



# Attendance Policy

Policy approved: June 2025

To be reviewed: June 2027

## School Vision, Values and Aims

Our school vision, values and aims are rooted in the Church of England's Vision for Education; *Deeply Christian, Serving the Common Good* and the biblical teaching of;

*"Love the Lord your God with all your heart, and with all your soul, and with all your mind and with all your strength; and love your neighbour as yourself" (Mark 12.30,31).*

### Vision

Open Hearts, Open Minds, Open Doors

### Values

|                |               |                                         |
|----------------|---------------|-----------------------------------------|
| Respect        | Luke 10:25-37 | The Good Samaritan                      |
| Responsibility | Luke 15:11-32 | The Prodigal Son                        |
| Compassion     | Luke 19, 1-10 | Zacchaeus the tax collector             |
| Perseverance   | Luke 5:17-26  | A man is helped by friends to see Jesus |

### Aims

Our principle aim - For all to know that they are welcome

To show kindness and forgiveness

To listen to one another

To seek enjoyment in our work

To show patience with one another

To show love towards one another

To show courage in our work

To keep the children at the heart of our decisions

To embrace innovation and change

To trust one another

To inspire one another

To celebrate the dignity and worth of each individual

To begin each new day positively

To reach out to one another

To have confidence

To encourage one another

To support and challenge one another

To believe in one another

## **1 Introduction**

- 1.1 We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the **Education (Pupil Registration) Regulations amended in 2016**, the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.
- 1.3 **Equality of Opportunity**  
All pupils at Leckhampton C of E Primary School have an equal right to enjoy school and an equal opportunity to achieve their potential. Equality of opportunity underpins the school curriculum and the work of the school. Children at Leckhampton are valued as individuals. We will endeavour to ensure each child will have access to an education, in an environment, which will enable them to meet these aims. We will encourage and educate children to be aware of how and why equality of opportunity should be an automatic right in society.
- 1.4 **Safeguarding**  
The Governors of Leckhampton C of E Primary School are committed to ensuring that all children in our school feel safe and are free from harm. This policy should be read in conjunction with our Child Protection Policy.

## **2 Definitions**

### **2.1 Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.

Only the Headteacher can authorise an absence. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

## 2.2 **Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of school. An absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

## 2.3 **Lateness**

When a pupil arrives late, they miss out on essential instructions given at the beginning of the school day. Poor punctuality can also cause social disruption as children may feel uncomfortable and embarrassed arriving to the classroom when everyone else is already settled. When a pupil arrives late it disrupts the teacher and the rest of the class, compromising everyone's learning.

- The school day commences at 8.45am and all pupils are expected to be on school site before the school bell rings, in readiness for the start of the school day. Classrooms are supervised from 8.35am and pupils are welcome to arrive on site from this time.
- School registers open at 8.45am and close at 9.10am. Pupils arriving after 8.45am but before 9.10am will be marked as late in the register. After 9.10am, all absence will be marked as unauthorised until the reason for absence has been established.
- Parents must sign children in if arriving after 8.45am and verbally provide a reason for lateness.
- Please note that parents must accompany a child into school if late and must not drop off at the main door. They must also report to the main office in the first instance before making their way into the rest of the school building.
- There may be exceptional circumstances where a school registration period is extended to 9.10 for individual pupils on a short-term basis. This decision must be formally agreed by the school and parents, with a clear outline of arrangements and rationale.

## 3 **Absences**

### 3.1 **The parent is responsible for notifying the school office, by telephone or email, before 10.00am on the first morning of the absence and each day thereafter.**

Parents must email [attendance@leckhampton.gloucs.sch.uk](mailto:attendance@leckhampton.gloucs.sch.uk) to report an absence. Please do not use the admin@ email address as your child's absence will be not be acknowledged or recorded.

Parents should state the reason for the child's absence which is then recorded and passed to the class teacher. Class teachers are responsible for recording the reason in the register as part of the authorisation process. If the reason is unclear or has not been provided, parents may be sent a letter produced from the attendance system requesting clarification.

- ### 3.2
- When a child is absent unexpectedly, the class teacher will liaise with the office team to find out if a reason has been provided for the absence. If the school office is not notified of the reason for the absence by 10am, the office team will endeavour to contact a parent or guardian for clarification of the reason for absence.
- ### 3.3
- For planned short absences during the school day, a note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

## Requests for leave of absence

- 3.4 We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are **exceptional** circumstances under which a parent may legitimately request leave of absence for a child.

- 3.5 **The Education (Pupil Registration) Regulations amended in 2016** make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. As stated in the regulations, Headteachers may now only grant leave in exceptional circumstances however, we do understand that a parent may need to request legitimate leave of absence for a child.

We now ask that parents and carers contact the school, **at least two weeks prior to the requested leave dates, using the Request for Leave during Term Time Form**, outlining the exceptional circumstances as to why leave must be taken in term time. The form must be completed in full by the parent/carer. Incomplete forms will not be processed and will be returned to the parent/carer for completion.

The Headteacher will respond formally outlining whether the leave will be granted as authorised or unauthorised.

- 3.6 No families are authorised to take children away from school for a holiday during term-time. As a school, we do not have any legal responsibilities to provide work for pupils who miss lessons due to being on holiday. For more information, please click below: [School attendance and absence: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-attendance-and-absence/overview)
- 3.7 Where a parent decides to take a pupil out of school without a request, correspondence will be set from the Headteacher outlining that the school may request, without further warning, that the Local Authority take legal proceedings against the parent for failure to comply with the law. This may result in a Penalty Notice being issued by the Local Authority on behalf of the school. Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice.
- 3.8 Children may apply for a performance licence to miss school to attend a performance but only if they meet the local authority's eligibility criteria. It is essential that a child's performance licence is obtained before the performance takes place; the application must be sent to Gloucestershire County Council **at least 21 days before the show/performance is due to start**. For more information, please click below: [Apply for a child performance licence - Gloucestershire County Council](https://www.glos.gov.uk/apply-for-a-child-performance-licence)

## 4 Long-term absence

- 4.1 If an absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the relevant support services. If a child is unwell for a sustained period of time, the following guidance will be followed: [Illness and your child's education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/illness-and-your-childs-education)

## 5 Exclusions from school

- 5.1 If a child is suspended from school for a fixed term, or is permanently excluded from the school, the register will be marked with the appropriate attendance codes.

## **6 Repeated unauthorised absences**

- 6.1 The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact Gloucestershire Local Authority support services, who will seek to ensure that the parents or guardians understand the seriousness of the situation.
- 6.2 The governors, supported by the local authority, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

## **7 Penalty Notices**

- 7.1 Missing school can seriously affect a child's long-term future and we are determined to make sure pupils are given every opportunity to succeed. Changes to the law mean that we can now fine parents and carers who allow their children to miss school. Under the Education Act 1996, parents and carers have a duty to make sure their children attend school regularly. If parents or carers fail to do this, they can be prosecuted.
- 7.2 The power to issue penalty notices was introduced in February 2004 as part of the Anti-Social Behaviour Act 2003. Penalty Notices are issued by the Local Authority at the request of the school.
- 7.3 For more national information on legal action to enforce school attendance, please click below:  
[School attendance and absence: Legal action to enforce school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-attendance-and-absence-legal-action-to-enforce-school-attendance)

## **8 Analysis of attendance data**

- 8.1 Our school leadership team, with the support of the office team, regularly analyse attendance and absence data to identify pupils or cohorts that require support with their attendance.
- 8.2 All school staff have the right to share concerns regarding a child's attendance with the Headteacher and to follow up their concern to ensure that appropriate action has been taken.
- 8.3 As poor attendance is habitual, we feel that prevention and early intervention are both crucial. By analysing data regularly, we can provide immediate additional support to the relevant pupils, on a case-by-case basis. We can also look at historic and emerging patterns across the school and develop strategies to address them.

- 9.2 The school is required to report attendance detail through the School Census. The School Census is a statutory return for all maintained schools in England. This includes percentages of authorised and unauthorised absences and details of individual pupils with high levels of absence.
- 9.3 When pupils move on to subsequent educational settings, levels of attendance are forwarded from our office team, by way of Common Transfer File.

#### 9.4 **Targeting Support Meetings**

When a child's attendance drops significantly, or there are concerns regarding the reasons for absences, the school may need to contact Gloucestershire County Council's **Education Inclusion Service**. Support meetings may be scheduled to identify, discuss, and agree joint targeted actions for the pupil and their parents. This should include agreeing what support the local authority will provide and which (if any) other statutory/ voluntary services should become involved.

- 9.5 For further information regarding the government's framework for schools improving attendance, please click below:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

## 9 **Monitoring and review**

- 9.1 It is the responsibility of the governors to monitor overall attendance, and they will request termly attendance data from the Headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.
- 9.2 The school will keep accurate attendance records on file for a minimum period of three years.
- 9.3 The rates of attendance will be reported on the School and College Performance Tables, published online by the Department for Education. Please see link below:

[Absence and pupil population - Leckhampton Church of England Primary School - Find school and college performance data in England - GOV.UK \(find-school-performance-data.service.gov.uk\)](#)

**This policy will be reviewed by the governing body bi-annually, or earlier if considered necessary.**