Ashgate Primary School

Attendance Policy

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Approved by:	**Governing Body**	**Date:**
Last reviewed on:	**November 2026**	
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1. Aims

At Ashgate Primary School, we believe that excellent attendance is fundamental to children's educational achievement, wellbeing, social development and future life chances. We are committed to developing a culture where attendance is valued, promoted and prioritised by all members of the school community.

This policy aims to:

- Promote excellent attendance and punctuality.
- Ensure all pupils receive their entitlement to a full-time education.
- Reduce levels of absence, including persistent and severe absence.
- Identify attendance concerns early and provide appropriate support.
- Build strong and positive relationships with families.
- Remove barriers that prevent regular attendance.
- Ensure attendance procedures are applied consistently and fairly.
- Meet all statutory duties relating to school attendance.

The school will actively promote a culture where every day in school matters and where attendance is everyone's responsibility.

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2. Legislation and Guidance

This policy is based upon:

- Education Act 1996.
- Education Act 2002.
- Education and Inspections Act 2006.
- Equality Act 2010.
- Children and Families Act 2014.
- Working Together to Improve School Attendance (DfE).
- Keeping Children Safe in Education (current edition).
- The School Attendance (Pupil Registration) (England) Regulations 2024.
- School Attendance National Framework.

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3. Roles and Responsibilities

3.1 The Governing Board

The Governing Board will:

- Promote the importance of good attendance.
- Hold leaders accountable for attendance outcomes.

- Monitor attendance data and trends.
- Ensure statutory responsibilities are fulfilled.
- Review the effectiveness of attendance strategies.
- Ensure sufficient resources are allocated to improve attendance. 3.2 The Headteacher

The Headteacher is responsible for:

- Implementing this policy.
- Promoting a culture of excellent attendance.
- Monitoring attendance outcomes.
- Reporting attendance data to governors.
- Developing attendance improvement strategies.
- Working with external agencies where appropriate.
- Authorising legal intervention where necessary.

3.3 Designated Attendance Lead – Miss L Richardson

The school will appoint a designated senior leader responsible for attendance who will:

- Lead attendance improvement across the school.
- Analyse attendance data.
- Identify pupils requiring support.
- Coordinate interventions.
- Work with families and external agencies.
- Monitor the impact of attendance strategies.

3.4 Attendance Officer

The Attendance Officer will:

- Monitor daily attendance.
- Follow up absence and lateness.
- Coordinate attendance communications.
- Conduct attendance investigations and home visits where appropriate.
- Support families experiencing attendance difficulties.
- Work alongside external professionals.

3.5 Staff

All staff are responsible for:

- Promoting good attendance.
- Recording attendance accurately.
- Identifying attendance concerns.
- Reporting concerns promptly.

- Supporting pupils who experience attendance difficulties.

3.6 Parents and Carers

Parents and carers have a legal responsibility to ensure their child attends school regularly and punctually. They are expected to:

- Ensure daily attendance.
- Notify school of absence promptly.
- Work collaboratively with school staff.
- Engage with attendance support and intervention.

3.7 Pupils

Pupils are expected to:

- Attend school every day unless they are genuinely unable to do so.
- Arrive on time.
- Engage positively with support offered to improve attendance.

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4. Equality, Diversity and Inclusion

Ashgate Primary School recognises its duties under the Equality Act 2010 and is committed to ensuring attendance procedures are implemented fairly, consistently and sensitively.

When addressing attendance concerns, the school will take account of:

- Special Educational Needs and Disabilities (SEND).
- Medical conditions.
- Mental health difficulties.
- Looked After Children.
- Previously Looked After Children.
- Children in Need.
- Children subject to Child Protection Plans.
- Young carers.
- Vulnerable families.
- Safeguarding concerns.

Reasonable adjustments and individualised support will be considered where attendance is impacted by identified needs or protected characteristics.

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5. Attendance as a Safeguarding Priority

The school recognises that poor attendance may be an indicator of:

- Neglect.
- Emotional wellbeing difficulties.
- Exploitation.
- Mental health concerns.
- Family difficulties.
- Unmet SEND needs.
- Other safeguarding concerns.

Attendance concerns will be considered alongside wider safeguarding information and may be discussed with the Designated Safeguarding Lead and external agencies where appropriate.

All attendance concerns will be addressed in accordance with the school's safeguarding procedures.

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6. Recording Attendance

The school maintains an electronic attendance register and records attendance in accordance with statutory requirements.

The school day begins at **8:45am** and ends at **3:20pm**. Pupils are expected to arrive by **8:45am**. [At

Registers are taken:

- Morning session: 8:50am
- Afternoon session: 1:15pm

The attendance register will:

- Record attendance using national attendance codes.
- Record authorised and unauthorised absences.
- Be retained in accordance with statutory record keeping requirements. Unplanned Absence

Parents must contact school before 9:00am on the first day of absence and provide:

- Child's name.
- Reason for absence.
- Expected date of return where known.

Medical Evidence

Medical evidence may be requested where:

- Absence is prolonged.
- Attendance concerns exist.
- There are concerns regarding authenticity. Lateness

Pupils arriving after registration may receive the appropriate late or unauthorised attendance code.

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7. Authorised and Unauthorised Absence

The Headteacher will only authorise absences permitted within current attendance legislation.

Examples include:

- Illness.
- Medical appointments.
- Religious observance.
- Exceptional circumstances.
- Approved educational activities. Exceptional Circumstances

Exceptional circumstances may include:

- Funeral attendance.
- Serious family crisis.
- Respite arrangements.
- Exceptional safeguarding or welfare circumstances.

Family holidays during term time will not normally be authorised.

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8. Strategies for Promoting Attendance

The school will promote attendance through:

- Positive relationships with families.
- Clear attendance expectations.
- Celebration of good attendance.
- Attendance awards and recognition.
- Assemblies and communication campaigns.
- Early intervention where concerns emerge.

Recognition may include:

- Weekly class attendance awards.
- Termly attendance certificates.
- Positive communication home.
- Celebration events.

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9. Supporting Pupils Who Are Absent or Returning to School

Where attendance concerns arise, support may include:

- Attendance meetings.
- Early Help.
- Family support.
- Team Around the Family meetings.
- Reintegration plans.
- SEND support.
- Medical support plans.
- Multi-agency involvement.

The school will work closely with families and external agencies to remove barriers to attendance.

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10. Attendance Monitoring

The school will monitor:

- Individual attendance.
- Class attendance.
- Year group attendance.
- Whole school attendance.
- Vulnerable group attendance.

Attendance data will be analysed regularly to identify:

- Emerging concerns.
- Persistent absence.
- Severe absence.
- Trends and patterns.

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11. Persistent and Severe Absence

Ashgate Attendance Thresholds

Attendance Level	Response
96% and above	Expected attendance
Below 95%	Attendance monitoring and Attendance Matters communication
Below 92%	Targeted attendance review
Below 90%	Persistent Absence intervention
Below 50%	Severe Absence procedures

Persistent absence is attendance below 90%. Severe absence is attendance below 50%.

Where attendance concerns continue, the school may implement:

- Attendance contracts.
- Early Help assessments.
- Formal attendance meetings.
- Notice to Improve procedures.
- Penalty Notice referrals.
- Legal intervention in line with Derby City procedures.

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12. Monitoring and Evaluation

Attendance information will be reviewed regularly by senior leaders and governors.

Termly reports will include:

- Whole school attendance.
- Persistent absence.
- Severe absence.
- SEND attendance.
- Disadvantaged pupils.
- Looked After Children.
- Child Protection attendance.
- Attendance interventions.
- Penalty Notice activity.

The effectiveness of support and intervention strategies will be monitored and reviewed throughout the year.

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13. Linked Policies

This policy should be read alongside:

- Behaviour and Conduct Policy.
- Child Protection and Safeguarding Policy.
- SEND Policy.
- Supporting Pupils with Medical Conditions Policy.
- Equality, Diversity, Inclusion and Community Cohesion Policy.
- Children Missing Education Procedures.
- Early Help Procedures.

At Ashgate Primary School, we believe that every day in school counts. Through strong partnerships with families, high expectations and timely support, we aim to ensure that every child attends regularly, feels a sense of belonging and achieves their full potential.