



# **Attendance Policy**

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

**Document History Log:**

|                               |                |                           |               |
|-------------------------------|----------------|---------------------------|---------------|
| <b>Author of document:</b>    | Mrs M.Norris   | <b>Job role:</b>          | Headteacher   |
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This policy should be read in conjunction with the school's Safeguarding Policy - Sept 26, Behaviour Policy 2026 and Anti Bullying Policy 2026. Attendance is a key safeguarding responsibility and forms an integral part of the school's approach to promoting the welfare of children.

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# 1. Attendance Vision

Stanley Crook Primary School is committed to ensuring every child attends school regularly, arrives on time and is supported to access the full educational experience.

We recognise that:

- Good attendance underpins educational achievement.
- Good attendance improves wellbeing.
- Good attendance strengthens safeguarding.
- Good attendance supports positive relationships and personal development.

We strive to provide a calm, orderly, safe and supportive environment where children want to attend and are ready to learn.

The school adopts the principles of:

**Expect, Monitor, Listen and Understand, Facilitate Support, Formalise Support and Enforce where necessary.**

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# 2. Legislative Framework

This policy is based upon:

- Keeping Children Safe in Education (September 2026)
  - Working Together to Improve School Attendance
  - Working Together to Safeguard Children 2026
  - Education Act 1996
  - Education Act 2002
  - School Attendance (Pupil Registration) (England) Regulations 2024
  - Durham County Council Attendance Guidance
  - Durham County Council Penalty Notice Code of Conduct
  - Children Missing Education Guidance
  - Equality Act 2010
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# 3. Attendance Leadership and Key Contacts

## Attendance Lead

**Mrs M Norris**  
Headteacher

## Deputy Attendance Lead

**Mrs R Wilkinson**  
Deputy Headteacher

## SEND Lead

**Miss A Barrett**  
SENDCO

## Designated Safeguarding Lead

**Mrs M Norris**

## Deputy Designated Safeguarding Leads

**Mrs R Wilkinson**  
**Mrs D Martin**

## Safeguarding Governor

**Mrs L Glasper**

## Attendance Contact

**Mrs Travina Bebb**  
School Office  
01388 762858

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# 4. Attendance and Safeguarding

The school recognises that attendance is a safeguarding issue.

Poor attendance may indicate:

- Neglect.

- Child criminal exploitation.
- Child sexual exploitation.
- Domestic abuse.
- Mental health difficulties.
- Child-on-child abuse.
- Online harm.
- Radicalisation.
- Unmet SEND needs.
- Family difficulties.
- Emotional wellbeing concerns.

Staff will maintain an attitude of:

"It could happen here."

Where attendance concerns raise safeguarding concerns, they will be reported immediately to the Designated Safeguarding Lead and recorded on CPOMS. Attendance concerns will never be viewed in isolation from wider safeguarding information.

## 5. School Day

| Event                           | Time    |
|---------------------------------|---------|
| Breakfast Club                  | 7:45am  |
| Gates Open                      | 8:30am  |
| Registration                    | 8:45am  |
| Register Closes                 | 8:55am  |
| Afternoon Registration EYFS/KS1 | 12:30pm |
| Afternoon Registration KS2      | 1:00pm  |
| End of School Day               | 3:15pm  |

Pupils are expected to be in school and ready to learn by 8:45am.

## 6. Responsibilities

### Governing Body

Governors will:

- Promote good attendance.
- Monitor attendance data and trends.

- Monitor the attendance of vulnerable groups.
  - Review attendance through safeguarding reports.
  - Ensure this policy is implemented effectively.
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## Headteacher

The Headteacher will:

- Promote a culture of excellent attendance.
  - Monitor attendance patterns.
  - Ensure safeguarding concerns relating to attendance are addressed.
  - Liaise with Durham County Council where appropriate.
  - Ensure statutory duties are fulfilled.
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## Staff

Staff will:

- Promote attendance daily.
  - Monitor attendance and punctuality.
  - Report concerns promptly.
  - Support children experiencing attendance difficulties.
  - Follow safeguarding procedures.
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## Parents and Carers

Parents are responsible for:

- Ensuring their child attends every day possible.
  - Ensuring children arrive punctually.
  - Informing school of absence.
  - Working in partnership with the school.
  - Requesting leave in advance when applicable.
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## 7. Reporting Absence

Parents must contact the school on the first day of absence.

Contact should be made by:

- Telephone.
- School communication system.
- Direct communication with the school office.

Reasons for absence must be provided promptly.

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## 8. First Day Response

Where a child is absent and no explanation has been received, the school will:

1. Contact parents/carers.
2. Contact emergency contacts if required.
3. Consider a home visit where appropriate.
4. Inform the DSL if concerns arise.
5. Follow safeguarding procedures if a child cannot be located.

Failure to establish contact may result in safeguarding actions being initiated.

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## 9. Children Missing Education

The school recognises that children missing education are at increased risk of:

- Abuse and neglect.
- Criminal exploitation.
- Sexual exploitation.
- Radicalisation.
- Forced marriage.
- Domestic abuse.
- Mental health difficulties.

All unexplained absences will be investigated.

The school will follow Children Missing Education procedures and liaise with Durham County Council where appropriate.

All concerns will be considered by the DSL and recorded on CPOMS.

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## 10. Lateness and Punctuality

Pupils arriving after registration but before register closure will be marked:

**L Code – Late**

Pupils arriving after registers close will normally receive:

### **U Code – Unauthorised Late**

Repeated lateness will lead to:

- Discussion with parents.
  - Attendance support.
  - Attendance meetings.
  - Attendance action plans.
  - Referral to external support where necessary.
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## **11. Persistent and Severe Absence**

### **Persistent Absence**

A child whose attendance falls below 90%.

### **Severe Absence**

A child whose attendance falls below 50%.

The school will provide additional support and intervention for these pupils.

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## **12. Vulnerable Pupils**

The school recognises some pupils are particularly vulnerable to poor attendance.

This includes:

- Children with Social Workers.
- Children in Need.
- Children subject to Child Protection Plans.
- SEND pupils.
- Looked After Children.
- Previously Looked After Children.
- Young Carers.
- Children experiencing domestic abuse.
- Pupils with mental health difficulties.

Attendance concerns affecting vulnerable groups will be considered alongside safeguarding information and wider support needs.

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## 13. Mental Health and Attendance

The school recognises that anxiety, emotional wellbeing needs and mental health difficulties can significantly impact attendance.

Attendance concerns may be linked to:

- Anxiety.
- Trauma.
- Bereavement.
- Domestic abuse.
- Self-harm concerns.
- Emotional wellbeing needs.

We will seek to identify barriers early and provide support before attendance deteriorates further.

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## 14. Early Help and Family Support

Where attendance difficulties indicate wider needs, school may initiate:

- Early Help Assessment.
- Team Around the Family meetings.
- Family Help support.
- Consultation with First Contact.
- Referral to Children's Social Care.

The school adopts a support-first approach.

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## 15. Medical Appointments

Appointments should be arranged outside school hours wherever possible.

Where this is not possible:

- Children should attend before the appointment.
  - Children should return afterwards where appropriate.
  - Evidence may be requested.
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## 16. Leave of Absence During Term Time

Leave of absence will only be authorised in exceptional circumstances.

Parents must:

- Submit requests in advance.
- Complete the school's leave request form.

Holidays and leisure absence will not normally be authorised.

Unauthorised leave may result in consideration of a Penalty Notice.

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## **17. Attendance Monitoring**

The school will monitor:

- Whole-school attendance.
- Class attendance.
- Individual attendance.
- Persistent absence.
- Severe absence.
- Vulnerable groups.

Attendance data will inform intervention and support.

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## **18. Recording Attendance Concerns**

Attendance concerns which raise safeguarding concerns will be recorded on CPOMS.

Records will include:

- Attendance patterns.
- Contacts with families.
- Actions taken.
- Referrals made.
- Outcomes and reviews.

Attendance concerns will contribute to safeguarding chronologies where appropriate.

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## **19. Legal Intervention**

Where support has failed or is not being engaged with, the school may refer cases to Durham County Council for consideration of:

- Notice to Improve.

- Penalty Notice.
- Education Supervision Order.
- Prosecution.

The school will always seek to work with families before legal action is considered unless the circumstances make this inappropriate.

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## 20. Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governing Body.

It may also be reviewed in response to:

- Changes in legislation.
  - Updated DfE guidance.
  - Durham County Council updates.
  - Safeguarding developments.
  - Attendance trends.
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## Linked Policies

- Safeguarding Policy - Sept 26
- Anti Bullying Policy 2026
- Behaviour Policy 2026
- Online Safety Policy
- SEND Policy
- RHSE Policy
- Equality Policy
- Children Missing Education Procedures
- Mental Health and Wellbeing Procedures

## APPENDIX

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

## **EXPECT**

### **LISTEN AND UNDERSTAND**

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. 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.



## **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.



## **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.