Whole School Attendance and Punctuality Policy

Date	Review Date	Nominated Person	Nominated Governor
November 2026	**November 2028**	**Mrs Warrington**	**C of G**
	Biannual	**Website publication Yes**	**FGB**

Eastlands Primary School

This policy is available on our school website and is available on request from the school office. All parents are informed about the policy when their children join the school and on a regular basis through the newsletter and letters home where relevant.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least a biannual basis. This policy was last reviewed and agreed by the Governing Body on November 5th 2026 It is due for review on November 2028.

Signature Samantha Warrington Headteacher Date: November 2026

Signature Andrew Jones Chair of Governors Date: November 2026

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1. Introduction and Aim

At Eastlands Primary School, our vision is for every child to be empowered and prepared for success in a changing world so that they can thrive, belong and achieve well. We are a caring, inclusive and ambitious school community where positive relationships, high expectations and a strong sense of belonging enable children to feel safe, valued and ready to learn. Our vision and ethos are underpinned by our values of respect, responsibility and resilience. We recognise every child as an individual and are committed to working in partnership with families to understand and overcome barriers so that all pupils, including those who are disadvantaged or have additional needs, are supported to participate fully in school life. Regular attendance is fundamental to this ethos: being in school enables children to build strong relationships, develop confidence and independence, embrace opportunities and make the most of their learning, so that they can achieve the best possible outcomes both academically and personally.

At Eastlands Primary School we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Warwickshire County Council.

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A “Parent” is defined as:

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

3. **Attendance Objectives**

Our school attendance policy:

- Is easy to understand by pupils, parents and staff.
- Is clear and consistently applied, transparent and fair.
- Considers the individual needs of pupils and their families.
- Is easy to find so that the whole school community is aware of our attendance expectations.
- Includes the contact details of key staff to make it easy for parents to get in touch.
- Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone.
- Is followed in accordance with the procedures in the flowchart below.

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 and 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 support 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.

4. Roles and Responsibilities

At Eastlands Primary School we believe that school attendance matters to everyone. School attendance is a shared responsibility by governors, all school staff, parents, pupils, and the wider school community.

Role	Name	Contact Details
Attendance Team	Samantha Warrington (Head teacher) Karina Huggins (Pastoral and EBSNA) Katie Allen (Senior Office Administrator)	admin2415@welearn365.com
Attendance Officer	Katie Allen (Senior Office Administrator)	admin2415@welearn365.com
Attendance Governor	Mrs Charlie Moore Mr Andrew Jones (C of G)	admin2415@welearn365.com

The Governing Board of Eastlands Primary School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.
- Use data to understand patterns of attendance, identifying areas of progress and where greater focus is needed.
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.
- Designating a member of staff to have responsibility for the promotion of the education achievement of looked after and previously looked after pupils.
- Monitor and review attendance of the cohort and consider how school polices, including behaviour policies, are sensitive to their needs and support good attendance.

Eastlands Primary School will:

- Have a clear school attendance policy on the school website which all staff, pupils, and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Proactively use data to identify pupils at risk of persistent absence.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified and act as lead practitioner if attendance is the only issue and/or threshold for formal Early Support is not met.
- Take an active part in the multi-agency effort with the local authority and other partners and if the case meets threshold for formal early support/family support,

including conducting an Early Support assessment and acting as lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.

- Put additional targeted support in place to remove any barriers where absence becomes persistent.
- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.
- Intensify support through a referral to statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent pupils with the appropriate local authority teams and services.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practices where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an Individual Healthcare Plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Know who the pupils who have, or who have had a social worker are.
- Understand how the welfare, safeguarding, and child protection issues these pupils are experiencing, or have experience, can have an impact on attendance – whilst maintaining a culture of high aspiration.
- Provide additional academic support and make reasonable adjustments to help pupils who have a social worker, recognising that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.
- Informing the pupil's social worker if there are any unexplained absences.
- Work in partnership with local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked after children that support good attendance.
- Work directly with parents to develop good home-school links that support good attendance, including discussion on the use of Pupil Premium Plus for previously looked after pupils.

Eastlands Primary School requests that parents:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request a Leave of Absence in exceptional circumstances and do so in advance – at least one week.
- Book any medical appointments around the school day where possible.

- Work with the school and local authority to help them understand the child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including attendance contract or voluntary early support to prevent the need for legal intervention.

Pupils will:

- Understand the school's expectations around attendance and know when and where they are required to attend, as communicated by school staff, parents and the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may affect their attendance.
- Attend all lessons prepared to learn, bringing the appropriate equipment and arriving on time.
- Provide a note from parents or carers explaining any absence, whether it has already occurred or is anticipated.
- Follow the school's procedure if they arrive late, coming in through the front doors and seeing a person in the school office, helping the school maintain accurate attendance records and ensuring health and safety in the event of a school evacuation.
- Work with a trusted adult who will help them improve their attendance at school.
- Have regular opportunities to share their views and ensure their voice is heard within the school community.

5. Absence and Attendance Recording, Including Leave of Absence

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance.

5.1 Leave of absence

The headteacher can grant a leave of absence when a pupil needs to be absent from school with permission. The headteacher will restrict leaves of absence to the specific circumstance set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Taking part in a regulated performance or employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances*

The headteacher can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings.

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

A leave of absence is granted entirely at the school's discretion. Permission may only be given by a person authorised by the school's proprietor to do so. Each application must be judged individually, taking into account the specific facts, circumstances, and relevant background context behind each request.

In general, a need or desire for a holiday or other absence for the purpose of leisure and recreation does not constitute an exceptional circumstance. Where a leave of absence is granted, the school will determine the number of days a pupil may be absent.

The school can only consider applications for Leave of Absence made by the resident parent. i.e the parent with whom the child normally resides.

Parents making an application for Leave of Absence are advised to provide sufficient information and notice to allow the Headteacher to consider all exceptional circumstances and notify the parents of their decision. Eastlands Primary School ask for at least one week's notice for a Leave of absence. The school may request further information or supporting documentation where appropriate.

If parents have not received notification or a response regarding the leave of absence application, it is their responsibility to confirm whether the leave is authorised prior to the start of the absence.

Where applications for Leave of Absence are made in advance and refused, the child is expected to attend school on the dates set out in the application. If the child is absent during that period, the absence will be recorded as an "unauthorised". If additional days are taken either before or after the requested period, they may also be considered as part of the leave of absence.

Applications for Leave of Absence that are not made in advance cannot be authorised in line with legislation, and any such absence will be recorded as 'unauthorised'.

The Leave of Absence Application Form is available from the office on request. This should be completed and returned to the office (or via email to admin2415@welearn365.com)

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

When absence is granted by the head teacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible child missing from education procedure being instigated.

5.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, their parent/carer must advise the school office either in person, via email to admin2415@welearn365.com or by phone on 01788 575328. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness, which are reported following the school's absence reporting procedures, will be authorised when parents supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

5.3 Pupil Absence for the purposes of Religious Observance

Eastlands Primary School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, parents are requested to give advance notice to the school – at least a week's notice is required.

5.4 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the headteacher.

6. Our Procedures

6.1 Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register at the beginning of each morning session and once during each afternoon session.

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 on the admission register at the time.

6.2 Late Arrival at School

At Eastlands Primary School, all pupils are expected to arrive on time every day of the school year. The school day begins at 8:50am. We advise all parents to ensure their child is on site prior to this. The school register will be taken between 8:50 – 8:55am. All pupils arriving after this time are required to report to the main office with their parents who will be expected to provide a reason for their absence and to sign the late book. If their arrival is before 9:30am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9:30am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register), unless an acceptable reason for arriving late has been provided. This is categorised as an unauthorised absence for the session. Absence can only be authorised by the school and cannot be authorised by parents. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

The school register will be taken each afternoon at:

- KS1 afternoon registration begins at 12.50 and ends at 12:55.
- KS2 Afternoon registration begins at 1.00 pm and ends at 1.05 pm after which a pupil will be marked late in the register.

Children arriving after 1:25pm will be marked as Unauthorised Absence.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session unless an acceptable reason is provided.

6.3 Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school, parents are expected to contact school by either telephone call, email or through School Comms on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. This should be done by phone call to the absence line 01788 575328 option one Or via email admin2415@welearn365.com before 8:50am. Both are available 24 hours a day. If no reason is provided through these channels, then the school will not authorise the absence and the O code will be administered to the school register. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

Day One: The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:30am and where no reason for absence is known. A member of the admin team will send a message via school comms asking for an absence reason. For some children, our pastoral team will carry out a follow-up phone call.
If there is still no contact made by the pupil's parents, a further telephone call or an email will be sent by that afternoon. If no response can be received, the child's named emergency contact will be telephoned.

Day two:
If a child returns to school on day two, but no reason for their absence has been received, it will be marked as unauthorised.
Alternatively, if absence continues, the admin team will send another message requesting contact.
If the school cannot contact a parent and we are concerned about a pupil, a home visit may be carried out.

Day Three:
If the absence continues without explanation, the attendance officer will phone the parent/carer on day 3. If there is no answer, a message will be left to advise that an in-person safeguarding visit will be made at the school's convenience if absence continues or no message is received.

Day Four:
The school will continue to attempt contact, and a formal letter will be put through the door expressing concern. It is at the school's discretion to make a referral to Children's Services at this point. If a child is still absent without explanation on day 10, a referral will be made to the 'Children Missing in Education' team.

We understand that some of our Year 5 and 6 children make their own way to school and if these children are late or absent, their parents/carers will be contacted by a member of the admin team to ensure they are aware.

School will telephone home if a pupil leaves the school without permission

In certain circumstances the school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvements.
- Discuss the pupil at the Targeted Support Meetings with the Local Authority to seek advice and guidance on additional support strategies.
- Offer Early Support and/or other external agencies to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures.
- Complete a Notification for Attendance Intervention to the Local Authority to put in place a monitoring period and consider issuing a penalty notice or to consider prosecution when all other interventions have failed.
- Where an unauthorised leave of absence has been taken consider requesting the Local Authority give regard to the issuing of a penalty notice/prosecution.

6.4 Formalising support and Interventions

As a school, governors set an attendance target each academic year. Attendance is tracked in a variety of ways on a daily, weekly and monthly basis by the Attendance Team. They will consider classes, years, groups of children and individuals. An attendance governor meets with the attendance team termly and attendance is reported to Governors termly. The school will provide the attendance target to parents through school newsletters and class percentages will be updated on the main newsletter. We will regularly send out attendance updates to support parents in our shared approach. As a school, we implement the Emotional Based School Non-Attendance (EBSNA) strategies and use the ATTEND Framework when supporting children and families with their attendance.

The school regularly promotes the benefits of good attendance in school newsletters and through other communication to parents/carers. The school will organise incentives throughout the year, ensuring that all pupils who show good attendance/engagement have an opportunity to receive rewards. As a school, we will celebrate class attendance weekly in the whole school assembly when we celebrate Perfect Attendance. Every day that all children from a class are present and they have 100% in attendance, the class will receive one letter to make ‘once spelt out’ the words - ‘PERFECT ATTENDANCE’. Once completed the class will be rewarded with a non-uniform day. There are also certificates each term for those students with 100% attendance. Improvement in attendance is acknowledged by letters to parents/carers.

On an individual basis, if appropriate, improved attendance for those pupils who have previously struggled may be celebrated in school with the pastoral team.

The Warwickshire Attendance Service (WAS) delivery model provides a structured, staged approach to managing school attendance concerns. It ensures that interventions are timely,

proportionate, and evidence-based, supporting children and families while meeting statutory responsibilities.

Process Overview:

i. School Initiated Attendance Process

Schools issue attendance concern letters and initiate internal support through the following stages:.

Stage 1	Attendance between 90% to 95% and falling: Communication sent outlining attendance concerns	
Stage 2	Attendance improving: Communication acknowledging and congratulating on improvement	Attendance still declining below 90%: Phone call from a member of the attendance team to check in and assess if we can help through a meeting in school – Early Support is offered.
Stage 3	Attendance improving: Communication acknowledging and congratulating on improvement	Attendance still declining below 90%: Phone call from a member of the attendance team and an invite into a second meeting to discuss if any changes have been implemented and why they are not working, we would offer Early Support.
Stage 4	Attendance improving: Communication acknowledging and congratulating on improvement	Attendance declining: Invited to meeting with Attendance team and/or Pastoral lead to discuss potential action Emotional Based School Non Attendance - EBSNA.
Stage 5	Attendance improving: Communication acknowledging and congratulating on improvement	Attendance declining: Formal letter recapping previous meeting. If appropriate formal meeting with Headteacher.

- If concerns persist, schools submit a formal Notification of Attendance Intervention to Warwickshire Attendance Service (WAS).

ii. WAS Triage and Decision
- Attendance Advisers assess the notification and determine the appropriate pathway.
- Notifications may be returned to school for further action or accepted for monitoring.

iii. 10-Week Monitoring Pathway
- WAS issues monitoring letters and tracks attendance at regular intervals.
- Midway reviews identify whether further intervention is needed.

iv. Attendance Contract Pathway
- If attendance does not improve, a formal contract is initiated with the family.
- If the family does not engage, an Attendance Action Plans will be implemented with the school.
- Attendance Contracts/Action Plans will be reviewed collaboratively.

v. Enforcement Pathway

- Continued poor attendance, where there is clear evidence that support has been offered but not engaged with, may lead to legal escalation.
- WAS issues formal notices and prepares for potential prosecution.
- Before any prosecution, consideration of an Education Supervision Order (ESO) is required. Where appropriate, this is done in collaboration with Children's Social Care, as ESO applications proceed through the Family Court.

vi. Legal Process

- Legal bundles and statements are prepared.
- Cases are reviewed for public interest and statutory thresholds before proceeding.

vii. Closure and Review

- Cases may close due to improved attendance, referral to other services, or legal withdrawal.
- Attendance continues to be monitored where legal action has been initiated.

Please view the Warwickshire County Council code of conduct for penalty notices for non-school attendance and penalty notices WCC PN code of conduct

6.5 Deletions from register

The school will only delete a pupil from their register in accordance with The School Attendance (Pupil registration) (England) Regulations 2024 the local Authority will be notified of this removal.

Eastlands Primary School will inform Children's Service when a child with safeguarding concerns is due to be removed from the school register.

7. Support

At Eastlands primary School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

Universal Support

• Class teachers promote good attendance and punctuality with their classes and discuss the benefits of being in school
• Meeting and greeting of pupils on arrival at school (soft starts)
• Providing an environment where pupils feel welcomed and valued
• Attendance data will be regularly collated and analysed to identify patterns and set targets.
• Communicate with and support families to address any in-school barriers to attendance
• Families will be regularly reminded of the importance of good attendance
• The headteacher will provide a report each term for the governors regarding attendance

• The headteacher, SENDCo and pastoral team will liaise with other agencies when this may support and assist those experiencing difficulties.

Additional Support
• We will work with and build stronger relationships with pupils and/or families to provide support and remove barriers to attendance by putting the right support in place at the right time.
• We will use the 'EBSNA Pathway' to respond to the growing number of children who experience emotional challenges in attending school.
• Attendance will be part of daily conversations and be present on the agenda for relevant meetings. Absence from school will be challenged in order to understand.
• We will make use of the opportunities to work collaboratively with other agencies or external partners to help our pupils.
• Individual plans will be made when appropriate. These will be monitored and adapted to maximise improvement to attendance.
• Use of the ATTEND Framework when appropriate.
• Early Support will be offered as part of Persistent Absence reviews
• Data will be shared regularly amongst the staff team to monitor and spot trends/patterns.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be child centred and planned in discussion and agreement with both parents and pupils. This may include a referral to Early Support or an attendance action plan.

8. Persistent and Severe Absence and the use of legal interventions

We take attendance seriously because every day in school matters. When a pupil's absence reaches 10% or more for any reason, this is an early warning sign that they may be at risk of becoming a persistent absentee (PA). Over a full academic year, 10% absence equates to around 40 sessions (20 days) of missed learning, which can have a significant impact on a child's progress and wellbeing. If attendance falls further, reaching 50% or below, this is considered severe absence (SA).

Our approach is always support first. The attendance of all pupils at our school are monitored closely to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Where needed, we will also involve external agencies to provide targeted support.

If, despite this support, parents fail to engage and attendance or punctuality remains unsatisfactory the school may ask the Local Authority to consider pursuing legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

8.1 Penalty Notices

Penalty notices will be issued by the Local Authority on request of the Head teacher to parents or carers if your child(ren) are absent from school. Penalty notices will be issued in line with the National Framework for Penalty Notices. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct WCC PN code of conduct.

The national threshold set out in the statutory guidance states that a penalty notice must be considered for 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years.

The school will prioritise a 'support first' approach offering support to families in cases where it is appropriate. Penalty notices can still be issued where support is not appropriate, such as leave of absence in term time or when support has not been engaged with.

If the Local Authority believes a penalty notice would be appropriate in an individual case, the Authority shall retain the discretion to issue one before the threshold is met. An example of this is where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absences for birthdays or other family events.

Penalty Notices will be issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

· First penalty notice: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.

· Second penalty notice within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.

A national limit of 2 penalty notices that can be issued to a parent of the same child within a rolling 3-year period has been set within the National Framework, so at the 3rd (or subsequent) offence(s) a Penalty Notice will not be issued. The matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996 or alternative action may be considered including other legal interventions.

9. Children Missing Education

At Eastlands Primary School we recognise that regular attendance is a safeguarding priority. In line with *Keeping Children Safe in Education (2025)*, we have clear procedures to ensure that pupils who do not attend regularly or who go missing from education are identified and supported promptly.

Our staff are trained to understand what action to take when attendance concerns arise and to recognise indicators of wider safeguarding risks, such as travel to conflict zones which may signal risks of forced marriage or FGM.

The school works closely with the local authority to ensure compliance with statutory duties. We will notify the local authority whenever a pupil:

- Leaves the school to be home educated
- Moves away from the local area

- Remains medically unfit beyond compulsory school age
- Is in custody for four months or more and will not return
- Is permanently excluded

We also ensure that pupils expected to attend but who fail to take up their place are referred to the local authority without delay. When a pupil leaves our school, we record the name of their new school and the expected start date to maintain continuity of education and safeguarding oversight.

10. Part-time timetables

All children of compulsory school age have a legal right to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, part-time timetable to meet a pupil's individual needs and only where it is safe to do so and in agreement with all parties.

We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable.

We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

We will notify the Warwickshire Attendance, CME and EHE Service of all part-time timetables as soon as a plan has been agreed and use the appropriate attendance code to record this within our admission register.

11. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- Eastlands Primary School Child Protection and Safeguarding Policy
- Administration of Medication
- Supporting Pupils with Medical Conditions Policy
- WES Admissions Policy
- Accessibility Policy & Plan
- Whole School Behaviour Management Policy & Statement of Behaviour Principle including Anti-Bullying
- Suspension and Permanent Exclusion Policy
- INCLUSION & SEND Policy
- SEND Information Report
- Curriculum Policy
- Educational Visits Policy
- Equalities Policy & Objectives
- Mental Health & Wellbeing Policy (including self-harm)

- Home School Agreement

12. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance (July 2026)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2007
- Children missing education (updated September 2025)
- https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Working together to safeguard children (March 2026)