

Courthouse Green Primary School

Whole School Attendance Policy

A place where everyone feels heard, understood and celebrated.

Feel welcomed, Feel connected, Feel successful

Policy Consultation and Review

This policy is available on our school website and is available on request from the school office. All parents are informed about the policy when their children join the school and on a regular basis through the newsletter and letters home where relevant. We follow ***Keeping Children Safe In Education*** guidance to ensure safe practices.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body in September 2024. It is due for review in Sept 2025

Signature J Burbidge Headteacher Date: Sept 24

Signature LJ Winterburn Chair of Governors Date: Sept 24

Contents		
1	Introduction/Aim	4
2	Legal Framework	5
3	Attendance Objectives	6
4	Roles and Responsibilities	7
5	Recording Absence and Attendance	10
6	Our Procedures	12
7	Tailored Support	14
8	Persistent Absence and the use of legal interventions	15
9	Staged Reintegration/Reduced Timetables	16
10	Related Policies	16
11	Statutory Framework	16
12	Appendices	17

1. Introduction/Aim

Courthouse Green/Triumph Trust is committed to developing a school culture and climate which builds a sense of connectedness and belonging, to ensure all children can attend school and thrive. Ensuring excellent attendance is a collective responsibility that is prioritised as we know the positive impact it has on children's lives now and in their futures. We build solid working relationships with children and families to enable children to fully access their education in school. We follow a staged approach which recognises successes but also allows us to swiftly identify and overcome any barriers to children attending school regularly.

At Courthouse Green/Triumph Trust we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council.

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the **whole school community**. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly. The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- and act early to address patterns of absence.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

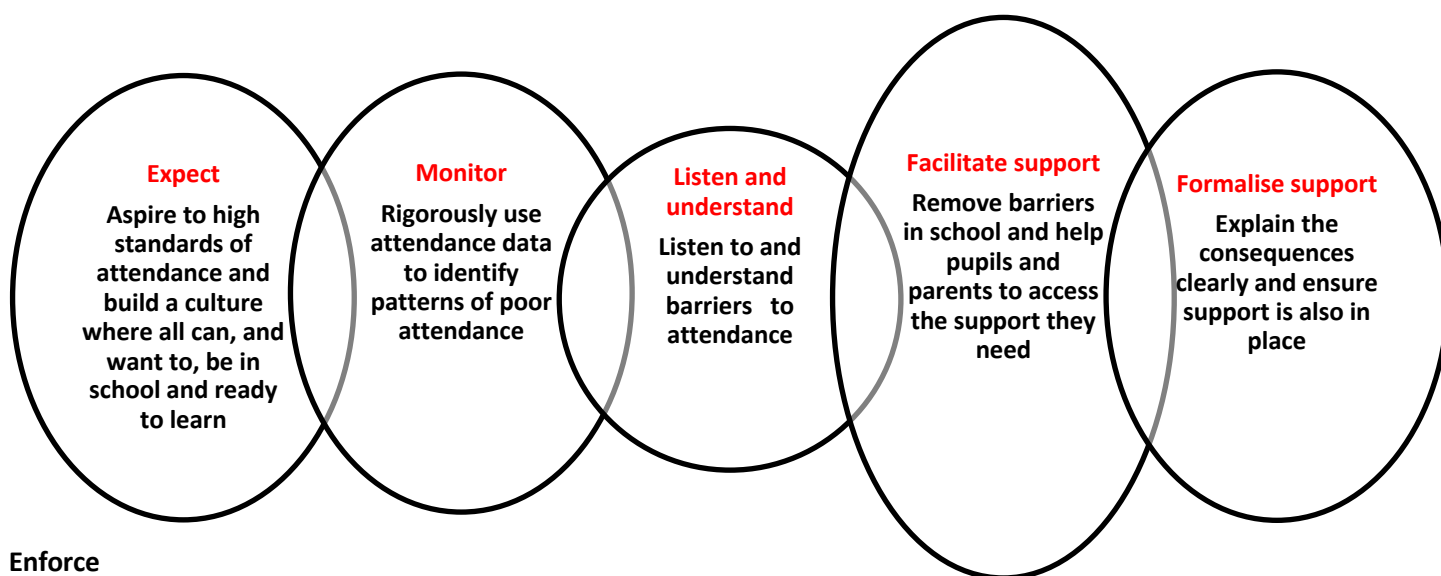
A “Parent” is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

3. Attendance Objectives

Our school attendance policy:

- Is easy to understand by pupils, parents and staff
- Is clear and consistently applied, transparent and fair
- Considers the individual needs of pupils and their families
- Is easy to find so that the whole school community is aware of our attendance expectations
- Includes the contact details of key staff to make it easy for parents to get in touch
- Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone
- Is followed in accordance with the procedures below:



Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil’s right to an education.

4. Roles and Responsibilities

At Courthouse Green we believe that school attendance matters to everyone. School attendance is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community.

Working together to improve school attendance states this should include the name and contact details of-

- Senior leader responsible for the strategic approach to attendance in school
- School staff who pupils and parents should contact about attendance on a day-to-day basis and
- School staff who pupils and parents should contact for more detailed support on attendance

Role	Name	Contact details
Senior Attendance Lead	Edward Lee	024 76688022

Attendance Officer	Justine McKim	024 76688022
Named Governor/Trustee for Attendance	LJ Winterburn	024 76688022

The Local Governing Board/Trustee Board of Courthouse Green Primary School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.
- Use data to understand patterns of attendance, identifying areas of progress and where greater focus is needed
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.
- Designating a member of staff to have responsibility for the promotion of the education achievement of looked after and previously looked after pupils.
- Monitor and review attendance of the cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.

Courthouse Green Primary School requests that parents, pupils and staff work together to ensure good attendance is everyone's responsibility.

Factors Influencing Attendance:

- Health Issues
- Family Circumstances
- Bullying and Safety Concerns
- Transportation Issues
- Socioeconomic Factors
- Special Educational Needs (SEN)
- School Climate
- Engagement and Motivation
- Academic Challenges
- Cultural and Language Barriers
- Peer Pressure and Social Factors
- Parental Involvement

Together we will:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Proactively use data to identify pupils at risk of persistent absence.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified and act as lead practitioner if attendance is the only issue and/or threshold for formal early help is not met.
- Take an active part in the multi-agency effort with the local authority and other partners and if the case meets threshold for formal early help/family support, including conducting an early help assessment and acting as lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Put additional targeted support in place to remove any barriers where absence becomes persistent.

- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.
- Intensify support through a referral to statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent pupils with the local authority.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Know who the pupils who have, or who have had a social worker are.
- Understand how the welfare, safeguarding, and child protection issues these pupils are experience, or have experience, can have an impact on attendance – whilst maintaining a culture of high aspiration.
- Provide additional academic support and make reasonable adjustments to help pupils who have a social worker, recognizing that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.
- Informing the pupil's social worker if there are any unexplained absences.
- Work in partnership with local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked after children that support good attendance.
- Work directly with parents to develop good home-school links that support good attendance including discussion on the use of Pupil Premium Plus for previously looked after pupils.

5. Recording Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance.

5.1 Leave of absence

The headteacher can grant a leave of absence when a pupil needs to be absent from school with permission. The headteacher will restrict leaves of absence to the specific circumstance set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Taking part in a regulated performance or employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances*

The headteacher can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings.

*The headteacher will consider a leave of absence for other exceptional circumstances at their discretion. This must be requested in advance by a parent who the pupil normally lives with. The headteacher will 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, the headteacher will determine the length of time the pupil can be away from school.

All absences associated with a family holiday (without exceptional circumstances) during term time will be marked as unauthorised on the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority by the headteacher and be issued with a fixed penalty notice.

Leave of absence

We aim to work with parents to ensure that all parents understand the importance of uninterrupted education. Leave of absence request during term time will not be authorised by the Headteacher. Amendments to The Education (Pupil registration) (England) 2006 regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. We do not believe holidays during term constitute as exceptional circumstance. Parents are required to complete a form notifying the reason for the absence from school and the dates, including the expected date of return. The Headteacher will consider all requests on an individual basis and respond in writing with the decision. All absences authorised and unauthorised will go on a child's record. Long term absences will be tracked by the Governing Board and Triumph Trust. All absence due to holiday will incur a fine per pupil once the absence is 7 over 5 days. If a pupil fails to return (after one month) and contact with the parent has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil registration) (England) Regulations 2006. This means that the child may lose their school place.

A penalty notice request may be submitted to the Local Authority by the headteacher should: -

- The parent fail to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not authorised by the headteacher but is still taken.
- A longer period is taken more than the agreed number of days.
- When absence is granted by the head teacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible child missing from education procedure being instigated.

5.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must provide medical evidence of the appointment. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

5.3 Pupil Absence for the purposes of Religious Observance

Courthouse Green Primary School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a

relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

5.4 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the headteacher. Examples of unsatisfactory explanations include but are not limited to a pupil's/family member's birthday, closure of a sibling's school for INSET (or other) purposes, parental health, refusal to attend school on health grounds but where the pupil is considered well enough to attend' holidays taken without the authorisation of the school.

6. Our Procedures

6.1 Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register at the beginning of each morning session and once during each afternoon session.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed on the admission register at the time.

Coding of Attendance

Attendance will be recorded using the DFE's statutory attendance codes, please refer to the appendix for coding.

Requesting Absence Leave

Parents or carers must request leave of absence for their child in **writing at least [Insert Number]** school days in advance. **Add the school process and further information.**

Leave of absence during term time will only be authorized in exceptional circumstances.

Reporting a Child's Absence

Parents or carers must contact the school on the first day of their child's absence to provide the reason for the absence. A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. **Telephone the school office on**, email,

Holiday Request

Holidays during term time will **not be authorised**. Holiday requests must be made via the Microsoft Forms application, and a decision will be communicated to the parents or carers within **[Insert Number]** school days.

6.2 Arrival at School

School Times of the Day

The school day begins at when the school gates open at 8.45 am **and ends at [Insert End Time]**. Children are expected to arrive on time and attend all scheduled lessons and activities. The school register will be taken at 8.55 am. All pupils arriving after this time are required to report to the main office with their parents who will be expected to provide a reason for their absence. If their arrival is before 9.30 am it will be recorded as late - L code (Late before the close of register). Any child arriving after close of register (9.30am) is marked with an unauthorised absence code (unless

evidence of medical appointment provided). Where a child is late due to issues with local authority transport then the child will not be penalised for this and marked as late. **If their arrival is before 8.55 it will be recorded** as late - L code (Late before the close of register).

The school register will officially close at 9.30am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

6.3 Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.30am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.

In certain circumstances the school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Discuss the pupil at the termly Targeted Support Meetings to seek advice and guidance on additional support strategies.
- Refer to Early Help and/or other external agencies to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures.
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.

Safeguarding Children

- The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure their well-being.

Unexplained or extended absences will trigger safeguarding procedures, including home visits and communication with relevant agencies.

Removal from roll

This refers to the process of a child's name being officially taken off the school's register, typically due to extended non-attendance or other circumstances. Elective Home Education (EHE) is an option that some parents choose after removal from roll, where they take responsibility for providing education to their child at home.

Add in your process regarding removal from roll and EHE.

6.4 Rewards and Interventions

Recognition-Based Approach

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to thwart isolation, prevent victimisation, cultivate positive environments, nurture relationships, foster inclusivity, and ultimately cultivate intrinsic motivation among our children, families, and staff. A weekly attendance assembly is held every Friday and celebrates the most improved lates and most improved attendance. A voucher is awarded and displayed on classroom doors. When 6 vouchers are collected a 'Golden Box' is awarded.

Multi-Tiered System of Support

To guarantee a comprehensive approach to attendance, we implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of the system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" guidelines.

Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children. Prevention

Criteria: Attendance is between 91% and 100% - Pupils who have attendance between 91% and 100% will receive support from school and other universal services they may be accessing i.e., GP

Tier 2 - Individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges. Early Intervention

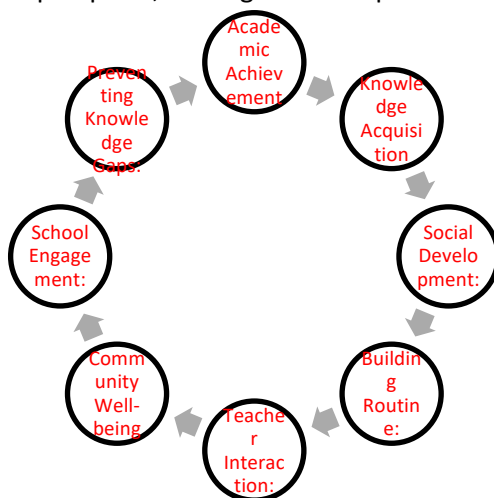
Criteria: Attendance is between 81% and 90% - Pupils who have attendance between 81% and 90% may require support from other services outside of school and universal services at stage 1.

Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary. Targeted Support

Criteria: Attendance is below 80% - Pupils who have attendance below 80% may require multi-agency support in addition to that provided at stage 2.

The Importance of School Attendance

School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and prospects, making it an indispensable aspect of any educational system.



7. Tailored Support

At Courthouse Green Primary School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

8. Persistent Absence and the use of legal interventions

A pupil becomes a 'persistent absentee' (PA) when their attendance **drops to 90% and below** for any reason. Over a full academic year this would be **40 sessions (20 days)**. Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will **instigate appropriate and timely interventions** as outlined in the section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

8.1 Penalty Notices

Penalty notices will be issued by the Head teacher to parents or carers if your children are absent from school. Penalty notices will be issued in line with the National Framework for Penalty Notices.

The threshold is **10 sessions (equivalent to 5 school days)** for any unauthorised absence **within a rolling 10 school week period**. The 10-week period may span different terms or school years.

The school will prioritise a 'support first' approach offering support to families in cases where it is appropriate. Penalty notices can still be issued where support is not appropriate, such as leave of absence in term time or when support has not been engaged with.

Penalty Notices will be issued by post to your home address to each parent or carer by the local authority at the request of the Headteacher. The Penalty Notice is:

- £80 for each of your children if paid in full within 21 days.
- £160 if paid in full after 21 days but within 28 days.

If a second penalty notice is issued to the same parent within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80. A national limit of 2 penalty notices that can be issued to a parent of the same child within a rolling 3-year period has been set within the National Framework, so at the 3rd (or subsequent) offence(s) a prosecution will be considered.

9. Staged Reintegration/Part-time timetables

All children of compulsory school age are entitled to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, part-time timetable to meet a pupil's individual needs and only where it is safe to do so.

We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

We will notify the Attendance and Children Missing Education Team of all part-time timetables as soon as a plan has been agreed and use the appropriate attendance code to record this within our admission register.

10. Related Policies & Practice

This attendance policy operates within the framework of statutory attendance regulations outlined in the Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments. We adhere to the following key attendance acts in the UK in order that the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- Safeguarding including child protection.
- Medical needs
- Admissions
- Anti-bullying
- Exclusion
- Pupil Premium Policy
- Special Educational Needs Statement
- Teaching and Learning
- Relational Behaviour Policy
- *Section 19 of the Education Act 1996 (England and Wales)* outlines the duty of local authorities in ensuring that suitable education is provided for children of compulsory school age. This section of the Act places several responsibilities on local authorities, including:

11. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance \(February 2024\)](#)
- [School attendance parental responsibility measures \(January 2015\)](#)
- [Children missing education \(September 2016\)](#)
- [Keeping children safe in education \(September 2023\)](#)
- [Working together to safeguard children \(December 2023\)](#)