DIOCESE OF SOUTHWELL
& NOTTINGHAM
MULTI ACADEMY TRUST

Attendance Policy

Last updated: July 2026

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Definitions
4. Training of staff
5. Pupil expectations
6. Absence procedures
7. Contact information
8. Attendance officer
9. Lateness
10. Term-time leave
11. Leave during lunch times
12. Truancy
13. Missing children
14. Religious observances
15. Appointments
16. Modelling, sport and acting performances/activities
17. Young carers
18. Fixed Penalty Notices
19. Monitoring and review

Appendix 1

a) Attendance Monitoring Procedures

Statement of intent

St Peter's Cross Keys C of E Primary Academy believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

St Peter's Cross Keys C of E Primary Academy is committed to:

- Following the framework set in section 7 of the Education Act 1996, which states that:

  "The parent of every child of compulsory academy age shall cause him/her to receive efficient full-time education suitable:-

  (a) to age, ability and aptitude and

  (b) to any special educational needs he/ she may have

  Either by regular attendance at academy or otherwise."

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance

1. Legal framework

1.1. This policy has due regard to legislation, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- Working together to improve school attendance 2026

1.2. This policy also has regard to non-statutory DfE guidance, including, but not limited to, the following:

- DfE (2016) 'Academy attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'

1.3. This policy will be implemented in conjunction with the following academy policies:

- **Complaints Procedures Policy**
- **Behaviour Policy**

2. Roles and responsibilities

2.1. The governing body has overall responsibility for the implementation of the Primary Attendance and Truancy Policy and procedures of St Peter's Cross Keys C of E Primary Academy The governing body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

2.2. The governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.

2.3. Mr Tomlinson is responsible for the day-to-day implementation and management of the Primary Attendance and Truancy Policy and procedures of the school.

2.4. Staff, including teachers, support staff and volunteers, are responsible for following the Attendance Policy and for ensuring pupils do so too. They are also responsible for ensuring the policy is implemented fairly and consistently.

2.5. Staff, including teachers, support staff and volunteers, are responsible for modelling good attendance behaviour and implementing the agreed policy.

2.6. Parents are expected to take responsibility for the attendance of their child during term-time.

2.7. Parents are expected to promote good attendance behaviour and ensure that their child attends academy every day.

2.8. Pupils are responsible for their own attendance at academy and any agreed activities throughout the academy year.

3. Definitions

3.1. For the purpose of this policy, the academy defines:

- **"Absence"** as:

  − Arrival at academy after the register has closed
  − Not attending academy for any reason.

- An **"authorised absence"** as:

  − An absence for sickness for which the academy has granted leave.
  − Medical or dental appointments which unavoidably fall during academy time, for which the academy has granted leave.
  − Religious or cultural observances for which the academy has granted leave.

  − An absence due to a family emergency.

- An **"unauthorised absence"** as:

  − Parents keeping children off academy unnecessarily or without reason.
  − Truancy before or during the academy day.
  − Absences which have never been properly explained.
  − Arrival at academy after the register has closed.
  − Shopping, looking after other children or birthdays.
  − Day trips and holidays in term-time which have not been agreed.
  − Leaving academy for no reason during the day.

- **"Persistent absenteeism"** as:

  − Missing 10% or more of schooling across the year **for any reason**.

4. Training of staff

4.1. The academy recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils.

4.2. Teachers and support staff will receive training on this policy as part of their induction.

4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

5. Pupil expectations

5.1. Pupils are expected to attend academy every day and will sign an agreement at the beginning of each academy year, to agree to keep their attendance at, or above, **96%** throughout the year.

6. Absence procedures

6.1. Parents are required to contact the academy by **8:45am** on the first day of their child's absence.

6.2. Alternatively, parents may call into academy and report to the academy office where arrangements will be made to speak to a member of staff. Again this must be done by **8:45am**

6.3. A phone call will be made to the parent of any child who has not reported their absence on the first day that they do not attend school. This phone call will be made at **9:00am**

6.4. If we do not have a reason for a child's absence and cannot get hold of parent/carers by **10:00am**, we will do a home visit for safeguarding reasons.

6.5. In the case of persistent absence, arrangements will be made for parents to come into academy and have a meeting with our attendance officer to offer support. Parents will be informed of the date and time of this meeting via letter (appendix B)

6.6. If a pupil's attendance drops below **90%**, we will automatically ask for medical evidence to authorise any absences.

7. Contact information

7.1. Parents are responsible for providing 2 accurate and up-to-date contact details.

7.2. Parents are responsible for updating the academy if their details change.

8. Attendance officer

8.1. If they are persistently absent, pupils will be referred to our Attendance Officer who will attempt to resolve the situation by agreement.

8.2. If the situation cannot be resolved and attendance does not improve, the Headteacher has the power to issue sanctions such as prosecutions or penalty notices to parents.

9. Lateness

9.1. Punctuality is of the utmost importance and lateness will not be tolerated.

9.2. The academy day starts at **8.45**am. Pupils should be in their classroom at this time.

9.3. Registers are marked by **8.55**am. Pupils will receive a late mark if they are not in their classroom by this time.

9.4. If your child arrives in academy after **9.20am**, they will receive an unauthorised absence for the morning; a series of these may result in a Fixed Penalty Notice being issued.

9.5. After lunch, registers are marked by **1:00pm**. Pupils will receive a late mark if they are not in their classroom by this time.

9.6. The register closes at **1:10pm**. Pupils will receive a mark of absence if they are not present.

9.7. Pupils attending after the register closes will receive a mark to show that they are on site, but this will count as a late mark.

10. Term-time leave

10.1. At St Peter's Cross Keys C of E Primary Academy, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the academy holidays as prescribed.

10.2. The headteacher is unable to authorise holidays during term-time.

10.3. The headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.

10.4. The headteacher will determine the amount of time a pupil can be away from academy during term time. Any leave of absence is at the discretion of the headteacher.

10.5. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

10.6. Requests for leave will not be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10% for any reason

10.7 If parents take their child out of academy during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

11. Leave during lunch times

11.1. Parents may be permitted to take their child away from the academy premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

11.2. Parents are required to submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to our attendance officer.

11.3. The headteacher will consider the request and will invite the parent in to the academy for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the academy premises.

11.4. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

11.5. Our lunch time hours are 12:00pm - 1:00pm. Pupils will leave the academy premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

11.6. Parents will be required to meet their child at the academy office when taking them off the premises – the pupil will be signed out and back in using the Inventry system at the academy office.

11.7. A member of staff will be available at the academy office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.

11.8. If a pupil is expected to be leaving the academy premises, they are required to do so – pupils will go home as soon as they leave the site and will not loiter outside the premises.

11.9. Pupils will not be permitted to leave the academy premises where they have a lunch time detention – parents will be informed promptly if this is the case and suitable arrangements will be implemented, e.g. access to a academy lunch.

11.10 Children may also not be permitted to leave the academy premises where they have displayed poor conduct of behaviour at any time – parents will be informed promptly if this is the case and suitable arrangements will be implemented, e.g. access to a academy lunch.

11.11 The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where a pupil displays poor conduct of behaviour when off the premises, or where there are attendance concerns.

11.12. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents are not entitled to appeal the decision.

11.13. Parents are able to withdraw their request at any time – the request will be submitted in writing to our attendance officer.

11.14. Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

12. Truancy

12.1. Truancy means any absence of part, or all, of one or more days from school, during which the academy has not been notified of the cause behind such absence.

12.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.

12.3. All pupils are expected to be in their classes by **8.55**am and **1:00**pm, where the teacher will record the attendance electronically.

12.4. Any pupil with permission to leave the academy during the day must sign out at the academy office and sign back in again on their return.

12.5. Immediate action will be taken when there are any concerns that a child might be truanting.

12.6. If truancy is suspected, the headteacher is notified, who will contact the parent in order to assess the reasons behind the child not attending school.

12.7. The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the academy will consider issuing a penalty notice.
- A penalty notice or enforcement proceedings will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

13. Missing children

13.1. Pupils are not permitted to leave the academy premises during the academy day unless they have permission from the Headteacher.

13.2. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform our attendance officer immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the academy premises as directed by the headteacher.
- The following areas will be systemically searched:
  All classrooms, toilets, field, forest, Library, the academy grounds.

  Available staff will begin a search of the area immediately outside of the academy premises, and will take a mobile phone with them so they can be contacted.
  If the pupil has not been found after **10** minutes, then the parents of the pupil will be notified.

If the parents have had no contact from the pupil, then the police will be contacted.

The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.

13.3 If the missing pupil has an allocated social worker, is a LAC, or has any special educational needs and disabilities, then the appropriate personnel will be informed.

13.4 When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.

13.5 The headteacher will take the appropriate action to ensure the pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

13.6 Parents and any other agencies will be informed immediately when the pupil has been located.

13.7 The headteacher will carry out a full investigation, and will draw a conclusion as to how the incident occurred.

13.8. Appropriate disciplinary procedures are followed in accordance with the Schools Behavioural Policy.

13.9. A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

14. Religious observances

14.1. The academy will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.

14.2. Parents are required to inform the academy in advance if absences are required for days of religious observance.

15. Appointments

15.1. As far as possible, parents will attempt to book medical and dental appointments outside of academy hours.

15.2. Where this is not possible, a note and appointment card will be sent to the academy office.

15.3. If the appointment requires the pupil to leave during the academy day, they will be signed out at the academy office by a parent.

15.4. Pupils will attend academy before and after the appointment wherever possible.

16. Modelling, sport and acting performances/activities

16.1. Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, are required to obtain a licence from the LA which authorises their absence(s).

16.2. Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance is required to request a licence from the pupil's home LA.

16.3. The organiser is required to allow sufficient time for the LA to process the request – the LA will refuse to consider an application if the performance or activity is less than 21 days away.

16.4. The LA will only approve a licence application once it is satisfied that:

- The pupil's education, health and wellbeing will not suffer; and The conditions of the licence will be observed.

16.5. The LA will impose any conditions it considers necessary to ensure that the pupil is fit to take part in the performance/activity, that there will be proper provision for the pupil's wellbeing, and that the pupil's education will not suffer. The academy will make additional arrangements for pupils engaging in performances or activities that require them to be absent from academy to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

16.6. The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.

16.7. The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a academy maintained by the LA issuing the licence.

16.8. The above requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend academy if they were attending a academy maintained by the LA; and
- For not more than five hours on any such day.

16.10. Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the pupil can only take part in the activity for a specified number of days within a six month period.

16.11. Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.

16.12. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day.

16.13. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96%.

16.14. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

16.15. The LA will be satisfied that arrangements for chaperones, accommodation, place of performance and rehearsal, and travel are suitable before it grants the application.

16.16. The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks.

16.17. The maximum number of consecutive days that a child can perform is six – this applies to performances only.

16.18. Pupils who perform are entitled to a break of at least 14 days following the last performance where the pupil has been performing on the maximum number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.

16.19. A licence is also required where a pupil will be absent from academy and conducting a performance or activity abroad.

16.20. The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:

- Where rehearsals during the performance period are taking place;
- Where performances or activities are taking place; or

- Where the pupil is receiving their education, in order to check that licensing conditions are being met.

16.21. The LA has the power to amend or revoke existing licences at any time.

16.22. If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.

16.23. The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation or variation, and against any condition under which a licence is granted or an approval is given.

17. Young carers

17.1. The academy understands the difficulties that face young carers.

17.2. The academy will endeavour to identify young carers at the earliest opportunity from enrolment at the academy and throughout their time at the school.

17.3. The academy takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

18. Fixed Penalty Notices

18.1 A fixed penalty notice can be issued if your child receives 5 days (10 sessions) of unauthorised absences within a 10-week period.

18.2 A fixed penalty notice may be issued should you decide to take your children out of school for a holiday during term time.

18.3 A fixed penalty notice is charged at £80 per child, per parent. If this is not paid within 28 days this significantly increases to £160.

18.4 If your child is a persistent absentee and we have explored strategies to improve this and attendance continues to be a concern, a referral may be made to the LA to start enforcement proceedings.

19. Monitoring and review

19.1. The academy monitors attendance and punctuality at the end of each half term..

19.2. St Peter's Cross Keys C of E Primary Academy attendance target is 96%

19.3. Details of our absence levels can be found on our website, www.williamgladstonecofe.com

19.4. This policy is reviewed every three years by the headteacher; the next scheduled review date for this policy is September 2025

19.5 Any changes made to this policy will be communicated to all members of staff and parents.

If and when there are national and regional updates to attendance the policy will be updated accordingly.

Policy reviewed: July 2026
Next renewal: July 2027
Signed: Chair of Governors: Date: 7/2026

Headteacher: Date: 7/2026

Appendix 1. Attendance Monitoring Procedures

St Peter's Cross Keys C of E Primary Academy has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A spreadsheet is reviewed by the Headteacher detailing weekly and annual attendance to date.

2. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to our attendance officer and SLT.

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;

4. Contact is made to the parents of any pupils marked using the N code, this may include a home visits. If there is no answer at home we will leave a notice informing them of our visit and to contact academy urgently. Any N codes not established after a week are recorded as an unauthorised absence.

5. If your child's attendance reaches 93%, you will receive a letter and be placed on a 15-day monitoring period. We may put a plan in place using our ATTEND framework which will identify strategies to improve attendance.

6. If your child's attendance does not improve, you may be put on a further 15-day monitoring period or, you will be asked to attend a meeting with the schools attendance officer.

7. If a pupil's attendance falls below 90%, this is classed as a persistent absentee and is a cause for concern. You will receive a letter stating all further unauthorised absences will be unauthorised unless evidence is provided. Within this letter a meeting with the parent/carer will also be requested with the headteacher.

8. If targets are not met, the Headteacher will make a referral to the Early Help team to ensure welfare protocol is followed, and a parental contract is drawn up. A four-week monitoring period is established and, if there are no improvements, a final written warning is issued to the parents if there is no improvement after an additional four weeks, a fixed-penalty noticed is issued by the local authority