All Saints' C. of E. Primary School

Policy Subject: Attendance, Absence and Punctuality Policy

Date: September 2026

Vision:
Rooted in faith.
Growing through learning.
Enabling all to flourish.



***Philippians 4:13** - 'I can face all things through Christ who strengthens me'.*

The Deputy Designated Safeguarding Leads (D-DSLs)
Gemma Osafo – Deputy Head Teacher
Louisa Ball – Inclusion Manager
Janet Sharp – KS2 Phase Leader

Online Safety Lead (OSL)
Janet Sharp – KS2 Phase Leader

Designated Member of Staff for Looked After Children
Louisa Ball – Inclusion Manager

Governors with Responsibility for Safeguarding
Simon Oddie – Chair of Governors
Jacynth Bennett - Governor

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Safeguarding Statement

The Governors and staff of All Saints' CofE Primary School fully recognise and are committed to the responsibilities and duty placed upon them with regard to arrangements for safeguarding and promoting the welfare of all pupils. We expect all staff, including volunteers, to share this commitment, recognising that they have a full and active part to play in protecting pupils from harm.

Safeguarding and promoting the welfare of children is defined as:

- *Protecting children from maltreatment inside or outside the home, including online*
- *Preventing impairment of children's mental and physical health or development*
- *Ensuring that children grow up in circumstances consistent with the provision of safe and effective care*
- *Taking action to enable all children to have the best outcomes*
- *Providing help and support to meet the needs of children as soon as problems emerge*

Parents and carers expect a secure and caring environment in which the children can flourish. We believe that our school should provide a caring, positive, safe and stimulating environment in which pupils can learn and which promotes the social, physical and emotional wellbeing of each individual pupil, and which takes a child-centred approach.

To meet this expectation, the school adheres to a wide range of national and local policies and guidance, including Working Together to Safeguard Children 2023, Keeping Children Safe in Education 2024 and policy is in line with the London Child Protection Procedures 2017 (7th edition amended October 2022), as well as the school's Safeguarding & Child Protection policy, Online Safety Policy, Anti-Bullying Policy and Health & Safety Policy. Parents and carers are welcome to read the policies on our website or on request from the School Office.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

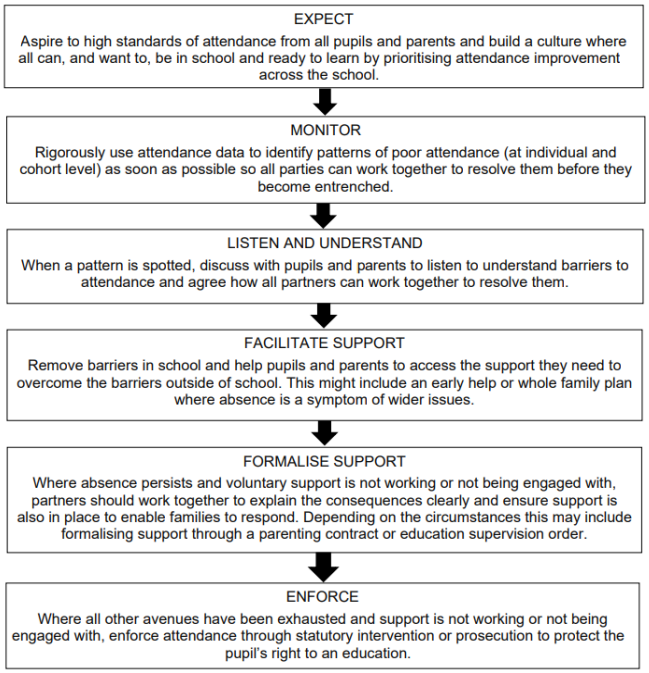
Part of our legal duty to safeguard children may also include the need to consult with and take advice from other agencies such as the Police or social services should the need arise.

Aims & Objectives

Pupils who attend regularly (every day) are more likely to achieve better academic outcomes, are safer from risks in the community, such as exploitation and crime, as well as successfully transitioning from primary to secondary school, secondary school to further education, and the world of work.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 , through our whole-school culture and ethos that values good attendance. Our policy will be:

- Is easy to understand by pupils, parents and staff
- Is clear and consistently applied, transparent and fair
- Considers the individual needs of pupils and their families
- Is easy to find so that the whole school community is aware of our attendance expectations
- Includes the contact details of key staff to make it easy for parents to get in touch
- Is reviewed by staff regularly and involves pupils and parents because attendance is everyone's business
- Is followed in accordance with the procedures in the flowchart below



Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set 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, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

Roles and Responsibilities

The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- The 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
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school

- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- The designated senior leader responsible for attendance is Joanne Ghosh and can be contacted via 020 8788 5194 or admin@allsaints.wandsworth.sch.uk

The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- 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 admin officer and can be contacted via 020 8788 5194 or admin@allsaints.wandsworth.sch.uk

Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes and submitting this information to the school office by 9:10am and again at 1:10pm EYFS & Reception or 1:40pm for KS2 on the same day.

School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to a senior leader where appropriate, in order to provide them with more detailed support on attendance
- Ensure the correct codes have been used for children who are absent

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)
- Parents are expected to:
- Make sure their child attends everyday 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
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Louisa Ball, SENCo, who can be contacted via 020 8788 5194 or admin@allsaints.wandsworth.sch.uk

Pupils

Pupils are expected to:

- Attend school every day, on time

Expectations, Daily Routines & Recording Attendance

What we mean by good attendance:



Attendance register

We will keep an electronic attendance register, and place all pupils onto this register. The register for the first session will be taken at 9am and will be kept open until 9:30am. The register for the second session will be taken at 1:05pm for EYFS and KS1 and 1:35pm for KS2

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024 (appendix 1), whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where 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.

The school gates open at 8:45am and the school day officially starts at 9am and ends at 3:30pm (3:15pm for Nursery children).
Pupils must arrive in school by 8:55am on each school day.

Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45am, or as soon as practically possible, by calling the school office staff, who can be contacted via 020 8788 5194 or admin@allsaints.wandsworth.sch.uk

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

Where there are doubts about the authenticity of the illness, the school will ask for 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 will be notified of this in advance.

Planned absence

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

A leave request form must be completed (appendix 2) and submitted five days in advance or as early as possible if this is not the case. Evidence of medical appointments will be required to support the leave request form.

However, we encourage parents 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 pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Lateness and punctuality

- Children who arrive late must ring the intercom at the pedestrian gate. The parent/carer dropping off needs to bring them to the office and sign them in with the administrator.
- If a child arrives before the register has closed at 9:10am will be marked as late, using the appropriate code (L)
- If a child arrives after the register has closed will be marked as absent, using the appropriate code(U)

Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- A temporary, time-limited part-time timetable
- 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 one off events which are unexpected and unavoidable.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

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

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s).
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

How we promote and incentivise regular attendance

Attendance will be promoted and celebrated each week in celebration assemblies, display boards, website and the weekly newsletter. The class with the best attendance will be awarded the 'attendance trophy' in the weekly celebration assembly.

Each half term, children with attendance and punctuality above the target of 97% will receive a certificate. As the academic year progresses, these rewards will be both per half term and cumulatively.

Children who have worked hard to improve their attendance and punctuality will also be recognised through certificates, the newsletter and website.

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request. 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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Tailored support

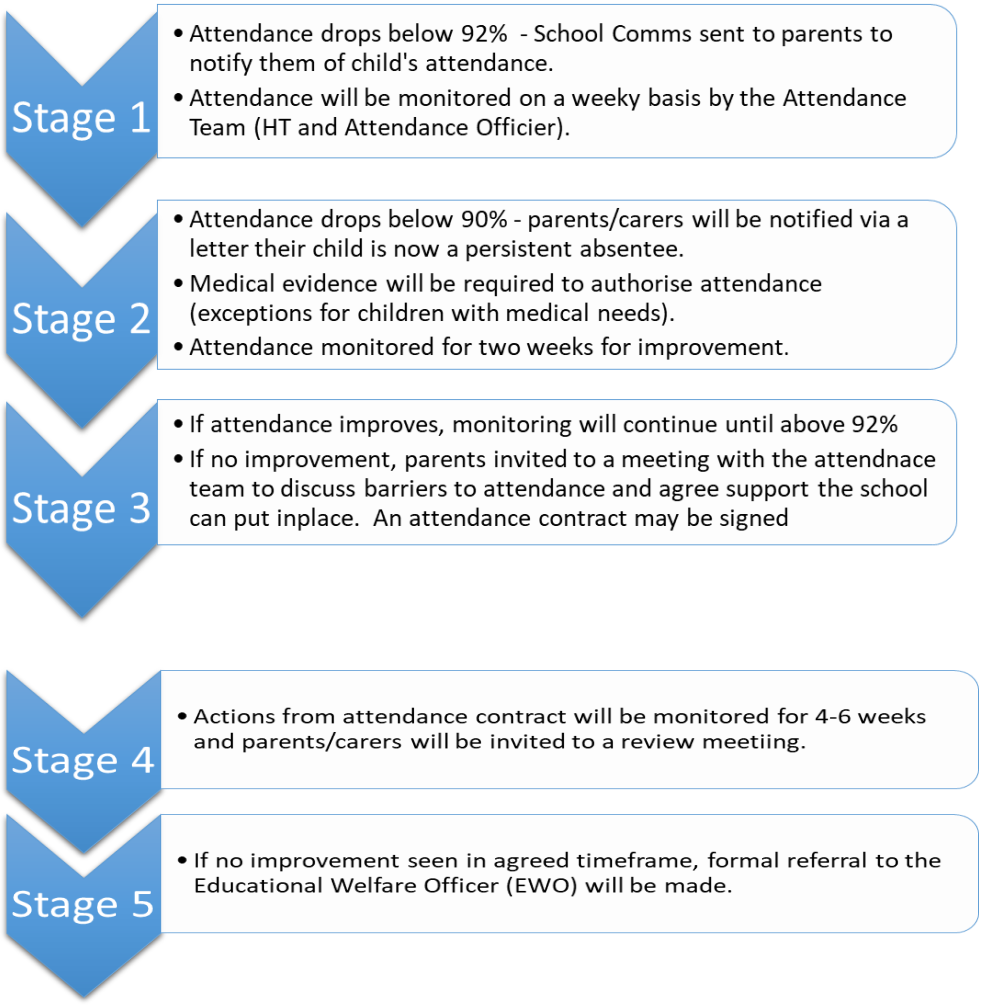
We monitor and analyse attendance data regularly to ensure that interventions are delivered quickly to address absence (e.g. register inspections, code analysis, cohort and group monitoring, punctuality, lesson attendance across subjects and benchmarking).

Following up on absence – All Saints' Approach

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may follow up with a home visit, local borough services such as the police or social care.
- 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.

Where our monitoring has given us cause for concern, we will follow the actions as set out in the flowchart (also in appendix 3):



In-school Support

- Use attendance, pastoral and SEND staff who are skilled in supporting pupils and their families to identify and overcome barriers to attendance.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support (such as Early Help; Educational Welfare or social workers) that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

Formalised support (Stage 5)

At All Saints', we will seek to improve children and family's attendance through collaboration and supportive measures in the first instance. However, where these have not been successful, and when/where necessary, the school will make use of the full range of potential options.

Education supervision orders

- Where a voluntary early help plan, or voluntary parenting contract has not been successful, an Education Supervision Order (ESO) may alternatively provide formal legal intervention without criminal prosecution.
- ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO.
- The order initially lasts for one year, but extensions can be secured within the last 3 months for a period of up to 3 years at a time.
- The supervisor of an ESO will usually be a professional already working closely with the family – or member of school staff.

Penalty Notices and other follow-up

- The point at which Penalty Notices for absence and other sanctions will be sought if support is not appropriate (eg. for an unauthorised holiday in term time), not successful, or not engaged with.
- Legal action will always be a last resort and the school and other professionals working with families should explore all avenues to engage parents and maximise the opportunities for support available to meet a family's needs first.
- Information about the Council's Code of Conduct on Penalty Notices can be found online.

Where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Monitoring arrangements

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

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Useful websites

Working together to improve school attendance - GOV.UK (www.gov.uk)

School attendance and absence - childlawadvice.org.uk

Absence from school | Contact

Illness and your child's education - GOV.UK (www.gov.uk)

Behaviour and attendance | Parentkind

Approved by:	Governing Board	**Date:** 25.09.26
Next review due by:	Autumn Term 2027	

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not

		required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting

		trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2 – Leave Request Form

Leave of Absence Request Form

This form should be completed and submitted to the Head Teacher at least four weeks before the start of the proposed leave of absence. Separate forms should be completed for each child at the school.

Parents and carers are reminded that Leave of Absence taken without authorisation may result in the issuing of fixed penalty fines by the Local Authority, which stands currently at £60 per child for each parent.

Parents are also reminded that Leave of Absence for the purpose of holidays in term time can no longer be granted.

Name of child:	
Class:	
Name of parent(s)	
Address:	
Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Reasons for request:	

Signed _____ Dated _____

For School Use Only

Authorised/Unauthorised?	**Attendance**
Head Teacher Signature	**Absence Code**

Appendix 3 – Flow Chart of Procedures

Attendance Actions – Flow Chart

Stage 1

- Attendance drops below 92% - School Comms sent to parents to notify them of child's attendance.
- Attendance will be monitored on a weeky basis by the Attendance Team (HT and Attendance Officier).

Stage 2

- Attendance drops below 90% - parents/carers will be notified via a letter their child is now a persistent absentee.
- Medical evidence will be required to authorise attendance (exceptions for children with medical needs).
- Attendance montiored for two weeks for improvement.

Stage 3

- If attendance improves, monitoring will continue until above 92%
- If no improvement, parents invited to a meeting with the attendnace team to discuss barriers to attendance and agree support the school can put inplace. An attendance contract may be signed

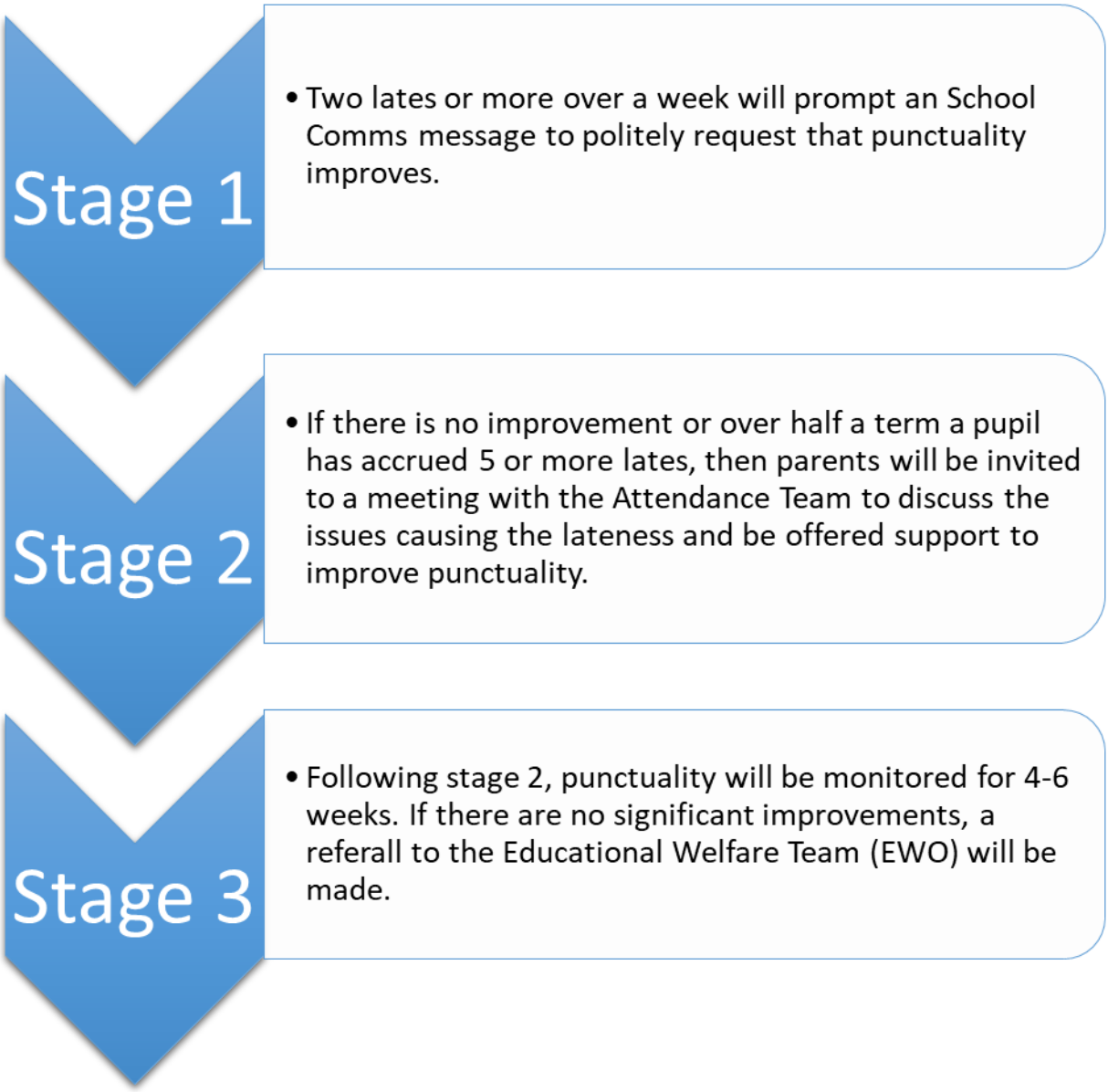
Stage 4

- Actions from attendance contract will be monitored for 4-6 weeks and parents/carers will be invited to a review meetiing.

Stage 5

- If no improvement seen in agreed timeframe, formal referral to the Educational Welfare Officer (EWO) will be made.

Punctuality Actions – Flow Chart



This policy will be reviewed annually. In addition, changes to legislation, national guidance, codes of practice or commissioner advice may trigger interim reviews.

The Attendance policy was reviewed and updated: September 2026

It was noted by Governors:

Signed: _____

(Chair of Governors)

Date: __25/09/2026_____

Date of next review (at least annually): September 2027