Gordon Primary School

Attendance Policy

Revised Spring Term 2026

Signed_____Chair of Governors

To be reviewed Spring Term 2027

Gordon Primary School

Attendance Policy

Attendance matters because we believe that regular attendance at school is essential if all of our children are to benefit fully from the education we provide and develop the social responsibility needed for adult life.

As a school we aim to maintain an attendance rate of a minimum of 96%.

This policy aims to:

- Explain why good attendance is important
- Set out the strategies used to promote attendance and punctuality
- Explain roles and responsibilities in relation to attendance
- Establish a set of procedures to be followed when managing issues of attendance, ensuring consistency of practice
- Build strong relationships with families to ensure pupils have the support in place to attend school
- Enable the school to effectively monitor, evaluate and review its practice to ensure it is striving to improve attendance
- Meet the Education laws and guidance produced by the DfE, for school attendance

Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Children with attendance above 96% make better progress, both socially and academically
- Regular attenders find learning more satisfying and have fewer gaps in their knowledge
- It is important to be on time as learning starts promptly. Missing a few minutes each day adds up and gives a child an unsettled start to their day.

Promoting attendance

- When returning from an absence, class teachers make children feel welcome, whilst making them aware of what opportunities they have missed and helping them to catch up
- Weekly assemblies reinforce the need for good attendance and the consequences of absence
- Early intervention (Attendance Officer, HT or DHT and EWO) meetings with families to discuss the consequences of poor attendance and reduce parentally condoned absence
- Once a term, children with 100% attendance are presented with a certificate in assembly
- All children who have 100% attendance in all three terms, receive a certificate in the end of year celebration assembly
- Displays and posters around the school promote good attendance
- Parents are given regular reminders of the importance of punctuality and attendance through the school newsletter, as part of the meet the teacher evening and parents' evening
- Each week EYFS, KS1 and KS2 participate in a competition for the class with the best punctuality and attendance. The results are shared in assembly and a trophy is awarded to the winning class, along with being announced in the newsletter.
- Where required, targeted intervention and support is delivered to pupils and families
- At the end of a term, summaries of each child's attendance percentage and number of sessions missed, are emailed out to parents, highlighting and promoting the importance of good attendance
- Each new term starts with parents being sent a text message reminding them about the importance of good attendance and the impact that missing any sessions, can have on progress

The following attendance benchmarks are used:
100% outstanding
99% - 96% good
95% satisfactory
94% - 90% inadequate

Children with an attendance below 90% will be deemed a "persistent absentee" and are then placed on the EWO's watchlist.

Roles and responsibilities

Governors

- Promoting the importance of attendance across the school policies and ethos
- Monitor attendance figures for the school
- Evaluate the effectiveness of the attendance policy
- Regularly review and challenge attendance data

Deputy Headteacher (H.Rogers)

- Act as the senior leader responsible for attendance and oversee the strategy for improvement
- Ensure that effective systems are in place to accurately monitor and reflect individual, group and whole school attendance patterns
- Provide Governors with information to enable them to evaluate the success of the policy and practice
- Meet with parents and carers to discuss applications for leave or attendance concerns
- Write to parents/carers regarding any concerns about their child's attendance
- Work in partnership with key agencies if attendance and/or punctuality is an issue and ensure appropriate support is in place to support improvement
- Meet with the Attendance Officer each week, to discuss trends and patterns, along with next steps/actions

Teaching Staff and Teaching Assistants

- Acknowledge good attendance and explain the benefits to the children
- Provide an accurate record of the attendance of each child in their class at the beginning of each morning and afternoon session, using the school's electric registration software.
- Morning registration opens at 8.55am and the children will be marked late if they arrive after 9:05am
- Any child arriving late, after 9.30am, will receive an unauthorised absence mark for the morning
- Registers are maintained as electric documents using Arbor. Absence is recorded using agreed codes. Details of the codes are located within the software.
- Where irregular attendance and/or punctuality is a concern refer the matter to the Attendance Officer – H. Ayres -who will then pass the information on to the Education Welfare Officer

Attendance Officer and Office Staff

- Ensure that all children are added to the electronic registers and that these remain accurate
- Ensure that teachers have access to electronic registers and know how to complete them. This may involve providing paper registers in the rare event of the electronic system not working or if a class is covered by a supply teacher.
- Contact parents/carers on the first day of a child's unexplained absence to establish the reason and record it on the electronic register, using the appropriate code
- Monitor and track attendance patterns and prepare relevant attendance reports, when necessary
- Ensure an accurate summary of each child's attendance record is provided to parents at parents' evening and also as part of the child's summer report
- Ensure that a satisfactory reason for every absence has been established for each child at the end of each week
- Make a judgement, in conjunction with the Headteacher, whether an absence is authorised or unauthorised. Attendance registers must show whether an absence is authorised or unauthorised
- A late register is kept in the office collating information about the time of arrival and reason for lateness

Education Welfare Officer (EWO)

- Enforces the law regarding school attendance
- Supports the school through fortnightly meetings and monitoring children's attendance
- Completes data collection and trend analysis
- Conducts home visits to engage hard to reach families
- Where irregular attendance and/or punctuality causes concern, the school will refer the matter to the Education Welfare Officer. The Educational Welfare Office will work with the school and families to ensure appropriate and effective support is in place.

Parents and carers can help by:

- Ensuring their child arrives at school before 8.55am to be ready for registration
- Contacting the school every morning during a period of absence; giving a reason for the absence and explaining when the child will return. Please note that unauthorised absences may result in a penalty notice being issued
- Keeping the school updated and after 5 days of absence providing medical evidence
- Not booking routine medical or dental appointments during school time. Medical appointments are counted as absence on your child's record
- Fulfilling their legal duty to ensure their child attends school

We value parents support in helping us to maintain high standards. Every day counts.

Extended Leave

If a parent requires leave during term-time then they should complete a notification of leave form which is available from the school office. No leave is authorised during school time.

Legal note

Parents have a legal duty to ensure their child attends school (Education Act 1996). We aim to work with families to promote attendance. However, if parents take leave (holidays) during term time they will have to pay a Penalty Notice (fine) or parents can be prosecuted (taken to court) if they fail to ensure their child attends school regularly.

When a child leaves the school and parents/carers do not let us know or we do not have a named destination school they are considered to be a **Child Missing Education**. This means that the local Authority has a legal duty to carry out investigations. By letting the school know that your child is leaving and where they are going, unnecessary investigations can be avoided.

Policy Reviewed: Spring 2026

Policy to be Reviewed: Spring 2027