Cedar Tree
Federation

Woodbury
C of E Primary School

Woodbury C of E Primary School
Attendance Policy

Approved by:	Governors	**Date:**	
Last reviewed on:	March 2026		
Next review due by:	January 2028		

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1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the **May 2022** school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The Governing Board

The Governing Board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Executive Headteacher and Head Teacher account for the implementation of this policy.

Our Federation Governor who is responsible for monitoring Attendance is Mrs Janet Marks

3.2 The Head Teacher

The Head Teacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to Governors termly
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.3 The Attendance Team

The school attendance team:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Head Teacher
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Head Teacher when to issue fixed-penalty notices

3.4 Class Teachers Responsibilities

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

Morning Registration

8:40am Bromcom Register should be opened by the class teacher

9:10am Bromcom Registers must be **saved and closed** by the class teacher

If pupils arrive after 9:10am they must be sent to the office to record themselves as late (L)

NB: It is a Safeguarding policy breach to leave Bromcom open on your school desktop. Bromcom must be closed after each time it is used.

Afternoon Registration

The Bromcom Register should be opened by the class teacher; children must be registered and then Bromcom ***must be saved and closed within 10 minutes*** at the following times:

12:50pm EYFS Afternoon registration

12.55pm - Year 1 registration

1.00pm – Year 2 registration

1:15pm - KS2 registration

3.5 School Office Staff

School office staff are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

4.1 Attendance Register

We will keep an Attendance Register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second afternoon session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Times of the School Day

Pupils must arrive in school by **08:55am** on each school day.

The register for the first morning session will be taken from 8:45am and will be kept open until 9:10am.

The register for the second afternoon session will be taken at:

12:50pm – EYFS

12.55pm – Year 1

1:00pm - Year 2

1:15pm - KS2

Registers will be kept open for ten minutes, then saved and shut down.

4.2 Unplanned absence

The pupil's parent/carer must notify the school office on the first day of an unplanned absence by 8:40am or as soon as practically possible (see also section 7).

Parents should call the school office on 01395 232614 or email: woodbury-admin@cedartreefederation.org

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents must complete a permission of absence form in advance if they wish to request any planned absence. This will be authorized or unauthorized at the Head Teacher's discretion.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed (ie: exactly on 9:10am), will be marked as late, using the appropriate code
- After the register has closed (ie: from 9:11am onwards), will be required to go to the main reception office and be marked as absent, using the appropriate code

Support for persistent absence:

The Senior Leaders take a zero approach to lateness. We follow through on all punctuality and support families and children wherever possible to remove the barriers they may face which may cause them to be late. Children are offered free Breakfast Club if they are identified as being persistently late, to enable them to be at school early, receive breakfast at school and so become "learning ready" by 08:50am. Or support from our Pastoral team can also be offered. Identified children and families are targeted by the internal school attendance team (comprising of the Head Teacher, senior leaders, and Family Support Worker).

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by calling their parent or carer by 9:30am
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents/Carers

We will report to parents on their child's attendance record via a termly summary report, which contains attendance and punctuality analysis.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Head Teacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head Teacher's discretion.

We define 'exceptional circumstances' as close family bereavement or close family medical needs or a family emergency, something which is an extraordinary circumstance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

5.2 Reducing persistent absence

The Head Teacher meets the school based attendance support team fortnightly, to discuss all pupils whose attendance falls below 100% and in particular 96%. The case/ family is discussed and the team discusses possible strategies and solutions in order to remove attendance barriers, wherever possible for children. Pupil Premium children, Vulnerable children, those with a social worker or identified a SEND are prioritised. This is in line with the government strategy on attendance – Working Together to Improve School Attendance.

Letters will then be generated and sent to all parents with targets.

Some identified parents or carers are invited for a formal meeting with the Head Teacher and the Attendance Officer.

Close monitoring over time is generated into a termly report and this information is shared with the Governors each term and discussed and challenged at all Full Governing Body (FGB) meetings termly.

5.3 Legal sanctions

The school or local authority can decide to fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

Should a Penalty Notice be issued, one notice will be issued to each parent/carer for each child involved. Currently, each Penalty Notice is for £160, which is reduced to £80 if paid within the first 21 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated. If a previous Penalty Notice has been issued within the past 2 years, then the Local Authority will proceed straight to Court.

A Magistrates Summons that could lead to a criminal record, a fine of up to £2,500 and/or a term of imprisonment for up to 3 months.
Penalty notices can be issued by the Head Teacher, local authority officer or the Police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission

- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Attendance Monitoring

The attendance team at our school monitors pupil absences on a fortnightly basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

Parents or carers are expected to call the school each day your child is off, unless you know in advance that they will be off for a few days, in which case, you can tell us on day one and we will not need to contact you until the end of this period of time. This refers to illness only and enquiries will be made on day 6 as to an update where applicable.

If a pupil's absence goes above 2 days, the school will contact the parent/carer of the pupil to discuss the reasons for this. The Local Authority AIO will be contacted where necessary.

If a pupil's absence continues to rise after contacting their parent/carer, the Head Teacher will have a duty of care to consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

At Woodbury C of E Primary School, we use the online Bromcom attendance recording system to collect and safely store data. It is only used for internal purposes, but information may be shared with the Police or the Local Authority Education Welfare Officer as required to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absence may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support.

7. Monitoring arrangements

This policy will be reviewed when guidance from the local authority or DfE is updated, and as a minimum annually by the Head Teacher and Governors. At every review, the policy will be approved by the full governing board.

8. Links with other policies

This policy links to the following policies:

- Safeguarding & Child Protection policy
- Behaviour policy

Appendix 1: Attendance Codes – 2026 onwards

Mark	Type	Description
	Cancelled	Cancelled
#	Cancelled	Planned whole or partial school closure - not counted in possible attendances
/	Present	Present at the school when attendance register begins to be taken
?	Missing Mark	Precreation Mark
\	Present	Present (PM)
B	Educational Activity	Attending a place for any other approved educational activity
C0	Authorised Absent	Absent with leave for exceptional circumstances
C1	Authorised Absent	Absent with leave for the purpose of participating in a regulated performance
C2	Authorised Absent	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
E	Authorised Absent	Excluded (no alternative provision made)
G	Unauthorised Absent	Absent without leave for the purpose of a holiday
I	Authorised Absent	Unable to attend because of sickness
L	Present	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Authorised Absent	Absent with leave for the purpose of attending a medical or dental appointment
N	Unauthorised Absent	Absent - circumstances not yet established
O	Unauthorised Absent	Absent - other circumstances
P	Educational Activity	Attending a place for an approved educational activity that is a sporting activity
R	Authorised Absent	Day exclusively set apart for religious observance by the religious body to which the parent belongs
U	Unauthorised Absent	Absent for registration - arrived in school after registration closed
V	Educational Activity	Attending a place for an approved educational activity that is a visit or trip
Z	Cancelled	Pupil’s name entered in advance of start date