ATTENDANCE & PUNCTUALITY POLICY

October 2026

Hollyfield Primary School

…a place where everyone matters

A Safeguarding Policy

Version:	October 2026
Ratified by the Governing Body:	5 November 2026
Signed by the Governing Body:	
To be reviewed (annually):	September 2027

Introduction

At Hollyfield Primary School we believe that regular attendance is the foundation on which every child's learning, wellbeing and future success is built. Guided by our vision, 'a place where everyone matters' and our values of Respect, Kindness, Resilience, Honesty, Gratitude and Courage, we aim to create an environment where every child feels known, safe and included. When children feel they belong, they are more confident, emotionally resilient and ready to engage fully in the life of the school.

We value every child and are committed to ensuring that attendance supports both academic progress and positive social development. By promoting a culture of belonging and high expectations, we help children develop the skills and attitudes they need to fulfil their potential and make a positive contribution to their community.

This policy sets out how governors and staff will work in partnership with families to identify and remove barriers to attendance. We will provide timely, proportionate support - the right help at the right time - so that every child can access learning and feel a valued part of Hollyfield.

Aims

- To set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality.
- To improve children's attainment through good attendance.
- To make attendance a priority for everyone.
- To ensure there is a clear process to identify and address emerging attendance concerns
- To work effectively with parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance.

To achieve these aims for our pupils, we are committed to the following:

- a welcoming, calm and safe learning environment;
- for all staff to feel happy to come to school to work with pupils, developing them to their full potential;
- listen to parents and pupils to understand barriers to attendance
- build trusted relationships with parents and pupils where attendance concerns can be discussed, understood.
- high expectations of our pupils and all staff;
- a broad, balanced and relevant curriculum;
- recognise and celebrate achievements in all areas of school life;
- equal access to all aspects of the curriculum and school life;
- high quality teaching using a variety of teaching strategies;
- a range of resources that are effectively used to support and challenge learning;
- provide experiences, which will develop our pupils' spiritual, moral and cultural understanding;
- support, guidance and training for all those who teach and work with our children;
- foster and maintain links with our wider community

Attendance Partnership Expectations

Hollyfield Expectations – Children:

- All children should attend school regularly
- All children are expected to arrive on time ready to learn, having eaten breakfast or attend breakfast club
- Children must not leave the school without permission, 'truant'; this will be seen by the school as a major safeguarding concern
- Children should talk to a member of staff about any problem or reason that may prevent them from attending school.

Hollyfield Expectations – Parents:

- Parents must ensure their children attend school regularly and punctually, and may risk prosecution if they fail in this responsibility
- Parents should ensure that their children arrive at school on time, ready for the school day, having eaten breakfast and in appropriate school uniform
- Parents of children who do arrive at school late must follow the correct procedures and report directly to the school office
- Parents should ensure that their children are collected at the end of the school day on time (Reception and KS1 at 3:15pm and KS2 3:20pm)
- Parents must ensure contact is made with school, by 8:30am, whenever their child is unable to attend
- Parents should support the school by avoiding, if possible, non-emergency medical/dental appointments for their child during school time and provide evidence of any appointments taken during the school day
- Parents should be aware that they do not have the automatic right to take their child out of school for a holiday during term time
- Parents should speak to a member of school staff about any problem or reason that may prevent their child/ren from attending school.
- All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their own child. Parents are expected to attend meetings when requested and support the school in responding to ongoing attendance concerns

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason
- Regular, efficient and accurate recording of attendance
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.
- Follow up support if needed.

School Roles and Responsibilities

All members of the school staff, including both teaching and non-teaching, share the responsibility for addressing attendance issues within the school.

Mr Holmes serves as our designated Attendance Champion, a senior member of staff tasked with overseeing attendance matters.

For parents and pupils with attendance concerns, the first point of contact should be their child's class teacher(s). They are available for communication regarding any attendance issues and can be contacted via the school office or Class Dojo.

Attendance matters are reviewed by the Headteacher, Attendance Officer Mrs Glass and members of the senior leadership team and are reported, on a minimum termly basis, to the Governing Body. School regularly liaises with the Local Authority Attendance Support Team and uses Central School Attendance and Welfare Service Ltd (CSAWS) for support with the processes associated with children's attendance at school. School employs CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

Hollyfield Expectations - Class Teachers:

Class teachers are the key staff members in promoting regular punctual attendance. Class Teachers will:

- Provide a good example by always being punctual to registration and meeting children at the door – providing a welcoming environment
- Keep an accurate and up-to-date register of attendance each morning and afternoon
- Follow the Attendance Policy procedures when dealing with absences and punctuality
- Maintain effective communication with the Attendance Officer regarding all attendance matters concerning the children they work with and provide a point of contact for parents to discuss any attendance concerns they may have.
- Promote the importance of regular school attendance and, where appropriate, assist pupils in monitoring their own attendance rates
- Ensure children receive rewards in relation to attendance and punctuality success – aligned to the Attendance Policy
- Build a welcoming atmosphere in the classroom and provide support, as necessary, when children return after an absence

Hollyfield Expectations – School Office:

The School Office will support the Attendance Champion and Attendance Officer in their roles. They will:

- Maintain registers
- Record late arrivals and reasons for absence
- Carry out first day calling and/or send messages via Class Dojo to identify reasons for any unknown pupil absence
- Identify children whose absence and punctuality needs further follow up action in line with the school absence procedure and contact parents

- Undertake the administration of school attendance letters, leave of absence letters etc.
- Produce attendance reports where necessary

Hollyfield Expectations - Attendance Officer: Mrs Glass

The Attendance Officer is responsible for regularly checking attendance data and ensuring data is accurate and up to date. The Attendance Officer will:

- Ensure that data is input daily into the attendance management system
- Ensure that parents of absent children are contacted where notification of absence has not been received
- Ensure contact is made with parents of poor attendees – always placing support before sanction
- Respond to any parent seeking support on attendance concerns
- Provide regular attendance and punctuality data for relevant staff and external agencies in line with the agreed procedures and timescales
- Be responsible for disseminating important attendance information including informing the Attendance Champion of which children are of concern; in line with the agreed procedures and timescales
- Be responsible for keeping a record of the interventions in place to encourage attendance and for generating all documentation including letters to parents
- Be responsible for liaising closely with CSAWS and the Local Authority Statutory Team to ensure appropriate levels of intervention take place; referrals are made, and attendance meetings are set up
- Be responsible for managing and maintaining attendance records and systems

Hollyfield Expectations – Attendance Champion: Mr Holmes

The Senior Leader responsible for attendance will promote good attendance and punctuality. They will:

- Ensure compliance with relevant legislation
- Implement school policy and lead on a whole school approach.
- Use attendance data to implement a strategic plan for attendance.
- Authorise/unauthorise absences
- Respond to leave of absence requests
- Participate in pre-legal meetings
- Ensure there are clearly defined roles and responsibilities for attendance
- Ensure all staff have appropriate attendance training and support
- Evaluate any interventions.
- Link with CSAWS and the Local Authority Statutory Team.
- Promote attendance across the school and ensure that reference to attendance is included in school documentation

Hollyfield Expectations – Governing Board:

The Governing Board is responsible in ensuring compliance with relevant legislation (e.g. pupil registration, attendance registers). They will:

- Ensure compliance with relevant legislation (e.g., pupil registration, attendance registers)
- Review and monitor school attendance
- Agree and Review School Policy

Our Attendance Link Governor is: Mrs. Emma Kavanagh.

Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.

98-100%	**Excellent. Accessing all learning opportunities**
96-97%	**Good. A few learning opportunities missed**
94-95%	**Risk of under achievement** **Up to 50 missed lessons** Up to 10 school days absent in an academic year
92-93%	**Risk of under achievement** **Up to 75 missed lessons** Up to 15 school days absent in an academic year.
90-92%	**Severe risk of under achievement** **Up to 100 missed lessons** Up to 19 school days absent in an academic year
90% and below	**Extreme risk of underachievement** **Over 100 missed lessons** Pupil is persistently absent upwards of 22 school days absent in an academic year
50% and below	**Extreme risk of underachievement** Pupil is severely absent At least half of all lesson and days missed

Support

Our school follows a "support first" approach, in line with the Department for Education's guidance Working Together to Improve School Attendance (September 2024).

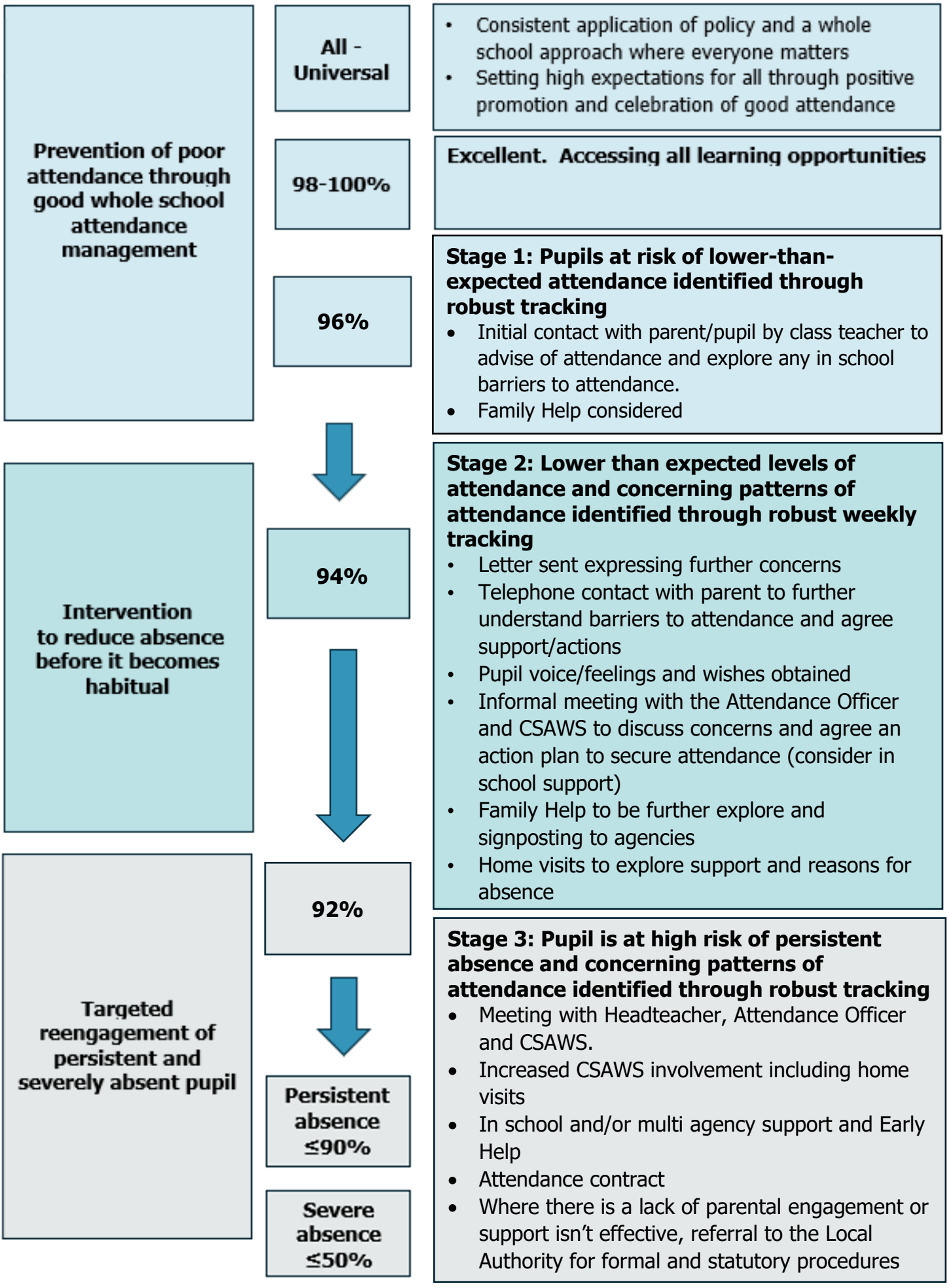
Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and Family Help to address early patterns of poor attendance and agree ways to improve

- Targeted interventions (including Family Help and formal interventions) for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.
- Formal statutory interventions where support has not been effective or engaged with.
- We will use attendance data, daily, weekly, half termly and termly to identify children whose attendance is declining and any concerning patterns of attendance.
- We will support pupils' parents and carers by working together to address any in-school barriers to attendance.
- Where barriers are outside of the school's control, we will discuss and offer support to parents, carers and pupils also signposting to the right voluntary support.
- Some children find it harder than others to attend school and will need targeted or specialist support.
- Attendance plans will consider individual needs.
- We will use a Graduated Response - Assess, Plan, Do, Review, to inform all plans of intervention at each stage including offers of support either formally or informally



- Attendance is reviewed regularly and, where this hasn't improved and barriers to attendance continue, plans will be reviewed to understand the reasons for lack of change.
- Records will be kept of attendance conversations, interventions and action plans


Prevention of poor attendance through good whole school attendance management
All - Universal
Consistent application of policy and a whole school approach where everyone matters
Setting high expectations for all through positive promotion and celebration of good attendance
98-100%
Excellent. Accessing all learning opportunities
96%
Stage 1: Pupils at risk of lower-than-expected attendance identified through robust tracking
Initial contact with parent/pupil by class teacher to advise of attendance and explore any in school barriers to attendance.
Family Help considered
Intervention to reduce absence before it becomes habitual
94%
Stage 2: Lower than expected levels of attendance and concerning patterns of attendance identified through robust weekly tracking
Letter sent expressing further concerns
Telephone contact with parent to further understand barriers to attendance and agree support/actions
Pupil voice/feelings and wishes obtained
Informal meeting with the Attendance Officer and CSAWS to discuss concerns and agree an action plan to secure attendance (consider in school support)
Family Help to be further explore and signposting to agencies
Home visits to explore support and reasons for absence
Targeted reengagement of persistent and severely absent pupil
92%
Persistent absence ≤90%
Severe absence ≤50%
Stage 3: Pupil is at high risk of persistent absence and concerning patterns of attendance identified through robust tracking
Meeting with Headteacher, Attendance Officer and CSAWS.
Increased CSAWS involvement including home visits
In school and/or multi agency support and Early Help
Attendance contract
Where there is a lack of parental engagement or support isn't effective, referral to the Local Authority for formal and statutory procedures

Birmingham Education Legal Intervention Team (ELIT): Formalising support & Legal Interventions

The Attendance Officer is responsible for liaising closely with the Local Authority's Attendance Services and will follow their standard approaches in managing attendance issues.

Where all voluntary support options have not been successful or have not been engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.

The ELIT Team can use the following legal interventions/formalised support; Attendance Contracts, Notice to Improve, issue of Penalty Notices, Education Supervision Orders, Attendance Prosecution, consideration of application of Parenting Orders.

The above voluntary support options are not appropriate for an unauthorised Leave of Absence in term time.

Prosecutions for non-school attendance must be conducted in line with the LA Non-school attendance and Penalty Notice code of conduct and the Code for Crown Prosecutors and must pass the evidential and public interest tests.

Legislation and statutory interventions

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern.

The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996

Penalty Notice Regulations 2024 and Statutory Guidance

Schools must consider whether a penalty notice (a fine) is appropriate in each individual case where one of their pupils reaches the national threshold of 10 unauthorised absences in a rolling 10-week period.

If school considers that the trigger has been a met a penalty notice is appropriate they will refer to the Local Authority in line with the Local Authority Code of Conduct.

If the Local authority issues a penalty notice it is per parent per child. The first penalty notice issued to a parent will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

If the threshold is met a second time in three years and a second penalty notice is issued to the same parent in relation to the same child, this will be a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

Celebrating Attendance and Preventing Absence

At Hollyfield we feel it is important to reward children who have achieved good or are showing improved attendance. We notify parents of our whole school attendance percentage in our newsletter and advise them when we have school attendance campaign weeks. The weekly Classopoly Attendance Challenge allows classes to celebrate their collective attendance successes. When a class achieves 95% or above they can roll the dice to move around the board collecting prizes and golden tokens on the way. When a class collects 5 golden tokens, they can enjoy a movie or games afternoon.

Hollyfield Primary School will always challenge falling attendance and reward improvements. We are committed to the future of all children that attend our school, and by working in partnership with the school community we believe that together we can achieve more.

School Day and Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day and reconnecting with their friends and teachers. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school, even on a couple of occasions, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



(Over one academic year)

Doors open and learning begins at 8:45am with our 'soft start' to the day and the class register closes at 9:00am. Children arriving after the close of the register will be recorded as late, L code until 9:15am.

If a child arrives at school after 9:15am, they will receive a 'U' code. These marks will not be authorised and will count as an absence for the morning session and impact their overall attendance.

The school registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable.

These absences will only be authorised if a satisfactory explanation for the late arrival can be provided, e.g. attendance at a medical appointment.

Pupil absence will be recorded as unauthorised if a child has arrived late without justifiable cause e.g. they woke up late or were waiting for their uniform to dry.

Afternoon registers close at 1.30pm.

Due to possible legal action, the following procedures are put in place to resolve the problem:

- 5 U codes = letter sent home telephone conversation with the Attendance Officer to understand the reasons why and offer support via CSAWS
- 10 U codes = Informal meeting with Attendance Officer and CSAWS

At the end of the school day, parents are expected to collect their children on time. This is 3:15pm for Reception and Key Stage 1 and 3:20pm for Years 3-6. We understand that on occasion, due to unforeseen events, parents may be a little late for collection. In this case, parents must inform school at the earliest opportunity and then collect their child/ren from the main school office.

School will monitor pupils who are collected late. Extended lateness and regular late collection from school will be challenged as not acceptable.

Absence

First Day Contact

At Hollyfield Primary School we expect our parents to make contact with the school office before 8:30am on the first day of any absence to inform the school of the reason. Parents must also maintain contact with the school daily throughout the absence.

At 9.30am school registers are checked for any absences where there has been no contact by parents and reasons given.

If parents fail to notify the school of an absence, we will contact you via telephone, Class Dojo or email. If staff are concerned about a child's absence or there is no response to calls/messages, we may call other emergency contacts, visit your home address, write to you or make referrals to CSAWS and/or the police for a visit to see the child. Referrals to the Children Missing in Education (CME) team may also be made. Parents will also be invited to discuss any on-going concerns regarding attendance with a member of the senior leadership team.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2024).

If the pupil has a social worker or a youth offending worker they will be notified of any absences with no reason provided.

It is imperative that up-to-date contact numbers and details are provided to school. Schools are required to hold more than one emergency contact per child (KCSIE 2024). Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Illness

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school they should follow the above absence process.

If your child is too unwell to attend school, they should stay at home and avoid contact with others until they are well enough to attend school. Continue to contact the office daily to update us on how your child is feeling and when they will return to school.

If you are unsure if your child should attend school, please contact the school who will offer advice and guidance or signpost you to the relevant service.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance. In the case of absences through illness we may request evidence such as appointment cards/letters/texts, prescriptions or 111 call logs.

The types of scenarios when medical evidence may be requested include:

- Child is absent and there are frequent odd days of absence due to reported illness
- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence
- Where there is a medical problem and school may need evidence to seek additional support/provide support
- There are conflicting reasons for absence

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day or during the school holidays.

Where appointments have to be taken during the school day, parents should request permission for their child to be absent in advance. Only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day or attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter/card/text etc prior to the day of the appointment.

Absences will only be authorised when this information has been received.

Where we are not satisfied with the reason given for absence, we may record this using one of the unauthorised absence codes.

Reintegration of Long Term Absentees

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles:

- We will always keep in touch with a pupil/and his/her family during a long absence.
- We will always make sure he/she is welcomed back

Headteacher and SENDCo may consider a phased return where appropriate. Consideration needs to be given to any special needs the pupil may have and appropriate support identified.

Class teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Other reasons for absences

Other reasons for absence must be discussed with the school on each separate occasion. The school will follow DfE guidance and not authorise absences with unsatisfactory explanations. These may include:

- When a parent/carer or sibling is unwell
- A child or family member's birthday
- Shopping for uniform or other items
- Having their hair cut
- Closure of a sibling's school for INSET, industrial action or other purposes
- "Couldn't get up"
- An illness where the child is considered well enough to attend school without medical authority and in the absence of an infectious disease
- Leave during term time taken without authorisation of the school
- Head lice – let the school know and letters will then be sent to all parents in a confidential manner

Religious Observance

Hollyfield Primary School recognises and respects the multi-faith nature of our community. When a religious festival or observance falls during term time:

- Parents must give the school reasonable advance notice if they wish their child to be absent.
- The school will authorise absence only for days that are exclusively set apart for religious observance by the relevant religious body.
- The headteacher has final discretion to authorise leave and will make decisions based on the religious body's guidance and the individual circumstances.
- Travel days associated with religious observance are not normally authorised. If a family requests additional days for travel or extended celebration beyond the day(s) set apart by the religious body, these will be considered a request for leave of absence and will only be granted in exceptional circumstances at the headteacher's discretion. Where such additional days are not authorised, they will be recorded as unauthorised absence.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must advise school of their forthcoming travelling patterns before they happen; and inform the school regarding proposed return dates

School will authorise absence of Traveller children if we are satisfied that a family is travelling in line with parental occupation and has given indication that they intend to return.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Requests for Leave of Absence (exceptional circumstances)

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations:

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from school may only be given by the Headteacher.
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and a minimum of two weeks' notice before the absence commences. This allows the Headteacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is the responsibility of parents/carers to submit a an 'Exceptional Leave in Term Time Request Form' to the school office before taking leave. This can be obtained from the school office in person or via email.
- The school can only consider applications for Leave of Absence which are made by the resident parent i.e., the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence.
- Where a leave of absence is requested but additional days are taken either prior to or after the request, they may be considered as part of the leave of absence.
- Where a leave of absence is requested but additional days are taken due to illness either prior to or after the request, medical evidence must be provided.

- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

Procedure for requesting a planned absence:

An attendance letter is sent to all parents/carers at the start of every academic year to inform them that the Headteacher is unable to authorise leave during term time except where there are exceptional circumstances.

Parents must complete an 'Exceptional Leave in Term Time Request Form' if they are considering taking their child out of school for a period of leave. This can be obtained from the school office in person or via email.

Where a request for leave of absence is declined and the absence subsequently takes place, the absence will be recorded as unauthorised. In line with statutory guidance, parents/carers will be notified of the decision by letter sent via first-class post. Any legal action required will be taken by the Education Legal Intervention Team.

Attendance, Safeguarding and Children Absent from Education

A child absent from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that go absent from education, particularly on repeated occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2024 regulation 13).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 9 of the Education (Pupil Registration) (England) Regulations 2024.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2024 regulations

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 9(1), sub-paragraphs (h) and (i).

This attendance policy is part of a broader suite of safeguarding policies including the school's Safeguarding and Child Protection Policy.

Truancy within school

Hollyfield Primary School monitor attendance for each morning and afternoon session using the registers, in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, a member of the Senior Leadership Team is informed and staff alerted to find missing pupil. If the pupil cannot be located and are suspected of leaving school premises, parents will be informed and the police notified of a missing child.

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Hollyfield Primary School.

Attendance to approved alternative providers is monitored. When a pupil is dual registered at another school or alternative provider their attendance will be recorded in the register as a D code (on days they are required to attend the other school/provision). The other school/provision will record the attendance or absence. For children who are educated off site but not dual registered their attendance will be recorded on Hollyfield's register as a B code, if they are confirmed present or the appropriate absent code if absent. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Hollyfield Primary School.

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil of both compulsory and non-compulsory school age whose name is listed in the admission register at the time (except for a pupil who is a boarder).

Absence can only be authorised by a person designated to do so by the Headteacher [see The Education (Pupil Registration) (England) Regulations 2024]

There are procedures in place to resolve unexplained absences within 5 working days (Appendix 1).

School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 2).

Use of Attendance Data

Schools must provide specific pupil information on request to the Secretary of State The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024 (legislation.gov.uk)

We meet this requirement by sharing their school attendance data directly from our management information system.

We are also required to make data returns to the Local Authority:

New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.

Attendance returns: 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 where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

Sickness returns: 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.

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Attendance is reviewed at a minimum half termly, where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers on school's behalf.

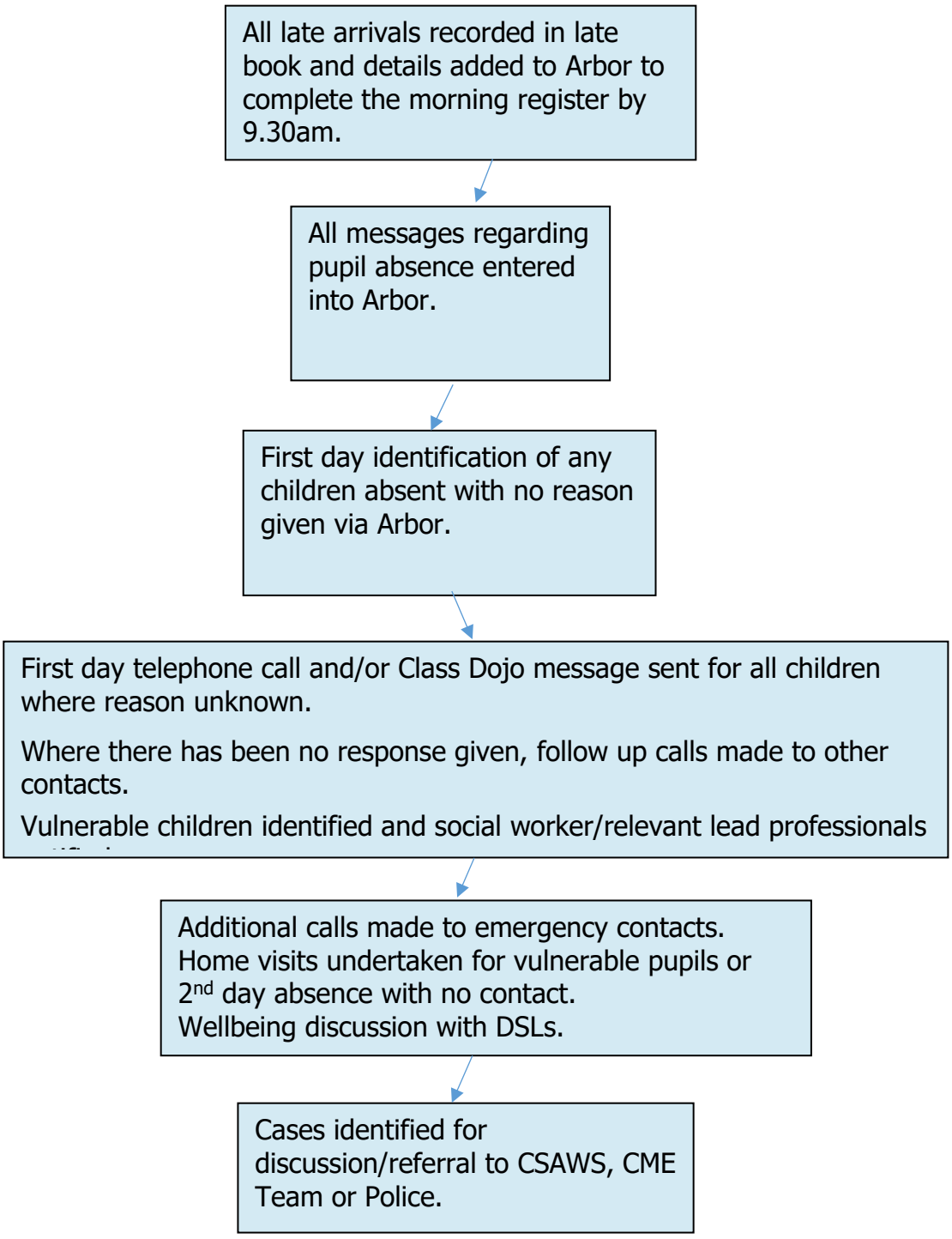
Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes.

The Headteacher and Attendance Officer will analyse attendance data half termly for whole school and groups of pupils. This will be shared with governors and used to inform the strategic plan to improve school attendance.

Attendance Data will be shared with class teachers throughout the year to target interventions and in preparation for pupil progress meetings and parents' evenings/

Attendance Data will be produced and used to promote attendance through the school newsletter, website and rewards and incentive

Appendix 1 – School Absence Procedure



Appendix 2 – National Attendance and Absence Codes

Code	Meaning	Statistical Value
/	Present at school AM	Attending (Present)
****	Present at school PM	Attending (Present)
L	Late arrival before register is closed	Attending (Present)
K	Attending Education provision arranged the LA	Attending an approved educational activity (Present)
V	Attending an Educational visit or trip	Attending an approved educational activity (Present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	Attending an approved educational activity (Present)
W	Attending Work Experience	Attending an approved educational activity (Present)
B	Attending any other approved Educational Activity	Attending an approved educational activity (Present)
D	Dual Registered at another school	Not a possible attendance (neither present or absent)
C1	Leave of absence – performance or regulated employment abroad	Authorised absence
M	Leave of absence for Medical or dental Appointment	Authorised absence
J1	Leave of absence for Interview	Authorised absence
S	Leave of absence for Studying for public examination	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	Not a possible attendance
C2	Leave of absence – compulsory school age pupil subject to part time / reduced timetable	Authorised absence
C	Leave of absence for exceptional	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious Observance	Authorised absence
I	Illness (**not** medical appointment)	Authorised absence
E	Suspended or Permanently excluded with no alternative provision made	Authorised absence
G	Leave of absence not granted by school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived in school after registration closed	Unauthorised absence
Q	Unable to attend school because of lack of access arrangements (travel)	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption (e.g. train strikes)	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed (e.g. RAAC)	Not a possible attendance

Y4	Unable to attend due to the whole school site being unexpectedly closed (e.g. burst water mains)	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law (e.g. COVID self-isolation, Strep-A etc)	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance