



Attendance Policy

Policy LAB Approval: September 2025

Date of last review: October 2024

Date of next review: September 2026

Policy Owner: Headteacher- Emma Rose

Our Vision

At Pinvin we are a caring inclusive school, where everyone is welcome as Jesus welcomed all. We work closely with all stakeholders to support our children in achieving their God given potential.

At Pinvin C of E Academy, we believe that every child is a unique creation of God, with a bright future as promised in **Jeremiah 29:11: "For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."**

We strive to create a nurturing and inspiring environment where every child can achieve their full potential. Our vision is to ensure that all our pupils can **'Be happy, grow and flourish.'** in a safe and supportive community. Through innovative teaching and a commitment to Christian values, we prepare our pupils to become confident, compassionate, and resilient individuals, ready to thrive in a changing world.

Equality and Diversity Statement

At Pinvin C of E Academy we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality. In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

This policy has been reviewed; to the best of our knowledge, we do not feel it impacts negatively on any specific group or individual within our school community.

Attendance Policy

1. Summary

1.1 At Pinvin C of E Academy, we aim to provide a high quality education in a safe, caring and disciplined environment so that all pupils are able to reach their full potential during the primary phase and leave here with positive feelings and attitude towards education and its value to them.

1.2 The school has a legal duty to promote good attendance. Persistent or unexplained absence may be a sign of neglect, abuse, or exploitation. All staff must treat attendance concerns as potential safeguarding issues and follow the school's safeguarding procedures accordingly. Equally, parents have a duty to make sure that their children attend regularly. All of the staff at Pinvin C of E Academy are committed to working closely with parents as the best way to ensure the highest possible levels of attendance. We hope that you can work with us on this matter.

Attendance Ladder



2. Principles

- The Education Act 1996 states that all pupils should attend school regularly and punctually.
- It is important that all parents and children know that the staff value good attendance and punctuality.
- It is important that parents and staff are aware of their rights and responsibilities regarding the attendance of pupils.

3. Purpose of Attendance Policy

- To improve and maintain levels of attendance and punctuality.
- To minimise disruption to the learning environment caused by lateness and absence.
- To enable children to acquire good habits.
- To ensure that children receive the full range of differentiated and independent learning opportunities which will enable them to reach their full potential.

4. Statutory Framework

4.1 Section 444 of the 1996 Education Act states that:

“If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school; his parent is guilty of an offence”.

4.2 Pinvin C of E Academy will submit daily attendance data to the Department for Education in line with statutory requirements. The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if the Headteacher is satisfied as to the validity of the explanation offered will the absence be authorised.

4.3 Under the School Attendance (Pupil Registration) (England) Regulations 2024 all schools are required to have an admission register and an attendance register. These registers must be kept electronically. All pupils (regardless of their age) must be placed on the admission register and have their attendance recorded in the attendance register.

4.4 Schools are required to take the attendance register at the start of each morning session of each school day and once during each afternoon session. Pinvin C of E Academy must record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024. A summary of the codes can be found in Appendix 1.

5. Rights and Responsibilities

5.1 Maintaining/improving attendance at Pinvin C of E Academy is the responsibility of everyone in the school community: local authorities, Governing Bodies, parents, pupils and all staff.

Where barriers to attendance go beyond the school gates and cover multiple needs, Pinvin C of E Academy will work with the local authority and other agencies to provide wider-holistic support.

5.2 Academy Trustees and Governing Bodies

- The Governing Bodies will take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
- The Governing Bodies will ensure school leaders fulfil expectations and statutory duties.
- The Governing Bodies will use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
- The Governing Bodies will ensure school staff receive training on attendance.

5.3 Mrs S Denton is Attendance Champion with responsibility for championing and improving attendance. Mrs E Rose, Headteacher, has overall responsibility for attendance for the school. She can be contacted via the School Office by phone or email.

- The Headteacher will ensure that registers are kept accurately and that absence figures are given to the DfE yearly and to the LA termly.
- The Attendance Champion will clarify authorised and unauthorised absences with the Office Manager and Class Teacher if there is any doubt as to whether the reason for absence gives cause for concern.
- The Attendance Champion will develop and maintain a whole school culture that promotes the benefits of good attendance.
- The Attendance Champion will send appropriate letters to parents and carers if a pupil's absence gives cause for concern.
- The Headteacher, Attendance Champion and class teachers will promote regular attendance via assemblies, with parents at parents' evening and for each new intake.
- The Attendance Champion will regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.

- The Attendance Champion will work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school and out of school barriers to attendance.
- The Headteacher will make sure attendance support and improvement is appropriately resourced, including where applicable through effective use of pupil premium funding. Where possible this will include attendance or pastoral support staff who will work in partnership with families, conduct home visits and work in partnership with school leaders, the local authority's School Attendance Support Team and other partners.
- The Headteacher and Attendance Champion will consult with the Education Welfare Officer if, despite school action, a pupil's attendance/punctuality continues to give cause for concern.

5.4 Class Teacher

- The Class Teacher will keep an accurate record of attendance and absence.
- The Class Teacher and Office will monitor attendance and inform the Headteacher if there are concerns.
- The Class Teacher and Headteacher will encourage attendance and punctuality through the school reward system.

5.5 Office

- The Office will differentiate accurately between authorised and unauthorised absence.
- The Office will follow up unauthorised absences.
- The Office will keep all absence letters for one term or longer if there are serious concerns.

5.6 Parents

- Parents will ensure their child attends every day the school is open except when a statutory reason applies.
- Parents will notify the school by 9.30am that their child is absent due to sickness or unavoidable cause.
- Parents will avoid making medical or dental appointments for their child during school hours.
- Parents must put in writing a request for leave of absence in exceptional circumstances and make an appointment to discuss this request with the Headteacher.

5.7 Pupils

- Pupils will be aware of the importance of regular attendance at school.

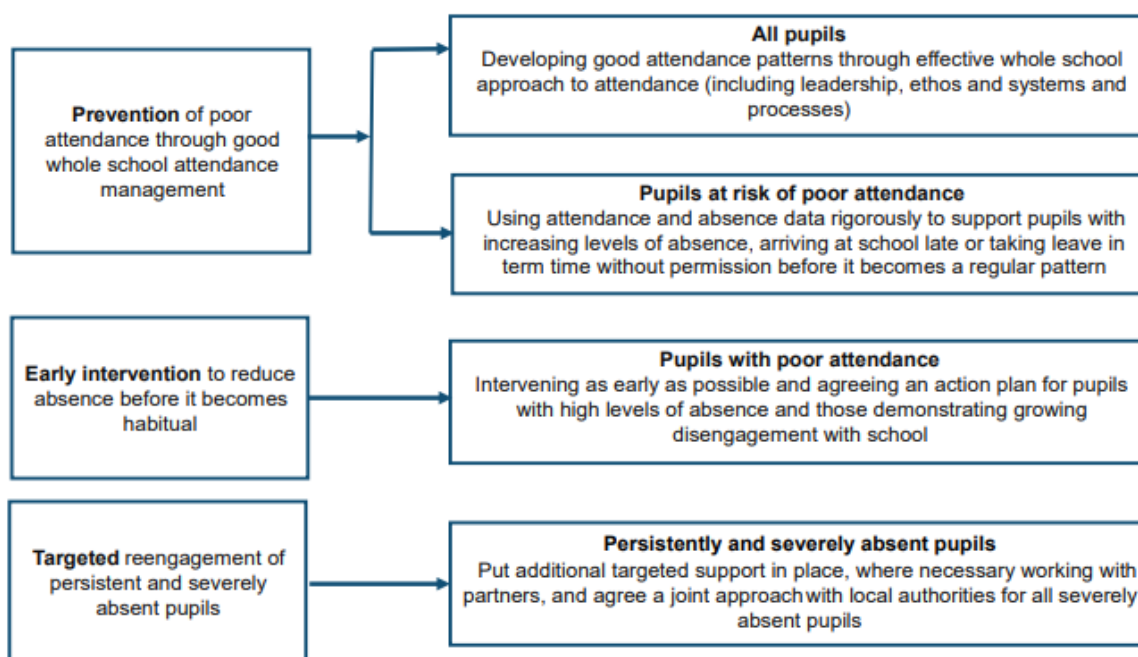
- Pupils will talk to a member of staff if there is anything that makes them feel unhappy at school or other reasons that could reduce their willingness to attend.
- All staff at Pinvin C of E Academy will endeavour to create an atmosphere whereby pupils are willing and enthusiastic attenders.

6. Monitoring Procedures

6.1 The school has a special responsibility to reduce the number of children whose attendance is below 90% over the school year. The government considers pupils who miss this much school, as “persistent absentees”, regardless of the reason for their absence. Special procedures may be applied to children who are at risk of falling into this category.

6.2 Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), Pinvin C of E Academy and local authorities will work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils.

Effective school attendance improvement and management



7. Registration

7.1 Calling of the registers

- Class Teachers are responsible for attendance registers
- Morning registration will take place at 8.55am (for children in Reception to Year 7) and 9:05am for Pre-school).

- Registration will close at 9.30am
- Afternoon registration will take place at 1pm
- Remote education does not count as physical attendance. Pupils receiving remote provision must be marked with the appropriate authorised absence code.

7.2 Who will amend the register?

- Pupils arriving between 9am and 9.30am will be marked as “late”.
- Pupils arriving after 9.30am will receive an unauthorised absence mark. If an acceptable explanation for late arrival is received the absence will be authorised.
- Where a pupil has returned to school following a period of absence the Office Manager will amend the register accordingly – providing a suitable explanation has been received and accepted. In cases where there is doubt about an explanation, contact will be made with the parent.
- Registers will be monitored weekly by the Attendance Champion.
- Where appropriate the Attendance Champion will generate letters regarding absences and/or poor punctuality – pupils who are persistently late will automatically receive a letter.
- Attendance and admission registers will be retained for a minimum of six years.

8. First Day Response

8.1 Where no explanation for absence has been noted in the register the Office Manager will contact home.

8.2 A record will be kept of all efforts to contact parents/carers.

9. Next stages

9.1 At the start of each year, information is given to parents (Leave of Absence during Term Time) on the importance of attendance and the school’s procedures.

Parents/carers are also informed about other relevant information i.e. holiday dates, INSET dates. This is also published on the school’s website. Where attendance concerns arise, the school will offer early help and may initiate an Attendance Contract to support the family before considering legal action.

9.2 Pupils with outstanding absence notes will automatically receive a letter.

9.3 If a pattern of concern regarding attendance develops, the Attendance Champion will initially write to the family. If there is no improvement, the office will invite them into school to discuss the matter.

9.4 Where appropriate SLT will inform the family that future absences on health grounds will no longer be authorised without medical evidence.

9.5 If there is still no improvement, the Headteacher will use a variety of resources to improve attendance including:

- make a referral to the Education Welfare Officer
- introduction of an attendance contract

9.6 Where a voluntary early help plan or formal attendance contract has not been successful, an Education Supervision Order (ESO) may be implemented. 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.

9.7 Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

10. Referrals to the CCAS Panel (Children who Cannot Attend School)

In accordance with Worcestershire County Council's guidance, children who are unable to attend school due to illness, exclusion, or other significant circumstances may be supported through the **Children who Cannot Attend School (CCAS) Panel**. This multi-agency panel ensures that the Local Authority meets its duty under **Section 19 of the Education Act 1996**, which requires suitable education to be provided for children of compulsory school age who cannot attend school.

Referral Process

- **Schools** must submit **absence and irregular attendance notifications** via the **Children's Services Portal**. These notifications are reviewed by the Local Authority and may be escalated to the CCAS Panel if deemed appropriate. Please note that this is a **notification**, not a formal referral.
- **Professionals outside of schools** (e.g., health or social care workers) can request support by emailing the dedicated CCAS inbox: **ccas@worschildrenfirst.org.uk**.
- For children with an **Education, Health and Care Plan (EHCP)** or where a draft EHCP has been issued, notifications should still be submitted via the Children's Services Portal. These will be directed to **SEND Services**, who will coordinate any required action and may involve the CCAS Panel if necessary.

Supporting Documentation

Referrals or notifications should be accompanied by:

- An **Individual Healthcare Plan** or
- An **Early Help Assessment**, where appropriate.

Panel Operation

- The CCAS Panel meets **weekly during term time**.
- Decisions are made collaboratively with input from education, health, and social care professionals.
- Schools retain responsibility for **safeguarding** and **educational provision** while the child remains on roll.
- Cases are reviewed on a **12-week cycle**, or sooner if circumstances change significantly.

Principles

The CCAS Panel operates on a **child-centred, collaborative, and transparent** basis, aiming to:

- Ensure all reasonable adjustments and interventions have been made.
- Provide timely and appropriate support to enable re-engagement with education.
- Promote consistency and equity across Worcestershire schools.

11. Penalty notices

11.1 Penalty notices will be issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly Pinvin C of E Academy. The Headteacher may issue a penalty notice to each parent liable for the offence or offences. Penalty notices may be issued when a pupil has 10 or more unauthorised absences within a rolling 10-school-week period, in line with the national framework

11.2 Penalty notices are intended to prevent the need for court action and are used where it is deemed likely to change parental behaviour and help to secure regular attendance.

11.3 Penalty notices will be issued in line with the Education (Penalty Notices) (England) Regulations 2007, as amended, by the Headteacher or someone authorised by them, a local authority officer or the police.

12. Granting leaves of absence

12.1 The Headteacher can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the

specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Attending an interview for entry into another educational institution
- Study leave for public examinations, as agreed in advance with a parent the pupil normally lives with
- A temporary, time-limited part-time timetable
- The Headteacher can grant a leave of absence for other exceptional circumstances at their discretion.

12.2 Absences will remain unauthorised if no legitimate explanation is received from parents/carers.

12.3 The following explanations will NOT usually be deemed legitimate:

- Looking after siblings
- Shopping Trip
- Unexceptional special occasions, e.g. birthdays
- Family Holidays
- Family Holidays where prior permission was not sought or was refused.
- Term Time holidays

12.4 It should be noted that a request for a term-time holiday is NOT a parental right. Leave may be granted in EXCEPTIONAL CIRCUMSTANCES, but arrangements should not be made without the school's agreement in advance. Taking leave without permission will be classed as an "unauthorised" absence and may be subject to a Penalty Notice or other legal proceedings by the LA.

13. Medical and Dental appointments

13.1 Wherever possible, parents are asked to make routine medical and dental appointments outside school time. Where such appointments in school time are unavoidable, staff should be informed in advance if at all possible. A "present" mark may still be awarded if the child attends for as much of the session as they can. It is always better to attend for some of the time rather than missing the whole day.

14. Analysis and sharing of attendance data

14.1 It has been recognised that poor attendance is habitual and as a result prevention and early intervention is crucial. Pinvin C of E Academy will analyse attendance and late registration data to:

- identify weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families.

- provide regular attendance reports to class teachers or tutors to facilitate discussions with pupils, DSLs and the SENCO.
- conduct analysis of half-termly, termly, and full year data to identify patterns and trends.
- to benchmark their attendance data.
- monitor impact of school wide attendance efforts.

14.2 Pinvin C of E Academy is required under the Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024 to share information from their registers with the local authority to include:

- notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days.
- providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

15. Acknowledging good attendance and punctuality

15.1 The Headteacher will present an attendance certificate at the end of the summer term to pupils who have achieved good attendance and punctuality throughout the year.

Appendix 1 Attendance and absence codes

Code / \: Present at the school / = morning session \ = afternoon session

Code L: Late arrival before the register is closed

Code V: Attending an educational visit

Code P: Participating in a sporting event

Code B: Attending any other approved educational activity

Code D: Dual registered at another school

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Code X: Non-compulsory school age pupil not required to attend school

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable
Code C: Leave of absence for exceptional circumstance

Code R: Religious observance

Code I: Illness (not medical or dental appointment)

Code E: Suspended or permanently excluded and no alternative provision made

Code G: Holiday not granted by the school

Code N: Reason for absence not yet established

Code O: Absent in other or unknown circumstances

Code U: Arrived in school after registration closed

Appendix 2 Attendance Contract

Pinvin C of E Academy Attendance Support Contract		
Pupil Name:		
Year Group:		
Date of Birth:		
Parent/Carer Name(s):		
Date of Meeting:		
School Representative(s):		
Attendance Champion: Mrs S Denton		
Headteacher: Mrs Emma Rose		
Reason for Contract:		
This contract has been initiated due to concerns about the pupil's attendance, which currently stands at ____%. The school aims to work in partnership with the family to improve attendance and ensure the pupil receives their full entitlement to education.		
Agreed Actions		
Action	Responsible	Deadline
Parent/carer to ensure pupil arrives at school by 8:55am daily	Parent/Carer	Daily
School to provide pastoral support/check-ins	Attendance Champion	Weekly
Parent/carer to notify school of absence by 9:30am	Parent/Carer	As needed
School to monitor attendance and provide weekly updates	Attendance Champion	Weekly
Referral to Early Help or FFD (if appropriate)	School	Date of referral Referrer:
Review Date:		
A review meeting will be held on:		
Signatures:		
I understand the importance of regular attendance and agree to the actions above.		
Parent/Carer Signature:	Date:	
Parent/Carer Signature:	Date:	
School Representative Signature:	Date:	