

# All Saints CE (VC)First School

## Policy on Attendance

Date: September 2013

Updated: September 2014

Updated: March 2015

Updated: October 2015

Reviewed: October 2016

Updated: October 2017

Reviewed: October 2018

Reviewed: October 2019

Covid-19 Update: June 2020

Reviewed October 2021 (Covid amendment removed)

Updated: February 2022 (following register inspection)

Reviewed: October 2022

Reviewed: October 2023

Reviewed: November 2025

School attendance is subject to various education laws and this school Attendance Policy is written to reflect these laws and the guidance provided by the Department for Education and Employment. Each year the school will examine its attendance figures and set attendance targets that reflect both national and Staffordshire attendance targets.

**In order for a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards full attendance for all children and continuously convey the importance of regular and punctual attendance to parents and carers.**

### **Aims of Policy**

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- a. To provide a full and efficient education to all pupils and ensure equal opportunities for all.
- b. To provide an environment where all pupils feel valued and welcome.
- c. To ensure that attendance of all pupils is monitored and that the importance of regular and punctual attendance is communicated to parents and carers.
- d. To promote high levels of attendance so that each pupil can achieve maximum benefits from the educational, personal and social opportunities available at All Saints First School.

**School Procedures** Any child who is absent from school must have their absence recorded as being authorised

or unauthorised. Only the Headteacher or a member of staff acting on their behalf can authorise absence. **Registration** The register is open from 8:55am until 9:05am a) Register is taken 8:55am to 9:05am

b) Any child arriving late - after 8:55am but before 9:10am will be marked late (L on the register)

c) If a child arrives after 9:10am they will be marked as 'U' - Late -Registration closed. This is regarded as an unauthorised absence unless an explanation is given and accepted as grounds for authorising the late arrival, in which case the appropriate code will then be used.

Any children arriving after 8.55am should enter school through the main school doors in order for their late arrival to be recorded.

Afternoon registration will take place at **1.00pm** and the registers will close at **1.10pm**.

As part of the LA Attendance Officer's role she will conduct half termly 'Late Gates'. This involves spot checks at the school gates to monitor the percentage of children arriving late to school.

### **First day Absence**

Parents and carers are asked to notify the school office by telephone (or other means) before 9:15am on the first day of absence. If the length of absence is known then the parent/carer doesn't need to ring daily. If the length of absence is unknown, then the parent/carer needs to ring on each day of absence.

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The school office staff pass messages to the child's class teacher and enter the absence in the register if contact is made via the school office. Teachers should inform the office if the message has been passed directly to them from the parent/carer.

Class teachers should ensure that parents/carers receive any letters or information that has been given out during the child's period of absence.

### **Completing registers**

Each class in the school has one page printed in register format each week and this is kept in a named register folder. Codes to be used for absences are printed and kept in the register folder for reference; teachers should seek the advice of the Headteacher if they are unsure of the code they should enter. At the end of the week the school office staff enter the attendance figures on to the SIMs computer system.

Registers are brought to the office by **9.10am** and dinner lists taken to the kitchen. The nominated class helpers are responsible for collecting the register at the end of lunchtime from the office and returning it to the office after registration at 1:10pm. All registers must be kept in a central area i.e. the school office to comply with Fire Safety regulations for evacuation. Students on teaching practice should only complete registers under the

direct supervision

of their class teacher. Teachers are responsible for checking the register to ensure that it has been completed accurately. When a supply teacher or HLTA is covering a class they are responsible for the register and must report any messages or concerns to the class teacher. Class registers should be completed in Black Ink. **Child Missing in Education** A child

will be considered as 'missing in education' if they have not attended school, with no explanation from the parent for 20 consecutive school days.

### **Poor Attendance and Frequent Absence**

Class teachers should bring any concerns they have over attendance directly to the Headteacher. Children's attendance is monitored daily and analysed half termly. Any absence raising concern will be discussed with the LA Attendance Officer during the half termly meeting. Letters will be sent to Parents/Carers termly informing them of their ~~child's attendance percentage. However,~~ letters will be sent half-termly for any children with attendance below 94% (See Appendix 1)

The Parents/Carers of children who have persistent absence (below 90%) will be written to and will be referred to the LA Attendance Officer. Parents/Carers will be invited to attend an Attendance meeting with the Headteacher and LA Attendance Officer. **Leave of**

**Absence / Holidays during term time** Please refer to the Staffordshire Local Authority Code of Conduct for issuing Penalty

Notices, Sept. 2017 (Appendix 2) and the 'Letter to Parents - absence policy update Sept 2017 (Appendix 3). As per this code of conduct the Headteacher will only authorise term time absence in exceptional circumstances. The school's Governing Board and Headteacher do not consider family holidays taken in term time to be 'exceptional circumstances'.

Parents who want the school to consider granting leave of absence in school term time should read the 'Parental Request for Leave Letter' (Appendix 4), complete the form and

send it to the Headteacher. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. The Headteacher cannot authorise any leave of absence unless the request is received before the period of absence begins.

There is no automatic right to any leave in term time.

### **Attendance Awards**

**Attendance Awards will be presented at the end of each year.**

**Children who have 100% attendance** for the year will receive a special 100% Certificate and a choice of attendance awards e.g. an extra playtimes; a DVD afternoon etc.

**Children who have 97% to 99.9% attendance** for the term will receive a special Good Attendance Certificate.

There will also be a **reward each half term for the top attending class**. Each class will choose the type of reward they would like to receive.

### **Monitoring and review of the policy**

The Headteacher is responsible for this policy.

The policy will be updated annually and reviewed every three years or sooner as required due to any changes in the law etc.

Signed:

David Elliott-Hancock

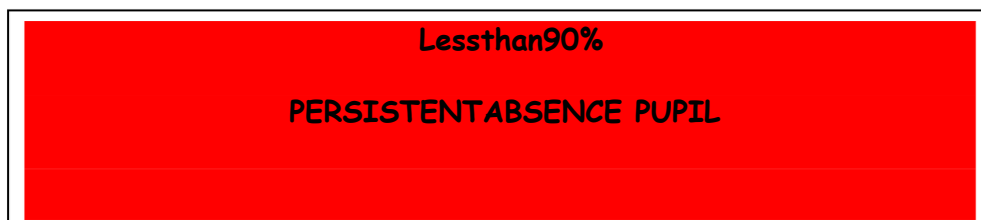
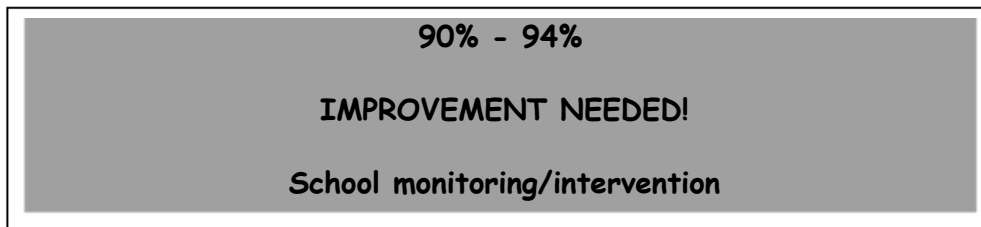
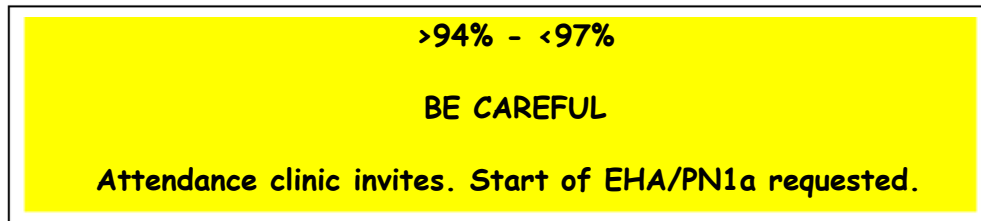
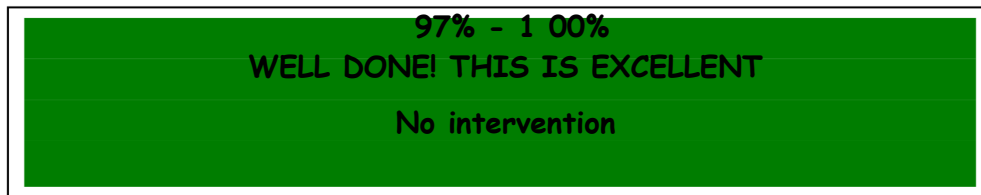
Date: 07/11/2

Agreed by: Full Governing Board

## Appendix 1

Please find below details of the colour code system used at All Saints and example copies of the attendance letters that will be sent to Parents/Carers on a termly basis.

### Attendance Colour Codes



## Sample text from attendance letters follows:

### Green Letter

Dear Parents/Carers of

We are writing to congratulate you and your child. Since September your child's attendance percentage is %. This is excellent! Such good attendance is ensuring that your child is missing as little teaching and learning as possible.

We have introduced a colour code system in an attempt to improve the attendance of all children in our school as evidence shows that attendance does affect a child's learning and attainment. Our aim is for all children to have an attendance percentage that allows them to be in the green or yellow groups.

We are delighted that your code for this term is **GREEN!**

If you would like to see a copy of our current policy on Attendance, please visit the school website.

Thank you for your continuing support,

Warm regards,  
Headteacher

### Yellow Letter

Dear Parents/Carers of

Since September your child's attendance percentage is %. This is very good and we recommend that your child is not absent unnecessarily for the rest of the year so that they may achieve an attendance percentage of over 97%.

We have introduced a colour code system in an attempt to improve the attendance of all children in our school as evidence shows that attendance does affect a child's learning and attainment. All children should have an attendance percentage that allows them to be in the green or yellow groups.

We are delighted that your code for this term is **YELLOW!**

If you would like to see a copy of our current policy on Attendance, please visit the school website.

Thank you for your continuing support,

Warm regards,  
Headteacher

### Grey Letter

Dear Parents/Carers of

Since September your child's attendance percentage is %.

We have a colour code system in an attempt to improve the attendance of all children in our school as evidence shows that attendance does affect a child's learning and attainment. All children should have an attendance percentage that allows them to be in the green or yellow groups.

Your child is currently in the **grey** group which means that it is very important your child's attendance improves. Please ensure that your child is not absent unnecessarily. Unless there are exceptional circumstances, all children should be in the yellow and green groups, which means that their attendance is above 94%.

If you would like to see a copy of our current policy on Attendance, please visit the school website.

Thank you for your continuing support,

Regards,  
Headteacher

## Red Letter

Dear Parents/Carers of

Since September your child's attendance percentage is       %. This significantly low attendance rate requires your urgent attention.

We have introduced a colour code system in an attempt to improve the attendance of all children in our school as evidence shows that attendance does affect a child's learning and attainment. All children should have an attendance percentage that allows them to be in the green or yellow groups, which means that their attendance is above 94%.

Your child is currently in the **red** group and is now categorised as a "Persistent Absence Pupil" by the Local Authority. The Education Welfare Officer (EWO) monitors each child's attendance on a regular basis and you could face court proceedings. Unless there are exceptional circumstances, all children should be in the yellow and green groups. Please be aware that your child's significantly low attendance has been notified to the EWO.

If you would like to see a copy of our current policy on Attendance, please visit the school website.

Regards,  
Headteacher

## Half Termly Letter for Pupils Attendance causing concern

Dear Parents/Carers of

This half term your child's attendance percentage is       %.

We have a colour code system in an attempt to improve the attendance of all children in our school as evidence shows that attendance does affect a child's learning and attainment. All children should have an attendance percentage that allows them to be in the green or yellow groups.

Your child is currently in the group causing concern which means that it is very important your child's attendance improves. Please ensure that your child is not absent unnecessarily. Unless there are exceptional circumstances, all children should be in the yellow and green group, which means that their attendance is above 94%.

If you would like to see a copy of our current policy on Attendance, please visit the school website.

Thank you for your continuing support,  
Regards,  
Headteacher

## **Appendix 2**

[Staffordshire Local Authority Code of Conduct for issuing Penalty Notices, Sept. 2017](#)

## **Appendix 3**

['Letter to Parents - absence policy update Sept 2017](#)

## **Appendix 4**

['Parental Request for Leave Letter'](#)

## **Appendix 5**

['School Approve Leave' Letter to Parents](#)

## **Appendix 5**

['School Decline Leave' Letter to Parents](#)