

# SPRINGFIELD SCHOOL POLICY



**POLICY NAME: ATTENDANCE**

**NEXT REVIEW DATE: 01/09/2026**

## SPRINGFIELD SCHOOL

### POLICY STATEMENT ON: ATTENDANCE

## Contents

|  |   |
|--|---|
| <a href="#">1. Aims</a>                                | 2 |
| <a href="#">2. Legislation and guidance</a>            | 2 |
| <a href="#">3. Roles and responsibilities</a>          | 3 |
| <a href="#">4. Recording attendance</a>                | 4 |
| <a href="#">5. Authorised and unauthorised absence</a> | 6 |
| <a href="#">6. Strategies for promoting attendance</a> | 6 |
| <a href="#">7. Attendance monitoring</a>               | 6 |
| <a href="#">8. Monitoring arrangements</a>             | 7 |
| <a href="#">9. Links with other policies</a>           | 8 |

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## 1. Aims

At Springfield School we are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

## **3. Roles and responsibilities**

### **3.1 The governing board**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

### **3.2 The Executive Headteacher / Head of School**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### **3.3 The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Kim Cepeda-Wilson and can be contacted via tel: 01270 691900 or email: kimwilson@springfield.cheshire.sch.uk.

### **3.4 The senior leadership team**

The senior leadership team are responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence

### **3.5 Class Teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

### **3.6 School admin staff**

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

- Transfer calls from parents/carers to the Key Stage Lead & SLT in order to provide them with more detailed support on attendance

### **3.7 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time

- Call the school to report their child's absence before 9am on the day of the absence and advise when they are expected to return

- Provide the school with more than 1 emergency contact number for their child

- Ensure that, where possible, appointments for their child are made outside of the school day

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day on time

## **4. Recording attendance**

### **4.1 Attendance register**

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present

- Attending an approved off-site educational activity

- Absent

- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry

- The amended entry

- The reason for the amendment

- The date on which the amendment was made

- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not

- The nature of the activity if a pupil is attending an approved educational activity

The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9am each school day.

The register for the first session will be taken at 9am will be kept open until 9.30am. The register for the second session will be taken at 1pm and will be kept open until 1.15pm.

## **4.2 Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school admin staff (see also section 7).

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

## **4.4 Lateness and punctuality**

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code

After the register has closed will be marked as absent, using the appropriate code

## **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school carry out a home visit, leave a letter if nobody is in and contact social care if we haven't heard anything by the end of the school day.

Identify whether the absence is approved or not

Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

## **4.6 Reporting to parents/carers**

The school will regularly inform parents/carers about their child's attendance and absence levels through eSchools where the information is updated daily. This is live information on the parents individual accounts.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as a request linked to the child's special educational needs.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

### 5.2 Legal sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

The number of unauthorised absences occurring within a rolling academic year

One-off instances of irregular attendance, such as holidays taken in term time without permission

Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## 6. Strategies for promoting attendance

Improved and Good attendance will be celebrated in assemblies.

## 7. Attendance monitoring

- **Daily:**
- All pupil absence is followed up with a text message by a member of the admin team.
- If no response is received from the parent then a phone call is made and voicemail left if no answer
- If the parent / carer does not return the call then a home visit will be made by a member of the leadership team.
- If nobody answers the door then a letter will be left to make them aware that social care will be contacted to make a welfare check.

- **Weekly:**
- Class teacher to maintain regular contact.
- Class teacher to offer support in getting the pupil back into school.
- **Fortnightly:**
- Attendance is discussed at leadership meetings
- **Termly:**
- Attendance information is reported to Governors on a termly basis.
- Attendance concerns are shared with class teachers via the vulnerable pupil database termly. (93-100% - Green, 90-93% - Amber, below 90% - Red)

## 7.1 Monitoring attendance

The school will:

Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be 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. The school will compare attendance data to the national average, and share this with the governing board.

## 7.2 Analysing attendance

The school will:

Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## 7.3 Using data to improve attendance

The school will:

Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## 7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

Use attendance data to find patterns and trends of persistent and severe absence

Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

Provide access to wider support services to remove the barriers to attendance

# 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Kim Cepeda-Wilson – Head of School. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

Child protection and safeguarding policy

Behaviour policy

**Reviewed:** **Annually**

**By whom:** **Kim Cepeda-Wilson – Head of School, Crewe.**