

NORTON JUXTA KEMPSEY C.E. PRIMARY SCHOOL

"Together, with the love and joy of God, we will discover, develop & maximise our unique potential."

ATTENDANCE and LATENESS POLICY

Signed by:	
Head Teacher	Julia Dean
Chair of Governors	Daisie Barnett
Date Reviewed	21st July 2025
Date of next Review	September 2026
Date approved by GB	25th September 2025

AMENDMENT HISTORY

Date	Issue	Status	Amendment	Person Responsible
08/08/2022	1.0	Approved	The governors will set an annual target for attendance and absence and will review this annually at the first full Governors meeting in the Autumn Term Replaced by The Avonreach Academy Trust will set an annual target for attendance and absence and this will be reviewed at LGB meetings termly. As set out in Avonreach Scheme of Delegation	SM – policy reviewer
23/07/2024	2.0		Page 3: General statement change half termly to at least monthly	Review committee
23/07/2024	2.1		Change Educational Welfare Officer to Educational Engagement Officer	Review committee
23/07/2024	2.3		Insert paragraph 37 & 38 from DfE guidelines	Review Committee
23/07/2024	2.4		Persistent absence: Insert paragraphs 134, 131 and 132 from DfE guidelines	Review Committee
23/07/2024	2.5		When a child is unwell: insert section 363 & 364 from DfE guideline	Review Committee
23/07/2024	2.6		When a child is unwell: email	Review Committee
23/07/2024	2.7		Insert section 175/6 from DfE guidelines: Penalty Notices	Review Committee
23/0720/24	2.8		Information to parents about attendance and lateness add all pupils will be issued with an attendance leaflet at the beginning of the academic year.	Review Committee
23/07/2024	2.9		Add Appendix A: Attendance Leaflet	Review Committee

ATTENDANCE AND LATENESS POLICY

The Father has loved us so much! He loved us so much that we are called children of God. And we really are his children. – 1 John 3:1 – ICB

The value of love is at the heart of both the Christian faith and our vision here at NJK.

God's love for all people inspires us to give love in abundance.

We value and care for ourselves, others and the world around us as God's creation, demonstrating our values of friendship, compassion, forgiveness and respect.

We believe this is of the highest importance to enable pupils to explore their differences with tolerance and mutual respect.

Our school vision is integral to everything we do at NJK.

We want to discover and maximise each child's unique potential.

We aim to deliver a joyful and inspiring curriculum and school experience where every child feels loved, valued and cherished.

General Statement

The Governors of Norton Juxta Kempsey C.E. Primary School believe that regular, prompt attendance at school is of vital importance to children's progress and support the Head Teacher fully in implementing the regulations required by the Department of Education and Employment in these matters. The administration staff and Head Teacher monitor pupils' attendance and lateness for school on a regular basis. The Head Teacher and administration staff will review attendance figures and identify courses of action at least monthly

Purpose

The purpose of this document is to guide parents and school staff in the implementation of school policy with regard to pupils' attendance and lateness; it has been drawn up with advice from Worcestershire County Council's Education Engagement Officer. The contents of this policy are brought to the attention of parents via the school website.

Request for holidays during term time:

We closely monitor parent's requests for holiday during school time, and do not authorise any holiday absence outside of school holidays unless under exceptional circumstances. Exceptional circumstances are made clear to parents upon the initial enquiry visit to the Head Teacher; they are in line with DfE guidelines:

Exceptional circumstances:

All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

Persistent Absence:

It is agreed that as a school it is our responsibility, wherever possible, to prevent unauthorised absence as well as reduce the number of pupils who miss a great deal of schooling owing to absence for a range of reasons. Both of these affect the progress of individual children and the overall standards that we are able to achieve. It is noted for reference that the Education Welfare Service advice is that at least 90%

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attendance is recommended as necessary for a child to have satisfactory access to education. The school will therefore monitor the attendance of all pupils in line with thresholds for persistent absentee status. In all cases, schools and local authorities are expected to make patterns of both persistent and severe absence a focus of their regular data monitoring and identify pupils and cohorts who need targeted attendance support as quickly as possible. Both persistent and severe absence should also be central to school, trust, and local authority level strategies for improving attendance.

Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), schools and local authorities are expected to work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. In doing so, schools should sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

Particular focus should be given by all partners 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 and as such are likely to need more intensive support across a range of partners. A concerted effort is therefore needed across all relevant services to prioritise them. All partners should work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

When a child is unwell:

The school should be informed on the first day of absence, by telephone, email or in person. The message is then recorded in the school office. Where the school has reasonable doubt medical evidence may be required.

Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Schools should only request reasonable medical evidence in cases where they need clarification to accurately record absence in the attendance register – i.e. making a decision that code I is the absence code that accurately describes the reason the pupil is not in school for the session in question. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concern. Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence. Where medical evidence is deemed necessary, school should not be rigid about the form of evidence requested and should speak to the family about what evidence is available. Schools should be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.

Medical/dental appointments:

Parents are asked to ensure that routine medical or dental appointment are not made during the school day. Where this is unavoidable, e.g., specialist hospital appointments, a copy of the appointment card or letter must be given to school to be kept on file.

Other absence from school:

Where it is necessary for a child to be absent from school for reasons other than those given above e.g., external examination, family wedding, funeral, the Head Teacher should be notified in advance in writing, and approval for the absence obtained.

Monitoring Attendance – Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality:

Class Teacher:

Class Teachers are responsible for:

- Keeping an overview of class and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for absence offered by children and their parents/guardians.
- Informing the Head Teacher where there are concerns and acting upon them.
- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Discussing attendance issues at consultation evening/days.
- Setting an example by arriving promptly to lessons.

Administration Staff:

Office staff are responsible for:

- Following up specific requests from the Head Teacher for information about individuals.
- Contacting families where concerns are raised about absence.
- Following the school's procedures for first day calling.
- Monitoring individual attendance on a daily basis where concerns have been raised.
- Informing the Head Teacher on a formal and an informal basis of patterns of attendance noted.
- Promptly issuing attendance registers, in the event of scholarpack being unavailable.
- Processing and following up holiday request forms.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

The Head Teacher:

The Head Teacher is responsible for:

- Overall monitoring of school attendance and setting of challenging attendance target for the school.
- Identifying trends in authorised and unauthorised absence.
- Acting as a point of contact for teaching and non-teaching staff where concerns need to be raised or advice sought.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Ensuring that the Attendance Policy is implemented.
- Liaising with and discussing with parent's issues relating to attendance.
- Feedback and discussions with the class teacher over individual cases.
- Promotion of attendance issues during assemblies.
- Reporting statistics to the Governors as part of Head Teacher's termly report.

Action to be taken in the event of low attendance rates:

- Children's attendance is readily available on ScholarPack in order that we can monitor low attendance on a regular basis.
- Where a child's attendance rate falls below 95% (other than in circumstances of major illness or accident), the parents of these children will receive a letter stating our concerns, and their child's percentage over the term. They may then be advised that further absences will be unauthorised UNLESS school is provided with medical evidence covering the period of absence. We may also involve the services of the Education Engagement Officer (EEO).
- In circumstances where the Head Teacher is concerned that a number of absences are becoming unauthorised, she, or the administration staff, will ensure that the support of the EEO is secured in working with the family.
- Where a child is absent, we operate a first day call system. The administrator will contact the parent to ask why the child is absent and notify the class teacher.
- At the end of each term, the office staff provide the Head Teacher with a list of children whose level of attendance has given cause for concern (less than 90% attendance). This list is made available to class teachers in order that they are aware that the children on it have experienced sufficient absence for their progress to have been affected.

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The list also serves to alert teachers to children whose attendance needs to be monitored especially carefully, so that they can refer any continued concerns to the Head Teacher before the end of each half-term. This list is also used to set targets for the improvement of attendance rates at the school.

Penalty notices:

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided. Penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).

Penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended and can only be issued by a headteacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police. They must also be issued in line with Local Codes of Conduct which are drawn up and maintained by each local authority.

Where a penalty notice is issued by someone other than a local authority officer, the person issuing the penalty notice is expected to check with the local authority before doing so and must also send them copies of any penalty notices issued.

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 fixed period or permanent exclusion. The school must have notified the parents of the days the pupil must not be present in a public place. This type of penalty notice is not included in the National Framework and therefore not subject to the same considerations about support being provided or count towards the limit as part of the escalation process in the case of repeat offences for non-attendance.

All state funded 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 threshold is 10 sessions of unauthorised 56 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).

Lateness:

- Children can arrive in school at 8.45 am when the school gates open and are expected to be present in class at 9 am to begin the school day. The register is taken immediately by the Teacher who marks all children in class present. Any child arriving before or during registration period will be marked present. Registration is closed at 9.10 am.
- Children arriving at school after this time must be taken by their parent to the school office, so that their arrival at school can be registered on entry sign. Their registration will be marked with an "L" up to 9.30 am, after 9.30 am this becomes a "U", an unauthorised absence.

Rates of authorised and unauthorised absence:

At the end of the school year, we will record the rate for authorised pupil absence, and the rate of unauthorised absence. This is required by the DfE.

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Information about attendance and lateness for parents:

Information about attendance and lateness will be provided on the school website. All pupils will be issued with an attendance leaflet at the beginning of the school year. Parents of new pupils and school starters will be given relevant information about attendance in induction packs.

Attendance targets:

The Avonreach Academy Trust will set an annual target for attendance and absence and this will be reviewed at LGB meetings termly.

Children missing education:

The law requires all children between the ages of 5 and 18 to be in full time education, employment or training.

We will follow the procedures attached when children registered at Norton Juxta Kempsey C.E. Primary School are missing education.

Links to other policies:



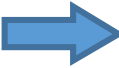
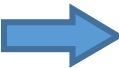
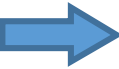

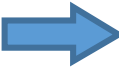
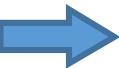
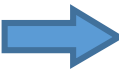
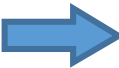
- AAT Attendance Statement
- Safeguarding
- SEND
- Supporting Children with Medical Conditions.
- Children with health needs who cannot attend school

Procedures when children are missing education:

The following stages are an outline of steps taken by Norton Juxta Kempsey C.E. Primary School to support pupil attendance

We will consider each situation individually to ensure the most appropriate actions are taken.

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 <p style="writing-mode: vertical-rl; transform: rotate(180deg);">School Attendance Officer will call/text home and police may be asked to conduct a safe and well check at any point</p>	Short term student absence 1 – 3 days		Admin Office calls/texts home; message left asking parents to contact NJK C.E Primary
	Continues student absence, without contact, over 5 days		Admin Office calls/texts parents, carers or other contacts. Potentially police might be asked to complete a “Safe and Well Check”
	Student under 95% attendance		Letter of concern re attendance sent to parent/carer
	Student absence under 90%		Parents/carers invited into school for meeting with Head Teacher
	Ongoing student absences		Medical evidence requested for future absences; parents informed EWS may be contacted if absence issues continue
	Lack of medical evidence for absences and ongoing or increasing absence		Parents/carers invited in for meeting with Head Teacher
	Attendance continuing to decline		Education Welfare process started. LA contacted after 10 missing sessions in a rolling period of 10 school weeks.
	Attendance continuing to decline		Reasonable enquiries to be made by school to ascertain whereabouts. CME Officer (LA) to be contacted if enquiries fail.
	Notification of a child missing from home		DSL to contact police

Appendix A: Attendance Leaflet

How can I help my child?

- Only keep your child at home if they are really too sick for school.
- Always phone school if your child is going to be absent stating reason.
- Let school know of any medical appointments and keep children away from school for as short a time as possible. Where possible, make appointments outside of school hours.
- Please DO NOT take your child out of school for holidays or family visits. They will not be authorised and you could receive a fine.
- Be organised to arrive on time.
Set routines that the children can help with.

If you need any help regarding attendance or punctuality, please ask.

Every day
COUNTS!



DAYS MISSED OVER A SCHOOL YEAR	ATTENDANCE PERCENTAGE
0 days	100%
10 days	95%
20 days	90%
30 days	85%
40 days	80%

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Helping your child succeed

Attendance



Together, with the love and joy
Of God, we will discover,
develop and maximise our
unique potential



Do you know what your child's attendance is?

School has a responsibility to let you know if your child's attendance is below an acceptable level or is at risk of falling below 95%. Any child with an attendance level below 90% is classed as a "persistent absentee" and will be put on an Attendance Support Plan

Attendance is also reported for all children on the end of school report and at parents evenings

My child's attendance is 90% - that's good isn't it?

If your child has a 90% attendance rate across the school year that means:

½ DAY MISSED A WEEK

OR

4 WHOLE WEEKS OF LESSONS MISSED IN A YEAR!

EVERY LESSON COUNTS



Be on time!

Our school day starts as soon as the children enter the classroom. A child arriving just 10 minutes late is not only disrupting the learning of their children, but is also missing out.

*10 minutes a day =
50 minutes a week =
1,950 minutes a school year =*

5 MISSED SCHOOL DAYS A YEAR

Please help your child to arrive in school ready to come in with their class at 9.00am. It is important for all children to be part of school routines and it helps them to start the day ready to learn.

We aim for 100% attendance

We want to provide your children with the best education possible but can only do this if they are in school.

We would like every child to attend every day = 100%

Why is excellent attendance so important?

Evidence tells us that students with the best attendance make better progress and get better results than those with poor attendance We have found this is particularly true of pupils who have attendanc of 97% or better.