



Attendance Policy

September 2025

Introduction

At Newlands Junior School we actively promote a positive attitude towards regular attendance to parents/carers, pupils and staff. Children quickly pick up the message that their presence is important. In promoting a positive attitude to attendance and punctuality amongst pupils and their families, we hope to ensure an appropriate and uninterrupted education for all pupils, so that the highest standards of attainment can be reached.

Aims

- To maintain excellent levels of attendance throughout the school
- **To ensure children arrive at school on time so learning is not missed.**
- To promote a positive attitude to attendance and punctuality amongst pupils and their families.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (where the school approves pupil absence)
- Unauthorised (Where the school will not approve absence)

If a child is absent, parents/carers should call the school on each day of the absence stating the reason **before 8.30**. The school will then decide whether to authorise the absence. If authorisation were to be refused, for instance if a child was kept off school for a birthday, or absences are regular, the parents/carers would be informed.

Acceptable reasons for absence:

- Illness
- Illness with a risk to others (infection)
- A death in the immediate family
- Medical and dental appointments which cannot be made out of school time

Unacceptable reasons for absence:

- **Under the weather – colds, sore throat etc.**
- **Over sleeping**
- **Visiting friends or relatives**
- **Birthdays**
- **Holidays**

Unreported absence

If contact explaining the child's absence fails to be made by parents or carers, then the school will contact the home by telephone each day. If the school is unable to make contact with a parent/carer other

emergency contacts will be phoned. The school where siblings attend, if known, will also be contacted. Where the school is unable to make contact and there is a suspected risk to the child **or a pattern of unauthorised absence**, a visit will be made to the house or MASH (Multi-Agency Safeguarding hub) will be informed if there have been previous concerns.

Missing Children

When a child leaves the school, records are transferred immediately. If the child does not register and begin attending a new school, the "Children Missing in Education" protocol would be followed and the Children Missing Officer would be informed.

If a child on role at Newlands were to stop attending school and we were not able to make contact with the family, we would also report this to the Children Missing Officer.

Completing the Online Register

Registers provide the daily record of the attendance of all pupils; they are documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school. They also contribute to a pupil's end of year report.

Monitoring Attendance

The Head teacher and attendance staff in the school office will monitor attendance and lateness each **week and at the end of each half term**. This is reported to governors termly. The Attendance data is returned to the LEA as requested. An electronic record of all pupils' attendance will be kept by the school in the school office.

Parents/carers of any child that the school has concerns about regarding their absence will be informed by **text and should this continue to be an issue by letter**. If there are no improvements parents/carers will be invited in to meet with the head teacher in order to discuss ways to support better attendance. Should concerns still prevail, the Early Help Unit will be informed. They will try to ensure the child is in school regularly.

Persistent absentees

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. From this point, a decision will be made as to whether further absences will be classed as unauthorised, unless a doctor's note or other proof is provided. If there are 10 further unauthorised sessions (5 school days), within a 10 week period, legal proceedings may be put in place. This could lead to a fine following the government legislation of 2024 and could eventually lead to a prosecution from the Local Authority.

Rewards

Attendance is given a high profile across school. Children who attend regularly are rewarded with certificates, pencils and badges. Individual class and whole school attendance are shared in assembly each week and the class with the highest percentage receive a 10 minute treat. Governors support the schools aims monitoring attendance regularly. They also provide an annual treat, chosen by the children, if the annual attendance is above 96%.

Medical Appointments

Appointments should be made out of school hours wherever possible. If this is unavoidable a child should only miss the minimal amount of time. They will be signed out of school for the appointment, but will already have received their mark for the session.

Holiday Requests in Term Time

The DfE introduced, in August 2024, statutory guidance stating no holidays will be authorised in a school term. If parents/carers still wish to remove their child from education during term-time, they must apply as far in advance as possible of the requested absence. They should do this by collecting a 'Request to Remove a Child from Education' form from the school office or download and print one from the school website. Any request to remove your child from education for 5 days/ 10 sessions over a ten-week rolling period could lead to the local authority issuing a penalty notice or prosecution under section 444(1) of the Education Act 1996. If you are issued with penalty notice, the penalty is set at £80 per child per parent/carer and should be paid within 28 days of the date of which the notice is issued. The payment must be made directly to the local authority. If a parent/carer has received two penalty notices over a three year rolling period, and removes their child for a third time, (within the three year rolling period) the local authority may prosecute via Magistrates court. This decision is the Local Authorities' and not the schools.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which we should all seek to avoid.

Lateness

School begins at 8.35am and all pupils are expected to be in school for registration at this time. the gates will close at 8.40. Any child arriving later than 8.40am but before close of register at 9.05 should enter school via the main entrance reporting to the school office and will receive their mark. Children arriving after the close of register will receive a "U" in the register and the number of minutes late will be recorded. This will be classed as an unauthorised absence.

Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern parents/carers will be contacted first by text and then by letter. If concerns continue an appointment will be made with the head teacher in order to put a plan in place to support the family with punctuality.

What can parents/carers do to help?

- Let the school know as soon as possible why your child is absent
- Try to make appointments outside school time
- Do not allow your child to have time off school unless it is really necessary.
- Send your child to school if they are a little under the weather and let us know so we can monitor them.

If parents/carers are worried about their child's attendance at school, we encourage you to talk to your child or talk to the Head teacher and staff - it may be something simple that can easily be resolved.

Legislation and Guidance

This policy meets the requirements of the school attendance guidance 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

Date of next review September 2026