



**The LINK**  
Education Trust  
Learning • Inclusion • Nurture • Knowledge



## **Attendance and Punctuality Policy**

### **Springwood Primary School**

Written by:	LINK Policy
Written/adopted:	January 2025
Next Review:	January 2026
Ratified by Trustees:	Trustee Board Meeting
Ratified Date:	16.01.25



**DID YOU KNOW? A two week holiday in term time means that the highest attendance you can achieve is 94.7%**

The LINK Education Trust believes that the regular education of all children, irrespective of age, gender, race or ability is vital to every pupil. Regular and prompt attendance allows every child to the education to which they are entitled by law.

We, at Springwood Primary School, together with the other schools in our Trust have a joint approach to school attendance by adopting the same policy and procedures and ensuring consistency across all schools.

We will endeavour to work alongside parents/carers, the local community and the Local Authority Attendance Team. Promoting positive school attendance is everyone's responsibility. For children to gain the greatest benefit from their education it is vital that they attend school regularly and on time every day unless the reason for the absence is unavoidable

### **AIMS and OBJECTIVES**

- To demonstrate a strong attendance ethos.
- To apply and follow a clear, consistent policy on attendance which is reviewed on an annual basis.
- To have effective monitoring systems in place through accurate record keeping.
- To use attendance data to improve school and pupil performance.
- To use early intervention strategies (such as Early Help) to ensure that families are supported when necessary.
- To provide incentives for children and parents to improve attendance - and to celebrate good attendance within each school.

- To use good communication between school and home to ensure that parents are aware of the procedures for non-attendance, including the consequences.
- To understand some of the complex reasons and barriers that may stand in the way of children having an attendance of at least 92%.

## **EXPECTATIONS**

**Our school attendance champion is Aidan Yates**

### **TRUSTEES and Local Governing Boards**

- To liaise with school
- Promoting the importance of good attendance through the school's ethos and policies.
- To ensure that the Attendance policy is being followed consistently.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- To review attendance data and monitor effectiveness.

### **SCHOOL**

- Follow the policy and procedures consistently.
- Support and work with families to ensure regular attendance for children at school.
- Offer incentives and rewards for excellent/good/improving attendance.
- Provide parents with feedback in terms of attendance improvements or otherwise through formal/informal attendance action plans.
- Ensure, through good and effective communication, that parents and children all understand the importance of regular attendance and punctuality – and that parents understand the consequences of non-attendance at school.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Send out termly attendance data to parents for all pupils

### **PUPILS**

- Understand the importance of regular school attendance and punctuality through collective responsibility with the school and parents/carers.
- To show benefit from the structures and routines afforded by regular punctual attendance.

## **PARENTS/CARERS**

- Read and sign the Home-School agreement.
- Ensure that their child attends school every day, on time.
- Contact the school if their child is absent on the same morning.
- Ensure that non-emergency appointments (dentist, doctor) are made outside of school wherever possible. If this cannot be avoided, evidence of attendance at the appointment is necessary.
- Provide medical evidence via Weduc of scheduled appointments where these fall during the school day.
- Keep school informed of any changes in contact details, including telephone numbers, change of address, and e-mail addresses.

## **LOCAL AUTHORITY**

- To provide consultation and support alongside school for children with attendance below 92%. This includes:
  - Offering advice on penalty notices
  - Organising attendance panel meetings
  - Issuing fast-track to prosecution notices
  - Working with the school on unannounced home visits to families with absent children
- Supporting the school in devising and implementing new initiatives to promote attendance and punctuality
- Analysing school and pupil data

## **DEFINITIONS of ABSENCE**

**Our ambition is for all pupils to achieve 100% attendance.**

### **Absence:**

- Arrival at school after the register has closed
- Not attending the registered school for any reason

### **Authorised absence**

An absence is authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child is unwell and the parent has followed the correct procedures as set out in the policy.

Only the school can authorise an absence. Parents do not have this authority and consequently not all absences supported by parents will be classed as authorised.

### **Unauthorised absence**

- An absence is unauthorised when a child is absent without the permission of the school.
- Arrival at school after the register has closed.

### **Persistent Absence**

Pupils are categorised as being 'persistently absent' if their attendance falls below 90% i.e. missing 10% or more of schooling across the year for any reason

### **Severe Absence**

Pupils are categorised as being 'severely absent' if their attendance falls below 50%.

### **Attendance expectations**

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at **9:00am**, and pupils will be expected to be on the school premises in order to begin their school routine.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:30am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **10:00am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be taken by **1:30pm**. Pupils will receive a mark of absence if they are not present.

### **Transport**

On the occasion where LA funded transport is not available or cancelled it is expected that all pupils should still attend school as usual.

You can claim ad-hoc reimbursement for transport costs. Please contact the transport SEN team and explain the reason why. This will be reviewed by the Transport team.

Please email [TransportSEN@salford.gov.uk](mailto:TransportSEN@salford.gov.uk)

## **PROCEDURES FOR ABSENCE**

If a child is absent from school, parents/carers MUST make contact with the school on the same morning before 9.15 am – either by telephone to the school office (0161 778 0022), Weduc or via email (Springwood@salford.gov.uk).

Parents will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

**The school has a first-day response system in place:** The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
  - Ensure the proper safeguarding action is being taken.
  - Identify whether the absence is authorised or not.
  - Identify the correct code to use to enter the data onto the school census system
- 1 After Registers have been taken by Class Teams, the school's Administration Team email SLT and FLOs with an initial absences list by 10.30 am and send out a Weduc notification to the parent/carer of absent children asking them to provide a reason for their child's absence.
  - 2 FLOs check initial absence list and notifications received already. Once checked they will carry out an initial assessment of risk and instruct Admin Team of which pupils to prioritise e.g. CP, known absconders, hard to reach, prior knowledge of household issues.
  - 3 Administration Team begin making telephone calls to parents of absent pupils, immediately after prioritised pupils are identified by the FLOs.
  - 4 Final absence list is sent through to SLT by 11:30am.
  - 5 FLOs call and send text message to families, from their work phone, asking them to contact school with a reason for absence.
  - 6 Where children have siblings in other schools, FLOs to attempt to make contact to establish whether they are in school/if parents dropped off'
  - 7 By 12:00pm names of any families of who there have still been no contact are verbally given to a member of SLT.
  - 8 SLT co-ordinate one of the following responses based on knowledge of families and level of risk
    - FLOs telephone families from their work phone
    - Where pupils have a social worker, email is sent to inform them of pupil's absence and request them to also try to make contact. Establish that first to make contact will inform the other professional.
    - If no contact made by (12:30) SLT make the decision for a FLO or member of SLT to go out to do a home visit.

9. Following successful contact, action and outcome recorded on CPOMS.
10. If no contact made, SLT make decision to contact social care on 0161 793 3535 and/or the police.
11. All actions and outcomes to be recorded on CPOMS.

### **Absence requests**

Parents will be required to request certain types of absences in advance. The Headteacher will handle all requests for absence. The decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interests of the pupil and the impact on the pupil's education into account.

### **Illness and healthcare appointments**

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to provide evidence of appointments to obtain authorisation for their child's absence to attend such appointments as far in advance as is practicable.

Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

### **Religious observance**

Parents will be expected to request absence for religious observance in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

### **Mobile children - absence**

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

## **Attendance Intervention**

Stage 1: If attendance falls below 92%, an 'Information on school attendance' letter will be issued to parents.

Stage 2: If attendance falls below 90%, a further 'Continuing school attendance concern' letter will be issued to parents.

Stage 3: If attendance falls below 85% an 'Escalation of Intervention' letter will be issued.

At this point, further action may be taken. This could be a referral to the Salford School Attendance Team.

Stage 4: A further drop in attendance within the next 20 days may result in a Penalty notice.

## **Penalty notices and legal intervention**

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024

2024 No. 210

Education Penalty Notices for Non-School Attendance

New Legislation came into force on 19<sup>th</sup> August 2024 regarding issuing penalty notices relating to no school attendance.

Schools are required to consider, on a case-by-case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period, you may receive a Penalty Notice for the offence of failing to secure regular school attendance.

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)



Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued based on per parent/child – therefore where a child has two parents, two fines may be issued. The fixed penalty notice amount has increased to the following:

- **Penalty Notice One - £160 discounted to £80 if paid within 21 days.**
- **Penalty Notice Two - £160 with no discount offered.** If a third absence is taken within the three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

*Please note that from 19<sup>th</sup> August 2024, schools are not able to authorise any leave of absence for holidays.*

The local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or are experiencing any difficulties, please contact your school and ask for support.

### **Monitoring & Review**

School will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a **half-termly, termly and full-year** basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

## Appendix 1 Information on School Attendance Letter - 1



Swinton: Barton Road, Swinton, Manchester, M27 5LP  
Craig Hall: Preston Avenue, Irlam, Manchester, M44 5XB  
The Hub: Summerville Road, Salford, M6 7HB  
Belvedere: Whitebeam Close, Salford, M6 5EJ

Executive Head Teacher: Jacqui Wennington

Swinton: 0161 778 0022 opt.1  
Craig Hall: 0161 778 0022 opt.2  
The Hub: 0161 778 0022 opt.3  
Belvedere: 0161 778 0051 opt.4  
springwood@salford.gov.uk  
www.springwoodschool.org.uk



AY/rk

**ADDRESS**

**DATE**

Dear <Parent name>

**Re: <Pupil name>- Information on School Attendance**

As you may be aware there is a national drive for improved school attendance.

I am writing to inform you that your child's attendance at <SCHOOL NAME> has fallen below 92%.

Their current attendance is %.

Thank you for your support and cooperation in ensuring gaps in your child's learning are minimised.

Yours Sincerely,

Aidan Yates

**Assistant Head Teacher**

## Appendix 2 Continuing School Attendance Concerns - Letter 2



Swinton: Barton Road, Swinton, Manchester, M27 5LP  
Craig Hall: Preston Avenue, Irlam, Manchester, M44 5XB  
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The Hub: 0161 778 0022 opt.3  
Belvedere: 0161 778 0051 opt.4  
springwood@salford.gov.uk



Ref : AY/rk

DATE

ADDRESS

Dear <Parent name>

**Re: <Pupil name> Continuing School Attendance Concerns**

I am writing to you following on from our previous correspondence in <MONTH> <YEAR>, where we shared that <Pupil name> was below 92% but has now dropped below 90%.

Their current attendance is %.

As a result, I would like to inform you, that as a school, while attendance remains a concern and is below the school target of 92%, we will **not be** authorising any further absences without supporting medical evidence. Medical evidence can take the form of pictures of antibiotics, prescriptions, appointments cards etc.

Should you not be able to provide this, we would still ask that you inform the school of your child's non-attendance, so we can ensure they are suitably accounted for.

You can be assured that our main aim is to support your child in attending school regularly, however failure to make the necessary improvements could result in your child failing to succeed and as a school, considering escalations in order to safeguard their access to their statutory right to an education.

It is your responsibility as a parent to ensure the regular school attendance of your child, as outlined in **Section 444(1)** of the 1996 Education Act.

We hope now you are aware; you can work with us in supporting that your child is seen more regularly in education.

Should you wish to discuss working collaboratively to support improving their attendance, please do feel free to contact me via the school office or the email address attached and I will be happy to work with you around this.

Thank you for your support.

Yours Sincerely,  
Aidan Yates

**Assistant Head Teacher**



**Believe Enjoy Succeed Together**

## Appendix 3 Escalation of Intervention - Letter 3



Swinton: Barton Road, Swinton, Manchester, M27 5LP  
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springwood@salford.gov.uk  
www.springwoodschool.org.uk



Ref : AY/rk

### ADDRESS

### DATE

Dear <Parent name>

**Re: <Pupil name>** – Continuing School Attendance Concerns and Escalation of Intervention

I am writing to you following on from our ongoing correspondence in the current academic year, where we shared that <Pupil name> was below 90%.

Their current attendance is %.

As you have not been able to implement any positive change around your child's attendance concerns, we have referred you and your child to the Salford School Attendance Team for them to start a working intervention around how to try and combat your child's barriers to education and to fulfil their entitlement to their right to a full time education.

They will contact you separately to arrange any future meetings, home visits or ongoing support.

If you have questions regarding this, please do not hesitate to contact school.

Yours Sincerely,

Aidan Yates  
**Assistant Head Teacher**