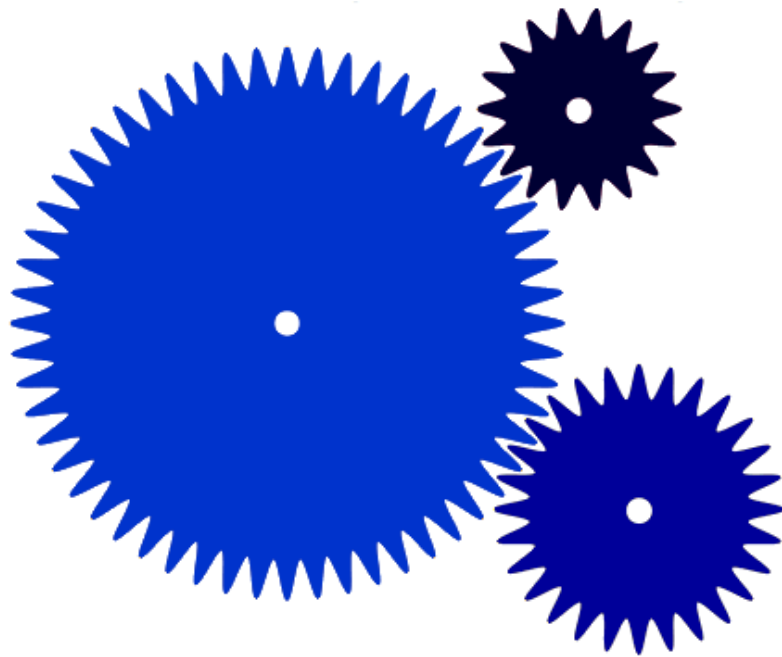


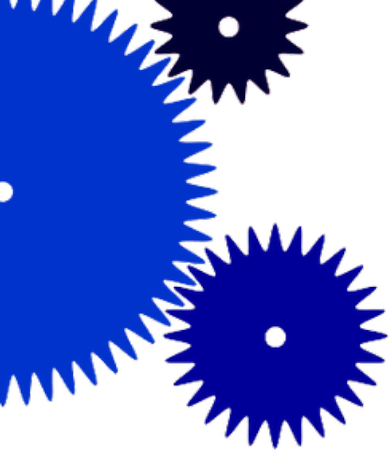
Attendance Handbook



Prescot Primary School

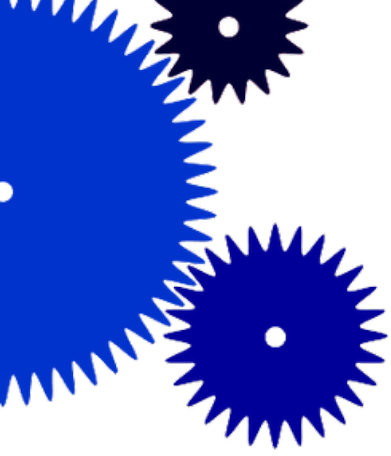
Empower today. Prepare for
tomorrow.





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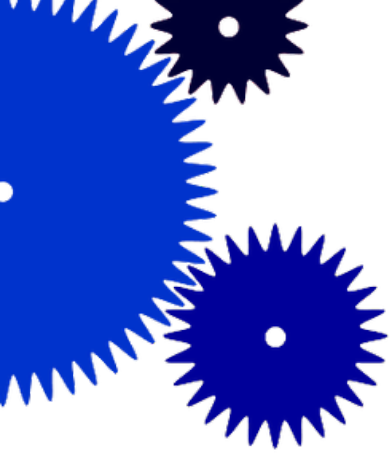


1. Why Attendance Matters

Regular attendance is vital for every child's learning, progress and overall development. Each school day builds on the last – every lesson contributes to a child's growing knowledge, confidence and relationships. When children attend consistently, they benefit from a sense of routine, belonging and achievement.

Research shows a strong link between attendance and outcomes: children with good attendance are more likely to succeed academically, maintain strong friendships, and develop positive attitudes towards learning. Conversely, frequent absence – even just a few days each term – can lead to gaps in understanding that are difficult to recover.

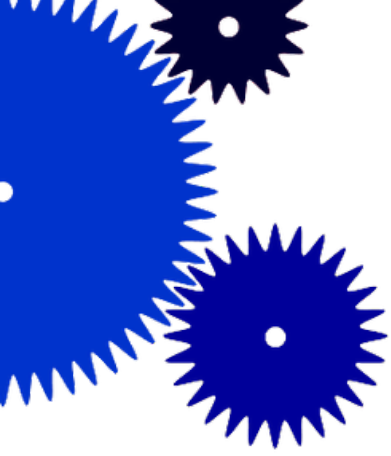
At our school, we believe that excellent attendance is everyone's responsibility. Working together – staff, parents and pupils – ensures that every child is supported to attend, engage and thrive.



2. Philosophy and Principles

At our school, we believe every child has the right to an education that allows them to thrive – a principle rooted in Article 28 of the United Nations Convention on the Rights of the Child. We work together as a community of duty-bearers – teachers, parents and carers – to ensure that all pupils can access this right through regular, punctual attendance.

Good attendance builds confidence, friendships and a sense of belonging. It helps children keep up with learning and develop the resilience they'll need for future success. We recognise that, at times, families may face challenges that affect attendance, and we aim to approach every situation with understanding and support.



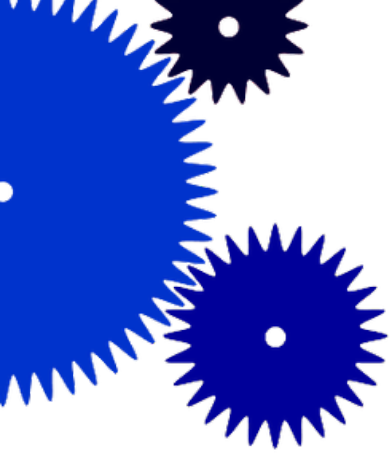
3. Authorised Absences

Some absences are unavoidable. Authorised absences may include genuine illness, medical or dental appointments that cannot be arranged outside school hours, or exceptional family circumstances.

Parents or carers must contact the school office as early as possible on the morning of any absence, explaining the reason and expected return date. Evidence such as appointment letters may be requested where appropriate. Absences will only be authorised when the reason is deemed valid and unavoidable.

Authorised absence codes include:

- **C** - Other authorised circumstances (e.g., family bereavement)
- **I** - Illness (not medical appointment)
- **M** - Medical or dental appointment
- **R** - Religious observance
- **T** - Traveller absence (when applicable)



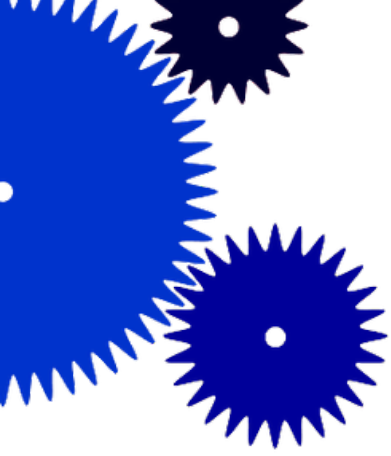
4. Unauthorised Absences

Unauthorised absences occur when a pupil is absent without a valid reason or without the school's permission. This includes staying at home for birthdays, shopping trips, swimming lessons, tutors or family days out.

Unauthorised absences can quickly add up and have a significant impact on a child's learning and wellbeing. Where patterns of unauthorised absence appear, parents will be contacted so that we can work together to find a solution.

Unauthorised absence codes include:

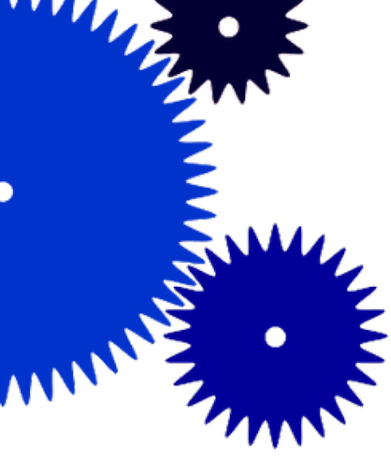
- **O** - Absent without authorisation
- **U** - Arrived after registration closes (after 9:30 am)
- **G** - Holiday not authorised by the school



5. Term-Time Holidays

Holidays during term time are strongly discouraged and will not normally be authorised. The Department for Education states that schools may only grant leave in exceptional circumstances. Requests must be made in writing to the Headteacher using the school's leave-of-absence form.

Absences taken without permission are recorded as **unauthorised (Code G)** and may result in a fixed penalty notice from Knowsley Council. We appreciate that family time is important and encourage families to plan holidays during school breaks wherever possible.



6. Punctuality and Lateness

Arriving on time helps children settle into the school day calmly and ensures they don't miss important learning at the start of lessons. Morning activities run from 8:30am to 8:50am, with registers completed between 8:55am and 9:00am.

Pupils arriving after 8:50am must enter through the school office and will be marked as late (**Code L**) after 9:00am. Arrivals after **9:30am**, when the register has closed, and without a valid reason, are recorded as unauthorised absence (**Code U - late after the register closes**).

Persistent lateness will result in communication with parents/carers and, where needed, additional support to address the causes.



7. Early Collection

If a parent or carer needs to collect their child early, they must notify the school office **in advance**, providing a clear reason for the early collection. The school may request evidence of any appointments.

Early collection will be recorded for monitoring purposes using the codes below:

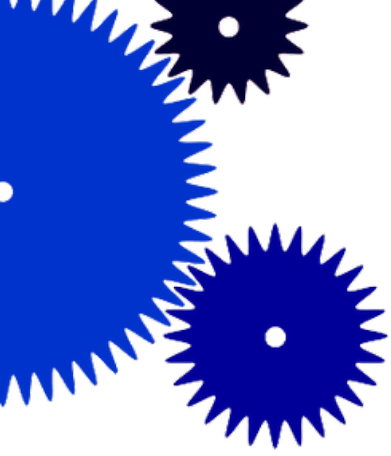
Authorised early-collection codes:

- **C** - Other authorised circumstances
- **M** - Medical/dental appointment

Unauthorised early collection:

- **O** - Unauthorised absence after register closes

We appreciate that occasionally early collection is unavoidable, but we ask that it remains the exception, not the norm, to minimise disruption to your child's learning.

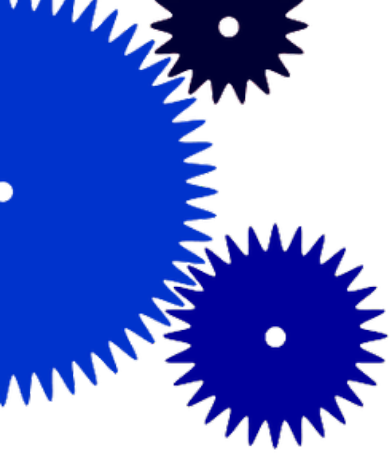


8. Notifying the Office

Parents and carers must notify the school **before 9:00 am on each day of their child's absence**, providing a clear and specific reason.

For medical appointments, please provide a copy of the appointment letter or email confirmation where possible.

If we haven't heard from you by 9:30am, the office will make contact to check on your child's wellbeing. Unexplained absences will be recorded as **O (unauthorised absence)** until clarification is received. Unexplained or unjustified absences may be followed up by a home visit or referral to the Education Welfare Officer.



9. Register Procedures

Morning activity runs from 8:30am to 8:50am daily. Morning registers are completed electronically on Arbor between 8:55am and 9:00am.

Afternoon registers are completed between 12.30pm and 1:30pm (year group dependent).

Code / - Present (AM)

**Code ** - Present (PM)

Code L - Late arrival before registers close

Code U - Late arrival after registers close (unauthorised)

Attendance data is monitored regularly and securely stored for three years in line with data-protection requirements.

PCP REGISTRATION

TIMELINE

8:30am

Gates open

Y4/5/6 use the field gate.
EYFS, Y1/2/3 use the middle yard gate.

8:50am

Gates close

Both gates are closed. Children enter through the office.

8:50am - 9am

Office

Record children who enter.

8:55am - 9am

Class register

Teachers take the morning register.

9am - 9:30am

Late

Record children as late (Code L).

9:30am onwards

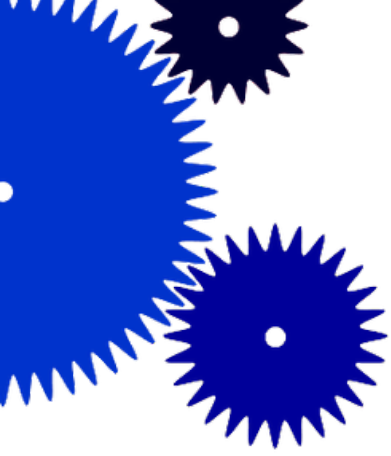
Unauthorised

Record children as late after the register closes (Code U).

12:30 - 1:30pm

Class register

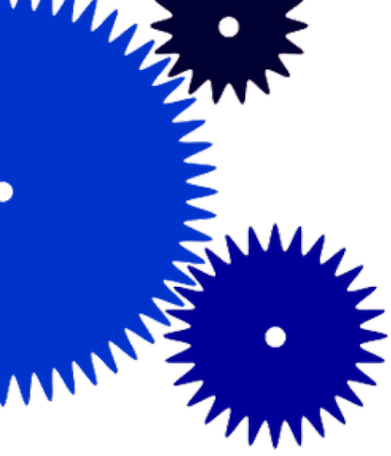
Teachers take the afternoon register
Leaving early?
Authorised (Code C or M).
Unauthorised (Code O).



10. Monitoring and Intervention

We monitor attendance closely to identify pupils who may need extra support. The school follows a graduated response, beginning with supportive conversations with parents or carers.

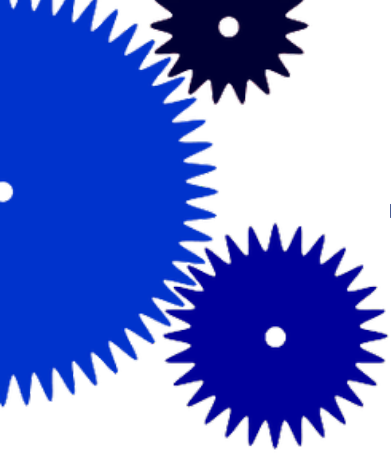
If attendance falls below 95%, parents may receive a courtesy letter. Where attendance continues to decline, meetings will be arranged to discuss barriers and develop an attendance plan. In some cases, this may involve our Family Support Worker or the Education Welfare Officer to provide further guidance. Our goal is always to work in partnership to remove obstacles and help children attend consistently.



11. Knowsley Council Guidance

Knowsley Council expects all schools to promote and secure regular attendance. Parents and carers have a legal responsibility to ensure their child attends school regularly.

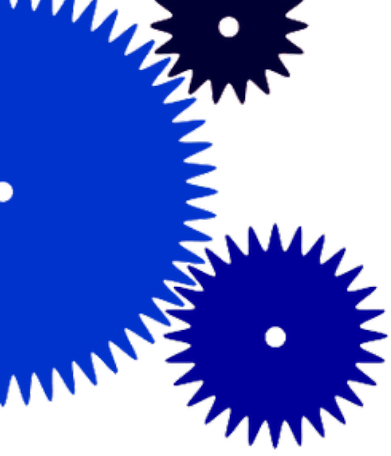
Where unauthorised absences persist, the local authority may issue a fixed penalty notice or begin legal proceedings under Section 444 of the Education Act 1996. We view these steps as a last resort and always aim to resolve attendance concerns through early support and communication first.



12. Communication and Support

We believe that strong relationships between home and school are key to improving attendance. Our approach is always supportive. We listen, empathise and work alongside families to understand any challenges they face.

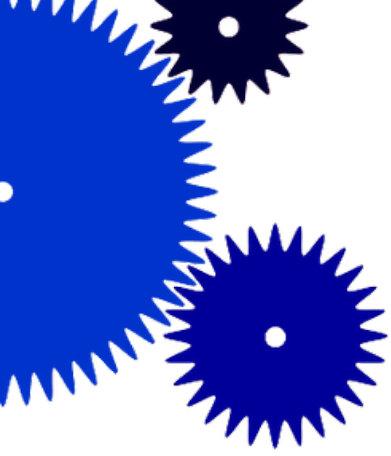
Open communication is encouraged – please contact us if your child is struggling to attend or facing barriers such as anxiety, transport difficulties or family circumstances. Together, we can explore practical solutions and ensure your child feels safe, supported and ready to learn.



13. Celebrating Attendance

Attendance is something to celebrate! Each week, classes take part in an attendance celebration during assembly, where the class with the highest attendance takes home our special Class Tigger Teddy. Pupils also earn BeePoints towards whole-class rewards when attendance improves.

We believe recognising positive attendance helps build motivation and a sense of pride, reminding every pupil that their presence truly matters.



14. References & Further Information

This Attendance Handbook has been developed in line with national and local guidance, including:

- Department for Education (DfE) – School Attendance: Guidance for Schools and Local Authorities (2024)
- DfE – Working Together to Improve School Attendance (2022)
- Education Act 1996 – Section 444
- Knowsley Council – School Attendance and Penalty Notice Code of Conduct
- United Nations Convention on the Rights of the Child – Article 28: Right to Education

For further advice, support or clarification, please contact:

School Office: 0151 432 7100

Email: admin@prescotprimary.org.uk

School Attendance Service (Knowsley Council):

SAS.Duty@knowsley.gov.uk