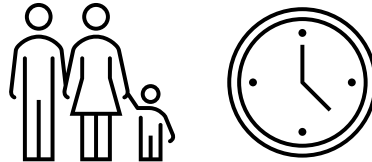


Attendance and Punctuality Policy



“We are of the Gospel, educating all children so that they may grow and reach their full potential as fulfilled people in Christ.”

1. Introduction

Holy Cross and All Saints RC Primary School is committed to ensuring that every child receives the high-quality education to which they are entitled. Regular attendance enables pupils to benefit from consistent teaching, secure relationships, and full access to our Catholic curriculum.

This policy outlines how the school promotes good attendance, monitors patterns, intervenes early, and works supportively with families.

2. Aims

We aim to:

- Achieve whole-school attendance of 96% or above.
- Reduce the number of pupils who become persistent absentees (below 90%).
- Ensure all pupils are safe, supported and able to succeed.
- Work in partnership with families, our Education Welfare Officer (EWO), and external agencies to remove barriers to attendance.

3. Legal Framework

This policy follows the requirements of:

- [Education Act 1996](#)
- [Education \(Pupil Registration\) \(England\) Regulations 2006 & amendments](#)

- [DfE Working Together to Improve School Attendance](#)
- [Keeping Children Safe in Education](#)
- [DfE national Penalty Notice Framework \(updated August 2024\)](#)

Parents have a legal duty to ensure children attend school regularly.

The school and Local Authority have powers to intervene where attendance does not improve.

4. Roles and Responsibilities

4.1 Governing Body

- Approves, monitors and reviews the policy.
- Receives termly attendance reports from the Headteacher.

4.2 Headteacher

- Oversees attendance strategy and statutory responsibilities.
- Monitors whole-school trends.
- Approves or declines requests for leave of absence.
- May request the Local Authority to issue a Penalty Notice.

4.3 Office Team

- Completes daily registers and first-day response checks.
- Monitors attendance patterns and identifies concerns promptly.
- Initiates staged interventions
- Passes attendance information onto the EWO.

4.4 Class Teachers

- Record attendance accurately twice daily.
- Promote attendance and punctuality positively.
- Raise concerns early with SLT/EWO.

4.5 Parents/Carers

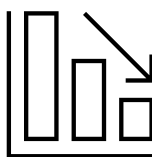
- Ensure children attend every day and on time.
- Inform school of absence before 8:30am.
- Provide evidence where requested (e.g., medical).

5. Attendance Expectations



- School starts: **8:45am**
- Registers close: **9:15am (after this, a U code = unauthorised late)**
- Expected attendance: **96%+**

Attendance Bands



- **Excellent:** 100- 98%
- **Good:** 97.9- 95%
- **Cause for Concern:** 94.9-92%
- **Persistent Absence:** below 90%

6. Reporting Absence

Registration Morning registration is undertaken by class teachers at 8.45am and at the start of the afternoon session 1pm EYFS KS1 and 1.30pm for KS2.

Registers should be marked promptly at these times.

First day of Absence Parents and carers are expected to notify the school of the reason for their child's absence on each day of absence. If a pupil is absent due to illness which lasts more than one day, the parent or carer should provide an update each day, unless otherwise agreed with the school.

If no contact has been made with school by 9.30am, telephone calls will be made by a member of the office team or the class teacher to the families of all pupils who are absent.

If parents or carers cannot be contacted by phone, we will phone the pupil's emergency contacts, in priority order. Priority will be given where there is additional support in place or where a pupil is considered more vulnerable.

If we are unable to establish why a pupil is absent and/or we are concerned for the welfare of a pupil, we may carry out a home visit and/or request a Welfare Check from police.

Reasons for absence will then be entered on to SIMS and relevant staff advised of the outcome of enquiries.

All absences will be monitored.

School will send an advisory letter and make a telephone call to families of any pupil whose absences become a cause for concern and liaise with the appropriate school staff or outside agencies if they are involved with the family about any actions that need to be taken. Intervention procedures will be followed (see below).

Escalation of intervention will be dependent on:

- Extenuating circumstances

- Patterns of absence
- Attendance history
- Changes in medical needs or home circumstances
- A member of the schools senior leadership team will initiate/escalate intervention procedures.

Support with Absence

- Escalation of Intervention 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/carers 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

Unexplained absence may be recorded as unauthorised and may trigger intervention.

Requesting a leave of absence

All applications for leave must be made in advance using the form available from the school office or available on the school website

[application-for-leave-of-absence.docx](#)

7. Authorised and Unauthorised Absence

Authorised



- Illness (evidence may be requested).
- Medical appointments (proof required).
- Religious observance.
- Attendance of one day religious, significant event
e.g. christening, wedding, funeral or memorial (evidence may be requested)

Religious Observance:

The Pupil Registration Regulations 2006 states that absence for religious observance should be treated as an authorised (absence) 'on a day exclusively set apart for religious observance by the religious body to which the parent belongs'. Leave for pupils for religious observance will only be agreed if the dates fall outside of normal holiday periods. Additional days off for shopping or extended celebrations will be treated as unauthorised absence

- Exceptional circumstances approved by the Headteacher.

Exceptional circumstances:

- Children are seeing a parent who is on leave from the armed forces.

- The event is for an exceptional reason and parents are asked to provide detailed evidence to support this request. These requests will be considered on an individual basis by the Headteacher who may consult the School Attendance Committee, which comprises of the Headteacher and a member of the Governing Body

Unauthorised

- Holidays in term time

Amendments to 2013 Regulations state that schools **cannot** authorise holidays in term time except in *exceptional circumstances*. The only exceptional circumstance considered is when a parent can produce evidence that their holiday pattern is restricted with no term time holidays e.g. due to shift work- recurring requests will not be considered.



- Absence without explanation.
- Late after registers close (U code).
- Absence not approved by school.
- Shopping, birthdays, childcare arrangements, etc.

8. Penalty Notices

From **August 2024**, national Penalty Notice thresholds and fines apply:

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024 2024 No. 210 Education Penalty Notices for Non-School attendance

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to none school attendance.

Schools are required to consider, on a case by case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- **10 sessions (5 days) of unauthorised holidays (G Coded)**
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance. Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period.

Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

- Penalty Notice One - £160 discounted to £80 if paid within 21 days.
- Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Emotionally Based School Avoidance

Emotional Based School Avoidance (EBSA) is a broad umbrella term used to describe a group of children and young people who have severe difficulty in attending school due to emotional factors, often resulting in prolonged absences from school. A range of agencies in Salford including Educational Psychology, Attendance Services, Child and Adolescent Mental Health Services and Early Help have developed a multi-agency graduated approach for young people experiencing or at risk of EBSA.

9. Punctuality

Should a pupil arrive late after the start of registration when the class doors are closed, he/she will be marked as late for the morning session. We ask parents to bring their child to the school office to sign them in and provide a reason for being late. This is important for health and safety reasons.

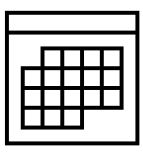
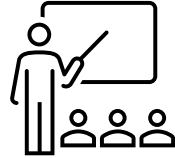


- Arrival after 8:45am = Late (L code).
- Arrival after 9:30am = Late after register closes (U code).
- Repeated U codes may lead to Penalty Notice referral.

It is important to note that underlying problems contributing to poor punctuality should be considered and an Early Help Assessment referral may be deemed appropriate at any stage of the punctuality intervention.

The effects of late arrival

When a pupil arrives late to school, they miss important events like assembly, phonics sessions, reading intervention, teacher instructions and pastoral support; this can seriously disadvantage pupils. Frequent lateness can add up to a considerable amount of learning being lost.

Minutes late (per day)	Days lost in a year	Lessons missed in a Year
		
5 minutes	3 days	15
10 minutes	6 days	30
15 minutes	9 days	45

Late / Trigger	Initial Response / Action	Person(s) Responsible
Pupil arrives late to school	Appropriate late mark recorded in the register	School office
More than 2 lates in one week	Discussion with class teacher – any support needed discussed and next steps agreed	Class teacher
5 unauthorised lates in a half-term	L1 Letter/Text sent to parent informing them punctuality is a concern	School office
8 unauthorised lates in a half-term	- L2 Letter - EWO meets with parent and pupil	School office EWO
10 unauthorised lates in a school year	- L3 Letter - SLT meets with parent and pupil - Consideration to request a Penalty Notice Warning from the Authority	SLT EWO
Continued concern	Senior Leadership Team considers a Panel Meeting Further consideration of Penalty Notice Warning for continued unauthorised absences	Senior Leadership Team EWO

9.1. Staged Punctuality Intervention Table

10. Staged Attendance Intervention Table

Stage	Trigger	Actions by School	Who is Involved	Possible Outcomes
Stage 1 – Awareness Letter	- Attendance below 95% - Emerging pattern of absence/lateness	- School staff reviews data - Concern letter issued 2–4 week monitoring period begins	Office Team/ Class teachers	- Improvement - OR escalate to Stage 2
Stage 2 – Phone Consultation	- No improvement from Stage 1 - Repeated short absences	- Phone consultation with parents - Discuss barriers & signpost support (Early Help)	Office Team/ Class Teachers	- Improvement - Support Plan - OR escalate to Stage 3

Stage 3 – School Attendance Meeting	• Attendance trending toward 92–93% • Emerging safeguarding concerns • No medical evidence for repeated illness	• Formal meeting with SLT/teacher & parents • Create Attendance Action Plan • Set short-term review cycle • School may request medical evidence	SLT, Parents	• Action plan implemented • OR escalate to Stage 4
Stage 4 – Senior Leadership Escalation	• Persistent Absence (below 90%) • Parents not engaging with support • Multiple U/O/G codes	• Meeting chaired by Headteacher • EWO involvement escalated • Review of all previous interventions • Warning letters issued • Consider Penalty Notice	Headteacher, EWO, SLT, Parents	• Improvement • Intensive Early Help • OR escalate to Stage 5
Stage 5 – Local Authority Fast-Track / Legal Intervention	• No improvement despite intervention • 10+ unauthorised sessions in 10 weeks (O, G, U codes) • Term-time holiday unauthorised	• LA Fast-Track begins • Penalty Notice processed • Parents receive statutory warning • Case may progress to Magistrates Court for non-attendance (up to £2,500 fine)	LA Attendance Team, EWO, Headteacher	• Improved attendance • Penalty Notice • Court prosecution
Stage 6 – Educational Neglect Referral (Safeguarding)	When attendance concerns constitute neglect, such as: • Chronic non-attendance despite all intervention (PA continues or worsens) • Parent refuses to engage with school or support services • Patterns of harm identified via Thriving Families Assessment Tool • Attendance below 50% over term (flag in Salford's RBTE guidance)	• School completes Early Help or escalates existing plan • Use Salford's Thriving Families Assessment Tool to identify neglect indicators (e.g., unmet health needs, emotional harm, unsafe home routines) • Referral to Salford Safeguarding Children Partnership (SSCP) if threshold for neglect met • Liaise with School Attendance Team who work directly with families, coordinate home	Headteacher, DSL, EWO, Salford School Attendance Team, Early Help Practitioners	• Child and family receive multi-agency support • Strategy Meeting under neglect procedures • Child Protection involvement if risk escalates • Local Authority may pursue Education Act Section 437–443 enforcement if child is not receiving suitable education

		visits, and escalate where failure to secure education is persistent		
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Summary of Educational Neglect in Salford

- Educational Neglect occurs when a parent/carer persistently fails to ensure a child receives a suitable and efficient education. In Salford, the Salford Safeguarding Children Partnership identifies neglect as a priority area and uses the Thriving Families Assessment Tool to help schools identify patterns of neglect, including chronic non-attendance, poor routines, or failure to act on support.
- The Salford School Attendance Team provides specialist intervention, including home visits and multi-agency coordination, and states clearly that persistent failure to ensure attendance can lead to prosecution.
- Where attendance is extremely low (*typically below 50%*), the Reducing Barriers to Education (RBTE) framework recommends detailed Attendance Action Plans and potential escalation to statutory safeguarding pathways.
- Educational neglect is a safeguarding concern and may lead to referral to Children's Services if the child is at risk of harm due to chronic absence.

A Fixed-Penalty Notice can be actioned at any stage.

This might be when support:

- Isn't appropriate for the situation (e.g. an unauthorised holiday in term time)
- Is not successful
- Is not engaged with

11. Safeguarding and Attendance

Attendance is a safeguarding priority.

School may carry out home visits, request police welfare checks, or refer to Children's Services if concerns arise.

12. Medical Needs

Where children have ongoing health conditions:

- Individual Healthcare Plans may be created.
- Reasonable adjustments made.
- Part-time timetables only used for short, time-limited periods with parental agreement.

13. Rewards and Positive Recognition

The school promotes good attendance by:



- Weekly class attendance celebrations.
- Attendance Ted to the winning class- weekly
- Certificates for good and improved attendance.
- Half-termly class awards.
- 100% end of year attendance awards.

14. Monitoring and Review

- Holy Cross and All Saints RC Primary School will evaluate the effectiveness of its strategies by:
 - ½ termly monitoring of attendance through SIMS
 - regular consultation with the Education Welfare Officer
 - referring to the Education Welfare Service
 - planning and evaluating initiatives
 - Annual analysis of patterns
 - Annual feedback to Governors and Curriculum subcommittee

15. Attendance codes

Present Codes

Code	Definition	Scenario
/	Present (AM)	Pupil is present at morning registration
\	Present (PM)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before the register has closed
B	Off-site educational activity	Pupil is at a supervised, school-approved off-site educational activity
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer or educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit or trip organised/approved by the school
W	Work experience	Pupil is on a work experience placement

Authorised Absence Codes

Code	Definition	Scenario
C	Authorised leave of absence	Leave granted due to exceptional circumstances
E	Excluded	Pupil has been excluded and no alternative provision has been made
H	Authorised holiday	Holiday approved due to exceptional circumstances
I	Illness	School notified that pupil is absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil on study leave during public exams
T	Gypsy, Roma and Traveller absence	Traveller family has agreed travel with school

Unauthorised Absence Codes

Code	Definition	Scenario
G	Unauthorised holiday	Holiday NOT approved by the school
N	Reason not provided	Pupil absent for unknown reason (must be replaced once reason known, or with O if none provided after reasonable time)
O	Unauthorised absence	School is not satisfied with the reason for absence
U	Arrival after registration	Pupil arrives after the register has closed

Other Codes

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age not required to attend
Y	Unable to attend due to exceptional circumstances	School site closed, travel disruption due to emergency, or pupil in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial closure: holiday, bank holiday, INSET, half-term, etc.