



# **Princes Primary School**

## **Attendance Policy**

**2025 - 2026**

- Policy produced Policy produced with reference to: [DfE Guidance Working Together to Improve Attendance](#)

<b>Headteacher:</b>	Colin Hughes
<b>Designated Attendance Lead:</b>	Jo Cree
<b>Date of adoption:</b>	September 2025
<b>Date of next review:</b>	September 2026

## **Introduction**

Princes Primary School recognises the clear link between the attendance and attainment of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within Princes Primary School to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation all pupils achieve at least 97%. As a school we define regular attendance as 97% or above.

Princes Primary School believes Teachers, Parents, Carers, Pupils and all members of Prince Primary School community have an important contribution in improving attendance and punctuality ensuring students attend to achieve. This policy sets out how we will achieve this together.

## **Aims**

- Raise the profile of attendance and punctuality amongst the school community
- Maximise the overall percentage of pupil attendance and punctuality.
- Reduce the number of pupils who of persistently absent (90% or below) or severely absent (50% or below)
- Provide support advice and guidance for parents, pupils and staff.
- Develop clear procedures for the maintenance of accurate registration for pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure there is a proactive whole school approach that embeds a consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies.

## **Promoting regular attendance at Princes Primary School**

This is everyone's responsibility, all members of staff, parent/carers and pupils.

To help us all focus on this, Princes Primary School will ensure:

- there is a designated senior leader for championing and improving attendance
- effective strategies are in place to deter poor punctuality
- an engaging curriculum is provided and will be reviewed regularly
- high quality teaching and learning is delivered throughout the school
- pupils are provided with appropriate support from school and partner agencies to minimise disaffection from school
- vulnerable groups are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- effective partnerships with parent/carers are encouraged through regular contact and support provided
- parents/carers are kept informed of pupil attendance and punctuality through the school's attendance procedures, termly progress reports, individual letters and meetings when required
- good attendance and punctuality is rewarded through regular individual pupil incentives
- attendance and punctuality is regularly discussed with children in assemblies
- attendance roles and responsibilities are clearly defined and all staff should ensure these are followed.

## Attendance expectations and absence procedures

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence from school is required.

### Expectations of Parent/Carer

- Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.
- Ensure your child arrives for school on time.
  - Matthew Arnold, Picton and St Annes sites start at 9am
  - Selborne Site start at 9:15am
- Telephone school if your child is going to be late.
- For routine non-emergency medical and dental appointments please ensure they are made outside of school hours and confirmation of the appointment is provided.
- Telephone school before 9am on the first day of absence if your child is unable to attend, giving an indication of the expected duration and return date to school. This can be done via option 4 on the telephone line.
- If a text message/phone call is received as a result of your child's absence it is important that you respond to ensure your child is appropriately safeguarded.
- Contact the class teacher, attendance lead or a member of the senior management team if the reason for absence requires a more personal contact.
- In case of emergency we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of three emergency contact details be provided)
- Requests for exceptional circumstances leave of absence must be requested using the following link

<https://forms.gle/QUij3sq3cJyG5RU36>

- Leave of absence can only be authorised by the Headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays.

### If a pupil is absent, school will:

- telephone and text Parent/Carer on the first day of absence if we have not heard from them by 9:30am (9:45am for the Selborne Site)
- if no response is received, a member of school staff will conduct a home visit. If there are safeguarding concerns, contact will be made with the family as soon as possible;
- if a pupil's absence continues the parent/carer will be invited to meet the attendance lead or pastoral team
- if the parent/carer does not attend the meeting and the pupil has accrued 10 sessions of unauthorised absence, the parents/carers may be issued with a Penalty Notice Warning letter in accordance with the Local Code of Conduct and in agreement with the Education Welfare Officer
- if unauthorised absences persist the attendance lead will discuss actions with the Education Welfare Officer.

## **Understanding types of absence**

Princes Primary School has to legally record every absence. This is why it is important that parents/carers directly inform school regarding the reason for absence, on the first day of absence.

### **Authorised absence**

Unauthorised absence - when the school has not received a reason for absence or has not approved a child's leave absence following a parental request. This includes but is not exclusive to:

- parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings
- truancy before or during the school day
- absences which have not been explained
- pupils who arrive after the close of registration (9:30am or 9:45am for the Selborne site)

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. Princes Primary School can issue warning letters (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued 10 sessions of unauthorised absence in any one term. The warning period will cover a period of 20 school days. If the child has any unauthorised absence during this time the school will refer the case to the local authority requesting a Penalty Notice be issued.

### **Persistent Absence**

Pupils are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DfE expects schools to intervene well before pupils reach a level of persistent absence.

Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carer has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution.

Parent/Carers are asked to contact the class teacher in the first instance.

### **Severe Absence**

Pupils who miss 50% or more of school are classified as being severely absent by the Department of Education (DfE) This cohort of pupils are a priority group for Princes Primary School and additional support may be required from the local authority and partner agencies to support your child improving their attendance. It is essential that parents/carers work in partnership with the school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

## **Why regular attendance is very important**

Any absence affects education and regular absence will seriously affect pupils' learning.

Pupils who have time off often find it difficult to catch up and do well.

90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

## **The Education Welfare Officer (EWO)**

The Education Welfare Officer provides support for parents/carer and advice on problems relating to attendance, and encourages good communications between home and school.

The EWO will always try to resolve the situation by agreement with the family but, if a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists the EWO will be required to consider the instigation of legal proceedings which include Parenting Contracts Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the local authority.

## **Leave of absence in term time**

The Law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

Parents/carers can receive a Penalty Notice for taking their child on holiday during term time without prior consent from school. Consent cannot be given retrospectively. The Headteacher will determine the number of school days a child can be away from school if the leave is granted.

## **Penalty Notices**

A parent may be issued with a penalty notice if their child's absence is unauthorised, and they miss 10 sessions within a rolling period of 10 weeks.

Ten sessions are usually the same as 5 school days.

The 10 weeks may span different terms or school years. For example, two unauthorised absences in the summer term and eight unauthorised absences in the autumn term.

A penalty notice may also be issued, after consideration of all the information, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold or repeated absence for birthdays or other family events. This is a discretionary power that is included with the code.

Penalty notices for unauthorised absence from school are £160 per child, per parent. The amount will be reduced to £80 if paid within 21 days.

If a second penalty notice is issued to the same parent for the same child within a rolling 3-year period, the penalty notice will be charged at the higher rate of £160. There is no option for this second offence to be discharged at the lower rate of £80.

The Government has set a national limit of two penalty notices that can be issued to a parent for the same child within a rolling 3-year period.

If the national limit of two penalty notices has been met, or exceeded, the local authority must consider the use of another tool to improve attendance. For example, prosecution or another attendance legal intervention.

The local penalty notice code of conduct is published on Liverpool City Council's website and has been drawn up in consultation with headteachers and governing bodies of state funded school and Merseyside Police Force.

## **Lateness**

Poor punctuality is not acceptable. If a pupil misses the start of the day, they can miss work and late arriving pupils disrupt lessons.

## **How we manage lateness**

The school day starts and registers are taken at 9:15am (9:30am at the Selborne site) by the class teacher and pupils receive a late mark if they are not in their class by that time. School recommends that pupils arrive by 9am (9:15am for the Selborne site).

Late arrival to school following the close of registers is classified as an absence. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice. The close of registration is 9:30am or 9:45am for the Selborne site.

If a parent/carer has any problem getting their child to attend school on time they should contact the attendance lead who will offer support to resolve the problem.

Pupils will not be penalised if lateness is due to SEN transport

## **People responsible for attendance matters at Princes Primary School**

All school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

## Removal from roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school we are now required to: Inform the LA in every circumstance when deleting a pupil's name from the admission register. Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school. School must complete an Exit form and submit to the [CME@liverpool.gov.uk](mailto:CME@liverpool.gov.uk) inbox.

- provide information to the LA when registering new pupils, including the pupil's address and previous school

If your child is leaving our school parents are asked to:

- provide the attendance officer with comprehensive information about their plans, including: any date of a move; your new address and telephone numbers; your child's new school and the start date when known. This should be submitted to school in writing
- if a pupil leaves and we do not have the above information, then your child is considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try and locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.