

Sand Hutton & Warthill Federated Church of England (VC) Primary School

School Attendance Policy

Background.

We are aware of the serious educational and social consequences of unauthorised absence by pupils, and agree that we need to encourage regular attendance, so that the children can take full advantage of the educational opportunities available to them.

Expectations of attendance are made clear through the prospectus and meetings with parents prior to admission. Consideration is given to individual and families with specific barriers to attendance. This means a bespoke plan may be created with a view to working towards full time attendance.

The School Will:-

- Communicate on a regular and positive basis with parents to promote good attendance and punctuality.
- Make pupils and parents aware of the emphasis placed on good attendance by the school and for school to communicate in a positive manner to those pupils who have good records of attendance.
- Make school a beneficial and enjoyable place to be so that a positive attitude to school and learning is nurtured in pupils.
- Make children aware that their contribution in school is valued and that staff care about them as individuals.

Procedures.

Beverley Pawson headteacher@warthill.n-yorks.sch.uk is the person responsible for attendance and punctuality.

Sand Hutton School day begins at 8.55am and ends at 3.20pm.

Warthill School day begins at 8.50am and ends at 3.15pm

For reporting an absence, parents should contact the office manager at the school their child attendance.

Registration will take place in line with school opening and the register closes at 9.15. Children late before 9.15 will be classed as late before registration closes and children late after this may be classed as unauthorised; dependent on the reason given.

A statement in the school prospectus explains that it is the parents' responsibility to inform the school of the reason for their child's absence as soon as possible on the first day of absence either by email, telephone call or personal contact. If a child is absent and no explanation has been received, a member of the staff will contact the parent before 9.30 a.m.

A retrospective authorisation of absence will be made if relevant members of staff are satisfied that there is a valid reason and explanation.

Attendance/Absence codes to be used can be found within the school management information system (MIS). These match the codes in the guidance document.

Children will be encouraged not to be late for registration; although staff are aware that few children attend school independently. Should the lateness be due to an issue with buses, this matter will be raised directly with the coach company. If it is found that a child is continually late, the matter will be discussed with the parent concerned and not the child. Late pupils frequently miss the same learning opportunity each day. Staff may need to consider this if there is an issue

with a pupil in their class. This will be recorded through CPOMS as it may contribute to others safeguarding matters.

Persistent Absence is set at anything below 90%. The percentage is made up of days attended against days available at a given point in the school year. School creates regular reports to monitor this group. Parents are made aware of the impact of days absence through a newsletter at the start of an academic year.

Any parents with children falling into this category will receive communication from school in the first instance. This will outline the attendance figure and any pattern if applicable. It will invite parents for a meeting to agree strategies to address the concern. Maintaining a positive relationship with families is key at this stage.

Should the attendance not improve as a result of this meeting then school will request the involvement of the Local Authority. Continued poor and/or falling attendance may result in a Fixed Penalty Notice.

Requesting Leave in Special Circumstances

Requesting leave for special circumstances must meet specific criteria. A form is available in either school office or through the LA website.

Parents should fill in the request form and the headteacher can authorise, or not, according to the criteria given and return the decision. Should the request not meet the criteria, the absence will be recorded as unauthorised if leave is taken. Where applicable the headteacher and/or governing body may decide to refer the absence for action by the Local Authority.

Action taken may result in a Fixed Penalty Notice.

This policy has been written following guidance from:

Working Together to Improve School Attendance (see link below)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf

Policy Amended September 2026

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