Pendock CE Primary School
Be the best that you can be

PENDOCK CE PRIMARY SCHOOL
Attendance Policy

We aim to enable and encourage all those connected with Pendock school to be the best that we can be. By living out our Pride in Pendock values, we strive to inspire children, parents, staff and our wider community to fulfil their potential and enjoy life in all its fullness.

Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable to his/her age, ability and aptitude and to any special educational needs he/her may have, either by regular attendance at school or otherwise".

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to meet their full potential. The attendance pattern for all children is monitored regularly with the school seeking to work actively with parents to ensure a regular pattern is maintained. We are very proud of our attendance and are committed in continuing to work alongside parents for the benefit of all the children.

We expect **all** children on roll to **attend every day**, when the school is in session, **if they are fit and healthy enough** to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning and building strong and trusting relationships.

Poor attendance can seriously affect each child's:

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside each other.

Non-attendance is an important issue that is treated seriously. However, each case is different, and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding which intervention strategy to apply. Improving attendance involves a concerted effort across all teaching and non-teaching staff in school, governing body and the local authority.

The member of staff who is responsible for monitoring attendance is Ms Hannah Moon who can be contacted on head@pendockpri.worcs.sch.uk or 01531 650298.

Arrival and Registration

The register is taken twice a day. A day counts as 2 (sessions).

- All children should be in the school ready to register by 8.50am.
- Children are able to enter the school gate from 8.30am – 8.45am and from 8.45am – 8.50am through the front door by the school office.
- Morning registration ends at 9.00am.
- If a child arrives after the morning registration period they will be marked as late.
- Afternoon registration is between 1.30pm-1.35pm.

Parental responsibility

- Parents have a legal obligation to ensure their children receive a full-time education – being present at school for all the sessions that it is open.
- If a child is unwell/unable to attend school, parents must notify the school on the first day of an unplanned absence as soon as practically possible and before 9.30am. Our preferred method of communication in this instance, is for parents to call the school on 01531 650298 and leave a message if the phone is not answered (voicemails are checked regularly). This can then be followed up by email/Class Dojo if necessary.
- A parent or guardian must notify the school on 01531 650298 or through Class Dojo on every day of absence throughout the illness.
- Every effort should be made to arrange medical appointments outside of school hours however we know that this is not always possible. Pupils should be out of school for the minimum amount of time possible. Where children need to attend such appointments during the school day, it is important that we know if the child is returning for lunch or not.
- If your child is absent due to vomiting, then they should not return to school for the next 48 hours after the last time that your child is sick. This is to reduce the risk of infection to other children and adults at school.

Safeguarding and Children Missing Education.

It is a parents/carers responsibility to inform the school before 9.30 am. If school have not been informed of an absence a first day call is made by the school office to the parent/carer and a voicemail will be left if there is no answer. If no contact is made a message or email will be sent requesting the parent/carer provide the school with the reason for absence. If no contact is made school will contact the emergency contacts for the family to check on the safety and welfare of the pupil.

If after two days of absence, with no reason offered and/or no contact being made with the family, then a member of school staff will make a safe and well home visit. If this is not possible, for any reason, school will call Children's Services for advice/next steps.

If after 10 consecutive sessions (5 days) of absence, with no communication with parents/carers, school will contact the Children Missing in Education service and/or Children's Services for further advice and support.

If after 20 consecutive sessions (10 days) of absence, with no communication with parents/carers, school will contact the Local Authority for further support.

Attendance expectations at Pendock

Exceptional attendance would be above 98%

Good attendance would approximately 95%

Room for improvement with attendance falls between 90% and 95%

Cause for concern is attendance under 90%

We regularly monitor attendance at Pendock. Where attendance falls below 95%, we will contact parents to explore the reasons why and offer support where possible. This may be in the form of a letter, telephone call, in person discussion and/or email. Where there are no improvements and attendance continues to fall, we will make contact to arrange a meeting in school to discuss and communicate with the local authority and take further advice. We will keep parents fully informed at each stage.

Authorised/Unauthorised 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 guardian.

For example, if a child has been unwell and the parent telephones the school to explain the absence. Only a school can make an absence authorised.

An absence is classified as unauthorised when a child is away from school without permission of the Head Teacher. Unauthorised absences are those, which the school does not consider reasonable and for which no authorisation has been given. This includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences that have never been properly explained
- Holidays not agreed

Only exceptional circumstances warrant a leave of absence. Each application will be considered by the head teacher considering the specific facts and circumstances and relevant background context behind the request. As headteachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for a family holiday.

What the law says

Section 23(1) of the Anti-Social Behaviour Act 2007 states that "Penalty Notices may be issued to the parent of pupils who have unauthorised absence from school".

The amount of the penalty is £160 per child, per parent - *if paid within 28 days, reduced to £80 if paid within 21 days for a first time absence.*

If a second period of unauthorised absence occurs within a 3 year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.

Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will not be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

Further guidance can be found :
Working together to improve school attendance (applies from 19 August 2024)

Reviewed: August 2025
Last review: August 2026
Next review: August 2027