

EASTINGTON PRIMARY SCHOOL



Enrich Enjoy Excel

Attendance Policy

Review: Autumn Term 2025
Date of next review: Autumn Term 2026

Headteacher: Mr James Phillips

Chair of Governors: Mr Alvin Fernandes

Attendance Officer: Mrs Joy Barker

Governors with responsibility for attendance:
Mrs Dianne Bonser

INTRODUCTION

The principal aim of this policy is to promote the very best levels of attendance; thereby contributing to raising attainment.

The Children, Family & Adults Directorate in the East Riding of Yorkshire Council is committed to helping schools achieve this goal by enabling them to develop an ethos which demonstrates to pupils, parents and the wider school community how each pupil's good attendance and punctuality is valued. Essential to this commitment is the partnership that exists between the Local Authority and the school.

Improving and maintaining school attendance requires a committed partnership involving parents/carers and families, teachers and support staff, governors, the LA support services and other agencies. The Education Welfare Service in the East Riding of Yorkshire remains central to this process and continues to offer advice and support to children, young people and their families, as well as assisting schools in their efforts to improve attendance.

Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

THE LAW

The legal framework governing school attendance and the responsibilities of the parents, schools and the LA is set out in a succession of Education and other Acts, Guidance and Regulations.

In summary, this means that parents are legally responsible for ensuring their children receive education in accordance with Section 7 of the Education Act 1996 and that they regularly attend school.

This means that children must:

- Arrive at school on time.
- Attend regularly.
- Be suitably clothed.
- Be in a condition to learn.

This policy meets the requirements of the [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](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

EDUCATION WELFARE SERVICE

The principal aim of the education welfare service is to work in partnership with pupils, parents, carers, schools and other agencies to maximise the school attendance of children and young people.

The service does this by having education welfare officers available to support parents and young people in order that young people can reach their academic potential by attending school regularly. However, if parents or those who provide day to day care are not supporting good attendance, the education welfare service can use their statutory powers to issue penalty notices for unauthorised school absences or take parents to court to secure improvements.

Responsibilities:

- Every school in the East Riding of Yorkshire has a named education welfare officer who is available to support parents and young people.
- Promotes and monitors the safety of children and young people in employment and entertainment.
- Monitors and supports the education provided by parents who electively home educate.
- Supports the education of children looked after by the local authority.
- Helps keep children safe and well. The education welfare service has a duty to support schools to trace children who are missing from education. These are children who:
 - are of compulsory school age
 - are not on a school roll or being educated otherwise, (electively home educated, privately or in an alternative form of education)
 - have been out of educational provision for more than a month

PARENTS

It is the legal responsibility of every parent/carer to ensure his/her child attends school regularly and punctually.

Responsibilities:

- Registering their children in school if they do not intend to educate them at home.
- Ensure your child arrives at school in a suitable state to learn, and make the school aware of any home or medical issues that may affect your child's work or behaviour.
- Ensure your child arrives at school promptly (for 8.50 a.m.) and attends school regularly; contacting school as soon as possible and, at the latest by 9am on the day of absence with an explanation if your child is absent. Parents should also inform school on each subsequent day of absence and advise when they are expected to return.
- Ensure that, where possible, appointments for their child are made outside of the school day
- Ensure appropriate arrangements are in place for the prompt collection of pupils at the end of school.
- Only request leave of absence in exceptional circumstances and do so in advance.
- Try to ensure your child is properly attired in named school uniform with appropriate indoor/outdoor shoes, coat etc.
- Ensuring a good attitude to learning and support for the home-school agreement.
- Provide the school with more than one emergency contact number for their child and keep the school informed of any changes in contact details (so that we know where to contact you in case of emergency).

- Contact the school without delay to report any absence
- Adhere to the policy with regard to holiday absence

THE SCHOOL

Eastrington Primary School aims to provide a welcoming and safe environment which encourages attendance and promotes the best performance from children. Absence from school undoubtedly has a detrimental effect on a pupil's progress and attainment. Therefore, Eastington School will monitor and support pupils to maintain regular school attendance.

Responsibilities:

School Administration Team

- To monitor attendance on a daily basis; taking phone calls and emails and recording the information received.
- Ensure correct attendance codes are used
- To mark pupils arriving during registration as L (late) and those who arrive after the register has closed (15 minutes after the start of the session) as U (unauthorised absence)
- Maintain and update all contact information
- Prepare attendance data report for the Head Teacher every half term, identifying pupil's with less than 95% attendance
- Send reminder letters/emails or make telephone calls to parents/carers re clearing unexplained absences
- Contact parents/carers if attendance/punctuality becomes a concern by telephone/letter, at the request of the Headteacher
- To make first day absence telephone calls
- To send an email if no response to call; if no response to email by 10am, a member of staff will carry out a home visit.
- Will email the Headteacher a list of absentees, highlighting first day absentees who have not given a reason.
- If necessary, arrange an action plan meeting in school with parent/carers with the Headteacher
- Advise the headteacher when to issue fixed penalty notices
- Report concerns about attendance to the Headteacher

Class teachers

- To record accurate details of attendance at the beginning of each session using the correct code.
- Pass information regarding absence to the administration office by 9.10am every morning and 1.15pm every afternoon.

- Speak to every pupil on returning to school about the reason for the absence to ensure he/she is supported and given the opportunity to catch up with missed work, where appropriate.

Headteacher

- To promote the highest possible levels of attendance by pupils.
- To be alert to changes in attendance patterns and respond promptly to any issues which may lead to irregular school attendance.
- Work with the school's Education Welfare Officer to tackle persistent absence.
- Ensure there are named key members of staff with responsibility for attendance
- Hold review meetings with parent/carer
- If parent/carer fails to attend meeting, send a letter summarising the agreed actions from the meeting.
- If required, will make a referral to the Education Welfare Service, including referrals for fixed penalty notices and liaise with the Education Welfare Officer
- Present awards (in assembly) for 100% attendance termly and annually.
- To monitor school-level absence data and submit reports to the Governing Body on pupil attendance.
- Produce a whole-school attendance policy which is applied consistently and communicated clearly to all pupils, parents/carers and staff.
- Ensure a whole school approach to the development and implementation of the school attendance policy
- To devise specific strategies to address poor attendance and to monitor the impact of any implemented attendance strategies.
- Encourage all staff to see attendance as part of their responsibility and support staff with the monitoring of individual pupils.
- Offer clear guidance to parents with regard to their legal responsibilities in relation to attendance matters and information on attendance procedures.
- Assist those parents/carers who have difficulty understanding written communication.
- Deliver targeted intervention and support to pupils and families.
- Establish clear channels of communication between school and parents
- Chair attendance action plan meetings
- Work closely with the Education Welfare Service with regards to enforcement action.
- Only remove a child's name from the register in accordance with the legal criteria.

The designated senior leader responsible for attendance is the headteacher, James Phillips, and can be contacted via email at eastrington.primary@eastriding.gov.uk or via telephone on 01430 410219.

GOVERNORS

Governors have an increasingly valuable role to play in establishing the importance of school attendance issues. 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

Mrs Dianne Bonser is the school governor with specific responsibility for school attendance.

IMPROVING SCHOOL ATTENDANCE

- Eastrington School has a range of systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance.
- Attendance is placed as an agenda item on the Senior Leadership meeting minutes throughout the term and attendance patterns of individuals and groups are identified.
- Parents will be made aware of the School Attendance Policy and encouraged to co-operate with the systems and procedures that the policy describes.
- Regular attendance at school is the key to every child achieving his or her maximum potential. For this reason, attendance is a high priority for everyone.
- There is a consistent reward system for good attendance.
- Staff receive appropriate training to ensure that they are consistent in their approach when dealing with absence and lateness and for reintegrating pupils who have been absent.
- Contact will be made by school when a pupil is absent without explanation. Where possible, parents will be telephoned before 9.30am. This makes it clear to pupils and parents that unauthorised absence is taken seriously. This will also ensure that parents are aware their child is not in school and enable them to take appropriate action.
- The school's attendance policy will be monitored, updated and evaluated every other year.
- The Headteacher, James Phillips, has overall responsibility for attendance. However, all staff regard attendance as a whole school responsibility.
- If a child's attendance falls below 95%, the Headteacher will follow the procedures set out in Appendix A.
- Attendance problems can be a symptom of some underlying cause. The school will investigate whether there are any school or home factors which are affecting a pupil's school attendance. The school will also liaise closely with the EWS to determine the appropriate course of action that should be taken. It may also be appropriate to involve other agencies to support the child and/or family.
- Schools registers will be kept up-to-date and the school's attendance officer, Mrs Joy Barker, will ensure that they are accurately completed.
- Staff will be given clear guidance to discourage parents from taking holidays in term time.

- Each pupil's school report to parents will include information relating to attendance and the number of unauthorised and authorised absences accrued during the school year.
- The Headteacher will report on percentage attendance (including the level of unauthorised absence) in the termly report to governors.
- The school will regularly inform parents about their child's attendance and absence levels, via termly attendance print-outs.
- Pupil-level absence data will be collected each term and published at national and local authority level 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.

PUNCTUALITY

Parents are made aware of school session times via the Parents' Information Booklet for new starters, the school website and newsletters. School regularly reminds parents that registration starts at 8.50am to ensure the punctuality of pupils. Pupils should not arrive on the school premises before 8.40am (unless by prior arrangement with the class teacher) and children remain the responsibility of their parent/carer until they enter school at 8.50am.

Start Time 8.50am

Finish Time 3.30pm

The following procedures will be followed:

- If a pupil arrives late (ie after 9.00am) and the register is still open, they should be marked as 'late' but counted as present for that session.
- If a pupil arrives late having missed registration, they should report to the school office to ensure their presence is noted for purpose of emergency evacuation.

If a pupil arrives late for school on a regular basis after the register has closed; this will be followed up, as there may be grounds for a prosecution of the parents. Such circumstances will be referred to the school's Education Welfare Officer.

Children should be collected promptly at 3.30pm from their classroom. If parents are unavoidably delayed, they should contact school if at all possible.

Children whose parents are late should be collected from the school office.

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 by 9am, at the latest, or as soon as practically possible by telephoning Eastrington Primary School on **01430 410219** or by emailing the school office: eastrington.primary@eastriding.gov.uk

Parents should also inform school on each subsequent day of absence and advise when they are expected to return.

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

Where the child has been off for three days, and the child has not been seen, the school may carry out a home visit to ensure the child is safe.

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 other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

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.

However, we encourage parents/carers to make medical and dental appointments out 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. Please see the section on 'Approval for term-time absence' to find out which term-time absences the school can authorise.

REDUCING PERSISTENT AND SEVERE ABSENCE

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

FAMILY HOLIDAYS AND EXTENDED TRIPS OVERSEAS DURING TERM TIME

Schools are required to provide education for 190 days a year and it is expected that children who are registered at a school will attend for this time. Parents do not have an automatic right for their children to have time off school and any requests for absence are entirely at the Headteacher's discretion.

Research shows that children do not achieve as well in their education and in public examinations the more school absence they have, for example a child absent from school for a period of two weeks each year, for exceptional circumstances and with the average absence for illness may miss the equivalent of one whole year's education over their school life.

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 for.

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 3 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or from the school office. The headteacher may require evidence to support any request for leave of absence.

In order for consideration to be given, requests for absence must be for exceptional circumstances only.

Exceptional circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.
5. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
6. Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Head teacher agrees to consult with the principal education welfare officer prior to any authorisation being given to the parent. The principal education welfare officer will discuss each case with an independent Headteacher and will make a recommendation to the referring school.

Evidence would be required in each case.

If a request meets the above exceptional circumstances but falls within the following times, the Head teacher must be convinced that absence from school is the only option:

- 1) The first half term of any academic year (applies to all pupils).

- 2) Year six transition day/week (for pupils in year six).
- 3) Year six SATs week (for pupils in year six).

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 with 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 can be issued by a headteacher, local authority officer or the police.

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.

CHILDREN LOOKED AFTER

This policy applies to all children, including those children who are looked after. The Head teacher will only approve an absence for a Child who is looked after in accordance with Children, Family & Adult Services guidance. The only person who can request an absence for an East Riding child who is looked after is the area manager. Requests from foster carers and social workers should not be considered.

RETURN TO SCHOOL FOLLOWING LONG PERIODS OF ABSENCE

If a child has been absent for a long period of time, it may be appropriate to hold a Reintegration Meeting and formulate a Pupil Reintegration Contract which would set out attendance targets and other relevant details over a four-week period. This would be reviewed regularly and amended as appropriate.

AUTHORISED ABSENCE

Absence may be authorised if:

- The pupil is ill or prevented from attending by an unavoidable cause such as a medical appointment (although we do ask where possible that these are made outside of the school day and the school will need to see medical evidence e.g. an appointment card)
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parents/carers belong;

- There is a family bereavement;
- The school that the pupil is registered at is not within walking distance of their home and the Local Authority has not provided transport. (This does not apply to pupils whose parents have chosen to send them to our school, when it is not their catchment area school.)
- The pupil is the child of Traveller parents who temporarily leave the area due to occupational reasons and give reasonable indication of their intention to return;
- The pupil has a local authority licence to take part in a public performance including approved sporting activity or modelling assignment and the school has given leave of absence.
- The pupil is attending an interview at another school, in preparation for transfer;
- The pupil is involved in an *exceptional* special occasion e.g. a family wedding. In authorising such an absence, the individual circumstances of the particular case and the pupil's overall pattern of attendance should be considered;
- The pupil is absent with leave (defined as 'leave granted by the Headteacher or Deputy Headteacher');
- Leave of absence is granted by the school for a family holiday. However, this is in exceptional circumstances (see above or Absence from School for Exceptional Circumstances policy).

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not oblige the school to accept the explanation offered as a valid reason for absence.

UNAUTHORISED ABSENCE

Absence may be unauthorised if:

- No explanation is forthcoming from the parent/carer;
- The school is dissatisfied with the explanation;
- The pupil is staying at home to mind the house or to look after siblings;
- The pupil is absent for unexceptional special occasions e.g. the pupil's birthday;
- The pupil is away from school on a family holiday for a period of time longer than that negotiated with the school. If there are exceptional circumstances, the parent/carer should inform the school as soon as possible;
- The pupil is on a family holiday without permission or if the parents have failed to apply for permission in advance of the holiday and instead seek retrospective approval on their return.

Further advice on the authorisation of absence can be obtained from the Education Welfare Service:

Education Welfare Service email: education.welfare@eastriding.gov.uk
County Hall
Beverley
East Riding of Yorkshire
HU17 9BA
Tel: 01482 392146

Alternatively, please see the leaflet about the Education Welfare Service on our school website.

Children Absent from Education

Children absent from education, particularly persistently or for prolonged periods, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation - particularly County Lines. It can also be a precursor for children becoming missing from education in the future. A robust response to children absent from education will support the identification of such abuse and may help prevent the risk of children going missing in the future. Relevant statutory guidance will be followed.

We will endeavour to obtain and maintain at least 2 emergency contact phone numbers for each pupil and make all reasonable efforts to ensure that parents are reminded to update the school on number or contact changes. Parents who have not provided 2 contact numbers or updated school will be contacted and asked to provide the contacts. All such attempts to obtain this information will be recorded.

Contact will be made by school when a pupil is absent without explanation. Where possible, parents will be telephoned before 9.30am. This makes it clear to pupils and parents that unauthorised absence is taken seriously. This will also ensure that parents are aware their child is not in school and enable them to take appropriate action. If the school admin team don't receive a response when telephoning, they will send an email regarding the absence.

Eastrington Primary School will only remove children from the register if the statutory grounds for doing so are met and will inform the LA of the intention to do so. In the case of children absent from or missing from education, school will make all reasonable efforts to locate the child/ren as required by the guidance.

The LA EWS will be informed if any pupil fails to attend without permission for a continuous period of 10 days or more and will refer children whose attendance has fallen below the agreed level to the EWS. The 10 day 'threshold' will be regarded as a maximum period, with earlier notification in the event of increased safeguarding concerns and / or clear evidence from school/college efforts that a child has relocated and whereabouts unknown.

Similarly, we will work with the EWS in relation to the monitoring of potential Pupils Missing Out on Education.

If a child, who is the subject of a Child Protection Plan or is otherwise open to the CST, does not attend school without a verified valid reason, the DSL will contact the assigned social worker or CST duty desk if unavailable.

If a child who is not open to CSC, that the school has concerns about, does not attend school, the school will, in accordance with the Effective Support Guidance, consult with or place a request for service with SaPH, the EWS and / or the Police depending on the circumstances.

Eastrington Primary School will ensure that they know the attendance of any children educated off site. The school has an agreed process in place, with its alternative provisions for first day

absence calling. The school retains responsibility for the attendance of any child attending an offsite provision and will monitor and act as required.

If a child absconds from the site, the school will make an initial search and contact the parent / carer or other emergency contact (and Social Worker if open to CSC). If after that search, the child is not located, the school will contact the Police within 20 minutes of the alert or sooner in extreme circumstances.

MONITORING ARRANGEMENTS

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

LINKS WITH OTHER POLICIES

Child Protection and Safeguarding Policies

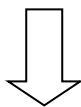
Appendix A

WHEN ATTENDANCE BECOMES A CAUSE FOR CONCERN

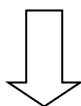
SCHOOL PROCEDURES

The following procedures will be initiated **when the attendance of a pupil becomes a cause for concern.**

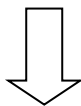
- **Step 1: The child's details and concerns are recorded for tracking and monitoring.**



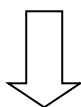
- **Step 2: If attendance falls below 95%, a letter (Model Letter 1) informing parents of the concern will be sent by the Headteacher.**



- **Step 3: Two weeks later, if there has been no or little improvement, a letter (Model Letter 2) will be sent inviting parents into school for an action plan meeting.**



- **Step 4: The action plan meeting is held in school and attendance targets are set. If the parent does not attend, a letter (Model Letter 3) will be sent enclosing the action plan targets.**



- **Step 5: An action plan review meeting will be held in school.**



If the situation has improved, continued support will be offered.



If the targets have not been met, a referral to the Education Welfare Service will be made by the Headteacher. Again, if the parent does not attend the meeting they will be informed of referral by

letter (Model Letter 4).

An EHA and other screening tools may be considered during this assessment period. The above actions may be supplemented by telephone calls etc to parents or discussion with the pupil in school (all contact will be recorded).

If attendance targets are not met the school will then make a referral to the Education Welfare Service.

Appendix B

ATTENDANCE REGISTERS

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances	Authorised absence
D	Dual Registration(ie pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family Holiday (NOT agreed or days in excess of arrangement)	Unauthorised absence
H	Family Holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc appointment)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/dental appointments	Authorised absence
N	No reason yet provide for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study Leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registration closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances