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Attendance Policy

Date Written/Reviewed: _____ July 2025 _____
Next Review Date: _____ July 2027 _____
Person Responsible: _____ D Henley/ D Morris _____



Authorised by Principal: _____ D Henley _____
_____ Sept 2025 _____
Authorised by Trustees: _____ R Sanders _____
_____ Sept 2025 _____

Introduction

Porters Grange Primary School and Nursery values all its pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. The school recognises that attendance is a matter for the whole school community.

Our Attendance Policy should not be viewed in isolation; it is supported by our other safeguarding policies.

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

1.1. Attendance Targets

The school sets attendance targets each year. These are agreed by the Principal and Senior Leadership Team (SLT) to ensure we are in line with the National Average. The target is challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

The school's attendance target is a minimum of 96%

1.2. Why Regular Attendance Is So Important:

Attendance Matters at Porters. There is a strong correlation between the amount of absence from school and the qualifications that children later achieve. Every lesson in school matters and children who have regular absences tend to find it difficult to catch up and do well at school. Regular absence can limit a child's future opportunities and set up bad habits for work and life.



Once a child reaches 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance guidance](#) from the Department for Education (DfE), it also refers to the DfE's guidelines on [parental responsibility measures](#) and the Children's Commissioners, [summary of responsibility](#), guidance for school attendance.

2.1. Legal Framework:

Section 7 of the 1996 Education Act states that parents/carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age and ability, either by regular attendance at school or otherwise. A child is of compulsory school age the first term after their 5th birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents/carers secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session, and then again during the afternoon session.

2.2. Penalty Notices to Address Poor Attendance at School

- In accordance with the Education Act 1996 Section 444 and Section 444a, penalty notices can be issued to parents whose child/children are not in regular attendance at school.
- The penalty notice is £80 if paid within 21 days. If it is not paid within 21 days but within 28 days, the penalty notice will increase to £160. If the penalty notice is not paid within 28 days the debt will be referred to the Debt Collection Agency.
- Penalty notices are issued per parent, per child.
- Parents cannot appeal against the penalty notice being issued and there is no option to pay in instalments.
- Penalty Notice guidance can be found on the Southend-on-Sea City Council website [Information about School Attendance – Southend-on-Sea City Council](#)

3. Role and Responsibilities

3.1. The Academy Trustees

The Academy Trustees are responsible for monitoring attendance figures for the whole school on at least a termly basis. They also hold the Principal to account for the implementation of this policy.

3.2. The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Trustees
- Supporting staff with monitoring the attendance of individual pupils
- Considering the issuing of fixed-penalty notices, where necessary

3.3. The Attendance Administrator and Senior Leadership

The school Attendance Administrator and Senior Leader for Attendance:

- Implementation of this policy at the school
- Monitor attendance data across the school and at an individual pupil level
- Contact families regarding absences
- Reports concerns about attendance to the Principal
- Work with Local Authority Access and Inclusion officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Principal when to consider issuing fixed-penalty notices
- Carry out home-visits as required

3.4. Class Teachers

- Class teachers are responsible for recording attendance on a daily basis
- Promoting good attendance and making enquiries to families where non-attendance has been evident

3.5. School Administration Staff

School administration staff are expected to take calls from parents about absence and these messages are recorded on school systems.

4. School Procedures Categorising Absence

All parents/carers, on admission to the school, sign the School Attendance Expectations statement which is an agreement that parent/carers will ensure their children attend regularly and punctually.

4.1. Attendance Register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken on ARBOR at the start of the first session of each school day (AM) and once during the second session. (PM) It will mark whether every pupil is:

- Present (/)
- Attending an approved off-site educational activity Trip or Sporting activity (V or P)
- Absent (N)

Pupils at Porters Grange Primary School and Nursery must arrive in school in time to be registered by 8.55am on each school day.

The register for the first session (AM) will be taken promptly at 8.55. Any pupils that arrive after this time will receive a late mark, and the number of minutes late each time is also noted.

The register for the second session will be taken at 1.15pm.

4.2. Unplanned Absence

Parents/carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health.

The school must be informed of the absence by:

- Contacting the school office on **01702 468047, Option 1** or,
- emailing attendance@pgps.porticoacademytrust.co.uk

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness or there is insufficient evidence to support an absence due to illness.

The school may ask parents/carers 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.

In some cases, where a child's attendance is low, there have been a high number of sickness absences over a short period and the parent has not provided additional evidence for the illness, the absence may be recorded as unauthorised.

Where details of absences have not been received, the school will attempt to contact parents/carers to establish the reason for an absence in a range of ways

- phone call
- email – from ARBOR or attendance@pgps.porticoacademytrust.co.uk
- text message – from ARBOR or the Attendance WhatsApp
- home welfare visit
- attendance letter

4.3. Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment and provides evidence i.e., appointment letter/email/text.

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. For example, if the appointment is at 11am, the child can come to school for morning registration, be collected for the appointment and return afterwards.

4.4. Lateness and Punctuality

A pupil who arrives late after the class register has closed, is registered through the office, they will be marked as late (L code). If they arrive after the office register has closed, they will be marked as unauthorised late (U code).

All lateness will affect a pupil's overall attendance. Children regularly arriving at school late will be monitored by the Attendance Team who will contact parents/carers, as regular lateness has a detrimental effect on their attendance.

4.5. Absence Monitoring

The school will follow up any absences to establish the reason and ensure proper safeguarding action is taken where necessary. This will identify whether the absence can be authorised or not and identify the correct attendance code to use.

- Parents/carers will be contacted on the first day of the absence by the school by phone/email/text.
- Where no contact has been made with the parent/carer on the first day of absence the school will mark this as an unauthorised absence.
- If the school are concerned about the child's absence and are unable to contact the parent/carer, we will contact the child's emergency contacts, carry out a home visit or contact other professionals to assist in making contact.

4.6. Reporting to Parent/Carers

Parents/carers are informed of pupil's attendance along with their annual school report. Attendance information is also shared on individual pupils at parent/carer consultation sessions where necessary on an in-year pupil registration certificate.

5. Authorised and Unauthorised Absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by the school and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

5.1. Authorised 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/carer.

Only the school can make an absence authorised. Parents/carers do not have this authority. Consequently, not all absences supported by parents/carers will be classified as authorised.

Valid reasons for authorised absence may include:

- Illness and medical/dental appointments
- 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
- Traveller pupils 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.

5.2. Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

An absence is also unauthorised if a child is away from school without good reason, even with the support of parent/carer, such as a shopping trip or for a birthday.

If a child has low attendance, which is being monitored at Attendance Support Level and medical proof is not supplied by the parent/carer to evidence the absence and absence may be recorded as unauthorised. Medical evidence would include seeing the prescribed medicine, the child's prescription, or a doctor's or hospital letter or appointment card etc.

5.3. Reporting pupil absence

Parents/carers are requested to contact the school as soon as possible on the first day of absence providing child's name, class and reason for absence. The school should be updated if the absence continues into the following day.

Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription, doctor's note etc.

5.4. Authorised term-time absence (exceptional circumstances)

The Government issued regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

The Principal shall not grant any leave of absence during term time unless it is considered an exceptional circumstance. If a child is absent, for the purpose of a holiday, this will not be authorised and the parents/carers may receive a penalty notice.

The Pupil Absence from School Request form can be found by visiting www.portersgrange.co.uk/attendance

Alternatively, a paper copy can be collected from the school office.

Each request will be considered individually and approval is at the discretion of the Principal.

All Pupil Absence from School Request forms will be reviewed by the Principal and parents/carers will receive notification stating whether the leave has been granted.

If the permission to take leave is not granted and the pupil does not attend school, the absence will be marked as unauthorised.

The Education Act 1996 makes it a criminal offence for a parent or carer to 'fail to secure their child's regular attendance at the school.'

6. Promoting School Attendance

The school recognises that children may be absent from school for a variety of reasons. Parents/carers should make the school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school. This will help the school identify any additional support that may be required. The school has a range of strategies that could be used to support improved attendance.

- Classes are updated with attendance progress in weekly assemblies
- Classes receive an award in each Key Stage for the class with the highest attendance
- Classes receive an award if their class attendance meets or exceeds the school target
- 96%+ certificates are awarded weekly to classes
- Annual Attendance week and Punctuality week incentives
- Certificate and rewards for individual attendance at the end of the year

7. Attendance Support

Pupil absence is monitored on a daily basis. The Attendance Team is available to support families, with the aim to work closely with parents/carers and children to promote and raise awareness of the importance of regular attendance at school.

If the school has concerns over a pupils' attendance, the Attendance Administrator will contact parents/carers to arrange a meeting to discuss these concerns. If after contacting parents/carers, a pupil continues to have regular absences, we will invite the parents/carers to attend a meeting with the Senior Leader for Attendance in school.

Examples of school support:

- Discussion with parent/carers and pupils
- Referrals to support agencies
- Completion of an Early Help Assessment (EHA)
- Work with learning mentors
- Additional learning support
- Behaviour support
- Reintegration support packages

7.1. Attendance Support and Monitoring Formal Process

Level 1

When attendance falls below 96% the child's attendance will be monitored for a period of 4 weeks with the expectation of 100% attendance during that time period. If it does not improve, or there is evidence of a repeated number of unauthorised absences, the case will escalate and the parent/carer may be contacted by the Senior Leader for Attendance to attend an Attendance Support Meeting.

Attendance Support Meeting (ASM)

At the Attendance Support Meeting the reason for the drop in attendance will be established and targets will be set within a defined review period. At this stage, the parent/carer will be expected to meet the target set and provide medical evidence for any further illness absences. If attendance falls below 90% with the review period, the school will contact the Local Authority Attendance Service.

Where attendance targets are met and the parent/carer understands the importance of children attending school regularly, the case will return to Level 1 and be monitored in school by the Senior Leader for Attendance. If after 2 reviews, the child's attendance does not improve and targets are not met, the case could escalate to Level 3.

Level 3 - If the attendance targets are repeatedly not met at ASM level, the child's case will escalate to Level 3. The Local Authority Attendance Service then take the lead role and commence home visiting and seek to ensure that the parent/carer understands the seriousness of the situation. The Local Authority will make it very clear that if the child does not begin to attend school regularly, the family are likely to face a fine or court proceedings.

Persistent Absence

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. We compare our attendance data to the national average as well as with other schools in the Trust we also share this with our linked Trustees.

The Senior Leader for Attendance produces a termly report for the Principal which includes information on the attendance of the whole school, individuals and key groups of children.

Notice to Improve in Attendance

Notice to Improve is a time-focused model of best practice which concentrates on early intervention in cases of persistent non-attendance and aims to ensure a faster more effective approach to the implementation of strategies to tackle this behaviour and the underlying causes. Where the parents/carers fail to bring about the necessary improvement, legal proceedings can be initiated.

The aims are:

- To ensure the intervention strategies are put into place early, to tackle school attendance problems
- To ensure parents who fail to cooperate or are unwilling to work with the school/LA are identified sooner and action taken to make sure they take responsibility for their child's school attendance

Criteria for Notice to Improve

The pupil being considered for Notice to Improve should

- have an attendance rate of 90% or less within the previous 10 weeks
- have unauthorised absences of 10 sessions or more
- is not 'looked after' by the local authority
- school has evidence of pre-referral work undertaken by the school
- the parent or pupil has not identified any valid reasons or barriers why they cannot attend school on a regular and punctual basis

8. Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. Penalty notices can be issued by a Principal, local authority officer or the police.

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

- The number of unauthorised absences occurring within a rolling academic year
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

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

9. Links with Other Policies and Guidance

- Child Protection and Safeguarding policy
- Southend Borough Council's Code of Conduct under the Provision of the Education (Penalty Notices) Regulation 2004

10. Escalation of Attendance Interventions

Pupils with attendance between 90% and 95%

- Attendance is monitored regularly, and attendance logs are updated with relevant information
- Attendance Administrator or Senior Leader for Attendance may contact the family to offer any support
- Parents/carers may be advised of support services available and where appropriate may be invited to complete an Early Help Assessment (EHA) if appropriate.
- Where there is a further or significant decline in attendance a level 1 attendance concern letter is issued.
- If this does not affect an improvement in attendance, the issue is escalated to incorporate local authority involvement.

Pupils with less than 90% attendance

- If following the above strategies attendance continues to be an issue for concern, parents/carers are invited to a meeting in school. An Attendance Officer from the local authority will also be present at this meeting.
- Parents/carers will be requested to complete a parenting contract which will state that they agree to comply with specified requirements and that the school and local authority will agree to provide the support needed to enable the parent/carer to comply.
- Parents/carers will be informed that no further absence will be authorised without supporting evidence, medical or otherwise.
- A personal attendance target will be set and a review date agreed. If this target is not met, the case will be escalated.
- The Local Authority Attendance Officer will try to resolve the situation by agreement, but if this is unsuccessful, this officer can use sanctions such as Penalty Notices or prosecution in the Magistrates court.

11. Child Missing Education

Child Missing Education (CME) is a child missing from education, this would describe a child of compulsory school age who is not on a roll at a school or a child that has unauthorised leave for a long period of time from school and cannot be contacted. It is vital that these children are identified and reported as missing education as these are children at risk and may be living a life of abuse. All schools have a responsibility for ensuring they are aware of their Local Authority's guidance and have procedures in place for making a referral. The school will refer to the [Southend CME guidance](#) for further information or to make a referral.

If a pupil fails to return and contact with the parent/carers has not been made, the school may take the pupil off-roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means the child will lose their school place.

12. Summary

Porters Grange Primary school has a legal duty to publish its absence figures and promote attendance. Equally parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible.

If you have any queries or concerns, please contact the school to speak to a member of the attendance team or email attendance@pgps.porticoacademytrust.co.uk