# Attendance Policy

**Author: Director of Safeguarding and Attendance**
**Owner: CEO/Directors**
**Date adopted: September 2022**
**Revised March 2023, 2023, 2024, 2025, 2026**
**Review: September 2027**

**We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted and this policy ensures:**

**Article 12: All children have a right to be able to give their opinion when adults are making a decision that will affect them, and adults should take it seriously.**
**Article 19: All children should be protected from violence, abuse and neglect, and governments should protect them.**
**Article 28: Every child has the right to an education.**
**Article 29: Education should help children use and develop their talent and abilities. It should also help children learn to live peacefully, protect the environment and respect other people**
**Article 32: Children should not be allowed to do work that is dangerous or might make them ill, or stop them going to school.**
**Article 33: Children have a right to be protected from dangerous drugs, and from the business of making or selling them.**
**Article 37: No child should be punished in a way that humiliates or hurts them.**

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For more information on the convention and the rights of each child visit: http://www.unicef.org.uk/.

# Attendance Policy

## PRINCIPLES:

Good attendance and punctuality are vital for success at Willow Tree Primary School in the Three Saints Academy and establish positive life habits necessary for future success. They also minimise the risks of pupils conducting anti-social behaviour or becoming victims or perpetrators of crime or abuse. Regular attendance also encourages your child to build friendships and develop social groups, working together as a whole team, sharing ideas and developing on life skills. Children's social skills are also enhanced by regular attendance.

Our school displays a positive and proactive ethos that places high value on attendance and punctuality and values its partnership with parents/carers to promote good attendance. This policy advocates close working with all local schools, the local authority and other multi agencies and aims to provide a cohesive approach to tackling attendance within Willow Tree Primary School.

## AIMS:

- All students to have an attendance rate above 96% as this will ensure attendance does not become a barrier to learning and achievement.
- To share the responsibility for promoting school attendance amongst everyone at Willow Tree Primary School and the broader school community;
- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them.
- To develop and implement an effective attendance policy that touches all aspects of a school's life, and relates directly to the school's values, ethos and curriculum – staff particularly strive:

i. to encourage all pupils to reach their true potential and eventually become independent learners who value learning with and from others, i.e. have a positive attitude to life-long learning;
ii. to value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.

- This attendance policy and its implementation should encourage some pupils to attend school more regularly by the implementation of specific measures, e.g.

i. registering pupils accurately and efficiently;
ii. setting attendance targets for individual pupils, the school and specific year groups (where applicable);
iii. contacting parents the same day when reasons for absence are unknown or unauthorised; this may include home visits.
iv. daily monitoring of pupil attendance and punctuality;
v. regularly reporting school attendance statistics to parents, School Committee Members, Directors and DfE as appropriate.

- To monitor and evaluate this policy and its implementation by, amongst other means, rigorously collecting and analysing data about attendance to check our progress against measurable outcomes, e.g. National and Regional levels.

## ATTENDANCE AND THE LAW:

It is a legal obligation of all parents/guardians/carers to ensure their child attends regularly, by law all children of compulsory school age must get a proper full-time education.

The 1996 Education Act states;
'The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

a. to their age, ability and aptitude, and
b. to any special educational need they may have, either by regular attendance at school or otherwise.

Working Together to Improve School Attendance 2026

Summary table of responsibilities for school attendance 2024

| If a child misses | that equals... | which is... | and over 13 years of school that's... |
|---|---|---|---|
| 1 day per fortnight (90% attendance) | 19 days per year | ≈ 4 weeks per year | Nearly 1½ years |
| 1 day per week (80% attendance) | 38 days per year | ≈ 8 weeks per year | Over 2½ years |
| 2 days per week (60% attendance) | 76 days per year | ≈ 16 weeks per year | Over 5 years |
| 3 days per week (40% attendance) | days per year | ≈ 24 weeks per year | Nearly 8 years |

## SECTION 1 ROLES & RESPONSIBILITIES

### PARENTS

All children of compulsory school age (5-16) should receive suitable education, either by regular attendance at school or otherwise. If parents decide to have their child registered at school, parents have the legal responsibility for ensuring that their child attends regularly. They should also ensure that they are fully aware of the school's attendance policy and adhere to it. In addition to statutory obligations parents are expected to sign the Home-School Agreement – a section of which describes the agreed responsibilities of the parents which include 'a responsibility of parents to make sure their child attends regularly.'

Under Section 576 of the Education Act 1996 a parent is:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child.
- Any person who has care of a child, ie lives with and looks after the child.

## THE PARENTS' RESPONSIBILITIES

To help parents fulfil their important role in their child's education, and to be as informed as possible in any communications or discussions with teachers, parents are requested and encouraged to:

- To ensure their child attends school every day where possible, ensuring that their child achieves a minimum of 96% attendance and arrives on time;
- To notify the school on the first day of non-attendance with reason for absence;
- Although medical evidence is not routinely requested, when attendance becomes a cause for concern, parents may be asked to provide medical evidence in order for absences to be authorised;
- Take an interest in their child's school work;
- Make sure their child understands that they (the parents) do not approve of absence from school;
- Support the school in its efforts to manage inappropriate behaviour;
- Co-operate with the school staff and work with the school and its' Family Support Worker/ Attendance Officer, to resolve/alleviate any attendance problems;
- To attend meetings as required in relation of their child's attendance;
- Parents should avoid routine medical/dental appointments for their child during school hours unless it is a specialist appointment that cannot be arranged outside of school hours. Pupils are expected to return to school after an appointment if it is in the morning and attend in the morning if the appointment is in the afternoon. Absences due to medical appointments are still recorded as absences albeit an authorised absence.
- Parents should inform school before an appointment and a copy of any documentation should be shown to the school office so that the absence can be authorised.
- Discuss planned absences with the school and apply for authorised "Leave of absence" well in advance and attend any follow up meeting with the Headteacher. Parents should not normally:
    i. expect the school to agree to shopping trips during school hours;
    ii. take their own family holidays outside of the school holidays;
    iii. take their own family holidays during test time;
    iv. expect the school to agree to their child missing for family holidays, or submit two holiday requests in any one school year.
- Early Years Parents: To sign, as a statement of commitment to the school, an Early Years Attendance Contract at the child's point of entry to the school.
- Work with school and the local authority to help them understand their child's barriers to attendance should it become a concern.
- Proactively engage with the support offered – including any school attendance support plan or local authority attendance contract or voluntary early help plan to prevent the need for legal intervention.

## PUPILS

i. Pupils are actively encouraged to attend school regularly and to arrive punctually at school and at the start of lessons after break.
ii. Pupils should inform staff if there is a problem that may lead to their absence, e.g. bullying, etc.

iii. Pupils should use their best endeavours to pass on absence notes from parents to their class teacher and to pass school correspondence to their parents.
iv. Pupils must be encouraged to understand the importance of attending school and know that it is compulsory to attend school regularly.
v. Pupils should all understand that only 'real' illnesses can be a reason for absence.

**SCHOOL**

The Three Saints Academy Trust expects all pupils to attend regularly and on time.

Willow Tree Primary School employs a range of strategies to encourage good attendance and punctuality and works closely with parents when attendance /punctuality gives cause for concern.

School does not routinely request medical evidence to authorise absences, however, where there is a cause for concern this may be required.

Medical evidence that is accepted is as follows:

Prescription
Medicine bottle with prescription label
Call log showing call to either GP or 111
Online request for an appointment
Care of the chemist slip
Pharmacy receipt for over the counter medication
Appointment card/note from doctor
Appointment letter
Text message from GP confirming appointment

**FAMILY SUPPORT WORKER/ATTENDANCE OFFICER**

The Family Support Worker/Attendance Officer work collaboratively to implement policy and procedures. Early warning of attendance problems will be identified by the Family Support Worker. Legal action will be a last resort and will only ensue following advice and preventative action from the Family Support Worker, school, Attendance Officer and local authority.

A decision will be made in relation to possible courses of action depending on the circumstances.

- **School Attendance Support Plan –** these enforce the parents' responsibility for ensuring that children of compulsory school age receive suitable education and to ensure that the parent takes responsibility for making sure that their child attends regularly; it also identifies areas of support by working together to support families in improving attendance and removing any barriers.
- **Home Visit/School Meeting –** a visit to the family by the Family Support Worker/Attendance Officer to discuss issues surrounding non-attendance and/or lateness in an attempt to solve the problem. This discussion will also involve advice to parents around the legal obligations of parents to ensure good school attendance and possible consequences for non-compliance.

- **Notice to Improve letter** – after threshold levels are met of unauthorised absences, a Notice to Improve letter will be issued. This will give a set monitoring period to show improvement. Trust schools will follow their Local Authority Code of Conduct for Fixed Penalty Notices in line with the National Framework.
- **Fixed Penalty Notice**- issued by Local Authority (Education Welfare Service) if there are any further unauthorised absences during the Notice to Improve period.
- Penalty Notice fines are £80 to be paid within 21 days, rising to £160 if paid after 21 days but within 28 days, after this time the fine is withdrawn. You are then at risk of prosecution for the original offence of failing to secure regular attendance at school (Section 4441 of the Education Act 1996). This offence carries a maximum fine of £1000.
- If a second Penalty Notice is issued to the same parent for the same child within a rolling 3 year period the fine will be £160 with no option to pay the lower rate of £80. A limit of 2 Penalty Notices can be issued to the same parent for the same child within a rolling 3 year period.
- At the 3rd or subsequent offence, the Local Authority will consider a prosecution or other Attendance Legal Intervention.
- **Non-payment** – in cases where the penalty is not paid within the appropriate period of time, EWS will instigate action through the courts under 444(1) of the Education Act 1996.
- **Leave of Absence** – Should an unauthorised leave of absence be taken in term time and meets LA thresholds, no monitoring letter will be issued and a fixed penalty notice will be requested. Where LA threshold is not met and pupil's attendance falls below 96% this will be monitored and medical evidence may be required for future absences to be authorised.
- **Lates after registers close** – Where a pupil has arrived late after registers have closed on 10 occasions within a 10 school week period and the parent has been warned of this potentially triggering a fixed penalty notice, local authority protocol of a Notice to Improve will be issued.
- **Refer to Local Authority's Penalty Notice Code of Conduct for all circumstances for issuing penalty notices which may apply**.

  https://www.sthelens.gov.uk/article/4907/Penalty-notices

- **Education Supervision Orders** – are made through the Family or High Court. They give the local authority a formal role in advising, helping and directing the pupil and parents to ensure the pupil receives an efficient, full-time suitable education, the order initially last one year but extensions can be secured. In all cases, local authorities, must fully consider using an ESO before moving forward to prosecution.
- **Attendance Prosecution** if a child fails to attend regularly at a school at which they are registered, their parents may be guilty of an offence and can be prosecuted by the local authority.
- **Parenting Orders** – Parenting orders can be imposed by the Court following conviction for non-attendance alongside a fine and /or community order. The order requires a parent to comply with the arrangements specified in the order by the Court.

Local Authorities are responsible, by law, for making sure that registered pupils of compulsory school age attend their school regularly. The Family Support Worker and Attendance Officer will monitor school attendance and help parents meet their responsibilities. When absence intensifies school will work together with the local authority and other relevant partners.

## THE TRUST BOARD

Directors set high expectations of each school, their leaders, staff, pupils and parents

a. Directors receive and discuss attendance and exclusions data for each school
b. They are kept updated on all attendance related issues and School Attendance Data and external ASP Data.
c. Monitor each school's annual attendance target and its progress towards this.
d. Allocate a member of the central Trust team (Director of Safeguarding and Attendance) to:

- Monitor and evaluate school's processes;
- Ensure schools engage and work effectively with their local authority School Attendance Support Team and wider local partners and services;
- Support each school in meeting their attendance targets.
- Attend half termly attendance review meetings.

## THE SCHOOL COMMITTEE

The school committee is legally responsible for many aspects of school management including the attendance register and so it is registered with the Data Protection Registrar under the Data Protection Act 2018. However, the Headteacher manages the day-to-day running of the School and in so doing takes responsibility for the day-to-day implementation of this policy.

To discharge their agreed responsibilities, committee members should:

i. Meet to discuss whole school attendance regularly (at least termly)
ii. Be kept updated on all attendance related issues and monitor termly School Attendance Data and external ASP Data.
iii. Ensure that the CEO is able to assist with attendance reviews/parent support plans where required.
iv. Decide clearly on the policy towards poor attendance for non-compulsory school age children (nursery) – e.g. removal from roll at an agreed point (following intervention and a further decrease in attendance levels)
v. Monitor the school's annual attendance target and its progress towards this on a termly basis.

## THE HEADTEACHER

The Headteacher is required to inform the Education Welfare Service/Local Authority School Improvement Team

### Absence Returns

- if a pupil fails to attend regularly or has been absent for a continuous period of 10 days and the absence is treated as unauthorised (in addition where deemed appropriate a home visit will be arranged).

### Sickness Returns

- If a pupil has been absent for 15 days or more due to health reasons coded (I) and the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness in order to ensure continuity of education for pupils who cannot attend because of health needs in line with statutory guidance Arranging Education for Children who Cannot Attend School because of Health Needs Dec 2023

Children Absent from Education/Missing in Education LA protocol will be adhered to, in line with :

DfE - Children Missing Education Statutory Guidance for LAs and Schools - September 2025

DfE Elective Home Education Guidance - 2024

The Headteacher will ensure the following are carried out and recorded prior to any Education Welfare Service intervention:

- Action by the class teacher as part of their day-to-day duties;
- Action by the Family Support Worker/Attendance Officer as part of their day-to-day duties;
- Involvement of others within the School, e.g. Headteacher, Senior Leaders;
- Contact with parents and parent/child interviews;
- Records of invites to meetings etc.
- Appropriate application of Notice to Improve and fixed penalty notices/prosecution documentation to the LA School Improvement Team/EWS

The Headteacher is also required to maintain two registers, in accordance with the School Attendance (Pupil Registration)(England) Regulations 2024:

- An admission register (known as the school roll) which contains a list of all pupils at the School;
- An attendance register for all pupils of compulsory school age on the admission register. This must be taken twice a day; once at the start of the morning session and once at the start of the afternoon session.

The Headteacher ensures that:

- A clear policy on attendance is implemented consistently.
- Staff understand that promoting pupil attendance is the responsibility of all.
- Attendance is high profile across school.
- Supports all staff to monitor attendance and tackle attendance concerns effectively.
- Agree with Family Support Worker/Attendance Officer when to initiate Notice to Improve, fixed penalty notices and other legal intervention where necessary.
- Will make a decision whether or not to grant leave during term time for exceptional circumstances.
- Meets to discuss whole school attendance regularly (half termly) with the family support worker, attendance officer and Director of Safeguarding and Attendance.
- Representation at the LA School Improvement Team attendance forums and meet with the local authority school improvement team representative in line with their protocol to discuss targeted support.

- Social workers, Youth Offending Workers and Virtual School Heads are informed and involved in supporting the attendance of pupils that are open to their services.

The positive link with parents can be strengthened if the arrangements for notifying absence and the School's policy towards absence (authorised and unauthorised) is regularly publicised.

**CLASS TEACHER AND SUPPORT STAFF**

- Class teachers must enforce this policy strictly.
- When a pupil is missing from class, the class teacher will immediately inform the school office so that the pupil's absence can be further investigated by the family support worker. Class teachers can also contribute to the reduction of unauthorised absence by delivering interesting and engaging lessons and insisting on punctuality for themselves, colleagues and pupils.

- Understand that promoting attendance is the responsibility of all staff.

- Ensure attendance is a high profile within each class.

- Discuss attendance concerns for pupils with parents during pupil progress meetings and report annual attendance figures in school reports.

- Take registers at the beginning of the day and after lunch ensuring correct codes and reason for absence (if known) is accurately recorded. Any amendments will show the reason for amendment, the date of amendment and the name and role of the person who has made the amendment.

School staff will receive regular training in relation to Attendance Policy, Protocol and Guidelines.

**FAMILY SUPPORT WORKER AND ATTENDANCE OFFICER**

The Family Support Worker will be responsible for the attendance, in conjunction with the school, of all the pupils in the settings.

The Family Support Worker will liaise closely and collaborate with the Attendance Officer (where applicable).

The Family Support Worker will check school registers regularly (with reviews with the Headteacher, Director of Safeguarding and Attendance and Attendance Officer at least every half term) to ensure that they are being completed in accordance with the school's policy and to identify any patterns of absence which have not already been notified. The Family Support Worker promptly follows up incidents where the Family Support Worker and/or Headteacher/SLT have identified a possible attendance problem (pupils whose attendance is **95.9%** or less even after school intervention).

The Family Support Worker and Attendance Officer will ensure the school attendance tracker is kept accurately up-to-date with all interventions taken.

The Family Support Worker and Attendance Officer work closely with the school and families to resolve attendance issues, arranging home visits where necessary. The key to

success is an effective working relationship between our school and the learning community.

- Ensuring shared policies and operational practices between the Family Support Worker, Attendance Officer and our school (see below);
- Clearly defined roles of school staff, the Family Support Worker and Attendance Officer;
- Arrangements for referral, regular review, monitoring and evaluation in place;
- Effective procedures for resolving enquiries;

If a pupil is absent without explanation when the register is called and electronically submitted, the school Family Support Worker will contact the parents the same day. Home visits will be made when necessary. The absence will also be followed up with the parent to ensure that a written note or verbal acceptable explanation is received explaining the absence. Where no reply is received this will be recorded as unauthorised. Coding for all pupils will be completed on a daily basis by the Family Support Worker/Attendance Officer. Any unexplained reasons will have the correct code input not later than 5 working days.

Welfare calls/visits will be carried out on notified absences lasting 3 days or more.

The relationship that the Family Support Worker and Attendance Officer has with parents, school colleagues and partners from other children's services contributes to the range of benefits that improve learning opportunities for pupils and their families.

The Family Support Worker and Attendance Officer will work in engaging harder to reach families, both in supporting their children to participate in curriculum and out of school activities and their parents in taking a more active interest in school life.

The Family Support Worker and Attendance Officer will focus on early intervention with families and children to help prevent issues from escalating into crisis and attempt to reduce the barriers that may exist in relation to attendance.

The Family Support Worker and Attendance Officer will inform the Designated Safeguarding Lead on a regularly basis of attendance patterns.

The Family Support Worker and/or Attendance Officer will liaise with any alternative provision settings to track the daily attendance of pupils educated off-site.

The Family Support Worker and/or Attendance Officer will check all register codings on a weekly basis and report any anomalies or concerns to the Headteacher.

**POLICE**

Under the Crime and Disorder Act 1998 the police now have powers to remove truants found in public places and to return them either to their schools or a place designated by the Local Authority.

**SECTION 2**
**INITIATIVES TO IMPROVE ATTENDANCE RATES**

There are many reasons why pupils miss school without permission as such; there is no one solution to the problem of absenteeism – for example setting reward schemes (termly

prize, half termly reward, certificates). School will implement systems to improve attendance and where necessary will work with other agencies.

- Help children develop the habit of regular attendance including through providing a number of regular initiatives (termly prize and half termly reward, certificates);
- Show parents clearly that unjustified absence will be recorded and challenged;
- Visit all non-accounted for absentees, regardless of attendance levels, on a daily basis;
- Minimise problems in KS1 by helping pupils transition from Early Years and when pupils transfer from KS1 to KS2.

The school has considered initiatives that are most appropriate e.g. setting reward schemes such as certificates for 100% attendance. Other helpful initiatives include:

- Implementing first day contact with parents of children who are absent from school without prior knowledge. It is hoped that this sends a clear signal to pupils and parents that absence is a matter of concern and will be followed up;
- Encouraging regular attendance checks, scheduled or unscheduled, which are effective particularly when pupils are not with the class teacher;
- Regular half termly register sweeps for pupils below 96% and follow up with the support of the Family Support Worker;
- Family Support Worker/Attendance Officer is responsible for first day contact and the Headteacher is responsible for attendance overall;
- Interviews for target families following half termly sweep and a further period of monitoring to ensure attendance improves;
- Attendance Support Plan system
- Class attendance displays (raising the profile of attendance and punctuality in class)
- Raffle for 100% attendance.
- A weekly Attendance Assembly (raising the profile of attendance and punctuality throughout the school)
- Attendance displayed on weekly newsletter
- 100% attendance certificates at the end of each term for pupils who have full attendance for that term;
- A breakfast club provision for pupils.
- Regular (at least half termly) attendance letters to all parents of children causing concern, so that they can actively monitor their own child's attendance
- An Early Years Stage Attendance Contract for Nursery Pupils where the school reserves the right to remove any child from roll – should attendance continue to be an issue following intervention.
- Build on a culture of challenge when addressing persistent absences with parents/carers.
- Be mindful of the barriers pupils face with medical conditions, special educational needs and disabilities and and work with parents to develop specific support approaches to help them access their full-time education.
- The use of the Arbor computer system to monitor attendance and punctuality.

## SECTION 3
## KEEPING THE REGISTER

Registers are legal documents – indeed they may be used as evidence in court cases. For this reason, they are retained for a minimum of 6 years. For each pupil, the register must be marked either as present or absent, the register clearly differentiates

whether the absence is authorised or unauthorised by the School (not by parent/carer). This is why information about the reason for any absence is always required.

**Types of Absence**
**Authorised Absence**
Authorised absence is absence with permission from the Headteacher, this includes instances of absences for which a satisfactory explanation has been provided, e.g. ill health. Parents reporting absence should give the reason and date of return for the child. If this is unknown, regular contact on a daily basis is kept with the Family Support Worker. For periods of extended absence, the school will seek the advice of the school nurse and HPA (Health Protection Agency) and will only authorise the number of days that have been advised by the Health Authority for the illness. The local authority will be informed of absences on health grounds that are for 15 days or longer.
**NB Reporting an absence does not guarantee authorisation. Authorisation will be considered in relation to the reason and your child's past attendance record is taken into consideration. Medical evidence and hospital letters that prove that a child is unfit to attend school may be requested in addition to medical appointment cards for appointments in school time, in order that an authorisation can be considered.**

**Absences for Head lice will not be authorised.**

In the case of a pupil leaving school during a session and/or returning later pupils must be signed in and out.

**Willow Tree Primary School** may authorise absence in the following circumstances:

- Illness (may require medical evidence)
- Medical appointment (Copy of appointment card to be seen and retained)
- Immediate family bereavement
- Conditions rendering attendance impossible or hazardous to child's health and safety.
- Religious observance, necessitating absence from school (limitations apply)
- Other exceptional circumstance may apply

**Unauthorised Absence**
Unauthorised absence is absence without permission from the Headteacher – this includes all unexplained or unjustified absences.

No absences are authorised by the Headteacher until the pupil's past attendance record is taken into consideration.

All registers must allow for the original entry and any subsequent correction to be clearly distinguishable and that, on retrieval, they appear in chronological order.

**Willow Tree Primary School** will not authorise absence in the following circumstances:

- No explanation is offered by the parent/carer
- The explanation offered is unsatisfactory (e.g. shopping, minding the house etc)
- Leave of absence (which is taken without the school's prior consent or knowledge and/or is in excess of the time agreed by the school)
- Lateness when the child arrives after the register has closed

- Special occasions, birthdays
- Looking after siblings
- Head lice
- Family holidays in term time
- Parents or siblings are ill

The Headteacher has the duty to consider the use of legal action in terms of court action to address incidences of poor attendance.

**Absent from Education/Children Missing Education**

When a child is absent from education particularly repeatedly and/or for prolonged periods, or persistently absent this can be a vital warning sign of a range of safeguarding possibilities. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

Children Missing Education (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education other than at a school. Children missing education are at significant risk of underachieving, being victims or harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) in later life.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education. Schools have a safeguarding duty in respect of their pupils, and as part of this will investigate any unexplained absences.

**Persistent Absenteeism (PA)**
Persistent Absentees are pupils whose attendance falls below 90%. At **Willow Tree Primary School** the Family Support Worker/Attendance Officer will identify any pupil whose attendance falls below 96%.

All PAs (less than 90%) are tracked and reported to the School Committee on a termly basis.

**Severe Absenteeism (SA)**
Severe Absentees are pupils whose attendance falls below 50%. At **Willow Tree Primary School** the Headteacher, Family Support Worker, Attendance Officer will liaise with multi agencies to address any issues and support families.

All SAs (less than 50%) are tracked and reported to the School Committee on a termly basis

**Punctuality and Lateness:**
The School actively discourages late arrival by staff setting a good example and by challenging it whenever it occurs. The Family Support Worker/Attendance Officer records the time of arrival and reason for lateness on Arbor. Frequent lateness of pupils can provide grounds for legal action to be taken. All teachers must ensure that registers are completed electronically by **8.45am**. in the morning and 1.05p.m. in the afternoon. A child will be recorded as late after **8.45am**. and recorded as unauthorised absent after 9.15am (U code). The School Committee reserves the right to change timings of register closure and will inform parents of this. The school completes a punctuality trawl regularly and

targets families who are at risk. Lateness is often an indication of more serious problems, but can also be the result of poor time management. 2 minutes every day over 2 weeks equates to 20 minutes of missed opportunities for learning:

- The school day starts at 8.45am
- If you are late after registration you must enter your child into the Inventry System and the reason for late arrival.
- All late students are marked appropriately using code 'L' if your child is late before the register closes, 'U' after the close of register.
- If your child is persistently late the Family Support Worker/Attendance Officer, will in collaboration with the Headteacher, operate late gates to highlight the damage caused by lateness.
- School will send out letters to parents whose children are late on more than 5 occasions or who are late after registers close on 2 occasions, or who develop an unacceptable pattern of lateness.
- If a child is late after registration is closed; **9.15am** then they will be recorded as 'U', which is unauthorised for the morning period. Regular U codes can lead to a legal sanction such as a Fixed Penalty Notice.




Please be aware that children who were subject to a school attendance support plan the previous academic year or finished 93% or below will be monitored closely as a priority and subject to a school attendance support plan for a minimum of one term in the new academic year.

We work hard to support families but it is important that all parents and pupils understand that attendance is compulsory and pupils should only be off school when it is absolutely necessary.

**Children with health needs who cannot attend school**

We understand that some pupils have health needs which prevent them from attending school on occasions. In these cases, we will work collaboratively with

school health and the relevant health professionals involved with the family and any other relevant agencies, to support pupils and families fully. Please note we will always require evidence of the health needs and advice from professionals stating that they cannot attend school, before we are able to authorise any absences. A school attendance support plan will be implemented.

**MONITORING, EVALUATION AND REVIEW**

Specific measures are taken to monitor attendance at school and trust wide level. These processes are embedded and regularly checked to ensure the effective safeguarding of all pupils through specific tailored interventions. Data on attendance is collected an analysed a minimum of once per half term. Key analysis is made of:

- Patterns of attendance
- Patterns of lateness
- Patterns of medical appointments
- Correct and consistent use of absence codes
- Trends in reasons for absence, for example, use of Code C, leave of absence and exclusions.
- Trends in particular groups (SEN, PP, vulnerable, ethnic groups, gender, year groups)
- The use of and impact of pupil premium funding to support improving attendance of specific groups of pupils.
- Comparison with local, regional and national data

Attendance data informs action planning and supports the identification of key priorities in our development plan and future revisions of this policy**.**

The Three Saints Academy Trust will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout each school and staff, pupils and parents will be reminded regularly of its contents.

To be read in conjunction with DfE guidance Working Together to Improve School Attendance 2026 and Keeping Children Safe in Education September 2026

## Appendix 1 - Contacts

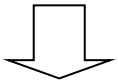
| | | |
|---|---|---|
| CEO | Kirsty Tennyson | Kirsty.tennyson@three-saints.org.uk |
| Director of Safeguarding and Attendance | Linda Smith | Linda.smith@three-saints.org.uk |
| School Attendance Lead | Michelle Slingsby – Executive Headteacher | 01744 678730<br>Wtp.office@three-saints.org.uk |
| Family Support Worker | Joanne Edwards | 01744 678730<br>Wtp.office@three-saints.org.uk |
| Report Absences to: | School office | 01744 678730<br>Wtp.office@three-saints.org.uk |
| Local Authority School Attendance Support Team Contact for CME, EHE, FPNs | | https://www.sthelens.gov.uk/article/2912/Information-and-support-on-school-attendance |
| | | |

## Appendix 2 – Working Together to Improve Attendance

All partners should work together to:

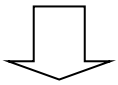
**EXPECT**

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



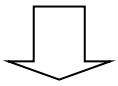
**MONITOR**

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched**.**



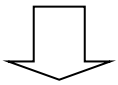
**LISTEN AND UNDERSTAND**

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



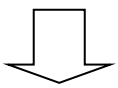
**FACILITATE SUPPORT**

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues**.**



**FORMALISE SUPPORT**

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.



**ENFORCE**

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

## Appendix 3 - Attendance Procedures Flowchart

**96% and above**

This is the school's attendance target and your child will be on course to reach his/her full potential

**95.9% - 93%**

**Monitoring Letter (T1)**

Informing attendance will be monitored until government and school target of 96% reached.

**92.9% - 90.1%**

**Meeting and School Attendance Support Plan (T2)**

Letter issued inviting into school for a meeting with the Family Support Worker/Attendance Officer to initiate a School Attendance Support Plan this includes offer of an early help assessment and consideration of further internal/external support.

Medical evidence may be required for any further absences to be authorised

Review every 4 - 6 weeks.

Continue until reaches 96 % and sustained for one term

**90% and Below**

**FPN Warning letter (T3)**

Letter warning of no improvement and explaining that they are at risk of FPN or further legal action and now considered a persistent absentee

Meeting with FSW/AO and Senior Leader to take place.

Non Compulsory School Age (Nursery)

Warning of removal from roll

**10 unauthorised absences in 10 week period**

**Notice to Improve (LA documentation)**

Met criteria of 10 sessions in 10 week period - Notice to Improve Period Letter to be sent out to parents explaining that they are at risk of FPN or prosecution if unauthorised absence

Non Compulsory School Age (Nursery)

Warning of removal from roll

**LA Notice to Improve Procedures applied**

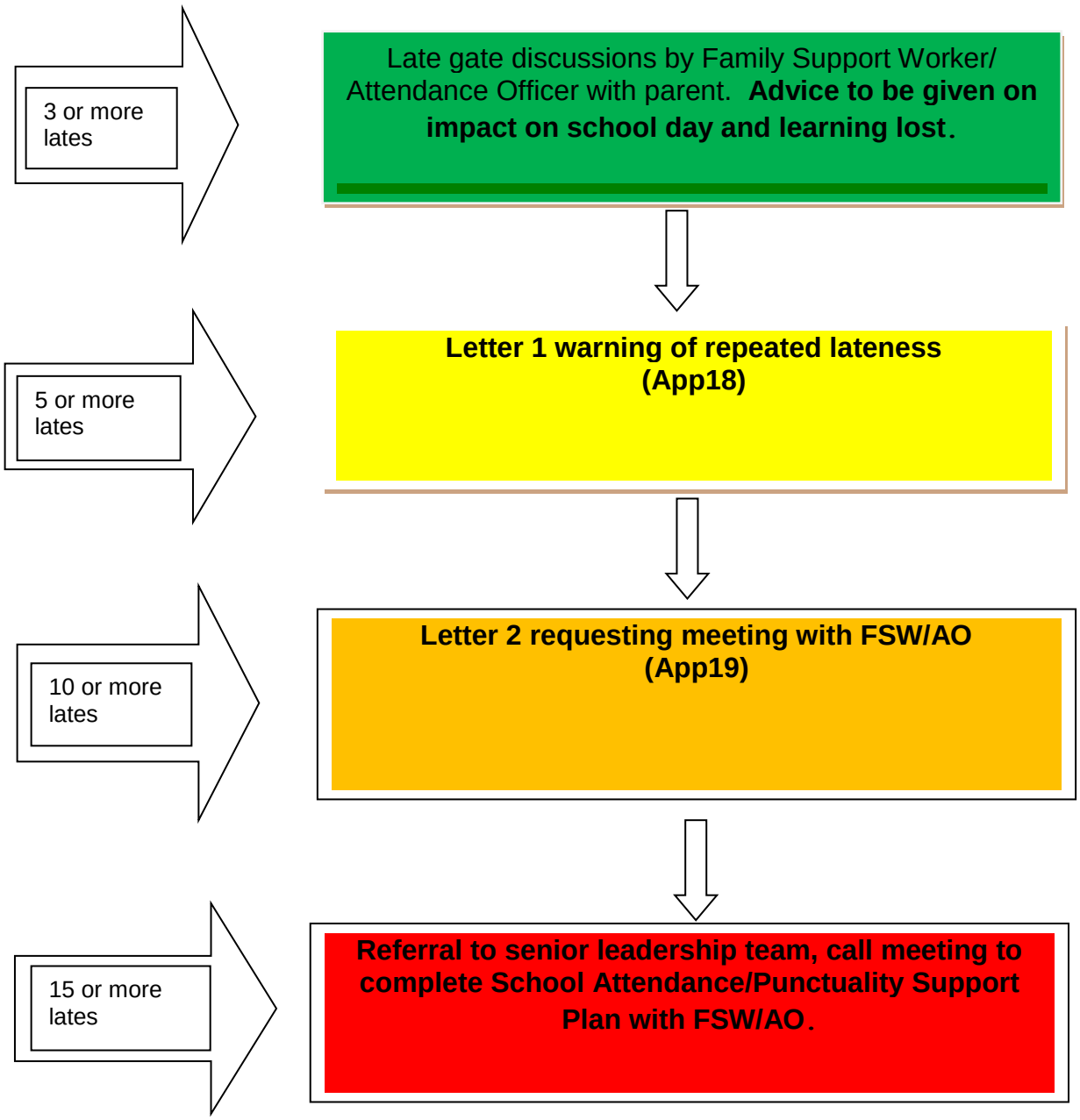
**Further unauthorised absence during LA monitoring period**

*See FPN Code of Practice for each Local Authority

*Or in the case of non-compulsory age pupils (nursery), possible removal from* school roll.

## Appendix 4 - Punctuality (Lateness) – A School Protocol

**All lates recorded as 'L' if not present at registration 8.45am**



## Appendix 5 - Punctuality (Lateness) – A School Protocol

**All lates recorded as 'U' beyond 30 minutes after registers close**

