ATTENDANCE POLICY

September 2026

This document should be read in conjunction with the Missing Person Statement.

Aims

- Pupils attend regularly, aiming for at least 95% attendance annually, with a school target of 97%.
- No unauthorised absences during term time.
- No holidays taken during term time; any such absences will be recorded as unauthorised.
- Clear communication between home and school regarding absences.
- Punctual attendance is expected; lateness is actively discouraged.

Legal Framework

By law, all children of compulsory school age must attend school regularly and receive a full-time education.

Parent/Carer Responsibilities

- Ensuring their child is registered at a school or receiving suitable education elsewhere.
- Ensuring their child attends school regularly and punctually.

School Responsibilities

- Maintain accurate attendance and absence records using the School MIS system.
- Pupils must be registered under their legal birth names, unless officially changed.
- Notify relevant agencies if attendance concerns arise.

Local Authority (LA) Responsibilities

The LA ensures that registered pupils attend school regularly. It employs an Access and Inclusion Officer to support schools and families. Failure to meet legal responsibilities may result in:

- Education Supervision Orders
- Parenting Orders
- Penalty Notices
- Prosecution in Criminal Court

Promoting Attendance

Ashfield Junior School fosters a positive, stimulating environment where children and families feel welcome, safe, and supported.

Attendance Procedures

- Registration Times: Morning at 8:45am, Afternoon at 1:35pm.
- Each school day counts as two sessions.
- Registers close at 9:00am. Pupils arriving between 9:00–9:15am are marked Late (L).
- Pupils arriving after 9:15am are marked Unauthorised (U).

The completion of registers is a legal requirement. All attendance registers are completed using the School MIS system, all absences are entered by the school office staff. Each absence is recorded alongside the reason for absence on a daily basis.

Fire Drill Protocol

Attendance lists are printed from the MIS system after registration. Lists are placed outside classrooms and taken by teachers during fire drills.

Rewards for Good Attendance

- Daily Praise from teachers for punctuality and attendance.
- Termly Attendance Assemblies: Pupils with 100% attendance receive certificates and prizes.
- End-of-Year Awards: Bronze, Silver, Gold certificates for 100% attendance across one, two, or all three terms.

Absence

Short-Term Absences

Acceptable reasons include:

- Illness (with medical evidence if attendance is below 90%)
- Bereavement
- Medical/dental appointments
- Secondary school interviews
- Religious observance

Unacceptable reasons include:

- Babysitting
- House sitting
- Shopping
- Birthdays
- Holidays (unless exceptional circumstances)

Theses not acceptable grounds for a parent to keep their child off school, it is a negation of parental responsibility.

Notification Process

- Notify the school via attendance line, office phone, or written note.
- If no contact is made, the school will: call parents/carers, send a text message, attempt contact via all listed emergency numbers, conduct a home visit if necessary.

School monitors all attendance on a daily basis and any concerns are dealt with.

Long-Term Absences

For medical conditions, the school will liaise with the Hospital to Home Tuition Service. Arrangements will then be made for tuition to take place either in hospital or at home which links in with the work that is being missed in school.

Holidays during term time are not permitted unless in exceptional circumstances. A Leave of Absence Form must be completed or a letter submitted with dates and reasons. Unauthorised holidays may result in a Fixed Penalty Notice.

Attendance Records

- Daily attendance registers (retained for 5 years)
- Absence notifications
- On/off roll listings
- Annual census submitted to Cumbria County Council

Monitoring and Intervention

- Where there are individual cases of unauthorised absences, long term absences or other concerns arising from this or from direct referrals from class teachers of the Special Needs Coordinator then the following action is taken:
- Attendance is monitored daily via Scholar Pack.
- Concerns are addressed through parent contact, meetings.
- A child may be put onto an Attendance Plan for a six-week period.
- If no improvement is made in this six-week period and the child is still classed as a persistent absentee, then a referral will be made to the LA – Access and Inclusion Officer.

Reporting

Attendance records are included in End-of-Year Reports, shared with staff, parents, and external agencies, and reviewed by the Governing Body.