



Prescot County Primary School  
Putting the learner first

# Prescot Primary & Nursery School

*Putting the Learner First*

---

**Parents/Carers Attendance Policy**

**September 2024**

# **Attendance Policy September 2024**

## **Contents**

1. Introduction
  2. Background
  3. Policy Aims and Objectives
  4. Definitions
  5. Attendance Procedures
  6. Responsibilities
  7. Registration
  8. Lateness
  9. Absences
  10. Addressing Attendance Concerns
  11. Monitoring Pupil Attendance
  12. Monitoring and Review of the Policy
- 

## **1. Introduction**

This policy applies to all aspects of Prescott Primary School and Nursery regarding education and nursery services. It applies to all staff (permanent and sessional), agency workers, governors, volunteers, visitors, and others conducting work on behalf of our school. We strive to create an environment where everyone feels empowered to learn and achieve in a safe, trusting space, supported by our mission of **"Putting the Learner First."**

**Vision:** To build a setting where curiosity, creativity, and responsibility for learning are prized, encouraging everyone to reach their potential.

### **Related Policies:**

- Safeguarding & Child Protection Policy
- Inclusion Policy
- Behaviour Policy

## **2. Background**

Regular and punctual school attendance is essential to take advantage of educational opportunities provided by law. Prescott Primary School and Nursery acknowledges its duty to ensure children attend school on time and regularly. This policy adheres to **current DfE guidelines, Children Acts, and relevant Education Acts and Regulations** to provide consistent attendance standards.

While parents/carers are legally responsible for ensuring good attendance, the Headteacher and Governors collaborate with professionals and agencies to support positive attendance habits.

### 3. Policy Aims and Objectives

This policy aims to:

- Promote high levels of attendance and punctuality to improve pupils' achievement.
- Achieve a minimum **attendance rate of 97%** for all children, excluding those with chronic health conditions.
- Recognise good attendance and punctuality as vital aspects of school culture.
- Increase parental, carer, and pupil awareness of attendance's importance at each stage of education.
- Collaborate with parents, pupils, staff, and external services to realise full pupil potential without unnecessary absence.
- Foster a welcoming environment where pupils feel valued and safe, taking responsibility for their own attendance.
- Monitor attendance consistently, address difficulties, and celebrate attendance achievements.

### 4. Definitions

**Authorised Absence:** Absence with a valid reason and approval from the school, e.g., medical appointments or illness, upon notification.

**Unauthorised Absence:** Absence without school permission, even if supported by parents, e.g., holidays taken without permission.

### 5. Attendance Procedures

To promote good attendance, we:

- Maintain accurate registration processes and data recording via the **Arbor system**.
- Communicate expectations clearly to all stakeholders.
- Follow up on absences with first-day contact when necessary.
- Discourage term-time holidays.
- Refer cases of concern to the **Educational Welfare Service (EWO)** after school-led initiatives to improve attendance.
- Report attendance data to **Knowsley LA and the DfE** when required.

### 6. Responsibilities

**Governing Body:** Monitors school attendance data termly and holds the Headteacher accountable.

**Headteacher:** Manages overall attendance, trends, family contacts, referrals, and collaboration

with external professionals.

**Class Teachers:** Monitor and report class trends, discuss attendance issues, and follow up on absence explanations.

**Administration Staff/Learning Mentors:** Record attendance, communicate with parents about absences, and notify concerns to leadership.

**Parents/Carers:** Ensure child attendance, notify school of absences, and collaborate with school initiatives for attendance improvement.

## 7. Registration

Class registration runs from **8:30 am - 8:50 am** daily. Teachers complete electronic registers by **8:55 am** and **1:30 pm** using **Arbor software**. Registers are preserved for **three years** after use.

## 8. Lateness

Pupils arriving after **8:50 am** must enter through the school office and will be marked as late (Attendance Code L). Arrival post-**9:30 am** without valid reason is recorded as unauthorised absence (Attendance Code U). Persistent lateness will prompt communication with parents and possible support offers to address issues.

## 9. Absences

Parents should notify the school on the first day of absence, providing specific reasons. All absences are either **authorised or unauthorised**, determined by the Headteacher. The **first-day contact system** is in place to follow up on unreported absences.

Valid authorised absences include illness (with potential medical proof if recurring), medical appointments, religious observance, and certain Traveller pupil absences. **Term-time holidays** are only authorised under exceptional circumstances.

## 10. Addressing Attendance Concerns

The school expects **97% attendance**. Concerns are raised with parents through letters, meetings, and collaborative support. Persistent unauthorised absence may result in **penalty notices**, managed according to the **local authority's code of conduct**.

## 11. Monitoring Pupil Attendance

Attendance data is monitored daily and discussed in regular meetings between **Learning Mentors and the Headteacher**. Parents will be contacted if a pupil's absence exceeds five days in a term. Persistent absence is flagged at the **10% threshold** per the DfE. Attendance trends are benchmarked against national averages and reviewed termly.

## 12. Monitoring and Review of the Policy

This policy will be reviewed bi-annually in accordance with new legislation, guidance, and local/national updates, and presented to the **Governing Board** for approval.

## 10. Addressing Attendance Concerns

Prescot Primary School expects a minimum of **97% attendance**. Attendance concerns are raised with parents or carers through letters, meetings, and offers of collaborative support to address barriers to regular attendance. The school will adopt a graduated response to poor attendance in line with the **latest local authority regulations and code of conduct**. This includes:

- Initial contact with parents to discuss attendance concerns and offer support to improve the situation.
- Continued monitoring and, if necessary, follow-up meetings to track progress and engage the family in agreed improvement measures.
- If attendance does not improve despite school interventions, a referral may be made to the **Educational Welfare Service (EWS)** for additional support and guidance.
- **Persistent unauthorised absence** (defined as absence exceeding **10%** of possible sessions) may result in further action, including the issuing of **penalty notices**. The school's approach to penalties will reflect **evolving local authority guidelines** and may involve fines for parents/carers, consistent with the **Knowsley local code of conduct** for managing school attendance.
- In serious cases where unauthorised absence persists without adequate engagement from families, sanctions may escalate, potentially involving legal action.

The school remains committed to working with parents and external services to ensure all reasonable steps are taken to support families in achieving good attendance before considering enforcement measures.

## 11. Monitoring Pupil Attendance

- Our office staff and Learning Mentors have the responsibility for ensuring that all of the attendance data is accurately recorded on the Arbor attendance software. Regular meetings are held with the Headteacher to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.
- The school monitors pupil absence on a daily basis.
- Parents are expected to call the school in the morning if their child is going to be absent due to ill health. If a pupil's absence goes above 5 days in any half term we will contact

the parents to discuss the reasons for this. If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

- The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.

## **12. Monitoring and Review of the Policy**

This policy and procedures will be reviewed bi-annually in line with legislation, local and national guidance and presented to the Governing Board for approval.