

Wye Forest Federation

Redbrook Church of England Primary School

St Briavels Parochial Church of England Primary School



Attendance and Absence Policy

This policy was agreed by the Full Governing Body on: (and supersedes all previous policies relating to this area)	24.9.2026
Implemented:	September 2025
Revised	September 2026
Review date:	1.9.2027

Aims and objectives

At The Wye Forest Federation, we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. **We expect pupils to be in school for every session of the school day and for every day that the school is open.**

Our objectives are to promote good attendance, ensuring every pupil has access to the education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

Legislation and guidance

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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The Education \(Information about Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)

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

Roles and responsibilities

The school's attendance officer is Natalie Frey and can be contacted via admin@redbrook.gloucs.sch.uk or admin@st-briavels.gloucs.sch.uk. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9:30 am 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 one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
 - Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

Pupils are expected to:

- Attend school every day on time

The governing body/academy trust board are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most
- Ensure school staff receive adequate training on attendance
- Hold the headteacher to account for the implementation of this policy
- Share effective practice on attendance management and improvement across schools

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
- Requesting the issue of fixed-penalty notices, where necessary

The Attendance Champion/ Officer, (the headteacher), is responsible for:

- Championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Establishing and maintain effective systems for tackling absence and make sure they are followed by all staff
- Having a strong grasp of absence data to focus the collective efforts of the school
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes

- Communicating messages to pupils and parents
- Delivering targeted intervention and support to pupils and families
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Attendance Champion and the headteacher
- Working with school staff e.g., pastoral lead/family liaison officer/SENCo to tackle persistent absence
- Determining when to issue fixed-penalty notices

The class teacher is responsible for:

- Recording attendance daily, using the correct codes and submitting the information to the school office.
- Raising concerns about punctuality and attendance with the attendance officer.

School administration/office staff are responsible for:

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system
- Keeping accurate and up to date records of calls and communication with parents
- Maintaining accurate and up to date attendance records, using the correct codes to reflect a child's absence
- Transferring calls from parents to the appropriate member of staff to provide them with more detailed support on attendance
- Raising concerns about punctuality and attendance with the attendance officer.

School processes for recording attendance and absence

These processes and procedures are set in place for pupils who attend school from Reception to Year 6. At St Briavels, we have a governor run early years setting. School processes and procedures for attendance and absence for these pupils are set out in appendix a.

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of each morning session of the school day and once during each afternoon session. It will mark whether every pupil is:

- Present
- Absent
 - Any amendment to the attendance register will include:
- The original entry

- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by 8:50am on each school day.

- The morning register will be marked by 8:55 am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:20am. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by 1:05pm. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at 1:15pm. Pupils will receive a mark of absence if they are not present

Absence Procedures – Reception to Year 6

The pupil's parent/carer must notify the school of the reason for an unplanned absence on the first day by 9:30am or as soon as practically possible by calling the school. They must contact the school on each subsequent day of absence and advise when they are expected to return.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

A pupil who arrives late:

- Before the register has closed will be marked as late (Code L)
- After the register has closed will be marked as absent (Code U)
- Where a pupil is identified as being persistently late or has a pattern of lateness, the class teacher will raise a concern about their punctuality with the parent/ carer. They will share a copy of the child's attendance record and their concerns about missed learning at this time.
- Should the pupil continue to be persistently late or have a pattern of lateness, a letter will be sent home explaining that the pupil's punctuality is now being monitored, and the attendance officer may contact the parent/ carer to discuss this.
 - The pupil's punctuality is monitored for two weeks and, if it does not improve after this time, parents are required to attend a meeting in school with the attendance officer and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local inclusion officer.
 - After the two-week monitoring period, and if attendance improves and targets are met, monitoring and communication with the parents will continue until punctuality is maintained.
- If targets are not met, the classroom teacher makes a referral to the attendance officer. Education welfare protocol is followed, and formalised support or use of legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, requesting a Notice to Improve from the local authority, an Education Supervision Order or consideration of attendance prosecution in the Magistrates Court, will be actioned.

Planned absence

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carers notifies the school in advance of the appointment.

This can be done by contacting the school office by phone, email or in person.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

- The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as rare, significant, and unavoidable events that occur outside of the typical reasons for absence, such as illness or routine appointments. This will never include routine family holidays.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and where possible, at least 2 weeks before the absence, and in accordance with the school's leave of absence request form available from the school office. The headteacher may require evidence to support any request for leave of absence.

Parents are made aware at the point of request that should the absence be unauthorised, they may be subject to a fixed penalty notice.

Valid reasons for **authorised absence** include:

- Participating in a regulated performance or undertaking regulated employment abroad (Code C1)
- Attending a medical or dental appointment (Code M)
- Attending an interview for employment or for admission to another educational institution (Code J1)
- Studying for a public examination (Code S)
- Non-compulsory school age pupil not required to attend school (Code X)
- Compulsory school age pupil subject to a part-time timetable (Code C2)
- Exceptional circumstances (see definition above) (Code C)
- Parent travelling for occupational purposes – The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place (Code T)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart (Code R)
- Illness (Code I)

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
 - When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

Procedures following unexplained absence

- Call and/ or email the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach the parent/ carer or any of the pupil's emergency contacts by 10:30am, the school will attend the family home to complete a welfare check or request a welfare check from the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Strategies for promoting attendance

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, anti-bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil 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 ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.

Attendance data monitoring, reporting and analysing

The school will:

- Regularly inform parents of their child's attendance levels through reports shared at parent/ carer meetings.
- Monitor attendance and absence weekly at an individual pupil level and contact families where concerns are raised promptly.
- Monitor attendance and absence data half termly across the school and at an individual pupil level
- Identify whether there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

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 identify patterns and trends of persistent and severe absence
- Use attendance data to identify pupils at risk of persistent and severe absence
- Provide access to wider support services to remove the barriers to attendance
 - If a pupil's attendance falls to 95 percent and below, the attendance officer may email home (if appropriate) to:
 - Raise awareness
 - Offer early support.
 - Where a pupil's attendance falls below 92%, they are identified as at risk of PA, the attendance officer will:
 - send a **Concern Letter** to parents to explain the attendance concern
 - Include a guidance leaflet
 - Continue monitoring attendance.
 - Begin informal support (if needed).
 - If a pupil's attendance falls below 90 percent, they are identified as at PA, the attendance officer will:
 - Send a **Monitoring Letter and meeting request:**
 - State attendance is now formally monitored
 - Identify barriers and offer support during the meeting.

The pupil's attendance is monitored for a two weeks review period

If attendance **improves** the attendance officer will:

- Continue monitoring
- Maintain communication until at least **95% + achieved**

If attendance **does not improve** the attendance officer will:

- Invite parents to a **formal attendance meeting** with the attendance officer and class teacher

- Set **clear attendance targets**
- Record agreed actions

If targets are not met, Education welfare protocol is followed, and formalised support or use of legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, requesting a Notice to Improve from the local authority, an Education Supervision Order or consideration of attendance prosecution in the Magistrates Court, will be actioned.

Legal sanctions

The school must consider requesting Gloucestershire County Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met. Notices to Improve and Fixed Penalty Notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct: visit [Attendance - Schoolsnet \(gloucestershire.gov.uk\)](http://Attendance-Schoolsnet.gloucestershire.gov.uk) for further information.

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days, the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

All natural parents, whether they are married or not

Any person who has parental responsibility for a child or pupil

Any person who has care of a child or pupil i.e. lives with and looks after the child

Attendance linked to Flexi-schooling at Redbrook only

All pupils are expected to attend school every day that they are able. We appreciate that children are sometimes unwell and unable to attend however we aim for all pupils to have attendance of 96%+. Where pupils are flexi-schooled, this attendance is calculated based on the Agreed Attendance Schedule for that child. Attendance is monitored half-termly and where attendance falls below 96% the school will follow the steps outlined in this Attendance Policy and where expected attendance falls below 90% the Flexi-school Partnership Agreement may be revoked.

Where unauthorised absence is accrued, for example due to persistent lateness or unauthorised holiday, the Flexi-school Partnership Agreement may be revoked.

Where a child is not yet of school age and has a Flexi-school Partnership Agreement in place, then we will use the attendance code X, which states: *non-compulsory school age pupil not required to attend school*

In all cases where a child is of school age and flexi-schooling at Redbrook, we will only use the attendance code C, which states: *leave of absence for exceptional circumstances*.

We accept that code C will impact the whole school attendance. However, it will not affect the child or parents as it is regarded as an authorised absence. DfE/Ofsted have indicated that schools offering flexi-schooling would need to demonstrate that the offer was beneficial to the child concerned. In such cases, the school concerned would not be penalised due to lower than expected attendance figures. To support this justification, each child with a Flexi-school Partnership Agreement will be the subject of an individual case study.

Links to other policies and monitoring arrangements

- Child Protection and Safeguarding Policy
- Children who are Absent from Education Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Mental Health and Wellbeing Policy
- Flexi-school Policy (Redbrook Only)

This policy will be reviewed as guidance from the local authority or DfE is update, and as a minimum annually by the headteacher. At every review the policy will be approved by the full governing body.

Appendix a

EYFS Pre-school Setting Attendance and Absence Policy

We recognise that early years education lays the foundation for a child's future learning and development. While attendance is not compulsory in Sunflowers, we strongly encourage children to attend regularly and consistently. Sustained attendance helps children settle into routines, build secure relationships, and fully benefit from the rich learning opportunities we provide.

We understand that young children may occasionally need to be absent due to illness, family circumstances, or other commitments. However, by working together to promote good attendance, we can support each child's wellbeing, progress, and sense of belonging within our EYFS community.

Our aim is to create a positive partnership with families, where attending Sunflowers becomes a valued and enjoyable part of each child's week.

School processes for recording attendance and absence in our EYFS 'Sunflowers' Setting.

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of each morning session of the school day and once during each afternoon session. It will mark whether every pupil is:

➤ Present

➤ Absent

- Any amendment to the attendance register will include:

➤ The original entry

➤ The amended entry

➤ The reason for the amendment

➤ The date on which the amendment was made

➤ The name and position of the person who made the amendment

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

- The morning register will be marked by 9:30 am.
- The afternoon register will be marked at 12pm.

Absence Procedures for children in our EYFS preschool Setting

The pupil's parent/carer must notify the school of the reason for an unplanned absence on the first day by 9:30am by calling the school. They must contact the school on each subsequent day of absence and advise when they are expected to return

We will mark the absence accordingly.

Planned absence

Please notify the school office of any planned absences

This can be done by contacting the school office by phone, email or in person. We encourage parents/carers to take holidays and make medical and dental appointments out of school hours where possible.

Procedures following unexplained absence

- Call and/ or email the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach the parent/ carer or any of the pupil's emergency contacts by 10:30am, the school will attend the family home to complete a welfare check or request a welfare check from the police.

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- Where a pupil has not returned to nursery for 20 consecutive expected nursery days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Strategies for promoting attendance

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, anti-bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil 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 ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.