

# ST MARGARET'S CE PRIMARY SCHOOL



## ATTENDANCE POLICY

May 2025

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## 1. Policy Overview

It is our policy to ensure that everyone (parents, children and staff) is aware of the legal requirements regarding regular school attendance. Poor attendance can seriously disrupt learning. Not only do children miss the teaching provided on the days they are absent, they are also less prepared for learning that takes place requiring the knowledge and skills taught in their absence.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. You can only allow your child to miss school for certain reasons:

- they are too ill to go in
- you have got advance permission from the school

This policy is to be read in conjunction with St Margaret's CofE Primary's Safeguarding and Child Protection Policy & Behaviour Policy.

## 2. Legislation and guidance

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](#).

## 3. Roles and responsibilities

### 3.1 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

### 3.2 The headteacher

The headteacher 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

Inform the Pupil Entitlement Team where unauthorised absences are of concern (they may issue a fixed penalty notice)

### **3.3 The designated senior leaders responsible for attendance (Deputy Headteacher and Safeguarding Lead)**

The designated senior leaders are responsible for:

Leading attendance across the school

Monitoring and analysing attendance data

Having an oversight of data analysis

Devising specific strategies to address areas of poor attendance identified through data

Building relationships with parents/carers to discuss and tackle attendance issues

Creating intervention reintegration plans in partnership with pupils and their parents/carers

Delivering targeted intervention and support to pupils and families

Report concerns about attendance to the headteacher

### **3.4 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

### **3.5 School office staff**

School office staff will:

Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

Inform teachers/SLT of relevant information in order to provide them with more detailed support on attendance

Advise the headteacher when unauthorised absences are of concern or holidays are requested during term time

### **3.6 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 9.00 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

### **3.7 Pupils**

Pupils are expected to:

Attend school every day on time

#### 4. Daily Attendance

1. Online registers (Bromcom) are taken by the teacher or designated responsible adult. A present (/) mark is made from 8.30am until close of register at 8.40am and at the start of the afternoon. If a child is absent, a member of the office team will fill in the appropriate code, or if that child is signed in late by an adult on the inventory screen, the code will be automatically generated.
2. Teachers are all aware of the importance of marking registers correctly. The Office Team will ensure that any absences are coded with the appropriate symbols and that reasons for absence, receipt of notes and telephone calls are promptly and clearly recorded in our absence book. The school has an answerphone on which parents/carers can report absences when the school office is closed
3. Parents are requested to notify the school of the reason for a child's absence. If no such message has been received by 9.00am on the day of absence, then the office staff will telephone the parent/carer to ascertain the reason for absence (Year 5 and 6 are the first to be checked as these may walk to school independently)
4. Children who are late are marked in by the Office Team
5. **Persistent Absence** The Office Team, Designated Safeguarding Lead and Deputy Headteacher monitor attendance regularly and will make a note of any child attending for less than 90% of the required time. This will include patterns of broken weeks and odd days as well as blocks of time
6. Children with a history of poor attendance (**less than 90% the previous year**) will be monitored fortnightly. Should attendance continue to be an area of concern, families will be followed up on an individual basis using letters, phone calls and meetings as appropriate, including a referral to the Pupil Entitlement Team for support.
7. Children being absent from education for prolonged periods and/or on repeat occasions will be referred to our safeguarding team as outlined in KCSIE 2025 as a possible indication of safeguarding concerns.
8. Procedures for monitoring and improving attendance:
  - Whole school attendance report sent out midway through the year, alongside individual attendance figure for those children below 90%
  - Registration certificate, showing individual attendance details and punctuality, to go out with end of year school reports
  - Frequent meetings with Office Team, DSL and Deputy Headteacher to focus on individuals and follow up as appropriate - school based support and referrals to the Pupil Entitlement Team.
  - Attendance updates on newsletters
9. Any child arriving after their year group registration time should report to the front office, where they will be signed in using the Inventory system which then links to the Bromcom register and they will be marked as late (if after the register has closed, they will be marked as unauthorised).
10. If a child is frequently late for school, teachers will report this to the Attendance Team and parents will be contacted to discuss ways of improving punctuality

#### 11. **Holidays:**

The Angmering Locality Group (a group of local schools) follows guidance from the Department for Education that states Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If a parent wishes to take a child away from school during term time, permission from the Headteacher (or designated member of staff in their absence) must be obtained in advance. The school has a "Request for Absence from Learning in School Time" form, which was created by the Angmering Locality Group Headteachers. This is available from the school office. Any request for absence from learning that is denied but is still taken will be recorded as unauthorised. If 10 sessions (a school day is two sessions – am and pm) or more are classified as unauthorised within a school ten week period, then a referral may be made to the Pupil Entitlement Team, which could result in a Fixed Penalty Notice. If a request is denied, a letter will be sent from the school outlining the next steps if they do go ahead with the absence. Click on the link below to the West Sussex website for further information on Fixed Penalty Notices.

[School absences - West Sussex County Council](#)