

# MOSELEY

CHURCH OF ENGLAND  
PRIMARY SCHOOL



## Primary Attendance and Absence Policy

**Approved by:**

**Last reviewed on:**

**Next review due by:**

Full Governing Board

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## Contents

1. Aims .....	2
2. Legislation and guidance .....	2
3. Roles and responsibilities .....	3
4. Recording attendance.....	5
5. Authorised and unauthorised absence .....	6
6. Strategies for promoting attendance .....	7
7. Attendance monitoring.....	7
8. Monitoring arrangements.....	8
9. Links with other policies.....	8
Appendix 1: attendance codes .....	9

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### 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

### 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## 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

### 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
- 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

The designated senior leader responsible for attendance is Miss Karen Young and can be contacted via [enquiry@moseleyce.bham.sch.uk](mailto:enquiry@moseleyce.bham.sch.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
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Mrs Amanda Perry and can be contacted via enquiry@moseleyce.bham.sch.uk.

### **3.5 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 via CMIS. A paper register will be completed when this not available.

- Morning registers must be submitted by 9:00am
- Afternoon registers must be submitted by 1:10pm

Class teachers will also:

- raise any concerns they have with the Attendance Officer
- talk to their class(es) about the importance of school attendance and when it is appropriate to take time off school (as appropriate)
- praise children for improved attendance

### **3.6 School Office staff**

Admin/office staff will:

- Take calls and receive emails from parents/carers about absence on a day-to-day basis and record it on the live Teams document (this is accessible by SLT)
- Make phone calls to families when children do not present in school, and we do not receive a message, by 9:30am
- Raise any concerns to the Attendance Officer
- Give reminders to parents when they arrive late or send messages to inform school of non-attendance
- Send out whole school communication, as directed by the Attendance Officer

### **3.7 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 8:45am on the day of the first 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
- Provide evidence of appointments as requested by school

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day on time

## 4. Recording attendance

### 4.1 Attendance register

We will keep an electronic 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 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 also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

Pupils must arrive in school by **8:55am** on each school day.

The register for the first session will be taken at **9:00am** and will be kept open until 09:30am. The register for the second session will be taken at **1:10pm** and will be kept open until **1:40pm**.

### 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 08:45am or as soon as practically possible by calling the school office staff (see also section 7).

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

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for 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/carers should complete a leave of absence form (found here: [https://www.moseleyce.bham.sch.uk/serve\\_file/21919622](https://www.moseleyce.bham.sch.uk/serve_file/21919622)) as far in advance as possible. This will be kept with the pupil's records. School admin staff will advise whether the absence will be authorised or unauthorised, as requested.

**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
- After the register has closed will be marked as absent, using the appropriate code

All staff will monitor children for persistent lateness. Concerns will be raised to the Attendance Officer. The Attendance officer will regularly monitor lateness (alongside absence) data.

#### 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:

- Call 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 complete a home visit, contact external agencies as required e.g. police, Birmingham Children's Services
- 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
- 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 an education welfare officer

#### 4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels via termly written updates.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, a housing crisis which prevents attendance

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 two weeks before the absence, and in accordance with any leave of absence request form, accessible via [https://www.moseleyce.bham.sch.uk/serve\\_file/21919622](https://www.moseleyce.bham.sch.uk/serve_file/21919622) or the school office.. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental 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/carers belong. If necessary, the school will seek advice from the parents'/carers' 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
- Specialist educational support services that form part of the provision listed on SEND support plans and EHCPs

## 5.2 Legal sanctions

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

If issued with a fine, or penalty notice, each parent/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

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

- Making parents aware of the importance of attendance at Meet the Teacher meetings in September
- Rewards/certificates to children and families who work hard to improve their attendance
- Half termly 100% attendance certificates
- End-of year 100% attendance badges
- Displays and information sharing with parents

## 7. Attendance monitoring

### 7.1 Monitoring attendance

The school will:

- **Daily monitoring:** Office staff log daily absences on a system that can be accessed by SLT, calls made and early identification of concerns/patterns of absence
- **Monthly monitoring:** The attendance officer will monitor attendance and absence data monthly, this analysis and follow-up actions will be shared with teaching staff
- **Monthly monitoring:** Identify whether or not there are particular groups of children whose absences may be a cause for concern and implement strategies to support them
- **Termly monitoring:** Termly reports will be shared with the Full Governing Board

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.

## 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
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## 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
- Regularly communicate with parents re. attendance via phone calls and letters sent home
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the Head Teacher. 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



## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2: Monitoring Procedures- Fast Track

### Attendance Monitoring Procedures: Fast-Track

**Moseley C of E Primary School** has adopted the **Fast-Track** monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard. This process is only applied to children who are of compulsory school age. It is not applied to LAC (Looked after Children).

1. A spreadsheet is sent to the senior leadership team (SLT) by the **attendance officer** detailing weekly attendance (termly data will be reported the Governing Body via the Headteacher Report).
2. Attendance is discussed by classroom teachers. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT and Attendance Officer.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. If a pupil's attendance falls below **95%**, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached advice leaflet outlining how parents can work with the school and their child to improve attendance.
5. If a pupil's attendance falls below **90%**, a letter is sent home explaining that the pupil's attendance is now being monitored, and the **attendance officer** contacts the parents to discuss this, inviting them in for a meeting with the Headteacher. If parents decline this offer, this will also be recorded. At this point, any future medical appointments in school time or any sickness will require medical evidence. This can be in the following formats:
  - Copy of a prescription;
  - Surgery compliment slip with date, pupil's name and surgery stamp, signed by Receptionist;
  - Medical appointment card with one appointment entered;
  - Letter confirming a hospital appointment;
  - Print screen of medical notes;
  - Doctor's medical certificate;
  - Doctor's letter;
  - Medication prescribed by a Doctor;
  - Letter from another relevant professional.

When a pupil's attendance is of serious concern, telephone calls and handwritten notes from a parent/carer are NOT acceptable as medical evidence.

6. The Headteacher initiates Early Help procedure and will speak directly to the pupil to ascertain their perspective on their attendance and how they feel about it. The attendance officer also makes a phone call home to discuss this with parents, if necessary. Other Early Help methods that may be used are School Nurse, James Brindley School (if appropriate) and the Children Missing in Education team. An informal action plan will be devised – this will then be monitored over the given time scale (determined by the Headteacher).
7. Following Early Help procedures, if there is another UNAUTHORISED absence, OR if Early Help has been refused by the parent(s) or carers OR if families did not meet the criteria for external Early Help process, then step two in the Fast-Track process will be initiated, with parents being invited to attend a SARM (School Attendance Review Meeting). The Headteacher and Attendance Officer will be present.
8. Parents/Carers will receive a letter inviting them to a SARM. At this meeting, a formal action plan will be devised and agreed by the AO, Headteacher and parents/carers. Parents/Carers will receive a copy of this plan BEFORE they leave the meeting. If parents/carers are not able to attend, they must inform school to enable the meeting to be rearranged. Without prior notification of non-attendance, the meeting will be recorded as 'non-attendance'.
9. Following the SARM, should a pupil then have further unauthorised absence adding up to at least 10 sessions (NOT days) in total over the previous 12 calendar months, then stage 3 of the Fast-Track programme will be initiated.
10. Stage 3 of the process is the Final Warning Notice. Each person with parental responsibility for the child will receive a letter via the post. This letter will include an attendance printout for the child (ren) question.
11. Following this, should a pupil have at least 10 further sessions of unauthorised absence within 12 school weeks of the warning notice being issued, then step 4 of the Fast-Track programme will be initiated and the case will be referred to ELIT. ELIT will then determine, based upon evidence provided by the school, whether to:
  - a) Issue a Penalty Notice;
  - b) Issue a Single Justice Notice;
  - c) Issue a summons where parent pleads not guilty;
  - d) Prosecute in court (Section 444 1a)

Appendix 3: Attendance Matters



**FACT:** The more time your child spends in school, the better your child's attainment.