



**Collingwood Primary School**  
**Attendance Policy**  
**October 2024**

<b>Last Review</b>	October 2024
<b>Next Review</b>	October 2025
<b>Review Cycle</b>	Annually

## Contents

1. Aims	4
2. Roles and Responsibilities	4
3. Recording attendance	6
4. Authorised and unauthorised absence	7
5. Strategies for promoting attendance	8
6. Attendance monitoring	8
7. Monitoring arrangements	9
8. Support	9
9. Links with other policies	10
10. Legislation and guidance	10
Appendix 1: Attendance Codes	10

## **1. Aims**

We are committed to meeting our obligation about school attendance through our whole school approach that values good school attendance, including:

- Promoting good attendance
- Ensuring every child has access to full-time education
- Building and maintaining a strong relationship with families to enable targeted support to better school attendance
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Promoting the importance of arriving to school and lessons on time to support punctuality

## **2. Roles and Responsibilities**

### **2.1 The Governing Board**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

### **2.2 The headteacher**

The headteacher/principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The Head Teacher is Mrs S Grant and can be contacted via 0191 605 3378  
[sharon.grant@collingwoodprimary.org.uk](mailto:sharon.grant@collingwoodprimary.org.uk)

### **2.3 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school

- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Joanne Ramshaw and can be contacted via 0191 605 3378 [joanne.ramshaw@collingwoodprimary.org.uk](mailto:joanne.ramshaw@collingwoodprimary.org.uk)

## **2.4 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

## **2.5 School office staff**

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school Arbor system
- Provide the deputy headteacher and attendance lead with a daily overview of absences
- Follow up all absences

## **2.6 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Co-operate to work in partnership with school and the local authority Attendance and Placement Service if there are attendance issues

## **2.7 Pupils**

Pupils are expected to:

- Attend school every day on time

### **3. Recording attendance**

#### **3.1 Attendance register**

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of each school day and again at the start of the afternoon session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Pupils must arrive at school by 8.55am each school day.

#### **3.2 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence as soon as practically possible by calling the school office (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or another appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorized and parents/carers will be notified of this in advance.

#### **3.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Leave of absence forms are available by contacting the school office.

However, we encourage parents/carers to make medical and dental appointments outside of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **3.4 Lateness and Punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code L

### **3.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will send a text message requesting that contact is made with school immediately. If contact cannot be made school may carry out a home visit.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.

### **3.6 Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels during parent consultations and via annual written reports.

## **4. Authorised and unauthorised absence**

### **4.1 Approval for term-time absence**

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form. The headteacher may require evidence to support any request for a leave of absence.

Holidays during term time will not be authorised.

## 4.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices will be issued by the local authority.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

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. These penalty notices are charged at £120, reduced to £60 if paid within 21 days

## 5. Strategies for promoting attendance

We are committed to improving, rewarding and celebrating good attendance at Collingwood and as part of our strategy offer the following across the academic year.

- Weekly £5 AMAZON GIFT CARD raffle for all 100% Friday as part of whole school assembly celebration
- Weekly whole class winners for extra playtime (from each key stage).
- NUFC tours and activity days throughout the year
- Termly and Yearly 100% attendance certificates
- Positive attendance postcards home
- Special recognition to children with a significant increase in their attendance

## **6. Attendance monitoring**

### **6.1 Monitoring attendance**

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority levels through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### **6.2 Using data to improve attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Use weekly monitoring and half-termly monitoring reports to highlight any pupil whose attendance is below 90%
- Contact parents of children with attendance below 90% via our letter system informing them that a 4-week period of monitoring has commenced. Following this period if there is no improvement in attendance, parents will be asked to attend a meeting in school with the Head or Deputy Head and other relevant staff, if appropriate.
- Refer to the local authority Attendance and Placement service for further support where attendance does not improve despite school intervention.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## **7. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually. At every review, the policy will be approved by the full governing board.

## **8. Support**

The school will:

- Build relationships with children and families to encourage regular school attendance.
- Analyse and use data and relationship knowledge to prevent regular absence.
- Using resources (School-based and external services) to intervene early with support.
- Use targeted support for persistent/severe absences.



## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## 10. Legislation and guidance

This policy meets the requirements of [working together to improve school attendance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold

- [Summary of responsibilities where a mental health issue is affecting attendance](#)
- [Support for pupils where mental health issues are affecting attendance \(Effective practice examples\)](#)
- [Keeping Children Safe in Education](#)

## Appendix 1: attendance codes

The following registration is effective from the 19<sup>th</sup> of August 2024 - '[Working Together To Improve School Attendance 2024](#)'

Code	Definition	Scenario
/	Present (am)	The pupil is present at morning registration
\	Present (pm)	The pupil is present at the afternoon registration
L	Late arrival	The pupil arrives late before the register has closed

<b>B</b>	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the school
<b>K</b>	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the local authority
<b>D</b>	Dual registered	The pupil is attending a session at another setting where they are also registered
<b>P</b>	Sporting activity	The pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	The pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	The pupil is on a work experience placement

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	The pupil has been granted a leave of absence due to exceptional circumstances
<b>C1</b>	Leave of absence	The pupil should be participating in a regulated performance or regulated employment abroad
<b>C2</b>	Leave of absence – Part-time timetable	For compulsory school-age pupils who are on an agreed part-time timetable

<b>E</b>	Suspended or permanently excluded	The pupil has been suspended or permanently excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	The school has been notified that a pupil will be absent due to illness
<b>J1</b>	Leave of absence	Pupil has an interview with a prospective employer/ admission to another educational institution
<b>M</b>	Medical/dental appointment	The pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Parents travelling for occupational purposes	The pupil is a mobile child due to the parent travelling from place to place for business/trade
<b>Q</b>	Unable to attend due to lack of access arrangements	The pupil is unable to attend due to a lack of travel arrangements made by the local authority
<b>Y1</b>	Unable to attend due to lack of transport	Where the school or local authority normally provides transport which is not available; and the school is beyond reasonable walking distance
<b>Y2</b>	Unable to attend due to widespread disruption to travel	The pupil is unable to attend school because of widespread disruption to travel caused by a local, national or international emergency

<b>Y3</b>	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use
<b>Y4</b>	Unable to attend due to the whole school being unexpectedly closed	Where the whole school was planned to be open but remained closed unexpectedly
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention	If the pupil is in police detention or on remand to youth detention, awaiting trial or sentencing
<b>Y6</b>	Unable to attend in accordance with public health guidance or law	Pupil travel to or attendance at the school would be contrary to restrictions set by the secretary of state for health
<b>Y7</b>	Unable to attend because of any other unavoidable cause	The unavoidable cause must be something that affects the pupil, not the parent
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	The pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	The school is not satisfied with the reason for the pupil's absence
<b>U</b>	Arrival after registration	The pupil arrived late and after 30 minutes from the start of the session

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day