

Wellington Primary School



Attendance Policy

	Print name	Date Approved	Review Date
Headteacher	Mrs Joy Wood	September 2026	September 2027
On behalf of Governing Body	Mrs Ambreen Janjua		

Our Aims

As a whole school body, we encourage good school attendance. We strongly believe that a positive attitude towards attendance is a key factor in ensuring individual progress, attainment and achievement. We expect all children to attend every school day, as long as they are fit and healthy enough to do so.

We celebrate and reward children with good attendance in a variety of ways, from individual certificates and prizes, through to whole class rewards. These rewards are all funded by school. Working alongside the Local Authority, we will also make the best provision we can for those children who, for whatever reason, are prevented from achieving good school attendance, including remote learning via Google Classroom.

Legislation & guidance

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance - [Working together to improve school attendance \(applies from 19 August 2024\)](#) and [School attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Roles & Responsibilities

Whilst attendance is everyone's responsibility, Wellington Primary School has an Attendance Team who lead, coordinate and monitor the school's attendance strategy and support for pupils and families.

The Attendance Team consists of the Senior Attendance Champion, Attendance and Engagement Mentor and School Office Staff. The team works closely with class teachers, families, governors and external agencies to promote excellent attendance, identify concerns at the earliest opportunity and ensure appropriate support and intervention is provided.

The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Regularly reviewing attendance data and discussing and challenging trends
- Ensuring staff receive adequate training on attendance

Further information can be found in Chapter 3 – [Working together to improve school attendance](#).

The Headteacher

The Headteacher will:

- Ensure the implementation of this policy across the school
- Monitor school-level absence data
- Support staff with monitoring the attendance of individual pupils
- Monitor the impact of any implemented attendance strategies
- Issue fixed-penalty notices, where necessary, and/or authorise relevant administrative staff to be able to do so
- Work with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers. This will be in collaboration with the SENDCO
- Communicate the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The designated senior leader responsible for attendance

The designated senior leader or the 'senior attendance champion' will:

- Lead, champion and improve attendance across the school
- Set a clear vision for improving and maintaining good attendance
- Evaluate and monitor expectations, systems and processes
- Maintain strategic oversight of attendance data and absence analysis
- Regularly monitor and evaluate whole-school attendance trends, patterns and progress
- Identify attendance priorities and groups requiring targeted support
- Ensure effective systems are in place to identify, monitor and address absence
- Work closely with the Attendance and Engagement Mentor to review attendance concerns and prioritise appropriate interventions
- Support meetings with parents and external agencies where appropriate
- Support targeted intervention and support for pupils and families where appropriate
- Ensure attendance remains a whole-school priority and promotes a culture where excellent attendance is valued
- Liaise with the Headteacher, governors and external agencies regarding attendance matters where appropriate

- Report attendance outcomes and priorities to senior leaders and governors

The designated senior leader responsible for attendance is Catherine Berry – Assistant Headteacher. She can be contacted via the school office or by email – catherine.berry@wellingtonps.co.uk

The Attendance and Engagement Mentor

The school attendance and engagement mentor will:

- Monitor attendance information and identify pupils requiring support and those at risk of persistent absence
- Build positive and trusting relationships with pupils and their families
- Work with families to identify and overcome barriers to regular attendance
- Arrange and lead meetings with parents and carers where attendance is a concern
- Work collaboratively with class teachers to monitor attendance concerns and identify appropriate support strategies
- Develop and implement attendance support plans
- Undertake home visits where appropriate
- Provide early help and targeted intervention for pupils at risk of persistent absence.
- Produce and send persistent absence correspondence
- Oversee attendance communications and letters sent to parents
- Liaise with pupils, parents, school staff and external agencies to improve attendance outcomes
- Support vulnerable pupils and families through periods of difficulty that may impact attendance
- Celebrate and promote improved attendance and engagement
- Maintain accurate records of interventions and support provided
- Provide regular updates and reports to the Senior Attendance Champion regarding attendance concerns and intervention outcomes

The attendance and engagement mentor is Rachael Dowell. She can be contacted via the school office or by email rachael.dowell@wellingtonps.co.uk

School office staff

School office staff will:

- Monitor Arbor/emails and attendance communication systems daily
- Receive and record absence notifications from parents and carers
- Carry out first-day response procedures, including contacting parents where no reason for absence has been received
- Record attendance information accurately on the school's management information system.
- Monitor and record lateness
- Process leave of absence requests and maintain appropriate records.
- Produce attendance certificates
- Produce and send cause for concern letters (U/L codes)

- Produce weekly attendance figures and share with the attendance team at attendance meetings
- Produce and distribute attendance-related letters and communications
- Alert the Attendance and Engagement Mentor and Senior Attendance Champion to emerging attendance concerns
- Provide attendance data to support attendance monitoring, interventions and statutory processes

Class teachers

Class teachers will:

- Promote the importance of good attendance and punctuality in the classroom
- Record attendance for both morning and afternoon sessions on a daily basis and submit this information to the school office
- Alert the Attendance and Engagement Mentor to any concerns, emerging issues or any patterns of absence they become aware of
- Build close and productive relationships with parents to discuss attendance issues
- Welcome pupils positively following absence and support their successful reintegration into school where required

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Notify school of any absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return. This can be done via telephone/email or via Arbor
- 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
- If appropriate, keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Rachael Dowell or Catherine Berry, who can be contacted via the school office or via email

Pupils

Pupils are expected to:

- Attend school every day, on time

Recording Attendance

We will keep an electronic 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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where 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 6 years after the date on which the entry was made.

The school day starts at **8.45am** and ends at **3.15pm**.

Pupils must arrive in school by 8.45am on each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.30am.

The register for the second session will be taken at the time listed below and will be kept open for 30 minutes.

Reception – 12.45pm

KS1 – 12.45pm

KS2 – 1.15pm

Unplanned Absence

It is very important that you contact us every day your child is absent. Please make contact before 9.00am using one of the following methods -

Telephone - 01274 774446

Email - office@wellingtonps.co.uk

Text - via Arbor

Absence due to physical or mental illness will be marked as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school may ask for medical evidence, such as a doctor's note, prescription, appointment card etc. School may also arrange a home visit. 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 will be notified of this in advance.

Planned Absence

Attending a medical or dental appointment will be authorised as long as school is notified in advance of the appointment. Please bring hospital letters / appointment cards to the office to authorise the absence.

We encourage parents to make medical and dental appointments out of school hours where possible

Lateness & punctuality

The school doors open at 8.45am each day and will close at 8.55am. Any child who arrives after this time should go through the office. All children should be in class by 8.45am ready for registration. Reading, spelling, handwriting and arithmetic activities are completed between 8.45 and 9.00am. This time plays a vital part in ensuring children have the best possible start to their day.

A pupil who arrives late:

- Before the register has closed, will be marked as late using an 'L' code.
- After the register has closed, will be given a 'U' code. A 'U' code is an unauthorised absence and will affect your child's overall attendance.

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 on the morning of the first day of unexplained absence to ascertain the reason. If school cannot reach any of the pupil's emergency contacts, the absence will be unauthorised.
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. This would involve a home visit. If absence continues, the school will consider involving an education welfare officer.

- Identify whether the absence is approved or not.
- Identify the correct attendance code and input it as soon as the reason for absence is ascertained.
- Where appropriate, offer support to the family to improve attendance.
- Where support is not successful or not engaged with, a penalty notice may be issued.

Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels via half termly attendance reports. Where school has concerns, parents will be reported to more frequently. Parents can see their child's attendance on Arbor.

Authorised and unauthorised absence

Approval for term-time absence

The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. Absence can be authorised for a number of reasons. These include:

- Illness
- Medical or dental reasons but we do ask that check-ups and non-emergency appointments are made out of school hours
- Education off site
- Exclusion
- Traveller absence
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- Approved sporting activity
- Enforced closure of the whole school
- Any other exceptional circumstance – this must be approved by the Headteacher.

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure or recreation to be an exceptional circumstance therefore it is unlikely that a leave of absence will be granted for a family holiday. Absences due to holidays, taken during term time, can seriously impact on a child's academic attainment.

If you wish for your child to be absent from school, please complete the 'term time absence request form' on the following link - <https://bradford.gov.uk/LOAForm> . Alternatively, contact the office and they will email you the link. This must be submitted at least two weeks before the first day of absence. This should contain the details of both parents where appropriate. A leave of absence cannot be granted retrospectively.

The school considers each application to term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. The Headteacher will require evidence

to support any request for leave of absence including outbound and inbound tickets, medical letters etc.

Taking 'leave of absence' without the school's permission could result in you being issued with a penalty notice. Penalty Notices are calculated as follows:

- £80 per parent per child – if paid within 21 days
- £160 per parent per child if paid after 21 days but before 28 days
- Failure to pay before 28 days is likely to lead to prosecution.

If the same individual parent receives a second penalty notice in relation to the same individual child within a three year period, they lose the ability to pay a discounted rate and must pay £160 within 28 days to avoid being prosecuted for the offence.

Local Authorities can no longer issue a third penalty notice to the same individual parent for the same individual child within a three-year period. Parents will usually be prosecuted for the offence via the magistrates' court.

Unauthorised absence

Absence can be unauthorised for a number of reasons. These include:

- Trips / holidays
- No reason yet provided
- Late after the register has closed

In addition, where a pupil's attendance is being monitored as part of an attendance plan, the following absences may also be considered unauthorised:

- Illness
- Appointments during the school day

Sanctions

Wellington will make use of the full range of potential sanctions – including but not limited to those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Notices to improve

If the national threshold has been met and support is appropriate but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support

Strategies for promoting and celebrating attendance

A large proportion of Wellington Primary School pupils regularly achieve 100% attendance each term. We promote, incentivise and celebrate good attendance through:

- Use of displays
- Weekly attendance newsletter
- Weekly class attendance winners in each key stage receive £5 in assembly. These are collected to enjoy a treat at the end of the year
- Termly 100% attendance certificates
- Certificates for reaching the school's attendance target
- Bespoke systems - some pupils may have bespoke systems in place to encourage better attendance – sticker charts etc

Attendance monitoring

All pupils' attendance (including punctuality) is monitored regularly to provide additional support to pupils that need it and to look at emerging patterns and develop strategies to address them.

Attendance letters will be sent out every half term informing parents of their child's attendance. This will include the number of sessions missed to help parents better understand the data. (Appendix *)

The Attendance and Engagement Mentor will be proactive in:

- Monitoring attendance and identifying children who are Persistent Absentees or at risk of becoming Persistent Absentees
- Arranging meetings with identified families (Home visits will be arranged where families are unable to come into school)
- Negotiating an action plan for how the school can best support bringing about improvements in attendance
- Leading the implementation of the action plan and monitoring its impact

Where appropriate, additional assistance will be sought from Education Social Welfare Children's services.

To support parents to improve attendance, The Bradford Staged Intervention Approach is used and their flow chart is followed. This can be found in the Appendix and on the following link -

<https://bso.bradford.gov.uk/content/education-safeguarding/attendance/poor-attendance-interventions>

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
- Consider and address any potential safeguarding issues
- Hold regular meeting with the parents of pupils who the school considers to be vulnerable or at risk of persistent or severe absence to:
 - Discuss attendance and engagement
 - Listen and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services where relevant
- Consider alternative support that could be put in place
- Implement sanctions where necessary

Further support and information about attendance

[Bradford FYI](#)

[Bradford Council's Attendance webpage](#)

Some families may benefit from an Early Help referral. Early Help offers support to children and their families when difficulties emerge. Further information can be found below.

[What is early help?](#)

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		

C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence

G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays