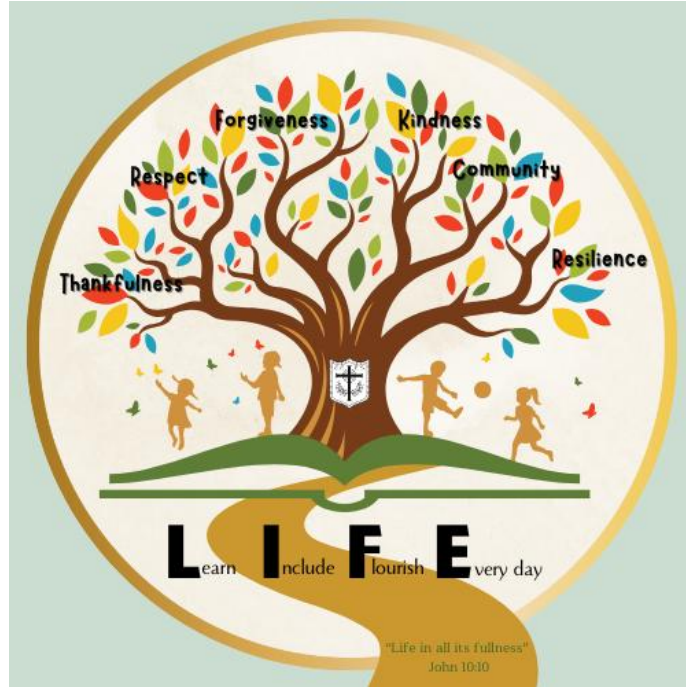


# Cotgrave Church of England Primary School



## Attendance Policy

Reviewed

Autumn 2024			
Autumn 2025			





# Cotgrave Church of England Primary School Attendance Policy

## Purpose of the Policy

The purpose of this Attendance Policy is to outline the expectations and procedures for maintaining high levels of attendance at Cotgrave Church of England Primary School. This policy aligns with the latest Department for Education (DfE) guidance effective from August 2024, ensuring that all pupils, staff, parents, and the wider community understand their roles and responsibilities in promoting and achieving excellent attendance.

## Vision and Values

At Cotgrave Church of England Primary School, we are committed to nurturing a warm, family environment where every pupil feels safe, valued, and motivated to learn. Our core values of respect, thankfulness, forgiveness, community, kindness, and resilience underpin our approach to attendance.

Regular and punctual attendance is an essential prerequisite to effective learning. At Cotgrave Church of England Primary School we aim to develop a 'take care' ethos which demonstrates to children, parents/carers and the wider community how much we value good attendance and punctuality.

## Aims

As a school we aim to:

- Maintain an attendance rate of a minimum of 96.5%.
- Have 100% punctuality.
- Maintain parents' and pupils' awareness of the importance of regular attendance and punctuality.

## Types of Absence

The parent/carer of a child of compulsory school age is required by law to ensure that the child attends the school at which she/he is registered regularly. Should a parent fail to ensure that her/his child attends that school regularly then the parent is guilty of an offence, in law. When a child of compulsory school age is absent from school, the attendance register must indicate whether the absence is authorised or unauthorised and the appropriate register code used.

## Roles and Responsibilities

### 1. School Leaders

- Ensure the attendance policy is implemented effectively.
- Monitor attendance data and identify trends or areas for improvement.
- Communicate with local authorities and external partners to support attendance initiatives.

### 2. Teachers and Staff

- Record attendance accurately and promptly.

- Promote the importance of attendance in the classroom.
- Identify and support pupils with attendance issues.

### 3. Pupils

- Understand the importance of regular attendance and punctuality.
- Take responsibility for their own attendance and communicate any issues to staff.

### 4. Parents and Guardians

- Ensure their child attends school regularly and punctually.
- Inform the school of any absences and their reasons.
- Engage with school staff to address any attendance concerns.

## Attendance Expectations

### 1. Attendance and Punctuality

All pupils are expected to attend school every day and arrive on time.

The school day starts at 8:50 am and ends at 3:30 pm. Registers will close at 9:25 am and 1:25 pm.

### 2. Absence Reporting

Parents must inform the school by 9:25 am on the first day of absence.

A formal request for absence must be submitted in advance for any planned leave using the correct form which can be acquired from the school office.

A same-day welfare check will be done if we do not hear from a parent or carer to explain their child's absence.

## Authorised Absence

Authorised absence is where the school has either given approval in advance for the child to be absent or where an explanation offered afterwards has been accepted as satisfactory justification for absence. Absence may generally be authorised for the following reasons:

- illness, medical or dental appointments;
- days of religious observance;
- exclusion;
- family bereavement;
- involvement in a public performance;
- 'exceptional' occasions (the nature of such occasions will be determined by the Head Teacher on an individual basis).

## Unauthorised Absence

Unauthorised absence is where no explanation has been given for the child's absence or where the explanation offered is considered by the school to be unacceptable.

Absence should not be authorised in the following circumstances:

- no explanation is offered by the parent/carer;
- the explanation offered is unsatisfactory (eg shopping, minding the house, waiting for a delivery, having a haircut etc);

- family holidays (unless granted under 'exceptional' circumstances).

Parents wishing to apply for leave of absence for term time holidays must fill in an application form in advance of the booking. There is no entitlement in law for any leave of absence from school in term time. We expect the form to be completed for every planned absence – including those occasions where parents anticipate that the application will not be authorised. This is to ensure that we know where children are, even when they are absent from school, in order to fulfil our safeguarding duty.

#### Leave of absence in term-time will not be authorised:

- during the first term, when a pupil is just starting at school, as it is very important for the child to settle into their new class;
- during an assessment/test period eg Key Stage 1 or Key Stage 2 SATs or Year 1 Phonics Screening Check week.
- when a pupil's attendance record already includes any worrying level of unauthorised absence.

#### Persistent Absence

Persistent absence is absence of 10% or more. An individual child is deemed to be a persistent absentee, therefore, if her/his attendance is less than 90% (regardless of whether or not the absences have been authorised).

#### Penalty Notices

The threshold for Penalty Notice fines is 5 days/ 10 sessions of unauthorised absence over a 10-school week period. If this occurs, school will notify the County Council who will decide whether to issue a FPN (Fixed Penalty Notice). The first FPN is £160 (reduced to £80 if paid within 28 days), a second FPN is £160 to be paid within 28 days, a third FPN cannot be issued within a 3 year period. Legal action may result., for example, prosecution. FPNs are charged per child and per adult in the house hold e.g one child will be fined £160 per parent. Two children would be fined £320 per parent.

#### Strategies for Promoting Good Attendance

##### 1. Incentives and Recognition

- Continue to implement an attendance reward system, the 'Bernard Atkin attendance cup' for classes with the highest attendance.
- Regularly celebrate individual and class attendance achievements in school assemblies.

##### 2. Communication

- Regularly update parents on attendance statistics and the importance of attendance through newsletters and meetings.
- Provide information on the impact of poor attendance on learning outcomes.

## Data Management and Analysis

### 1. Monitoring Attendance

- Conduct regular reviews of attendance data to identify patterns and areas needing improvement.
- Use data to target support for specific pupils or cohorts, particularly those with SEND.

### 2. Reporting to Stakeholders

- Share attendance data with governors and stakeholders to ensure transparency and accountability.

## Support for Pupils with Attendance Issues

### 1. Early Intervention

- Identify pupils with attendance concerns early and implement support strategies.
- Work with local authority services to provide additional support where necessary.

### 2. Persistent Absence

- Develop a clear strategy for addressing persistent absence, including formal meetings with parents and potential referrals to external agencies.

## Review and Update of the Policy

This policy will be reviewed annually, or sooner if necessary, to ensure it remains effective and relevant to our school community. Feedback from pupils, parents, and staff will be sought to inform any updates.

## Conclusion

Cotgrave Church of England Primary School is dedicated to fostering a culture of high attendance, as it is essential for the success and well-being of our pupils. By adhering to this policy, we aim to ensure that every pupil can thrive in a supportive and engaging learning environment.