



# **Attendance Policy**

**Attendance Policy**  
**Stanley Crook Primary School**

**Document History Log:**

<b>Author of document:</b>	Mrs M.Norris	<b>Job role:</b>	Headteacher
<b>Date document created:</b>	8.9.25	<b>Chair of Governors</b>	Mrs L.Glasper
<b>Review date:</b>	September 2026		

## Attendance Key Contacts

**Please find the details of those with overall responsibility for attendance, attendance support and attendance improvement within our school below.**

Name	Role	Contact details
Mrs M.Norris	Head Teacher / Principal	stanleycrook@durhamlearning.net
Mrs R.Wilkinson	Deputy Head	stanleycrook@durhamlearning.net
Mrs D.Martin	SENDCO	stanleycrook@durhamlearning.net

**If a pupil is going to be absent from school the person who should be informed is:  
Mrs Bebb at the school office on 01388 762858**

### **Help & Support**

Where help or support is needed with attendance the sooner school know about this, the quicker people can work together to support with this. Where needed this can involve other services to make sure that pupils and their families get the right support, at the right time from the right people.

### **Children Missing from Education**

Please see Durham County Council's Children Missing from Education Guide for detailed information regarding this.

## **Introduction to our school attendance vision and ethos**

Stanley Crook Primary School seeks to ensure that all of its pupils receive an education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn within a culture that promotes the benefits of high attendance.

Regular school attendance plays a vital role in children's wellbeing and their education, ensuring that their current learning needs are being met but also building their future ability to learn.

As attendance is the essential foundation to positive outcomes for all pupils', improving attendance is everyone's business, a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Specific roles and responsibilities have been published in the [Working Together to improve school attendance statutory](#) guidance.

We recognise the link between regular attendance and the well-being, development and achievement of our students / pupils. We expect everyone to attend every session they are able to, to benefit from the learning and pastoral opportunities and support we offer.

Communication is vital to ensure we are able to work with our parents and pupils and support attendance.

We ask that parents check the contact details, address and emergency contact information held by the school are up-to-date are communicated to school as soon as possible as it is extremely important school can contact parents in an emergency, keep parents informed of events and progress or discuss any concerns at the earliest opportunity.

### **The school day**

**Breakfast Club begins at 7:45am** and is available for all pupils. Parents/ carers are requested to book a place for their child in advance, via the school office.

**Morning registration is 8:45am** – all pupils can enter the school from 8.30am until 8.45am

Pupils are to be in their Team, and ready for registration, by 8:45am.

**Afternoon registration is 12:30pm (Reception/ Year 1 and Year 2) and 1:00pm (Years 3 - 6)**

**The end of school day is 3:15pm** - After-School Clubs and Wraparound operates from the end of the school day until 4:15pm/ 5:30pm. We also offer wraparound until 6pm by prior arrangement with the school office.

The register will close at 8.55am. Pupils must be in school to be marked present, otherwise another appropriate code will be used (Attendance codes appended).

Pupils arriving late for registration, but before the register has closed will be recorded as late (L code).

Pupils who are not present before the register closes but attend during the session will be recorded as a U code unless the reason means another code is more appropriate. The U code is an unauthorised absence.

Arriving late to school can be disruptive and unsettling to the child and the rest of their class. Parents should contact Mrs Norris if there are any issues which are affecting a pupils ability to attend school on time.

### **If your child is late for school:**

All children arriving late at school will be asked the reason for their lateness and this will be recorded on the register.

### **If a child is late (after registers close) for school on a number of occasions**

#### **1. If a child is late (after registers close) for school on a number of occasions;**

A letter will be sent home from school to parents to say their child's punctuality is causing some concern. An appointment with the Head will be offered to discuss ways that the school can offer support in finding a way improve this. Incentives to improve punctuality may also be offered to pupils e.g. improving their punctuality over 2 weeks to earn a special reward.

#### **2. If lateness becomes persistent** with no identifiable reason –

A letter will be sent home from school with a specific appointment given to meet with Head Teacher or deputy head for a 'planning meeting'. This will aim to address any issues which may be behind this pattern of poor punctuality.

### **If the school continues to have concerns about a child's punctuality**

If we continue to have concerns about a child's punctuality the school will support in many ways by making breakfast club offers, meet and greets for support or a possible referral to the local authority for action if unauthorised

### **Term dates and planned Inset days**

The school will publish school term dates on the school website and inform parents of planned inset days via regular newsletters and in-app messages.

### **Leave of Absence in Term Time**

Head teachers are expected to restrict leave of absence in term-time to the specific circumstances in [regulation 11 of the School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). There is discretion to consider exceptional circumstances based on the individual facts, circumstances and background behind the request. Permission must be requested in advance by a parent the pupil normally lives with completing and returning the leave of absence form.

Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school.

A leave of absence is granted entirely at the head teacher's discretion. If an application is not made for leave then the absence will be recorded as unauthorised regardless of circumstances.

**The DfE have stated that generally they do not consider the need or desire for a holiday or other absence for leisure or recreation to be an exceptional circumstance.**

### **On the first day of absence**

If a pupil is to be absent for any reason, parents or carers are asked to contact the School Office by telephone providing a reason for the absence. If a pupil is absent from school and there is no contact from parents/carers then school will contact home by telephone to find out why the pupil not in school.

Appointments should be made outside of school time where possible. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment they should do.

### **Periods of extended absence**

If a child's absence continues beyond 3 days then parents are requested to notify the school to update them. If a phone call is not received then the school will contact home to verify the absence.

### **No reason for absence provided**

If the school do not receive a reason for any absence it will be recorded as unauthorised. Regular absence and unauthorised absences could result in more formal action.

Where 10 or more unauthorised absences are recorded in any 10 school week period the school must consider whether a penalty notice may be appropriate and if so will refer the matter to the local authority.

## **Absence authorisation**

The High Court has confirmed that the school's Head Teacher authorises absences. In some circumstances, the school may request that parent's provide medical evidence to support absences.

We want to support all our pupils to ensure they can access their education and will take a support first approach. This will sometimes require communications and conversations to better understand the circumstances which may lead to absence.

## **Promoting good attendance and punctuality**

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools;
- Build strong relationships and work jointly with families;
- Give parents/carers details on attendance in our newsletters
- Promote the benefits of high attendance to pupils by team and individual attendance recognition and awards in Celebration Assembly
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absences
- Celebrate excellent attendance by displaying and reporting individual and class achievements;
- Reward good or improving attendance;

## **Attendance data**

We will use data we have such as whole school, year group, team and individual pupil level to analyse for patterns of absence which may require some support to improve.

We will also consider different pupil cohorts such as all pupils, those who have free school meals, those with special educational needs or disabilities, pupil premium, children who have a social worker or are looked after etc to identify where additional support may be required.

We will use the information to inform what we do to support and aid discussions between staff, pupils and families.

We will monitor the data to understand the impact of what we do.

We will communicate information to parents, staff, governors and other professionals such as early help.

## **Absence concerns**

Parents may identify concerns about school attendance early if there is a change in child's attitude to school or in their willingness to attend. If this is the case, concerns should be shared with school so people can work together to ensure that school attendance does not decline. The earlier concerns are identified and shared, the quicker they may be resolved.

## **Persistent absence**

Pupils who miss 10% or more of their sessions at school are persistently absent

## **Severe absence**

Pupils who miss 50% or more of their sessions at school are severely absent

School will work with pupils, parents and partner services and agencies to provide additional support through a more formal, planned approach in conjunction with the local authority to prevent severe absence (persistently absent pupils 70% or below) – review Attendance Support Meeting involving the School Attendance Champion.

## **National framework for penalty notices and other legal intervention**

To improve consistency of practice across the country there is a national framework for penalty notices.

At the point where there are 10 unauthorised absence sessions recorded in any 10 school-week period, schools must consider if:

- further support is appropriate.
- support is appropriate but is not being engaged with.
- support is appropriate but is not improving attendance.
- support is not needed, such as in cases of term-time leave of absence.

If support is appropriate, this should continue.

If support is appropriate but is not improving attendance or is not being engaged with, then a referral for consideration of legal intervention should be made to the local authority. This can include, but is not limited to a Notice to Improve, an application for an Education Supervision Order, Penalty Notice or Offence investigation Interview (PACE caution).

If support is not appropriate, such as where a holiday in term-time has taken place, a referral for a penalty notice will be made. ([DCC - Penalty Notice Code of Conduct](#))

Penalty notices offer the opportunity to deal with an irregular attendance offence without the need to go to court. Penalty notices are issued at a rate of £160, reduced to £80 if paid within 21 days.

There is an escalation policy which means that if a second notice is issued within a three-year period, the second notice will only be payable at the rate of £160. Further offences will not be eligible for the offer of a penalty notice and parents may be prosecuted in court. ([DCC - Penalty Notice Leaflet](#))

If penalty notices are not paid then a prosecution for the original irregular attendance offence will take place.

If convicted at court under section 444 of the Education Act for failing to secure the regular attendance of a registered pupil at school, a parent may be fined up to £1000 for each offence.

If there is evidence that a parent knowingly failed to secure the attendance and there is no reasonable justification for this, they can be fined up to £2500 and/or face up to 3 months in prison, be subject to probation supervision or have a curfew imposed as maximum sentences.

### **Pupils with specific needs**

The school accounts for the specific needs of individual pupils and pupil cohorts. This Policy must be applied fairly and consistently and consider the individual needs of pupils/ families who have specific barriers to attendance.

In development and implementation of the policy obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child have been considered.

### **This policy is supported by our policies on:**

Safeguarding

Bullying

Behaviour

**The school and all partners will work together to:**

**EXPECT**

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



**MONITOR**

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



**LISTEN AND UNDERSTAND**

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



**FACILITATE SUPPORT**

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.



### **FORMALISE SUPPORT**

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



### **ENFORCE**

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

#### **Expect**

Statement of expectation –

We all want the best for pupils and therefore aspire to have the highest attendance possible for each individual to allow them to access the education on offer to them in a culture they feel safe, part of the community and where they want to be.

#### **Monitor**

Attendance data will be used to monitor, identify and support attendance to enable school to address concerns at the earliest opportunity using a support first approach.

#### **Listening to and understanding barriers to attendance**

Mrs Norris is available in school to listen to any concerns which may be affecting attendance and will communicate with parents where concerns are identified by school. Attendance is everyone's responsibility so teachers can also be contacted regarding any attendance concerns.

#### **Facilitate support**

School will support families to remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school which might include an early help or whole family plan where there are wider issues affecting attendance.

#### **Formalise support**

Where absence persists and voluntary support is not working or not being engaged with, partners will work together to explain the consequences clearly and ensure support is also in place to enable families to respond. School will explain that, depending on the circumstances this may include formalising support through an attendance contract.

### **Enforce**

Where all other avenues have been exhausted and support is not working or not being engaged with, attendance may be enforced where necessary through statutory intervention or prosecution to protect the pupil's right to an education.