



The Downland Federation Primaries' Attendance Policy

Date of last review: March 2025

Date of next review: March 2026

Version: 5

Monitoring and Evaluation: Attendance figures are reported to governors on a termly basis.

**The Downland Federation is committed to the safeguarding
and welfare of its students and young people**

Contents

1. Introduction
2. Roles and responsibilities
 - 2.1. Pupils
 - 2.2. Parents
 - 2.3. All school staff
 - 2.4. Head Teacher and Senior Leadership
3. Recognising and rewarding good attendance
4. Recording attendance
 - 4.1. Attendance registers
 - 4.2. Lateness
 - 4.3. Responding to absence
5. Authorised and unauthorised absence
 - 5.1. Leave of absence in term time
 - 5.2. When absences will be authorised
6. Monitoring and improving irregular attendance
 - 6.1. Reducing persistent absence
 - 6.2. Attendance and safeguarding
 - 6.3. Formal and legal interventions
 - 6.4. Support back into school following a period of absence

Appendices

Appendix 1 – Breakdown of Attendance Codes

Appendix 2 – Annex A

Further sources of information:

Relevant legislation

The Education (Pupil Registration) (England) Regulations 2024

The Education Act 1996 and 2002

The Education (School Day and School Year) (England) Regulations 1999

The Changing of School Session Times (England) (Revocation) Regulations 2011

The Education and Inspections Act 2006

Other DfE guidance

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/working-together-to-improve-school-attendance)

[Keeping children safe in education](https://www.gov.uk/government/guidance/keeping-children-safe-in-education)

[Supporting pupils with medical conditions at school](https://www.gov.uk/government/guidance/supporting-pupils-with-medical-conditions-at-school)

[School behaviour and attendance: parental responsibility measures - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/school-behaviour-and-attendance-parental-responsibility-measures)

[Children missing education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/children-missing-education)

[Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/promoting-and-supporting-mental-health-and-wellbeing-in-schools-and-colleges)

1. Introduction

Basildon, Beedon and Compton Primary schools are committed to providing an education of the highest quality for all pupils. Promoting good school attendance, good punctuality and reducing absence is central to ensure:

- every pupil's day-to-day welfare and safeguarding
- every pupil has access to full-time education
- that pupils make good progress academically and personally
- that pupils leave with the best possible opportunities for their future

This policy outlines the responsibilities for the school and parents/carers in ensuring that pupils' attendance at Basildon, Beedon and Compton Primary schools is the best it can be. It also outlines the strategies used by the school, alongside West Berkshire Council, to support and improve attendance.

The policy aims for all pupils to attend school regularly so they will be able to take advantage of the educational opportunities available.

Within this document 'parent' is defined as someone who has parental responsibility for a child or who has the care of that child.

2. Roles and responsibilities

2.1 Pupils (when developmentally ready to take some responsibility are expected to:

- Attend school every day.
- Arrive at school on time.
- Be appropriately prepared for the day and ready to learn.
- Tell a trusted adult if there is a problem that might affect their school attendance.

2.2 Parents are responsible for:

- Ensuring that their children attend school regularly and on time.
- Informing the school on the first day of absence, by 9:00am, with an explanation given.
- Providing full contact details, and emergency contact details; and update the school if any changes to these occur.
- Working in partnership with the school to resolve issues which may lead to non-attendance.
- Avoiding arranging medical/dental appointments during school hours.
- Not booking holidays during term-time.
- Treating staff with respect.
- Actively supporting the work of the school.
- Calling on staff for help with attendance when needed.
- Communicating as early as possible circumstances which may affect absence or require support.
- Proactively engage with support offered.

2.3 All school staff are responsible for:

- Promoting good attendance.

- Providing a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- Understanding that absence from school is a potential safeguarding risk and understand their role in keeping children safe.
- Expecting regular attendance and punctuality from all members of the school community.

2.4 Director of Primaries, Heads of school and Senior Leaders are responsible for:

- Ensuring the Attendance Policy is consistently applied throughout the school.
- Conveying clear messages about how absence affects attainment, wellbeing and wider outcomes.
- Empower all staff to take responsibility for attendance.
- Recognising attendance as an important area of school improvement. They will make sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.
- Having a Senior Attendance Champion in the Senior Leadership Team with clearly assigned responsibilities which are identified within the Attendance policy, escalation of procedures and school improvement plan. In our schools this is:
 - Basildon- Melissa Cliffe- MCliffe@tds.school
 - Beedon- Gemma Holbrook- headteacher@beedon.west-berks.sch.uk
 - Compton- Hollie Appleton- headteacher@compton.west-berks.sch.uk
- Analysing attendance data to target attendance improvement efforts towards the pupils or pupil cohorts who need it most.
- Making sure staff receive professional development and support to deploy attendance systems effectively.
- Consulting with the Local Authority Education Attendance Service where there are concerns around pupil's attendance or if there is a child missing from education.
- Ensuring governors should have an accurate view of school attendance and engage in escalation procedures where appropriate.

3. Recognising and rewarding good attendance

The school will regularly discuss and celebrate good attendance to help pupils and parents to understand its importance. This can be done through publicising good attendance during assemblies, newsletters and the termly report to the Governing Body.

4. Recording Attendance

4.1 Attendance registers

Accurate and timely registers enable the school to safeguard children as well as to recognise and act upon any concerning attendance patterns. Registers are taken at the start of every morning and afternoon session.

4.2 Lateness

Parents are responsible for ensuring their child arrives at school on time.

- Pupils are expected to be on site 8:50am
- Pupils who arrive between 8:50am – 9:20am will be marked as late but counted as present for that session.

- Pupils who arrive after the register has **closed** at 9:20 am will be marked as absent for that session. If the parent provides a satisfactory explanation this will be marked as an 'authorised absence'; if the parent fails to provide a satisfactory explanation this will be marked as an 'unauthorised absence' for that session.
- The afternoon register is taken at 13:30. If a pupil is not present for afternoon registration, they will be marked as absent for that session.
- A normal school day ends at: Beedon and Compton: 3:20, Basildon 3:30.

4.3 Responding to absence

Parents are responsible for contacting the school when their child is absent to explain the reason. The attendance contacts are:

- Basildon- Stephanie Simmons- absent@basildonprimary.org.uk
- Beedon- Penny Boden- office@beedon.west-berks.sch.uk
- Compton- Valerie Cooper- office@compton.west-berks.sch.uk

If no reason is given, or further information is required, a phone call is made to parents in the first instance (or by text, email or letter if unable to make contact) to ensure safeguarding. If the absence continues without explanation, or if further information is needed, a home visit may be carried out.

Home visits are not pre-arranged and can be made at any time, as required, at the discretion of the school. Staff will always carry identification and will expect to see the child in question, if only briefly, to ascertain how they are.

Once sufficient information has been gained, an absence code is determined by the appropriate member of staff in line with DfE guidance in 'Working Together to improve school attendance' (2022). The decision is based on the information provided by parents when the child's absence is reported and will influence whether an absence is authorised or unauthorised.

5. Authorised and unauthorised absence

5.1 When absences will be authorised

Absences will be authorised if:

- The pupil is absent with leave as agreed by the Head of school due to exceptional circumstances.
- The pupil is ill (and there is no reason to doubt the legitimacy of this claim).
- The parent notifies the school of a medical or dental appointment (which could not be made outside of school hours).
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- The pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school, but it is not known whether the pupil is attending alternative provision.
- Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 for which a child performance licence has been issued.

Only the school can authorise an absence. Where a parent has provided no explanation or the explanation given is not deemed to be valid, the absence will be treated as unauthorised.

5.2 Leave of absence in term time

Parents must get permission from the Head of School in order to take their child out of school during term time. An authorised leave of absence is granted entirely at the Head of School's discretion provided that:

- A completed application form is submitted in advance; and,
- There are exceptional circumstances

If the conditions above are not met, the Head of School will record the absence as unauthorised.

Parents should plan holidays within the school breaks and avoid seeking permission from schools to take their children out of school during term time unless absolutely unavoidable.

Parents should be aware that an unauthorised leave of absence of 10 consecutive sessions or more can result in the issuing of a Penalty Notice, served per parent, per child.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. (Fines that are not paid may result in a prosecution).
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Instead, a prosecution, or other legal intervention, will be considered

6. Monitoring and improving irregular attendance

6.1 Reducing persistent absence

We regularly monitor cases where attendance is below 95%. In cases where absences are increasing, actions are taken which aim to prevent children becoming or remaining a 'persistent absentee' (below 90% attendance).

These actions may include

- Regular and supportive telephone contact with the parent/s
- Supportive conversations and/or regular check-ins with the pupil (where appropriate)
- Use of staged letters: first letter to indicate concern for a decline in attendance; second letter with an action or target to improve attendance
- Individual support plans for pupils to improve attendance
- Meeting with pupils and parents and create a SMART plan of action and review regularly
- Sharing plans and meeting notes with parents
- Engaging with relevant external agencies involved

If these actions have been taken and attendance fails to improve a referral will be made to the Local Authority Education Attendance Service.

6.2 Attendance and safeguarding

It is recognised that poor attendance may be a sign or symptom of a wider safeguarding issue that requires further support (this could include, but is not limited to, domestic abuse, mental health difficulties, substance misuse, or financial strain). Where there are concerns about a child's welfare, action will be taken in line with the School's Safeguarding Policy.

Whilst every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, it is recognised that some individual pupils, or pupil cohorts, may experience additional barriers to attendance. In such cases, any specific needs will be considered and, where appropriate, adaptations made.

If all avenues of support have been facilitated by schools, the Local Authority, and other partners, and the appropriate educational support has been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect.

6.3 Formal and legal interventions

Basildon, Beedon and Compton primaries and the Local Authority will seek to resolve any attendance concerns by working together to support the family with improving a child's attendance. Where this is not successful, or where parents do not engage with support, then more formal procedures may be followed.

Attendance contracts

- A formal written agreement between a parent and the school and/or Local Authority to address irregular attendance at school.
- Parents cannot be compelled to enter a contract, and they cannot be agreed in a parent's absence.
- This is a supportive tool, which aims to provide an alternative to prosecution.
- The aim is for the parent(s), pupil (if old enough), the school and Local Authority to work in partnership towards the common goal of improved attendance.

If an attendance contract is not effective at improving attendance, or is deemed not appropriate, the Local Authority has the option to progress legal interventions as a last resort using the following measures:

- Penalty Notices
- Education Supervision Orders
- Fast Track intervention
- Attendance prosecutions
- Parenting Orders

6.4 Support back into school following a period of absence

Pupils who have been excluded or have had periods of absence due to ill-health or truancy should receive appropriate support to return to school, build confidence and bridge the gaps in their learning. These plans are drawn up in collaboration with parents and the pupil.

Appendix 1 – Breakdown of attendance codes

Breakdown of available codes

Please refer to [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk), page 76 onwards for the full definition of codes available.

Code	Full name	Description
The student is counted as present		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed.
The student is counted as present, at an Approved Educational Activity		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision arranged by the LA	The nature of the provision must also be recorded.
J	Interview	An interview for employment of for admission to another educational establishment.
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school, or a supervised educational trip arranged by an approved organisation.
W	Work Experience	A student is attending work experience under the arrangement of the school or LA.
The student is counted as absent, authorised		
C	Exceptional circumstances	Only exceptional circumstances warrant an authorised leave of absence. This is at the school's discretion.
C1	Performance or regulated employment abroad	Performance licence issued by LA or Body of Persons Approval issued by LA or the Justice of peace has given licence for pupil to go abroad for performance or regulated purpose.
C2	School age pupil subject to part time timetable	In exceptional circumstances, the school and a parent with whom the pupil normally lives have agreed that the pupil should temporarily be educated only part-time.
E	Suspended or Excluded	A student is suspended or permanently excluded from school, but their name is still on the admission register and no alternative provision has been made available.
H	Family Holiday (Agreed)	A leave of absence for a family holiday is granted entirely at the head teacher's discretion.
I	Illness	This Illness code can be used for any form of illness and is not a medical or dental appointment. Parents should notify the school on the first day the child is unable to attend due to illness.

J1	Interview	Agreement in advance for a pupil to attend an approved interview.
M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Parent travelling for occupational purposes.	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers, of no fixed abode, are known to be travelling for occupational purposes and have agreed this with the school.
The student is counted as absent, unauthorised		
G	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. If the parent did not apply in advance, leave of absence should not be granted.
N	Reason for absence not yet established	The reason for the absence has not yet been provided. If no reason for an absence is provided after no more than 5 days, it should be changed to O.
O	Unauthorised Absence	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
U	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session.
Codes not counted as a possible attendance (will not affect attendance figures)		
D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
Q	Unable to attend school because of lack of access arrangements	There has been a lack of access arrangements for a pupil by the Local Authority.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code applies to under compulsory school age and over compulsory school age.
Y1	Unable to attend due to transport normally provided not been available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available

Y2	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are: <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care, or • prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. Schools must also record the nature of the unavoidable cause.
Z	Prospective pupil not on admission register	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School closed to pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

Annex A: Grounds for deleting a pupil from the school admission register

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and —

	<p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	<p>8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and—</p> <p>(i) the relevant person has indicated that the pupil will cease to attend the school; or</p> <p>(ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.</p>
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	<p>8(1)(o) where—</p> <p>(i) the pupil is a boarder at a maintained school or an Academy;</p> <p>(ii) charges for board and lodging are payable by the parent of the pupil; and</p> <p>(iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.</p>