

Attendance Policy



RATIFICATION: Autumn 2026

DATE OF NEXT REVIEW: Autumn 2027

REVIEWED BY: Assistant Headteacher

APPROVED BY: Local Governing Body

Alveley Primary School Attendance Policy

Aims

At Alveley Primary School, we recognise that good attendance is essential for pupils' academic achievement, wellbeing and personal development. We aim to:

- Ensure all pupils take full advantage of the learning opportunities available to them.
- Promote the wellbeing, safety and welfare of all children.
- Set and monitor attendance targets across the school.
- Monitor attendance and identify reasons for absence.
- Work in partnership with families and external agencies to support excellent attendance.

Our Commitment

To achieve these aims, we will:

- Actively promote and encourage high levels of attendance, with the expectation that all pupils attend school regularly and on time.
- Celebrate and recognise positive attendance through weekly and termly rewards, including celebrating the class with the highest attendance each week and recognising individual pupils who achieve 100% attendance each term.
- Monitor patterns of absence, lateness and unauthorised absence, and take appropriate action where concerns arise.
- Work closely with the Educational Welfare Officer (EWO) to ensure all absences are accounted for and that appropriate support is provided to families where needed.
- Refer unauthorised absences and leave requests to the EWO where appropriate.
- Authorise leave of absence only in exceptional circumstances, in line with current legislation. Family holidays during term time will not normally be authorised.
- Use the school's Management Information System to monitor attendance patterns and identify pupils who may require additional support.

Impact on Teaching and Learning

Regular attendance is fundamental to ensuring pupils achieve their full potential. Absence from school disrupts learning, affects academic progress and can impact social and emotional development.

Alveley Primary School will work proactively with pupils and families to minimise avoidable absence and lateness, ensuring that every child has the best possible opportunity to succeed.

Equality, Inclusion and Additional Needs

The school is committed to promoting equality of opportunity for all pupils. Attendance procedures will be applied fairly and consistently while recognising that some pupils may require additional support.

Reasonable adjustments may be made for pupils with:

- Disabilities or long-term medical conditions.
- Significant healthcare needs requiring treatment or medication.
- Mental health needs requiring attendance at counselling, therapy or medical appointments.

- Special Educational Needs and Disabilities (SEND).

The school will work collaboratively with families and relevant professionals to ensure any barriers to attendance are identified and addressed appropriately.

Safeguarding

Safeguarding is at the heart of our attendance procedures.

Where a pupil is absent and the reason for their absence is unknown, parents or carers must contact the school before 9:00am on the first day of absence wherever possible. If no contact has been received, the school will make every reasonable effort to contact parents or carers after registers have closed.

The school will pursue all unexplained absences promptly and robustly to ensure the safety and wellbeing of every child. Where concerns arise, appropriate safeguarding procedures will be followed.

Registration of Pupils

Alveley Primary School will ensure that all staff remain informed of current legislation relating to pupil registration and attendance.

Attendance registers will be completed accurately at the beginning of both the morning and afternoon sessions each day.

The school will:

- Ensure parents understand the importance of notifying school of any absence before 9:00am.
- Regularly evaluate attendance procedures through senior leadership and governor oversight.
- Provide attendance updates through the termly Headteacher's Report to the Governing Body and Trust Board.
- Report attendance concerns and patterns of absence to the Educational Welfare Officer during half-termly visits.

Additional Statutory Attendance Guidance Updates (2026)

- Attendance Lead: The Headteacher/Assistant Headteacher acts as Attendance Lead and oversees attendance monitoring, support and liaison with external agencies.
- Persistent Absence is attendance below 90%. Severe Absence is attendance below 50%. Pupils at risk will be identified and supported promptly.
- The school will work proactively with families to understand and remove barriers to attendance through meetings, Early Help, pastoral support and external agency involvement where appropriate.
- The school recognises that pupils with SEND, medical needs, social workers, young carer responsibilities or mental health difficulties may require additional support and reasonable adjustments to improve attendance.
- The school will follow local authority procedures relating to Children Missing Education and safeguarding where a pupil's whereabouts are unknown.
- A penalty notice will normally be considered where there are 10 sessions (5 days) of unauthorised absence within a rolling 10-school-week period. National penalty notice thresholds and charges will apply.
- The Governing Body will regularly review attendance data, promote high attendance and hold leaders to account for attendance outcomes and statutory compliance.

- Relevant guidance includes Working Together to Improve School Attendance (DfE, July 2026), Keeping Children Safe in Education, Children Missing Education Guidance, the School Attendance (Pupil Registration) (England) Regulations 2024 and the Education (Penalty Notices) (England) (Amendment) Regulations 2024.

Appendix A – Request for Leave of Absence in Term Time

Request for Pupil Leave of Absence in Term Time in Exceptional Circumstances

Headteachers can only authorise any absence when an application has been made in advance by the parent/carer with whom the child is normally resident and it is felt to be for an exceptional circumstance. An annual family holiday would not be deemed an exceptional circumstance.

Full name of child(ren)	Address:
_____	_____
_____	_____
_____	_____

Reason for application and dates _____

Parent's forename _____	Surname _____
Parent's forename _____	Surname _____

Signature of parent(s)/carer(s) _____ Date: _____

The headteacher may take into account:

- It is highly unlikely that the event will occur again in a child's school life.
- It is necessary for the child to be in attendance at the event.
- The event **cannot** be organised outside of the school term.
- Taking part in the event will be of greater value to the child than attending school.

Office use only

☐ Authorised

☐

Unauthorised

Signed(headteacher) Date:

WARNING

If this requested period of absence has not been authorised, details will be passed to Shropshire Council's Education Access Service. The Council may, in the following circumstances, issue a formal Warning, serve a Fixed Penalty Notice or take court action in respect of non-school attendance for this and any future unauthorised absence:

- **Parents have not sought permission from the headteacher before taking their child out of school for a holiday in term time**
- **The headteacher has refused the request but the absence occurs anyway; or**
- **A pupil has not returned to school by the agreed date with no satisfactory explanation**