

Approved Autumn 2025
Review Autumn 2026

THE GLEBE PRIMARY SCHOOL

Attendance Policy



The Glebe Primary School

Gateway to Learning Where Every Body Excels

Statement of Intent

At The Glebe Primary School we believe that regular school attendance cannot be overestimated. Regular attendance is vital to a good education. Securing it must therefore be a high priority of the school, governors, L.A., parents and the pupils themselves. Attendance is everyones responsibility. By failing to attend school regularly, pupils lessen the impact of the education provided for them. Pupil absence may seriously disrupt the continuity of teaching for themselves and others.

The aim of The Glebe Primary school is to facilitate our pupils' regular and sustained attendance at school by providing a full and efficient educational experience for all their students.

Parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

The policy will aim to raise and maintain levels of attendance by:

- ◆ Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- ◆ Raising the awareness of the importance of a differentiated and relevant curriculum
- ◆ Promoting opportunities to celebrate and reward pupil's successes and achievements
- ◆ Raising awareness of the importance of good attendance
- ◆ Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

School Attendance the Statutory Framework

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Roles and responsibilities

The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Justine Moralee and can be contacted via the school office on 01642 360876.

The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data as outlined later in the policy
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Louise Chisolm and can be contacted via the school office on 01642 360876.

Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office at the start of each session.

School admin staff

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the attendance officer in order to provide them with more detailed support on attendance

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

Pupils are expected to:

- Attend school every day on time

Registration

There is a legal requirement upon schools to keep an attendance register on which, at the beginning of each morning and afternoon session, pupils are marked present or absent. The Education (Pupils' Attendance Record) Regulations 1991 introduced a further requirement that attendance registers must show whether an absence of a pupil of compulsory school age is authorised or unauthorised. This is shown on our computer records.

Both staff and pupils should see the taking of registers as an integral part of the school day, as was indeed intended in law. Particular attention should be paid to accurate registration and to the preservation and security of registers. Stockton-On-Tees Local Authority requires our teachers to complete registers and the symbols shown in Appendix 1 are entered on the computerised records.

Registers are taken by the class teacher. The class teacher has a password to access the register. The register is taken and saved so that the office receives a copy of the register.

If the child informs the teacher that they may be late to school due to an appointment the teacher can place this on the computerised site as a note. Messages received by the administration staff can also be added to electronic registers for individual children.

In accordance with current legislation, each class in school has an electronic attendance register. It is school policy that registers are completed at 8:50am and 1pm, when the am and pm sessions begin and the information will then be returned to the school office.

It is our policy at The Glebe Primary to record a late mark, for children who arrive at school after class registration has taken place, code (L) for lateness and code (U) for unauthorised lateness. Registration closes at 9:20am and 1.05pm. Pupils arriving after 8:50am when the gate closes, will be recorded as late in the register. Pupils who arrive after 9.20am when registration has closed will be marked with a U for unauthorised lateness in the register.

We believe that pupils arriving late seriously disrupts their work and that of others. Our policy is to encourage punctuality.

It is the school's policy to actively discourage late arrival. A pupil arriving late may seriously disrupt not only his or her continuity of learning but also that of others. In recognition of local circumstances (such

as bad weather or occasional public transport difficulties), we may keep registers open for a reasonable period.

For registration to mean anything at all, a firm line must be taken on late arrivals. To do otherwise undermines the whole purpose of registration and may serve to encourage other pupils to arrive late. Particular attention will be paid to emerging patterns of late arrival.

The school administrative system will be marked with a late mark and the administration assistant will monitor the late marks weekly.

All children arriving late should be signed in at the school office.

Where a pupil does arrive late and misses registration, his or her presence on site will need to be registered for purposes of emergency evacuation. Anyone arriving late must report to the school office. The pupils mark in the register will be amended as appropriate. All Key Stage 1 children will require an adult to sign them in at the school office. All Key Stage 2 children arriving late, without an adult, should sign themselves in at the school office.

In responding to lateness, we will of course need to take account of the individual circumstances of each case. In some instances, enquiries may reveal that the late arrival stems from difficulties at home or other genuinely unavoidable circumstances. Teachers of pupils who persistently fail to arrive on time with valid reason need to keep the Head teacher informed. Further action may be taken if there is no valid reason for this lateness.

Registration Procedure

Registers will be completed as quickly as possible at the start of each session. Registers will be sent electronically to the school office following this registration period. The files will be sent to the office at the close of registration.

Class	Start Time (Doors open at 8:40)	Finish Time
Reception	8:50am	3.20pm
Year 1	8.50am	3.20pm
Year 2	8.50am	3.20pm
Year 3	8.50am	3.25pm
Year 4	8:50am	3.25pm
Year 5	8.50am	3.25pm
Year 6	8:50am	3.25pm

Pupils present will be so marked by a horizontal line on the register.

Pupils not present before the close of registration 9.20am will be marked by an N in the register.

Late

Pupils arriving at school after registration starts at 8:50am must report to the school office where they must sign in using the electronic system, an adjustment will be made to the class register by applying an L in the present column on the register. This will be interpreted in the class register as a child present at school having arrived late after registration. This constitutes attendance for Health and Safety purposes.

If a pupil fails to attend registration for either the morning or afternoon session, an explanation note, a telephone call, a text or an e mail may authorise this absence, e.g. visit to doctor/dentist. School may request medical evidence before authorising any health-related absences. Otherwise it will be treated as unauthorised. Unauthorised lateness after registration code (U), constitutes unauthorised absence and impacts upon attendance.

Absence

Once we receive a reason for an absence, we may authorise that absence by inserting the correct code on the computer records. Reporting by telephone, verbally to a member of staff or a note, a message in school comms are all acceptable.

Staff will operate first day response whereby parents will be contacted on the first day of any unexplained absence, by email and/or phone.

If, after three weeks no satisfactory reason has been given and the child has returned to school the absence will be treated as unauthorised.

A list of symbols used for demarcating AUTHORISED and UNAUTHORISED absences on the computer records is included in Table 1.

Only the school, within the context of the law, can approve absence, not parents. The fact that a parent has offered a note or other notification (telephone call, text, email or personal contact) in relation to a particular absence does not, of itself, oblige the school to agree to it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered - or where no explanation is forthcoming at all the absence must be treated as unauthorised. Where parentally-condoned unjustified absence appears to be a problem in relation to a particular pupil, school will involve the Inclusion & Vulnerable Learners Team with a view to Local Authority Attendance Procedures, following school level interventions.

An excessive amount of authorised absence can also seriously disrupt continuity of learning and encourage disaffection. We must be alert to emerging patterns of authorised absence. We may authorise absence retrospectively where we are satisfied as to the explanation offered. Absences of pupils of compulsory school age without valid reason or for which no explanation has been provided will be treated as unauthorised.

Our policy deals in general with the categories of absence and cannot cover every eventuality. It will be necessary, on occasion, to exercise reasonable discretion when investigating some absences.

The Head teacher will only authorise leave of absence, due to exceptional circumstances.

Key Points

- Registered pupils of compulsory school age are required, by law, to be in school.
- Whilst it is right that schools should recognise that individual pupils and families have problems, the aim should always be to expect regular attendance.
- Lateness should be actively discouraged.
- Where a pupil is absent without prior authorisation, an explanation is required. If one is not forthcoming (for whatever reason), the absence must be treated as unauthorised and the register annotated accordingly.

- Schools are not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered.
- Explanations such as minding the house, looking after other children, or shopping trips within school hours will not be accepted as reasons for absence.
- Where possible appointments to be made outside of school hours

Leave of absence

Parents do not have an automatic right to request a leave of absence for their children. A leave of absence will only be authorised by the Head teacher due to exceptional circumstances. Parents are urged strongly to avoid taking family holidays during term time.

To request a leave of absence the parent/carer must submit an Absence Request form to the Head Teacher with supporting evidence for the request as soon as is practical.

Reporting Absence

At The Glebe Primary parents are required to report absences by telephone call or email on the first day of absence, by 8:45am, as well as each subsequent day of absence, and advise when the child is expected to return.

Attendance Procedures

Intervention at School Level

Stage 1 - Monitor

This section describes the role of school in relation to improving attendance.

- 1.1 The Class Teacher is responsible for maintaining an accurate register and informing the School Attendance Officer and/or Head teacher of any concerns about attendance and punctuality. The School Attendance Officer monitors attendance of pupils across the school.
- 1.2 The school will carry out 'first day response'. Parents that have not contacted school by 8:45am with a reason for their child's absence will be telephoned, text or e-mailed on the first morning of absence by 9:30am. If no response is received, this will be followed up by office staff across the day and referred to a senior member of staff.
- 1.3 If a pupil is absent for up to three days and there has been no contact from parents, a home visit will be made. The administration staff will continue to carry out enquiries, to ascertain the pupil's absence. After 10 days of unauthorised absence, where a parent is not engaged a decision will be made to refer to the Inclusion & Vulnerable Learners Team with a view to Local Authority 'Children Missing Education' procedures.
- 1.4 If a pupil is deemed to be vulnerable and no reason has been provided for the absence and staff are unable to contact parent(s) by telephone or e-mail, or a home visit. School will initiate safeguarding procedures and take advice from social care.

Stage 2 - Attendance Concerns

- 2.1 Any child under 96% will receive an attendance letter stating the concerns regarding attendance.
- 2.2 Home should be contacted, preferably by phone, email or by letter if this is the only option remaining.
- 2.3 A record should be kept of all contact and conversations. Parents/carers should be encouraged to visit school to discuss attendance and strategies for improvement.

- 2.4 The Head teacher should discuss the pupil with the Class Teacher and, where possible, see the parent. It is important to establish the reasons for poor attendance, the general health of the pupil, home circumstances etc. The parent should be given a target for the pupil's attendance, which is higher than their normal attendance rate.
- 2.5 A date for review of attendance should be set, no more than 4 weeks later.
- 2.6 If attendance has improved, then a letter of commendation should be sent home and pupil returns to STAGE 1.
- 2.7 If attendance has not improved, then options may include:
- (i) Contact home to discuss the review and set a further review date.
 - (ii) Discuss with the parent areas of concerns and where other support might be appropriate, via an attendance meeting (EHA) and discussion with the Local Authority School Support Advisor.
 - (iii) Implementing an Attendance Support Plan in consultation with parent(s), where possible, via a meeting in school. The attendance support plan will outline the views of parent(s), school and where appropriate the pupil and detail the expectations around attendance and the support identified to improve attendance, depending on the issues identified.
 - (iii) A referral to the Local Authority to issues penalty notice fines/initiate legal proceedings.

A Reminder: Only school may authorise a pupil's absence. All absences must be explained by the pupil's parents/carers. Irregular attendance due to unauthorised absence may result in a referral to the attendance team to initiate legal proceedings.

Legal Sanctions

The school can refer to the local authority to fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

The number of unauthorised absences occurring within a rolling academic year

One-off instances of irregular attendance, such as holidays taken in term time without permission

Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Reward Systems

Every week during 'Celebration Assembly' the class with the best attendance receives a certificate.

At the end of the term the class with the most certificates for attendance may have a treat e.g. own clothes day, video in the classroom etc. Any class with 100% attendance may have the option to have a non-uniform day the following week.

A reward will be given to those pupils' achieving attendance of 100% within the academic year.

Symbols for Marking the Register

Present

Present	/
Home & Hospital Teaching (Educated off site)	B
Present part -time/temporary education off-site/Support Unit	B
Educational Visit	V

Work Experience	W
Late before the close of Registration	L
Approved Sporting Activity	P
Pupil not on roll	Z

Authorised Absence

Illness(not medical or dental)	I
Hospital, medical, dental, pregnancy	M
Religious Observance	R
Interview	J
Exclusions	E
Study Leave	S
Traveller Absence	T
Other circumstances (reason must be recorded by form tutor)	C
Participating in a regulated performance	C7
Part time timetable	C2

Unauthorised Absence

Late After the Close of Registration	U
Reason Not Yet Provided	N
Unauthorised absence not covered by other code	O
Family Holiday (Not approved)	G

Symbols used but not counted in Figures

School Closed for Holiday	#
Enforced School Closure	Y

Attendance Policy

This Policy has been approved by the Governing Body of the
Glebe Primary School

On: Autumn 2025

To be reviewed in: Autumn 2026

Gill Broome

Chair of Governors:

Date:October 25.....