



ATTENDANCE AND PUNCTUALITY POLICY

ST ANNE'S CATHOLIC PRIMARY SCHOOL
ATTENDANCE AND PUNCTUALITY POLICY
AUTUMN 2025

Living and working as Jesus taught us!

Contents

- 1. Policy Statement – Page 2**
- 2. Aims and Objectives – Page 2**
- 3. Legal and Statutory Framework – Page 3**
- 4. Roles and Responsibilities – Page 3-4**
- 5. Attendance Procedures – Page 5**
- 6. Punctuality Procedures – Page 5**
- 7. Types of Absence – Page 5**
- 8. Leave of Absence Requests – Page 6**
- 9. Persistent Absence (PA) – Page 6**
- 10. Use of Data and Analysis – Page 6**
- 11. Support and Intervention – Page 6**
- 12. Penalty Notices and Legal Action – Page 7**
- 13. Communication and Rewards – Page 7**
- 14. Review – Page 7**

ST ANNE'S CATHOLIC PRIMARY SCHOOL

Our Attendance and Punctuality Policy

1. Policy Statement

Excellent attendance and punctuality are vital for pupils to achieve their full potential. Regular school attendance ensures access to high-quality teaching and learning, supports social development, and helps children build positive habits for life. This policy outlines how we promote, monitor, and improve attendance and punctuality, working in partnership with families and external agencies.

We are committed to:

- Creating a culture where attendance is everyone's responsibility.
- Promoting the value of good attendance to pupils and families.
- Identifying and addressing barriers early.
- Intervening swiftly and supportively.
- Ensuring every child's right to an education is protected.

2. Aims and Objectives

Our aims are to:

- Encourage every pupil to attend school every day and arrive on time.
- Work in partnership with families to reduce absence and improve punctuality.
- Act swiftly where concerns arise, with a focus on early intervention and support.
- Maintain accurate attendance records and meet statutory duties.

Specific objectives:

- Ensure pupils achieve a minimum of 97% attendance, with 100% as the ideal.
- Monitor all absences and lateness closely.
- Work with families to remove barriers to attendance.
- Engage support services when necessary.
- Take formal action where attendance does not improve, in line with national and local guidance.

3. Legal and Statutory Framework

This policy complies with:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE Guidance: *Working Together to Improve Attendance* (2022 and updates)
- Children's Act 1989 and 2004
- The Equality Act 2010
- Keeping Children Safe in Education (2024)

4. Roles and Responsibilities

Senior Leadership Team (SLT)

- Maintain an overview of attendance and punctuality.
- Ensure policy implementation and compliance.
- Lead regular attendance reviews and strategic planning.

Class Teachers

- Take accurate registers in the AM and PM.
- Promote attendance and punctuality through daily routines.
- Alert senior staff to patterns of absence or concern.
- Act swiftly to children arriving late to school and discuss this with parents to improve punctuality.

Learning Mentor/ School Attendance Team

- Monitor attendance data.
- Contact families on the first day of unexplained absence.
- Meet with families to offer support where attendance is below expectations.
- Liaise with external agencies as required.

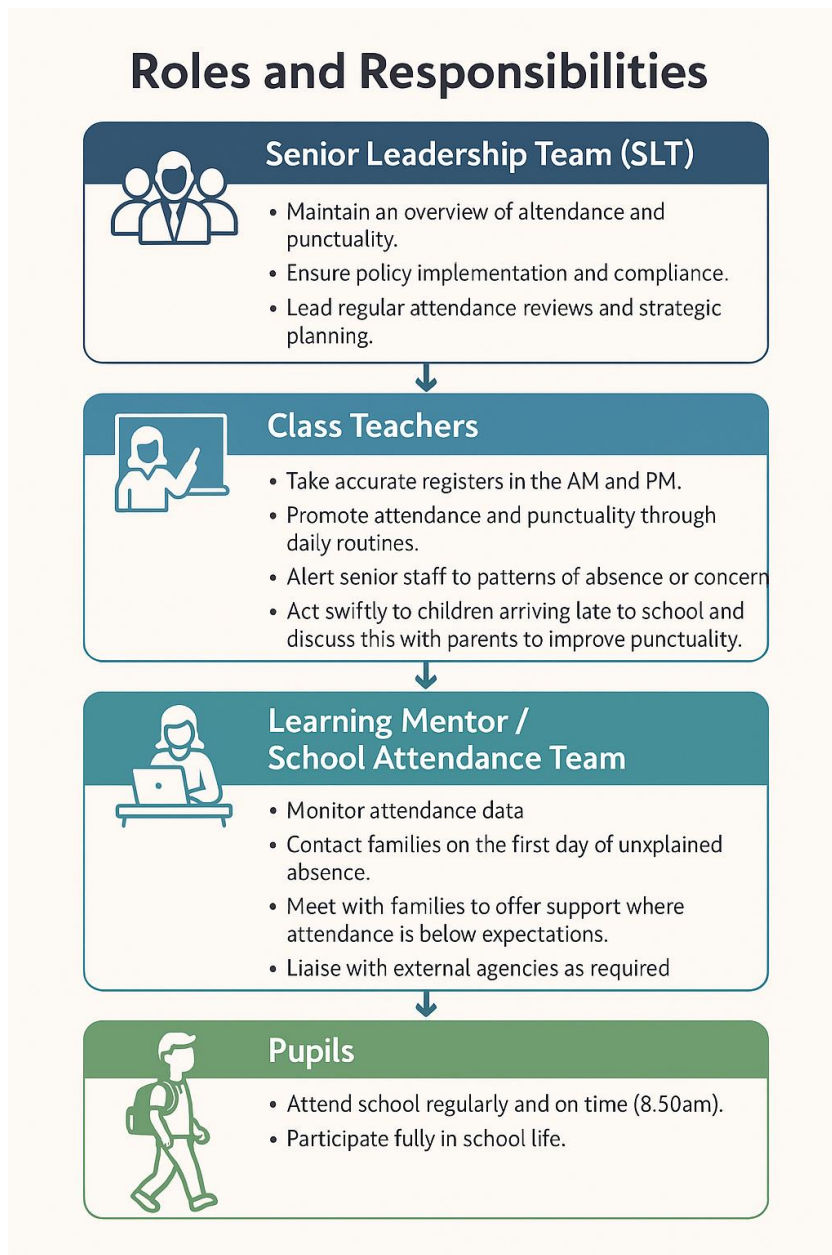
Parents and Carers

- Ensure their child attends school every day and arrives on time.

- Notify the school of absences on the first day.
- Avoid taking holidays during term time.
- Book medical appointments outside school hours where possible.
- Work with the school to resolve any issues affecting attendance.

Pupils

- Attend school regularly and on time (8.50am).
- Participate fully in school life.



5. Attendance Procedures

- **Registration:** Morning and afternoon registers are taken promptly and in line with legal requirements.
- **First-day Calling:** Parents/carers must notify the school of absence before 9am. Where no contact is made, the school will call home.
- **Follow-Up:** Continued unexplained absences will prompt a home visit or referral to the School Attendance Service.
- **Monitoring:** Attendance is reviewed weekly, and action is taken if it drops below 96%. Pupils falling below 90% will be classed as persistently absent and targeted for additional support.

6. Punctuality Procedures

- Pupils should be on-site by the designated start time 8:40 AM – 8:50AM
- Pupils arriving after registration will be marked as late.
- Pupils arriving after the register closes may receive an unauthorised absence for that session.
- Repeated lateness will result in parental meetings and formal monitoring.

7. Types of Absence

Authorised Absence (Approved by the school):

- Genuine illness.
- Medical or dental appointments (when unavoidable during school hours).
- Religious observance.
- Exceptional family circumstances (e.g. bereavement).

Unauthorised Absence:

- Holidays during term time.
- Absence without explanation.
- Frequent or unexplained lateness.
- Absence for birthdays, shopping, or babysitting.
- Sibling illnesses.

8. Leave of Absence Requests

All requests for leave during term time must be made in writing to the Headteacher and will only be granted in **exceptional circumstances**. Holidays are not considered exceptional and are unlikely to be authorised. Unauthorised absences may lead to a **Penalty Notice**.

9. Persistent Absence (PA)

A pupil is classed as a persistent absentee when attendance falls below 90%. For these pupils:

- Targeted support plans will be created.
- Regular meetings with families will be held.
- External agencies may be involved.
- Legal action may be taken if there is no improvement.

10. Use of Data and Analysis

The school uses attendance data to:

- Identify pupils and groups at risk.
- Inform interventions and support.
- Evaluate the impact of strategies.
- Report to governors and local authorities.

11. Support and Intervention

- Early Help referrals.
- Pastoral support plans.
- Mental health or SEND-related adjustments.
- External agency involvement (School Attendance Service, Social Care, Health Professionals, Early Help professionals).

12. Penalty Notices and Legal Action

When other interventions have failed:

A penalty notice is considered if any of the following occur within a **rolling 10-week period**:

1. **Holiday in Term Time** (10 sessions – 5 school days) that has not been considered exceptional circumstances by headteacher.
2. **10 or more unauthorised absence sessions** (5 school days).
3. **10 unauthorised late arrivals** (after registration closes at 9:20am)
4. **Leave of absence** without headteacher approval covering 10 sessions.
5. Continued poor attendance may lead to prosecution under Section 444 of the Education Act 1996.

13. Communication and Rewards

We will:

- Celebrate good and improved attendance through assemblies, certificates, and prizes.
- Keep parents informed through reports, letters, and meetings.
- Promote attendance in newsletters and on the school website.

14. Review

This policy will be reviewed every 2–3 years or in line with updated statutory guidance. Changes will be communicated to all stakeholders.

Application for leave of absence in term time

Changes to national regulations (September 2013) mean that Head Teachers are only able to authorise leave of absence from school in exceptional circumstances.

By law from that date all parents requesting leave of absence during term time are required to submit an application, made in advance, to the school requesting permission for absence to be considered by the Headteacher. Failure to do so may result in the issuing of a Penalty Notice.

Parents or carers wishing to apply for their child to have leave from school during term time, should complete this form and return it to school.

PARENTS SECTION (to be completed first)

Surname of child				First name	
Date of birth		Class			
Surname of parent/carer				First name	
Address of child					
Postcode			Telephone number		
About the request for your child's leave of absence	Reason for leave absence				
Length of absence (school days)		From (date)		To (date)	

St Anne's Catholic Primary School

Parent's/Guardian's signature	
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SCHOOL SECTION (copy to parents / carers and copy for file)

Leave of absence in Term Time	(i) approved ☐ School days (ii) not ☐ approved school days	If all / part of the leave is not approved the pupil's absence will be marked as <u>unauthorised</u> absence
If not approved (highlight reason why)		
If approved: Date of Meeting with Parent	<u>PLEASE CONTACT THE SCHOOL OFFICE TO ARRANGE A MEETING TIME TO AGREE WORK TO BE COMPLETED BY PUPIL DURING THE LEAVE PERIOD</u> Date of Meeting:	
Parent's signature.....	I understand that keeping my child off school if the request is not granted, will result in the absence being recorded as unauthorised. This may result in a Penalty Notice being issued from the local authority for the non-school attendance of my child at school.	
Head Teacher's signature		
Number of previous applications granted		

Please return a copy of this form to the parent after consideration.