



Inspire, Enjoy, Achieve

Attendance Policy

Reviewed July 2026

Review September 2027

Introduction

This policy links to statutory guidance-Working together to improve school attendance- 2024

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Cotton End Forest School and Nursery fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children registered at this school and this policy is made available to all parents/carers of pupils who are registered at our school on our school website.

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

Aims and Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters including % attendance figures on newsletters and website.
- Ensuring that term dates and academic calendars are shared with parents on our website.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.
- School will follow guidance in Working Together to Improve School Attendance 2024 when considering issuing penalty notices for school absence.

Procedures

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils attendance and punctuality
- Encourage good school attendance with a range of incentives for the pupils.
- To refer to the Inclusion Welfare Service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report attendance statistics to Bedford Borough LA and the DfE daily as requested.

- All staff should be aware that they must raise any attendance or punctuality concerns to the Leadership Team with responsibility for monitoring attendance.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

Class teacher

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers
- Informing the Senior Leadership Team where there are concerns and acting upon them
- Providing background information to support referrals
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and promptness
- Following up absences with immediate requests for explanation which should be noted inside the register
- Discussing attendance issues at consultation evenings where necessary

Headteacher

The Headteacher is responsible for:

- Overall monitoring of school attendance
- Trends in authorised and unauthorised absence
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues
- Monitoring individual attendance where concerns have been raised
- Making referrals to the IWO service- Inclusion Welfare
- Providing reports and background information to inform discussion with the school's EWO
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Office Manager and Administration staff

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence
- Ensuring the Absence/Late Book is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive or go home late
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher and Family Support Worker
- Sending out standard letters regarding attendance

Parents

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence by email or phone.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with, supported by the Headteacher, Family Support Worker and Office Manager.

Registration

All the school gates open at 8.45 am until 9.00 am. This time is sufficient for all pupils to come into their classroom.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher by 9.10 am and by 1.20pm. (Attendance code / and \ for pupils who are present) on SIMS.

All attendance records are documented using SIMs software, which is supported by the Local Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of six years after the date they were last used.

Lateness

Once the gates are closed at 9.00 am the only way to get into school is via the school office. Any pupil who comes into school this way from 9.00 am will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L). Any child who arrives for school later than 9.30am will be marked as having an unauthorised absence for the morning. (Attendance code U).

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.05am will have the absence recorded as a medical absence (Attendance code M).

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

Absences

Parents/carers should contact the school every day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence. Evidence of appointments and/or photos of medicines will be requested to support the child's absence.

All absences are recorded as either authorised or unauthorised absences on the SIMS attendance software. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised.

Where we have not received reasons for a child's absence we will contact the parent by phone or text and if no response is received then the absence will be recorded as an unauthorised absence (Attendance Code O)

On some occasions the Family Support Worker may carry out a home visit.

First Day Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9.00am to 9.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence.

Illness

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work, upon discussion with the parents.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the local authority to see if arrangements can be made for the child to be given some home tuition outside school.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a Doctor's note, appointment card or copy of a prescription. We may seek written permission from you for the school to make their own enquiries.

Parental Request for Absence from School for Holiday

With effect from September 2013 the government abolished the right of Headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, Headteachers will only be allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist.

A Leave of Absence Request Form must be completed and submitted at least four weeks before your child's intended travel date. Forms are available from the school office and should include full details including the travel destination. Supporting documentation, such as flight confirmations, may also be requested.

The Headteacher may issue a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £160 within 28 days. (per parent, per child)

From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period.

If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school.

If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

If you're taken to court

You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court could also give you a Parenting Order.

The decision whether to issue a fine will take into account whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors.

Before a fine is issued, you may receive a notice to improve to give you a chance to engage with support

Addressing Attendance Concerns

The school expects attendance of at least 96%.

It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. In primary school we rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns. Initially concerns about attendance are raised with parents via letters which are sent home.

There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. If there is no improvement in attendance the parent will be invited to attend a meeting and an Attendance Contract would be drawn up. Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the Inclusion Welfare Service.

The Inclusion Welfare Service (IWS) will issue penalty notices to parents where there has been a referral to IWS from the school as part of the school's processes to address poor attendance patterns.

In addition, education-related parenting orders are available by direct application by a school or LA to the Magistrates' Court as an ancillary order following a successful prosecution by the LA for irregular attendance or breach of a school attendance order.

The Inclusion Welfare Officer monitors attendance. They liaise with the Family Support Worker and Office Manager who carry out regular register checks to identify children with low attendance (usually below 92%). They work with the school to improve attendance and may issue fixed penalty fines if attendance support meetings held by the school do not improve attendance.

Monitoring Attendance

Our Office Manager has the responsibility for ensuring that all of the attendance data is accurately recorded on the SIMs attendance software. Regular meetings are held with the Headteacher & Family Support Worker to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.