will keep complete electronic admission and attendance registers and follow up all absence. This will record attendance at the start of each morning session of each school day and once during each afternoon session.

5. Persistent and Severe Absence

- 5.1 **Persistent** absence refers to pupils who miss 10% or more of school.

- **Severe** absence refers to pupils who miss 50% or more of school.

5.2 Where a pupil is persistently absent, school will:

- Put additional targeted support in place to remove any barriers.
- Hold more formal conversations with parents/carers and be clear about the potential need for legal intervention.
- Work with the LA on legal intervention where support isn't working or being engaged with.
- Intensify support through a referral to statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and/or the schools of any siblings.

6. Roles and responsibilities

6.1 Senior Leadership

- The Headteacher has overall responsibility for attendance in school. Each school within WPAT has a senior leader responsible for attendance. They will be the first point of contact should parents/carers have any concerns about their child's absence. The Senior Leader responsible for attendance in Penketh Primary School is Mrs R Kayll.
- Responsibilities of the senior leader include championing and improving attendance in school, offering a clear vision for attendance improvement, evaluating and monitoring expectations and processes, oversight of data analysis, and communicating messages to pupils and parents.

7. First day response and daily absence

7.1 School requires first day contact for a child's absence. The procedures for when first day contact is not received are recorded in the attendance protocols.

7.2 All other absences will be marked as unauthorised unless prior arrangement has been agreed with the Headteacher.

7.3 With regards to unexpected absence during term time, parents and carers should contact school daily during any absence.

7.3.1 Ring or email the school office on 01925 723719 or Penketh.office@wpat.uk to inform us of absence and provide a reason

7.3.2 We have a dedicated line for absences that is monitored daily

8. Managing absence

8.1 Attendance is reviewed by the school attendance officer.

8.2 School will regularly inform parents/carers about their child's attendance and absence levels.

8.3 Where absence persists and voluntary support is not working or is not being engaged, school will work together with families to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

8.4 The school is supported by The Attendance Service at the Local Authority and will seek advice and representation from this service to assist in the monitoring of poor attendees.

The service will formulate a plan of action with the school to improve pupil attendance and

if necessary, can instigate legal proceeding through the fast-track process. Where all other avenues have been exhausted and support is not working or not being engaged with, attendance will be enforced through statutory intervention to protect the pupil's right to an education.

9. Recording attendance and authorising absence

- 9.1 Reasons for non-attendance should always be provided by parents/carers. If this is not the case the school will continue to contact parent/carer until a reason has been given.
- 9.2 WPAT have agreed with the Local Authority that the school will not authorise absence except for medical or illness or faith-based holiday. WPAT follows Local Authority guidelines and will not authorise any absence due to holiday unless exceptional circumstances can be proven. [Appendix 1](#)
- 9.3 School can request that any absence due to illness be verified with a doctor's appointment card or medical note if necessary. Detailed guidelines have been formulated and will be provided upon request.
- 9.4 Fixed codes for absence and attendance are used consistently throughout the school and are shared with parents/carers. [Appendix 3](#)

10. Requesting authorised absence

- 10.1 All other planned absences will be marked as unauthorised unless prior arrangement has been agreed with the Headteacher. Leave of absence forms can be found in the protocols.

11. Promoting and incentivising good attendance

- 11.1 WPAT aims to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them. They will be provided with support, advice and guidance where required. We will establish an effective and efficient system of communication with pupils, parents/carers and appropriate agencies to provide mutual information, advice and support. We are committed to working together with children and parents to promote 100% attendance wherever possible.
- 11.2 WPAT visibly demonstrate the benefits of good attendance throughout school life. This may include in displays, assemblies or through curriculum content. This will be done sensitively and without discrimination and may also include praising and rewarding improvements in attendance at whole school, key stage, year group, class and individual level. Praise and rewards systems can be found in the protocols.
- 11.3 When a pupil has not attended school for a significant period, we will recognise the needs of the individual pupil and carefully plan re-integration.

12. The use of data/tracking and monitoring of attendance

- 12.1 The Department for Education, Local Authority and WPAT require schools to monitor and report the attendance levels of every pupil. One of the reasons for this is the strong statistical link between attendance and attainment. The higher a pupil's attendance, the higher their levels of achievement. WPAT seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their true potential.
- 12.2 WPAT will rigorously and proactively use attendance data to identify poor patterns of

attendance at individual and cohort level as soon as possible so that all parties can work together to resolve them before they become entrenched.

12.3 WPAT's Data Manager will provide monitoring reports for Trust, Governor Committees, and schools.

13. Strong Partnerships and working together

13.1 WPAT will work collaboratively with external partners to identify and address the root causes of absence and remove barriers to attendance, at home, in school or more broadly. This work may include Early Help assessment, whole family planning and special educational needs assessment. It may also include working with Children's Social Care where there are safeguarding concerns. This support will be built into attendance planning.

13.2 Information will be shared with other schools in the area, Local Authorities, and other partners when absence is at risk of becoming persistent or severe.

13.3 Developing strong relationships and families will result in reduction in persistent and severe absence. These relationships will ensure families are supported to gain access to wider support services and will be provided with support to remove the barriers to attendance. School will meet with families of those at risk of persistent or severe absence and agree actions or interventions to improve the situation. When appropriate support or action will be formalised in conjunction with the local authority.

14 Training

14.1 All teaching and non-teaching staff will know the importance of good attendance, are consistent in their communication with pupils and parents/carers and receive the training and professional development they need. To ensure this happens all school staff will have received annual attendance training.

14.2 Information regarding attendance is part of school staff induction protocols.

14.3 The WPAT Inclusion Network will support the sharing of good practice for attendance across the Trust.

15. Attendance protocols which form part of this policy

15.1 Penketh Primary School has the following protocols to support the implementation of this policy. The protocols are intended to support staff and parents/carers by providing guidance in procedures and are based on DfE best practice:

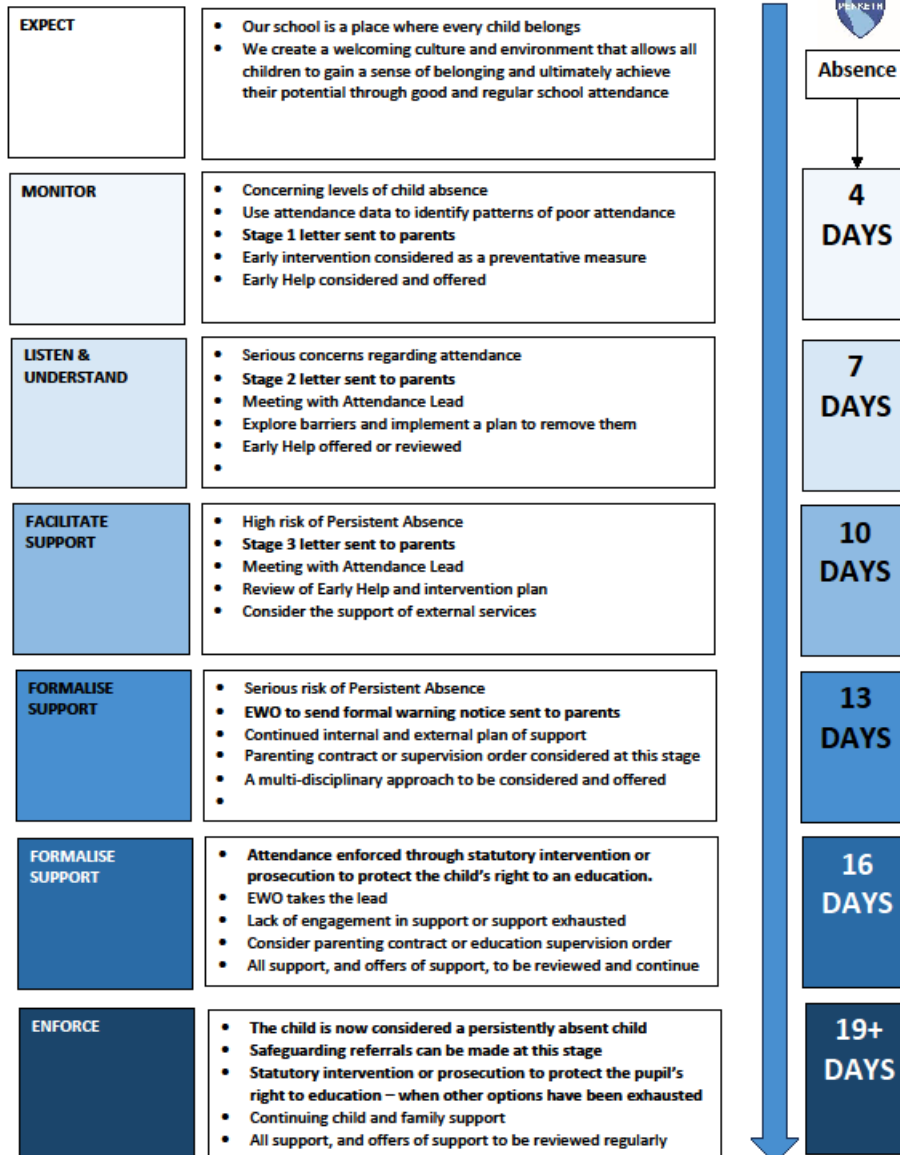
Number	School Protocols
1	The school day and registration
2	Absence managing procedure
3	Daily absence procedure
4	Tiered approach to attendance support
5	Praise and rewards systems
6	Leave of absence forms

Protocol 1 - The School Day and Registration

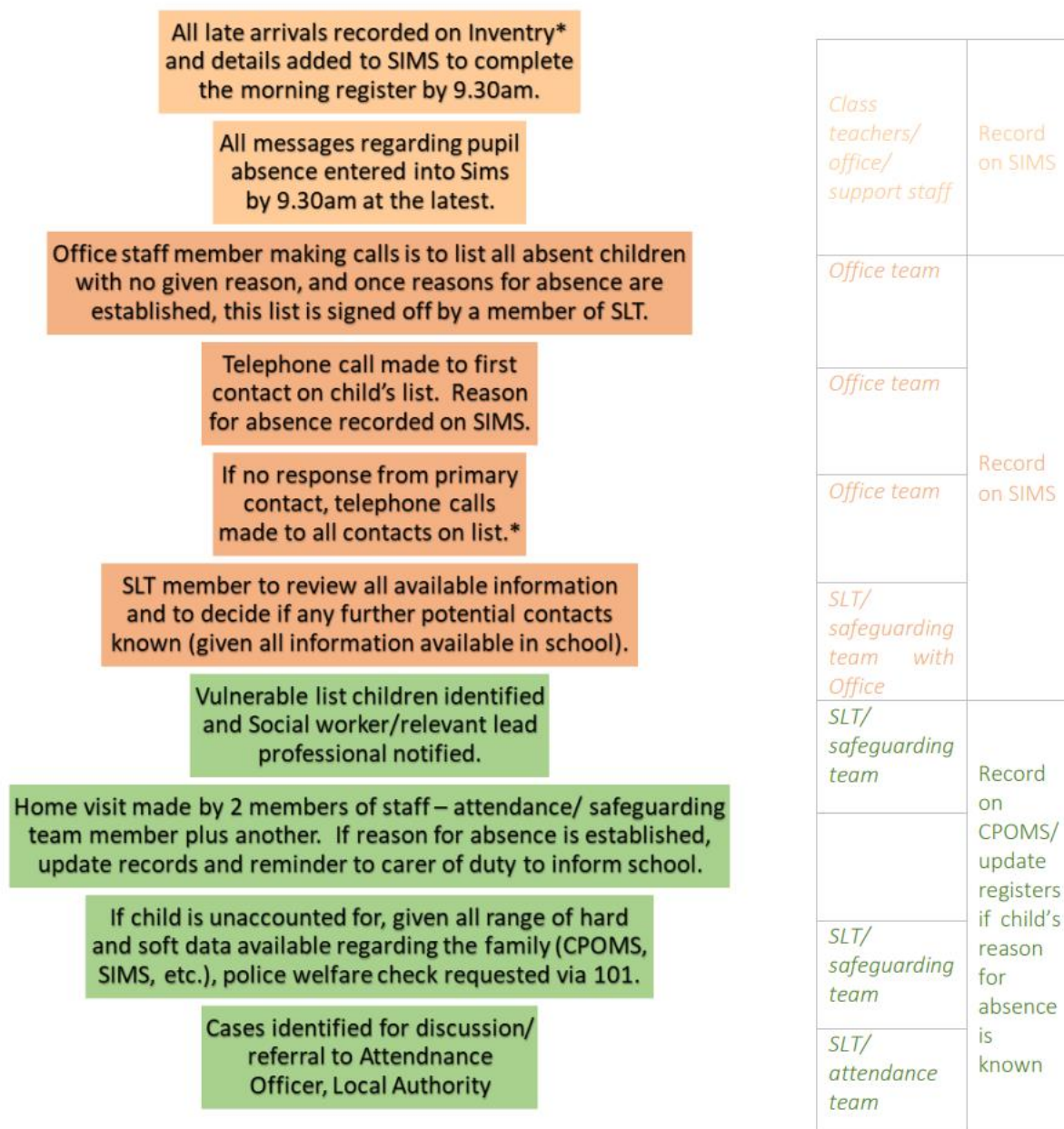
- The school day begins at 8.50 am.
- Registration takes place as soon after 8.50 am as is possible.
- A child will be marked late after registration, if their class teacher is unaware that they are in the building.
- The register will be left open in extreme bad weather, or if the child has been delayed by another member of staff on the premises.
- Registers must be in the school office by 9.10 am and will be officially “closed”.
- Children who arrive after registration closes at 9.10am will be noted in the school’s late book. Children arriving after 9.30am will lose a mark for the morning session. This absence will be marked as unauthorised.
- A letter will be sent home if a child is late after registration closes on two or more days in the week.

Protocol 2 - Absence Managing Procedure

Attendance Graduated Response – Penketh Primary School



Protocol 3 – Daily Absence Procedures



**School will attempt to hold at least 2 contacts per child*

Protocol 4 – Tiered Approach to Attendance



Warrington Multi-Academy Trust Attendance Strategy “Children First, Resilience, Pioneering”

ref Summary responsibilities for Attendance DFE May 2022

1 Universal

Attendance policy on MAT Website

Develop attendance culture

Accurate admissions and attendance registers in place in all schools

All schools first day response as part of their robust daily response to absence

All schools have a dedicated senior leader responsible for attendance and championing and improving attendance

All school staff have received annual attendance training and attendance is referenced in school induction protocols

Governance named Trustee / Governor responsible for attendance portfolio in post

Trust Data Manager provides training on attendance data management supporting early identification and risk for schools

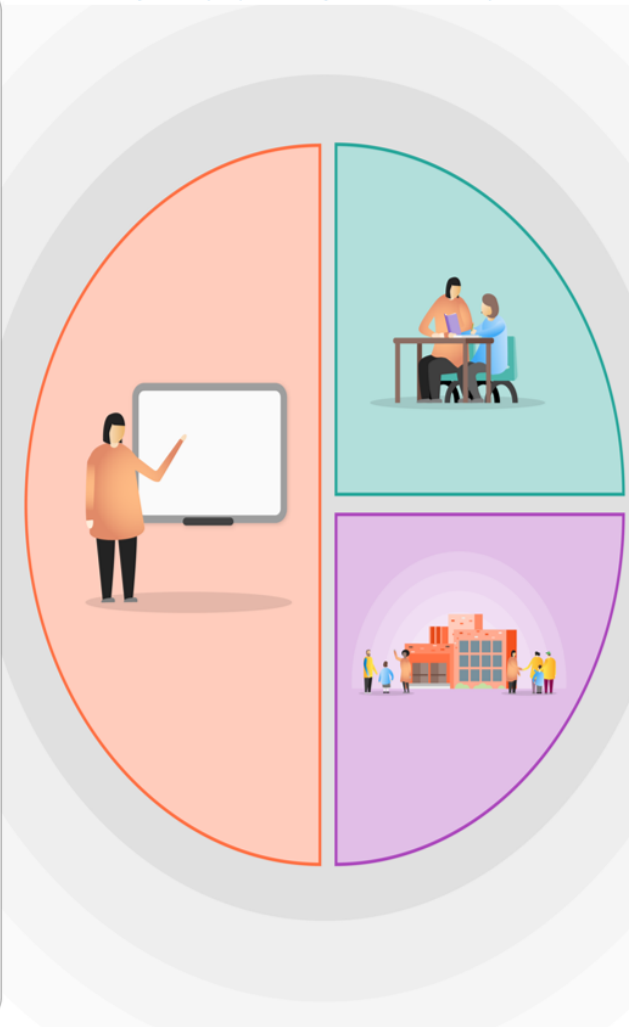
Data manager provides monitoring reports for Trust and school governances and reports at school and Trust level

Trust has an attendance strategic lead who works with schools to improve attendance and is point of contact for advice and support

Trust Education Inclusion Hub that supports sharing of good practice for attendance across the Trust

Termly challenge CEO discussion, and signpost or provide access to services for pupils who are persistently or severely absent

Termly challenge CEO discussion, and signpost or provide access to services for pupils who are persistently or severely absent



2 Targeted

School Welfare Teams support families at risk of poor attendance

Data management teams at school level are proactive in the use of data to identify pupils at risk of poor attendance

Work takes place with families to address the reasons for absence including in-school barriers. Where there is a lack of parental engagement formal conversations identify the potential for legal intervention in the future

Attendance data reviews lead to targeted bespoke support packages for schools where required

Targeted support for vulnerable pupil groups including LAC

3 Specialist

Local Authority EWO Fast Track Prosecution service is in place

Early Help assessments take place. Additional specialist support is sourced including a whole family plan and use of SEND statutory processes

Active collaboration with multi-agency services and professionals. Becoming the lead practitioner when appropriate.

Where there are out of school barriers access school support and resource can be accessed

Where there are safeguarding concerns intensive support through statutory children's social care is built into attendance plans

Protocol 5 – Praise and reward systems

- Weekly assemblies for class attendance
- Publication of weekly attendance and
- Weekly rewards for highest class attendance and fewest lates
- Letters /postcards home for good or improved attendance
- Termly Attendance Challenges to reward excellent attendance and encourage improvement

Protocol 6 – Leave of absence forms

These are available from the school office

APPENDIX 1



WPAT Pupil attendance and planned absence (Appendix to policy).

Definition of “exceptional circumstances” for term time holiday authorisation.

Legislative Framework:

It is a parent’s duty under Section 7 of the Education Act 1996, to ensure that their child of “compulsory school age” is to receive “an efficient, full time education”. A child is of compulsory school age from age five. A child should attend school from the start of term commencing on or after his / her fifth birthday. We, at WPAT, encourage good attendance from the day a child joins one of our schools.

Parents of registered pupils have a legal duty under Section 444 of the Education Act 1996 to ensure that children of compulsory school age attend school on a regular and fulltime basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Trust, and other authorities, if problems cannot be resolved by agreement with the school.

School policies describe the required levels of attendance and punctuality for good progress to be made at school.

The government expects schools to:

- Promote good attendance and reduce absence.
- Ensure that every child has access to full time education to which they are entitled; and,
- Act early to address patterns of absence.

The government also expects:

- Parents to perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly.

The Education (Pupil Registration) (England) (Amendments) Regulations 2013 have amended Regulation 7 of the 2006 regulations to prohibit the Headteacher of a school from granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating the request. WPAT and its Headteachers believe it is necessary to define what we consider to be “exceptional circumstances” to give further structure to the decision to decline authorisation

of absence.

WPAT have four permitted areas of “exceptional circumstance”:

1. The death or terminal illness of an immediate family member, where immediate is defined as the parents / carers and siblings of the child in school.
2. Absence recommended by a health professional.
3. Religious observance.
4. Allowances made for the families of service personnel on active duty.

In addition, we apply a further “threshold test” to the fundamental definition of “exceptional”. We believe that the circumstances must be, rare, significant, and unavoidable to qualify.

Where the Headteacher is satisfied that there are exceptional circumstances to warrant the request for leave of absence but has additional concerns about the timing of the absence, or the pupil’s attendance record, they may request a meeting with the parent / carer; the absence may not be authorised without attendance at this meeting.

If you require any further information or clarification, please refer your request to the school Headteacher via the school office.

APPENDIX 2:

This policy is guided by Warrington Borough Council and Department for Education guidance and best practice

The policy has been written with due regard to the following:

DfE Guidance Documents

- Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities - Published August 2024
- Summary table of responsibilities for school attendance Guidance for maintained schools, academies, independent schools, and local authorities – Published August 2024

Legislation

- Section 175 of the Education Act 2002
- Section 7 and 444 of the Education Act 1996
- The Education (Pupil Registration) (England) (Amendments) Regulations 2013
- The Equality Act 2010
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education 2024 (KCSIE)

Reading References & Research

- <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>
- <http://www.education.gov.uk/schools/guidanceandadvice/f00221879/advice-on-school-attendance>
- <https://www.gov.uk/school-attendance-absence/overview>

APPENDIX 3:

ATTENDANCE CODING

Attending the school

Relevant regulation 10(2) Table 1

Code / \: Present at the school / = morning session \ = afternoon session

Code L: Late arrival before the register is closed

Code K: Attending education provision arranged by the local authority

Code V: Attending an educational visit or trip

Code P: Participating in a sporting activity

Code W: Attending work experience

Code B: Attending any other approved educational activity

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Code S: Leave of absence for the purpose of studying for a public examination

Code X: Non-compulsory school age pupil not required to attend school

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

Code D: Dual registered at another school

Code C: Leave of absence for exceptional circumstance

Code T: Parent travelling for occupational purposes

Code R: Religious observance

Code I: Illness (not medical or dental appointment)

Code E: Suspended or permanently excluded

Code Q: Unable to attend the school because of a lack of access arrangements

Code Y1: Unable to attend due to transport normally provided not being available

Code Y2: Unable to attend due to widespread disruption to travel

Code Y3: Unable to attend due to part of the school premises being closed

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Code Y5: Unable to attend as pupil is in criminal justice detention

Code Y6: Unable to attend in accordance with public health guidance or law

Code Y7: Unable to attend because of any other unavoidable cause

Code G: Holiday not granted by the school

Code N: Reason for absence not yet established

Code O: Absent in other or unknown circumstances

Code U: Arrived in school after registration closed

Code Z: Prospective pupil not on admission register

Code #: Planned whole school closure