

Slindon Church of England Primary School



Attendance Policy

Approved by:	Headteacher (Laura Webb) and Governing Body
Date:	July 2026
Last reviewed on:	July 2026
Next review due by:	July 2027

At Slindon CofE Primary school we serve our local community and enable our school family to flourish. We recognise that everyone is Unique and want to ensure they are able to Learn and Develop in a high quality learning environment. We enrich the spirit in an Enabling Environment, in which Positive relationships foster creativity and curiosity. In hope we encourage our community to shine brightly and be courageous advocates of our world, shaping their futures for the better.

The Fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control; against such things there is no law.

Galatians 5; 22-23

Let Your Light Shine ~ Matthew 5:16

It is our policy to ensure that everyone (parents, children and staff) is aware of the legal requirements regarding regular school attendance. Poor attendance can seriously disrupt learning. Not only do children miss the teaching provided on the days they are absent, they are also less prepared for learning that takes place requiring the knowledge and skills taught in their absence.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. You can only allow your child to miss school for certain reasons:

- they are too ill to go in
- you have got advance permission from the school

This policy is to be read in conjunction with Slindon CofE Primary School Safeguarding and Child Protection Policy & Behaviour Policy.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

Roles and responsibilities

The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging

attendance data

- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Inform the Pupil Entitlement Team where unauthorised absences are of concern (they may issue a fixed penalty notice)

The designated senior leader responsible for attendance (Headteacher)

The designated senior leader is responsible for:

- Leading attendance across the school
- Monitoring and analysing attendance data
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Report concerns about attendance to the Governing Body.

Class teachers

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

School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Inform teachers/SLT of relevant information in order to provide them with more detailed support on attendance
- Advise the headteacher when unauthorised absences are of concern or holidays are requested during term time

Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.00 on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

Pupils are expected to:

- Attend school every day on time.

Daily Attendance

1. Online registers (Bromcom) are taken by the teacher or designated responsible adult. A present (/) mark is made from 8.55am until close of register at 9.15am and at the start of the afternoon. If a child is absent, a member of the office team will fill in the appropriate code, or if that child is signed in late by an adult on the inventory screen, the code will be automatically generated.
2. Teachers are all aware of the importance of marking registers correctly. The Office Team will ensure that any absences are coded with the appropriate symbols and that reasons for absence, receipt of notes and telephone calls are promptly and clearly recorded in our absence book. The school has an answerphone on which parents/carers can report absences when the school office is closed
3. Parents are requested to notify the school of the reason for a child's absence. If no such message has been received by 9.00am on the day of absence, then the office staff will telephone the parent/carer to ascertain the reason for absence
4. Children who are late are marked in by the Office Team.
5. If a child arrives after 9:30 they will be marked as an unauthorised late. This means they will be marked as unauthorised absent for the morning.
5. Persistent Absence

The Office Team and Designated Safeguarding Lead monitor attendance regularly and will make a note of any child attending for less than 90% of the required time. This will include patterns of broken weeks and odd days as well as blocks of time.

6. Children with a history of poor attendance (less than 90% the previous year) will be monitored weekly. Should attendance continue to be an area of concern, families will be followed up on an individual basis using letters, phone calls and meetings as

appropriate.

7. Children being absent from education for prolonged periods and/or on repeat occasions will be referred to our safeguarding team as outlined in KCSIE 2024 (Paragraph 175) as a possible indication of safeguarding concerns.

8. Procedures for monitoring and improving attendance:

- Whole school attendance report sent out midway through the year, alongside individual attendance figure
- Registration certificate, showing individual attendance details and punctuality, to go out with end of year school reports
- Frequent meetings with Office Team, and DSL to focus on individuals and follow up as appropriate
- Attendance updates on newsletters

9. Any child arriving after their year group registration time should report to the front office, where they will be signed in using the Inventory system which then links to the Bromcom register and they will be marked as late (if after the register has closed, they will be marked as unauthorised).

10. If a child is frequently late for school, teachers will report this to the Attendance Team and parents will be contacted to discuss ways of improving punctuality

11. Holidays: The Rother Valley (a group of local schools) follows guidance from the Department for Education that states Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If a parent wishes to take a child away from school during term time, permission from the Headteacher (or designated member of staff in their absence) must be obtained in advance. The school has a "Request for Absence from Learning in School Time" form. This is available from the school office and to download from the school website. Any request for absence from learning that is denied but is still taken will be recorded as unauthorised. If 10 sessions (a school day is two sessions – am and pm) or more are classified as unauthorised within a school ten-week period, then a referral may be made to the Pupil Entitlement Team, which could result in a Fixed Penalty Notice. If a request is denied, a letter will be sent from the school outlining the next steps if they do go ahead with the absence.

Click on the link below to the West Sussex website for further information on Fixed Penalty Notices.

[School absences - West Sussex County Council](#)

Appendix 1

Letters

Below is an indicative list of the letters the school sends out. These will also be sent to parents when a child's attendance falls below 95% due to illness.

- Letter 1 – Will be sent to parents when attendance falls below 95%. This is an information letter.
- Letter 2 – Will be sent when attendance does not improve or falls below 90%. This is an invitation to have a meeting with the headteacher to discuss attendance issues.
- Letter 3- Attendance falls below 85%, or the child has had 10 unauthorised absences in a 10 week period. This will be a warning that the school will be referring the family to pupil entitlement.

The school will also send a standard letter when holidays are requested.

The school office will keep track of when a letter has been sent and any follow up meetings that occur.

Appendix 2

Slindon Church of England Primary School

Meadsway,

Slindon

Arundel

West Sussex

BN18 0QU

Tel: 01243 814330

Email: office@slindonprimary.co.uk

Website: www.slindonprimary.co.uk

Headteacher: Miss Laura Webb



Dear,

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We then issue a first Letter to register our concern with parents. We are therefore writing to you due to 's current level of attendance:

Attendance	%
Authorised Absence	%
Unauthorised Absence	%

The information below shows how attendance can affect your child's future progression.

Above 97%: Less than 6 days absence a year

Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

95%: 10 days absence a year

These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

90% and below: 19 days + absence a year

The Government classifies Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

If you have any queries or would like to talk to anyone about attendance, please do not hesitate to contact me on 01243 814330.

Yours sincerely

Laura Webb

Headteacher

Appendix 3

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Dear,

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As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance, we identify any pupil whose attendance causes concern. We would like to invite you to attend a meeting to look for strategies to improve 's attendance and would invite you to do this during the week commencing the . If we do not hear from you, we will need to refer your case to pupil entitlement, who will investigate's absence and may need to issue a fixed penalty notice.

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Authorised Absence	%
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Headteacher: Miss Laura Webb



Dear,

Name of Child: _____ **Date of Birth:** _____

School Attendance: Education Act 1996/Children Act 1989

I regret that you were unable to attend the recent meeting that we offered you.

The meeting was arranged in the hope that we could offer our support and discuss any concerns that you or may have regarding school and to offer possible solutions.

As we remain concerned about 's attendance (%) we have now referred your child's case to West Sussex County Council's Pupil Entitlement Investigations Team. The Team may consider instigating legal action against you for ... unauthorised absence from school.

We look forward to an improvement in the situation and continue to offer our help and support.

Yours sincerely,

Laura Webb
Headteacher

