**CLIFTONVILLE PRIMARY AND PRE-SCHOOL**

Independence Safe and Settled Resilience Respect Aspiration Learning Community

OUR MISSION
As an outstanding school we will inspire children to achieve more than they ever believed possible
OUR VISION
That every member of our school community is challenged and supported to be the very best they can be
That through our high-quality learning experiences & curriculum we will improve the life-chances of our children
That we educate the whole child so they can thrive in a changing world

# Attendance policy




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| **Approved by:** | Governing body | **Date:** September 2025 |
| **Last reviewed on:** | July 2026 | |
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## 1. Aims

**Statement of Intent**

Cliftonville Primary School is committed to the continuous raising of attainment and progress of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. We expect our children to achieve 100% attendance.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils, and we use a variety of weekly, termly, and annual awards to promote good attendance and punctuality.

The Coastal Academies Trust, Governors, Headteacher and staff in partnership with parents have a duty to promote full attendance at Cliftonville Primary School.

## 2. 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. 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)
- School attendance and absence: Legal action to enforce school attendance - GOV.UK (www.gov.uk)

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:

- 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

### 3.2 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
- Issuing fixed-penalty notices, where necessary
- The Head Teacher has overall responsibility for monitoring attendance issues.

### 3.3 The Designated Senior Leader responsible for attendance

- The designated senior leader is responsible for:
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Delivering targeted intervention and support to pupils and families
- The designated senior leader responsible for attendance is Andrea Frith and can be contacted on 01843 227575 or email afrith@cliftonvilleprimary.co.uk

### 3.4 The Attendance Officer

- The school attendance officer is responsible for:
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Arranging calls and meetings with parents to discuss attendance issues
- Working with School Liaison Officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices
- The Attendance Officers are Saba Hasson and Mel Saddington and can be contacted on 01843 227575, press option 1, mobile: 07540686882 or email: attendance@cliftonvilleprimary.co.uk

### 3.5 Class Teachers

- Class teachers are responsible for recording attendance or absence daily and submitting this information to the Attendance Officers.
- Class teachers will communicate attendance concerns to our Attendance Officers and may discuss issues with a child's parent/guardian.
- Class teachers will raise initial concerns with parents about attendance and offer support where necessary linked with the pastoral team.

### 3.6 Parents/Carers

- Parents/Carers are expected to:
- Make sure their child attends every school day and on time
- Encourage their child to be enthusiastic about their learning
- Report their child's absence before 9:30am on the day of each absence and each subsequent day of absence and advise when they are expected to return (This can be done via calling or in app message to 07540686882, calling 01843 227575, press option 1 or 2 or email attendance@cliftonvilleprimary.co.uk.).
- 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. If this is not possible, their child should attend school either side of their appointment. Evidence of appointments are to be either emailed to attendance@cliftonvilleprimary.co.uk or taken to our school office
- Ensure that holidays are taken out of the school term time; please note, we have an extra week of half term in May/June break to accommodate parents accessing less expensive holidays.

### 3.7 Pupils

- Pupils are expected to:
- Attend school every day on time

- Strive to be the best that they can be upholding the school values.
- Wear the correct school uniform

## 4. Recording attendance

### 4.1 Attendance register

We will ensure all our pupils are entered onto our attendance register

The attendance registers will be taken at the start of the morning and afternoon session, each school day and will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent for non-authorised circumstances
- Absent for authorised circumstances
- Unable to attend due to exceptional circumstances
- Educated off site (not dual registered)
- Unauthorised family holiday in term time
- Late before the register is closed
- Late after the register is closed
- Unable to attend due to illness
- Dual registered with another school or Pupil Referral Unit
- Absent due to a medical appointment that could not be made outside of school hours
- Day set aside exclusively for religious observance
- Approved sporting activity
- Educational visit or trip
- Exclusion

We will also record:

- The nature of the circumstances of why each code has been applied on the attendance register

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

Pupils must arrive in school by time indicated for their year group below.

Timetable of the school day

| Gate | Start | Play | Lunch Play | Eat | Finish |
|---|---|---|---|---|---|
| YR (Green) | 8.30 – 8.40 | 10.00 – 10.15 | 12.00 – 12.30 | 11.40 – 12.00 | 3.00 – 3.10 |
| Y1 (Green) | 8.30 – 8.40 | 10.00 – 10.15 | 12.00 – 12.20 | 11.30 – 12.00 | 3.00 – 3.10 |
| Y2 (Main) | 8.30 – 8.40 | 10.10 – 10.25 | 11.40 – 12.00 | 12.00 - 12.30 | 3.00 – 3.10 |
| Y3 (Main) | 8.35 – 8.40 | 10.35 – 10.50 | 12.30 – 12.55 | 12.05 – 12.30 | 3.05 – 3.15 |
| Y4 (car park) | 8.35 – 8.40 | 10.15 – 10.30 | 12.25 – 12.50 | 12.00 – 12.25 | 3.05 – 3.15 |
| Y5 (car park | 8.30 – 8.40 | 10.00 – 10.15 | 12.00 – 12.25 | 12.25 – 12.50 | 3.00 – 3.10 |
| Y6 (car park) | 8.30 – 8.40 | 10.30 – 10.45 | 12.50 – 1.15 | 12.25 – 12.50 | 3.00 – 3.10 |

The register for the first session will be taken at time indicated above for their year group in the morning and afternoon.

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am or as soon as practically possible by calling the school office or on attendance mobile phone.

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. Parents can check attendance on the Arbor app.

### 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 and medical evidence provided where requested.

Parents should notify the attendance team of any planned appointments in advance of the date.

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 will be marked as late, using the appropriate code

Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notices.

Pupils are expected to arrive during their allotted times- See 4.1 for time slots.

Pupils arriving after their door closes will be authorised for a further 10 mins. The following 10 minutes will be marked as late. After this time, it will be an unauthorised absence.

All pupils that arrive late **until** 09:10 must report, with their parent to the Wellbeing Hub House where the reason for lateness is recorded**. After** 09:10 please press the buzzer on the metal gate and you are then to go to the school office.

**Penalty Notice Proceedings for Lateness**

Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016, as revised in April 2017, when:

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions leads to a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised
- absence is to be recorded

- If unauthorised absence is recorded during the 15-day period, a Penalty Notice(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of issue the Local Authority will instigate court proceedings.

### 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- In app message the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may do an unannounced home visit.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- In app message/ call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the School Liaison Officer.

### Children Missing or absent in Education

No child should be removed from the school roll without consultation between the Headteacher and the Inclusion and Attendance Service when appropriate. Please see the circumstances below: -

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances: -

If the whereabouts of the child is unknown and the school has failed to locate him/her.

The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

If a child has been taken out of school for any reason, and a return date that has been given by the parent is not adhered to they will be at risking of losing their school place after 20 consecutive unauthorised days absent from school.

### 4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels through Arbor, discussion at parents consultations, informal chat with phase leader, senior leader or class teacher to ascertain if support is needed. Yearly attendance figure will be reported in the end of year school report.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will only consider a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as

- Service personnel returning from a tour of duty abroad where it is evidenced the parent will not be in receipt of any leave in the near future that coincides with school holidays.

- Where an absence from school is recommended by a health professional as part of a parent's or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of an immediate family member.
- To attend a wedding of a person in the child's immediate family
- To attend a funeral of a person close to the family.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the attached form. The headteacher requires evidence to support any request for leave of absence.

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, 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 Legal sanctions

The school can make a Penalty Notice Application so that the local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The first penalty notice issued to the parent for a child will be charged at £80 if paid within 21 days, rising to £160 if paid between days 22 and 28.

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first offence, the second notice is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance**

Part payments or payment plans are not acceptable and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice.

When a third or subsequent period of unauthorised absence occurs during a 3 rolling year period and the school wish legal action to be considered, a penalty notice request should be made as usual including supporting documentation. Information regarding previous penalty notices should be provided if known. Kent County Council will not issue a penalty notice but will contact the Headteacher to request additional evidence. **The matter will be considered for prosecution via the Single Justice Procedure.**

Penalty notices can be issued by a headteacher, 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. Strategies for promoting attendance

Each week the class with best attendance in KS1 and 2 are presented with Attendance Bear by the pupil attendance champions.

Termly visit from School dog to visit the class with best attendance for the term and 1-1 visit with children with improved attendance for that term.

Certificates and prizes for improved attendance termly.

## 7. Attendance monitoring

### 7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and routinely at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- The school will compare attendance data to the national average and share this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families. Whole school tracker assessable at all times to staff to ensure they know why children are absent and what procedures have been put in place if necessary.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Send test data results to parents three times a year and attendance so parents understand the correlation between poor attendance and academic attainment.

### 7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents of pupils who the school and local authority considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Penalty notice warning letter, possibly followed by a monitoring period. Year group leader to offer support where needed.
- Provide access to wider support services to remove the barriers to attendance
- Access to pastoral support team and a range of supportive measures. E.g. Foodbank, uniform bank, Free SIM cards, financial support and referring to appropriate supporting outside agencies.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, yearly by the attendance team. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

Child protection and safeguarding policy

Behaviour policy