



Attendance Policy

This document applies to Community and Voluntary Controlled Schools and is advisory for Foundation and Voluntary Aided Schools.

Date: July 2026

Review: July 2027

School Vision Statement - Donington

Donington Cowley Endowed Primary School provides a caring environment where everyone is respected and valued; where unity lies at the heart of our community. Our aim is to provide an enriching curriculum which evokes aspiration and inspires all children to be the best versions of themselves. Through determination, courage, excellence, pride and success, we strive to encourage children to become confident, ambitious and passionate learners; laying the foundations of knowledge, skills and understanding for life-long learning.

School Vision Statement – St Gilbert’s

As a welcoming church school, we strive to Sow Seeds and foster pride in all we do. Through an aspirational learning environment, we support our school family to Grow Together so that everyone feels value and motivated to achieve. We Reach High for success at St. Gilbert’s and beyond.

Sow Seeds: Grow Together: Reach High

‘I am the vine; you are the branches.’ (John 15:5)

Church schools serving their communities through excellence, exploration and encouragement within the love of God.

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Introduction

At Horizon Schools Federation we recognise that positive behaviour and good school attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing, and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school- age education.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called “Working together to improve school attendance” and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school. This policy is written with the above guidance in mind and underpins our school ethos to:

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
- Promote children’s welfare and safeguarding.
- Ensure every pupil has access to the suitable, full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.
- Our policy outlines the school’s commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors/trustees about the responsibilities and the procedures in place to promote and monitor pupil attendance.

- Our policy aims to raise and maintain levels of attendance by:
- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

Promoting regular attendance

At Horizon Schools Federation we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Working together to improve school attendance' states this should include the name and contact details of:

- **Senior leader responsible for the strategic approach to attendance in school**
- **School staff who pupils and parents should contact about attendance on a day-to-day basis and**
- **School staff who pupils and parents should contact for more detailed support on attendance**

Role	Name	Contact details
Deputy Headteacher - responsible for the strategic approach to attendance in school	Sarah Ogden	01755 820467 / 01529 240465 Sarah.Ogden@cowley.lincs.sch.uk Sarah.ogden@pointon.lincs.sch.uk
Senior Attendance Champion - pupils and parents should contact for more detailed support on attendance	Sarah-Jane Millard	01755 820467 / 01529 240465 Sarah-Jane.millard@cowley.lincs.sch.uk Sarah-Jane.millard@pointon.lincs.sch.uk

Administrator Attendance Officer Adminstrator <i>pupils and parents should contact about attendance on a day-to-day basis</i>	Emma Floyd Frances Goodge	01775 820467 Enquiries@cowley.lincs.sch.uk
Named Governors for Attendance	David Spoors Sam Creasey	david.spoors@

Improving school attendance is everyone's business, it is a shared responsibility by governors, all school staff, parents, pupils, and the wider school community.

Helping to create a pattern of regular attendance is the responsibility of parents, pupils, and all members of school staff.

To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance.
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Submit a daily attendance report to the Department of Education, in line with the legal expectations placed on all schools.

Roles and responsibilities

The Local Governing Board of Horizon Schools Federation recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
 - Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior attendance champion.
 - Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
 - Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
 - Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
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- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
 - Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
 - Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
 - Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Management Team (including senior attendance champion) at Horizon Schools Federation will:

- Actively promote the importance and value of good attendance to **all** pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.

- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors and on a half-termly basis to the lead governors for attendance.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Set out how Pupil Premium will be used to support pupils with irregular attendance.
- All staff at Horizon Schools Federation will:
- Actively promote the importance and value of good attendance to **all** pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.

- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of an attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.
- Horizon Schools Federation requests that parents:
 - Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
 - Take a positive interest in their child's work and educational progress.
 - Ensure their child has regular attendance at school.
 - Instil the value of education and regular school attendance within the home environment.
 - Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
 - Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
 - Inform the school of any change in circumstances that may impact on their child's attendance.
 - Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
 - Maintain effective routines at home to support good attendance.
 - Attend all meetings requested to discuss attendance issues.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

Understanding types of absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school must be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session.' Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Executive Headteacher.

For the purpose of this policy, the school defines 'absence' as:

- Arrival at school after the register has closed
- Not attending school for any reason "Regular" attendance as:
- Attendance at every session the school is open to pupils unless their absence has been authorised

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the Executive Headteacher, including any arranged by other family members or friends.
- Leaving school for no reason during the day.
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Persistent and severe absence

A pupil is defined by the Government as a '**persistent absentee**' (**PA**) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**' (**SA**). Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support. The attendance of all pupils at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court. Schools can decide to pursue legal proceedings for prosecution without issuing a penalty notice first when attendance is substantially poor.

A Penalty Notice can be issued under the following legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty Notice.

See below for further information: Details

Penalty Notice

First Notice in a 3-year period :	Issued to each parent. Charged at £80 if paid within 21 days £160 if paid within 28 days.
Second Notice in a 3-year period :	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days.

Third Notice in a 3-year period:	Alternative action should be taken, for example prosecution or other attendance legal interventions. Fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a magistrate's court appearance and a fine of up to £2,500 and/or prison. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.
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Leave of absence

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Horizon Schools Federation, leave of absence is only granted at the discretion of the Executive Headteacher and shall not be granted unless there are 'exceptional circumstances' and supporting evidence. Horizon Schools Federation will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Executive Headteacher at least a month before the planned leave (see Appendix 2). Horizon Schools Federation will treat each application individually and discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

When absence is granted by the Executive Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

(The same penalty threshold table above also applies to leave of absences)

Medical appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must sign out at the office and sign back in on return to school. No pupil will be allowed to leave the school site without parental confirmation. Supporting evidence will be required such as appointment card or hospital letter to authorise the absence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend a school-led Attendance Support Panel as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral or to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting pupils with medical conditions at school](#) and Lincolnshire County Council policies. We will also consider whether an Individual Healthcare Plan is required.

Pupil absence for the purposes of religious observance

Horizon Schools Federation acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

Discouraging staggered starts in reception

At Horizon Schools Federation, we recognise the importance of children attending school full-time from the start of their education. Staggered or part-time starts for children in Reception can have a negative impact on their overall school attendance and academic progress.

We acknowledge that the introduction of 30 free funded hours of early education and childcare for 3 and 4-year-olds has meant that the majority of children now have experience of attending an early years setting for a full school day prior to starting Reception.

We will only consider part-time or staggered starts in exceptional circumstances, for example, where a child has significant additional needs that would make a full-time start detrimental to their wellbeing. In these cases, we will work closely with parents and any relevant professionals to develop a clear plan for the child to transition to full-time education as soon as possible.

For the vast majority of children, we expect them to attend school full-time from the beginning of the Reception year. We will work proactively with parents to ensure a smooth transition into school and to address any concerns they may have about their child starting full-time. We will provide support, such as home visits, staggered drop-off and pick-up times, and a gradual increase in hours, only where absolutely necessary to meet the individual needs of the child.

Our aim is for all children to be attending school full-time by the end of their first half-term in Reception. We will monitor the attendance of Reception children closely and engage with parents promptly if there are any concerns about part-time attendance impacting the child's progress.

Gypsy, Roma and Traveller pupils

Gypsy, Roma, and Traveller pupils are among the lowest achieving groups of pupils at every key stage in education, although some pupils achieve very well at school. We recognise that there are many complex and interwoven factors that may influence the educational attainment of these pupils. At our school, we have high expectations of all pupils, regardless of their background whilst recognising the lifestyle and cultural traditions of these communities. In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil who is a mobile child¹ and is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
- the child
- has attended at a school as a registered pupil as regularly as the nature of
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- permits, and
- the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted
- This provision applies *only* when the family has no fixed abode and are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.
- When a family is trading or otherwise conducting their business in or around Lincolnshire, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Horizon Schools Federation will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended Horizon Schools Federation in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at Horizon Schools Federation will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.
- To ensure we can effectively support all our pupils, we ask that parents:
- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and inform the school regarding proposed return dates.

Our procedures

Under Section 7 of the Education Act 1996, it is the legal responsibility of parents to see that their child/children receive(s) regular education suitable to their age, aptitude and abilities.

The Importance of Registration:

- An attendance register, electronic or manual, must be kept on which, at the BEGINNING of each morning and afternoon session, pupils are marked present or absent.
- Where electronic registers are used, hard copy, current for each session, must be kept to observe the spirit of the law and for Health and Safety reasons.

At Horizon Schools Federation

- Donington Cowley Endowed Primary School gates open at 8.45am and close promptly at 8.55am. Registration is at 8.55am.
- St Gilbert of Sempringham CofE Primary School gates open at 8.40am and close promptly at 8.55am. Registration is at 8.55am.
- Lateness to registration (after 9:05am) is indicated by code L in the register.
- If a child fails to arrive in school after registers close (after 9:25am), this is indicated by code U and is an unauthorised mark for that session.

Register keeping and recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present
- Absent
- Present at approved educational activity or Unable to attend due to exceptional circumstances

¹ A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent from school the parent must follow these procedures:

Donington Cowley Endowed Primary School

- Contact the school on the first day of absence before 09.05am when our register closes
- Methods of Contact
- Telephone 01755 820467
 - Parentmail
 - In person at the office
 - Contact the school on every further day of absence, again before 09.05am
 - Ensure that your child returns to school as soon as possible

Deputy Headteacher – the senior leader responsible for the strategic approach to attendance in our school	Sarah Ogden	01755 820467 Sarah.Ogden@cowley.lincs.sch.uk
School Office Staff – responsible for dealing with daily absences. School Administrator/Clerk to Governors Administrative Assistant Attendance Officer	Emma Floyd Frances Goodge	01775 820467 Enquiries@cowley.lincs.sch.uk
Senior Attendance Champion - the person parents should contact for more detailed support on attendance	Sarah-Jane Millard	01755 820467 Sarah-jane.millard@cowley.lincs.sch.uk

St Gilbert of Sempringham CofE Primary School

Contact the school on the first day of absence before 09.05am when our register closes

Methods of Contact

- the absence voicemail facility 01529 240465
- phoning the office 01529 240465 during office hours
- email admin@pointon.lincs.sch.uk
- in person at the office
- Arbor App

Contact the school on every further day of absence, again before 09.05am

Ensure that your child returns to school as soon as possible.

Deputy Headteacher – the senior leader responsible for the strategic approach to attendance in our school	Sarah Ogden	01529 240465 Sarah.ogden@pointon.lincs.sch.uk
School Office Staff – responsible for dealing with daily absences. Administrator Administrative Assistant Attendance Officer	Jenna Goodyear Frances Goodge	01529 240465 Enquiries@pointon.lincs.sch.uk
Attendance Champion parents should contact for more detailed support on attendance]	Sarah-Jane Millard	01529 240465 Sarah-jane.millard@pointon.lincs.sch.uk

If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school **after close of register at 09.05 and where no reason for absence is known. The school** will telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

We will also inform all professionals involved in supporting the pupil if there are unexplained absences from school in line with statutory requirements. We will also inform all professionals involved in supporting the pupil if their name is to be deleted from the school register.

Late arrival at school

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher. At Horizon Schools Federation all pupils are expected to arrive on time for every day of the school year. The school day begins at 08.55. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 08.55. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign the late book and provide a reason for their absence. If their arrival is before 09.25 it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 09.25. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with Sarah-Jane Millard, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good class and individual punctuality.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

Support systems

At Horizon Schools Federation we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and/or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- *Write to you if your child's attendance is causing a concern and/or where punctuality is a concern;*
- *Arrange a meeting so that you may discuss the situation with our Senior Attendance Champion;*
- *Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;*
- *Offer signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment & Plan with you;*
- *Refer the matter to an external agency for multi-agency support or if you have safeguarding concerns to make a safeguarding referral*
- *Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate).*
- *Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.*

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

Attendance rewards and interventions

DAYS ABSENT	Percentage of attendance	Staff Responsible	Support, rewards and interventions that will take place at this stage so that everyone understands what will happen
0 – 2 DAYS OFF	99 –100%	Class Teacher/ Attendance Officer/ Attendance Champion/ Deputy Headteacher / Executive Head Teacher	Weekly praise for 100% attendance. Half termly certificates for 100% attendance Half termly certificates for improved attendance. Half termly draw to reward 97% plus attendance – gift voucher Weekly celebration for class with best attendance. Half termly reward for class with best attendance. Conversation with Class Teacher. Concern Letter sent
4 – 7.5 DAYS OFF	96 –98%		

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9.5 – 17 DAYS OFF	92–95%	Class Teacher/ Attendance Officer/ Attendance Champion/ Deputy Headteacher / Executive Head Teacher	Phone call from class teacher to discuss how we can support to improve attendance. Weekly check ins with attendance officer Home visits, Concern Letter sent if no improvement within 2 weeks Attendance Panel and Agreement Notice to Improve. Monitor 3 weeks No engagement from parent consider use of legal intervention
19 + DAYS OFF	Under 90%	Attendance Officer/ Attendance Champion/ Deputy Headteacher / Executive Head Teacher	Home visits Attendance Panel and agreement to be attended by Attendance Champion and Executive Headteacher/Gov ernor. Three weeks monitoring of plan If no improvement Notice to Improve Letter - Monitor 3 weeks No engagement from parent consider use of legal intervention

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80 + DAYS OFF	Under 50%	Attendance Officer/ Attendance Champion/ Deputy Headteacher / Executive Head Teacher	Formal support such as attendance contracts will be in place. Intensify support through statutory children's social care involvement. Notice to Improve Letter - Monitor 3 weeks No engagement from parent considers use of legal intervention
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Our Staged Approach to Attendance

- *Our attendance target for each pupil is 100%. Attendance is monitored daily.*
- *The MIS system provides the school with easily accessible attendance records, which promote speedy evaluation of attendance levels and timely responses by the school.*
- *Analyse absence and attendance data to identify pupils and families who may need support to ensure poor attendance does not become habitual.*
- *Work with families to identify barriers to learning and identify ways to remove barriers, signpost support and attend multi-agency meetings as needed.*
- *A telephone call home to inform you that your child's attendance has dropped below 92% or is in danger of dropping below this*
- *Review absence and attendance data of pupils joining the school, as a mid-year admission, to ensure early intervention can take place if attendance is already a concern.*
- *Termly attendance letters are sent to all parents detailing attendance and highlighting any concerns.*
- *Work collaboratively with other schools, the local authority and other partner agencies to improve attendance with the local community.*
- *The Executive Headteacher will make termly reports to the school's governing body on the issues of attendance and punctuality staff, parents, children? Who is responsible for this and how regularly does this happen?*
- *Reward systems –*
- *Excellent Attendance certificates are awarded to children who have achieved 100% attendance at the end of each half term. Children have the potential to receive up to 6 certificates each academic year.*
- *Most Improved Attendance certificates are awarded to children who have made a significant improvement, half termly.*

- *97% plus reward – every half term all pupils who have achieved 97% or more are entered into a draw for a voucher.*
- *Whole class attendance is celebrated weekly in assembly. The class who has the best attendance every half term receives a reward – cakes.*
- Pupils who have achieved 100% attendance for the entire academic year school certificate and a medal.
- A certificate for 100% attendance achieved throughout their time in primary education. (For reward of this certificate attendance is 100% if there has been no unauthorised or authorised absence).

At Horizon Schools Federation we will investigate and offer support to any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

Part-time timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education, and it would not be in their best interest to do so.

We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

In line with Lincolnshire County Council guidance, we will notify the Attendance Team of all part-time timetables as soon as a plan has been agreed.