



Cinnamon Brow C of E Primary School

'For I know the plans I have for you... Plans to give you hope and a future.'

Jeremiah 29:11

Attendance Policy

Whole School Policy

Presented to Gobs:	Autumn 2024
Adopted by FGB/Committee:	9 th October 2024
To be reviewed:	Autumn 2026 (or in line with government guidance)

Introduction

Cinnamon Brow CE Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

Our vision linked to Jeremiah 29:11 is to provide the children in our care with the very best education to enable them to have a hope and a future. To achieve this, pupils need to be in school to learn.



At Cinnamon Brow, we strive towards achieving the very best attendance for all pupils in partnership with parents so that every one of our pupils can thrive.

Guidance from the DfE ([Working together to improve school attendance 2024](#)) states that:

'Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.'

We understand that barriers to attendance are complex and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium can have on improving good attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to support attendance.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.

- Ensuring this attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.
- Supporting parents in understanding their requirement to follow the framework set in section 7 of the Education Act 1996

The school has two named senior attendance champions: Rachel Pimblett and Angela Brereton.

For any queries around attendance or to request support, please email: welfare@cinnamonbrow.org.uk.

1. Attendance Expectations

Cinnamon Brow CE Primary School has high expectations for pupils' attendance and punctuality. Pupils are expected to attend school punctually every day they are required to be at school.

1.1 Arrival at school and registration

Each morning, we aim to have at least one member of the leadership team at the school gates to greet the children and their families. Every day, children are greeted by the class teacher or TA at their class door with a smile and a personalised hello.

8:30am - Gates open

8:40am – Classroom doors open

8:47am – Gates will close. This allows a few minutes for children to walk around to their classroom as each classroom door will close at 8:50am

8:50am – Registration

1.2 Late Arrival

If your child arrives **at the school gate after 8:47am**, they will need to enter through the main office with a parent/carer who will need to sign them in

If your child arrives at the school gate **after 8:47am but before 9:20am**, the register is still open, and they will be marked as arriving late. This does not count as an absence.

If your child arrives at school **after 9:20am**, this will be marked in the register as an absence for the full morning.

1.3 Afternoon Registration

The afternoon session begins at 12:30pm for Reception class and at 1pm for Year 1 to Year 6. The afternoon register will be taken at this time.

Pupils will receive a late mark if they are not in their classroom by this time. The afternoon register will close 10 minutes later. Pupils who are not in school by this time will receive a mark of absence for the full afternoon.

2. Absence Procedures

2.1 Contacting school

Parents/carers are required to contact the school office via telephone by 9:20am on the first day of their child's absence. We would ask parents/carers to explain the reason for absence in as much detail as possible and an estimation of how long the absence will last, e.g. one school day.

We would encourage absence phone calls to be made between 8:45am and 9:20am to enable us to speak with you.

We appreciate that there will be circumstances where a message needs to be left earlier than this time, so this facility is available. Please note that a follow up telephone call may be made to discuss the absence.

2.2 If no contact with school is made

Where a pupil is absent, and their parent/carer has not contacted the school by the close of morning register (9:20am), the administrative team will contact the parent/carer by telephone as soon as is practicable as part of our 'first day response'.

If no contact is made, the team will ring ALL contacts listed. If no response is received from parents/carers, or a child's attendance is a concern, a home visit may be made that day. This process is repeated daily.

If no contact can be made with a parent/carer on day two of absence, a home visit will be carried out and advice may be sought from the Local Authority Attendance Team.

2.3 Requests for medical evidence for absence

The school will not request medical evidence for absence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence there is a genuine and reasonable doubt about the authenticity of the illness.

Where there are existing concerns regarding a child's level of attendance, parents will be asked to provide medical evidence to authorise an absence (medical evidence can be in the form of an appointment card, text, NHS app information, prescription, or doctor's note).

3.0 Attendance Register

The school uses SIMS to keep attendance registers to ensure they are as accurate as possible and can easily be analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each day and at the start of the afternoon register. This register will record whether pupils are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning when register was taken
- \ = Present in the afternoon when register was taken
- L = Late arrival after the register was taken but before the register closed
- U = Arrived after registration closed and cannot be recorded using one of the other valid codes
- N = Reason for absence is not yet known
- X = Not required to be in school
- C = Leave of absence for exceptional circumstances
- C1 = Taking part in an approved performance that has been licensed
- C2 = Compulsory school age child subject to a part-time timetable
- I = Illness
- M = Medical or dental appointments
- G = Holiday not granted by the school (includes a 'family visit')
- O = Absence with no reason given or where school is not satisfied that the reason given can be recorded using one of the other valid codes

- E = Suspended or excluded J1 = approved absence to attend an interview for employment or admission to another educational establishment
- V = Attendance at an educational visit or trip organised by or for the school and supervised by a member of school staff
- P = Participating in a sporting activity approved by the school (only to be used on the days of the sporting activity)
- R = Child is absent for religious on day set aside by religious body the child's parents belong to such that the religious body would expect parents to absent themselves from their own employment to mark the occasion
- K = Approved attendance at a place for any other educational activity supervised in person and organised by the school
- B = Approved attendance at a place for any other education activity supervised in person and organised by the LA
- T = Parent travelling for occupational purposes. Family have no fixed abode and child cannot attend as parent is travelling
- Q = Absence where the LA has the legal duty to provide the pupil with transport and it has not yet been provided
- Y1 = Pupil unable to attend school, which is not within walking distance, and transport that is normally provided is not available
- Y2 = Unable to attend due to widespread travel disruption
- Y3 = Partial closure of school site
- # = planned whole school closure
- Y4 = Unexpected closure of whole school
- Y5 = Child is in criminal justice detention
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other unavoidable cause
- S = Study leave
- W = Attending work experience
- X = Child is not statutory school aged and is not expected to attend
- Z = Prospective pupil who is not yet on roll

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will be witnessed when made and the reason for amendment will be recorded. Every entry into the attendance register will be preserved for six years.

4.0 Requesting Leaves of Absence

Parents will be required to request certain types of absence in advance. [An absence request form must be completed for all planned absences with at least two weeks' notice \(wherever possible\).](#)

4.1 Leave of absence request for holidays

A need or desire for a holiday or other absence for the purpose of leisure and recreation would not generally constitute an exceptional circumstance. There is no longer the option within DfE guidance to authorise a holiday. [All holidays will be unauthorised absences.](#) The Local Authority will give a notice to improve with fixed penalty notices following this. (see * at end of policy for further information)

4.2 Leave of absence request for exceptional circumstances

A leave of absence must not be granted unless there are exceptional circumstances. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.

The Headteacher will handle all absence requests. The decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interest of the pupil and the impact on the pupil's education into account alongside statutory DfE guidance. [The Headteacher may invite parents/carers in to discuss the planned absence and look at the impact on the pupil's learning.](#)

Examples are:

- Death of a very close member of the family
- Life threatening or critical illness of parent or sibling of the pupil
- Parent recuperation and convalescence from critical illness or surgery

4.3 Absences due to family emergencies

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

The Headteacher will then make a decision on whether or not the leave can be lawfully authorised and will do only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

5.0 Promoting Good Attendance

As a school, we want to promote, praise and celebrate good attendance. Every day, a member of the leadership team greets children at the gate. A member of the class teaching team then greets the children at their class door. This welcome greeting encourages good attendance.

Each week, every child receives a raffle ticket for 100% attendance. This is placed in a weekly draw for a small prize and for a termly larger prize. This means that every child has the opportunity to be 'in it to win it'.

We will run special promotions throughout the year, which encourage collective class attendance as well as individual attendance.

For children whose attendance or punctuality improves, this will be recognised by a certificate and personal praise / ping message sent home.

6.0 Supporting families with good attendance

It is important that we work together with pupils and their families to promote good attendance.

We will do this through:

- Having a clear school attendance policy which all staff, pupils and parents can understand
- Building strong relationships and working jointly with families
- Treating all pupils and parents/carers with dignity
- Staff modelling respectful relationships to build a positive relationship between home and school
- Listening to and understanding barriers to attendance and working in partnership with families to remove them
- Offering support for the family ensuring that the school puts in place the best-placed person in this work

- Putting action plans in place and regularly meet with pupils and families to discuss and review together
- Referring pupils and families to services and organisations that can provide support
- Challenging parents/carers' views where there may be misconceptions about what good attendance looks like
- Regularly monitoring attendance and absence data to identify pupils where additional support could be offered to help improve attendance
- Being particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and providing them with additional support

7.0 Attendance Monitoring

As a school, it is important that we monitor attendance so we can offer early support where attendance is becoming a concern.

- The Welfare Manager will monitor the attendance and punctuality of all pupils fortnightly.
- The Headteacher and Welfare Manager will review attendance at least half termly.
- This monitoring of data will identify pupils / groups of pupils whose attendance needs to be targeted for improvement
- Each half term, parents/carers will be sent information about their child's current attendance via school ping
- After each half term break (October, February and June), letters are written to all parents of pupils whose attendance is below 93% to advise them that their attendance is of concern

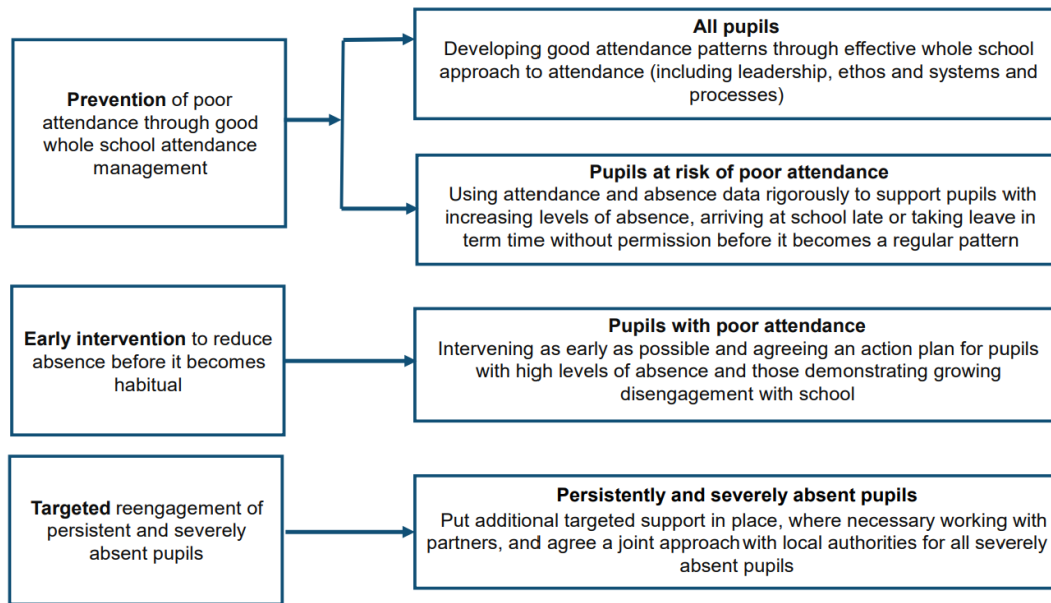
8.0 Persistent and severe absence

- 1) Where absence escalates and a pupil's attendance is becoming of concern, we will work with parents/carers to provide additional targeted support to help to remove barriers to attendance and to reengage these pupils. This will involve parents/carers being invited in for a meeting.

If the needs and barriers are individual to the pupil, we will look at the most appropriate provision to put in place. This could include mentoring, pastoral sessions, soft landings and/ or additional external referrals.

Where the needs are wider and a whole family response is more appropriate, we would encourage parents/carers to engage with a voluntary early help assessment.

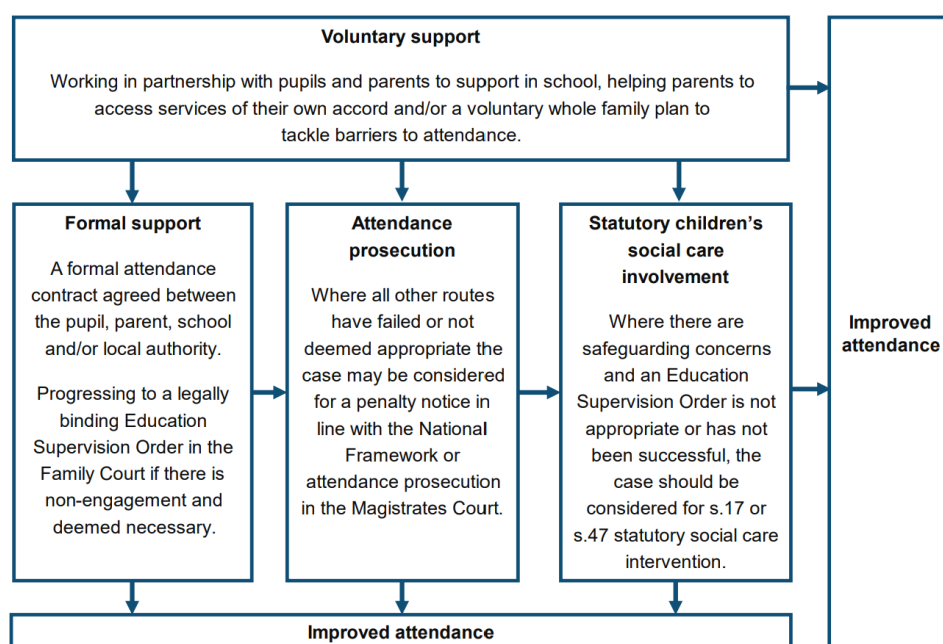
Effective school attendance improvement and management



- 2) Where absence continues to escalate and a pupil's attendance is on track to miss 10% or more of school (equivalent to 1 day or more across a fortnight across a full school year), we will continue to work with parents/carers but do this alongside the local authority. We will continue to provide additional targeted support to help to remove any barriers to attendance and reengage these pupils.
- 3) If engagement in support is proving challenging, we will hold more formal conversations with parents/carers (and the pupil where they are old enough to understand). This will be led by the school's senior attendance champion and may include the LA's attendance officer. These meetings will clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in the future. This will still be an opportunity to work together, continue to listen to and understand the barriers to attendance and explain the help that is available to avoid these consequences.

Please see below for further information on what action may be taken to ensure attendance improves. This could include legal intervention.

Providing support first before attendance legal intervention



* As a school, we must consider whether a penalty notice is appropriate in each individual case where a pupil reaches the national threshold for considering a penalty notice. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 session of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive or not. The period of 10 school weeks can also span different terms or school years.

The Local Authority will be issuing 'notice to improve' and then a fixed notice penalty would be next step.

Appendix A – Terminology / Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to an exceptional circumstance (for which the school has granted leave

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence that is not classes as an exceptional circumstance
- Absence due to day trips / holidays in term-time
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

Appendix B - Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education (KCSIE) 2023'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Mental Health and Wellbeing Policy

Appendix C – Roles and Responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school
- Promoting the importance of good attendance through the school's ethos and policies
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals
- Regularly reviewing attendance data
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children
- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school
- Appointing a member of the SLT to the role of senior attendance champion
- Ensuring all parents are aware of the school's attendance expectations and procedures
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

The senior attendance champions are:
Rachel Pimblett – Headteacher / DDSL
Angela Brereton – Welfare Manager / DSL / EBSA

They are responsible for:

- The overall strategic approach to attendance in school
- Developing a clear vision for improving attendance
- Monitoring attendance and the impact of interventions
- Analysing attendance data and identifying areas of intervention and improvement
- Communicating with pupils and parents regarding attendance
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance
- Following up on incidents of persistent poor attendance
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded

The senior attendance champions are supported by the wider attendance team:

Bianca Prescott - Deputy Headteacher and KS2 lead /DDSL

Lisa Locke - SEMH Lead

Clare Bostock - EYFS Lead

Natalie Quinn - KS1 Lead

Jade Rossi - Pastoral TA /ELSA /EBSA

Morgan Bretnall - Pastoral TA /ELSA

Sharon Hughes - Early Help Lead

Haley Carman - Attendance administrator

The attendance team will:

- Follow the procedure for when a pupil does not arrive in school and liaise with the school attendance champions regarding next steps
- Record reasons for absence and update class registers
- Maintain SIMS attendance records in line with this policy
- Build excellent relationships with parents and encourage attendance at all opportunities
- Ensure staff are following the registration systems and structures in the policy
- Promptly inform the school attendance champions if there are any concerns relating to attendance/punctuality
- Design promotions to actively encourage good attendance and punctuality
- Promote the working with pupils and their families where attendance is a concern across the whole school community to identifying barriers to good attendance and work together to overcome these

Staff are responsible for:

- Following this policy and ensuring that pupils do so too
- Providing a welcoming and safe environment which encourages attendance and promotes the best performance from pupils
- Ensuring they provide quality first teaching every day that inspires and meets pupils' needs
- Establishing good and effective communication links with parents and work collaboratively with them
- Regularly reminding pupils and parents about the importance of good attendance
- Discussing attendance with parents including at parent consultations
- Promptly informing the school attendance champion of pupils whose attendance or punctuality is of concern
- Working with pupils and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these

Parents are responsible for:

- Providing accurate and up-to-date contact details
- Providing the school with more than one emergency contact number
- Promoting good attendance with their children
- Ensuring their child attends school and arrives on time every day
- Working in partnership with the school in the best interests of their child
- Booking medical and dental appointments outside of the school day wherever possible
- Contacting the school to inform of illness on each day of absence for their child
- Keeping their child off only in the case of a serious illness or injury
- Following any family-based support implemented by the school to improve attendance
- Notifying the school as soon as possible when their child must be unexpectedly absent

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school
- Arriving punctually to lessons when at school
- Following any support provided by the school to improve attendance