



Attendance Policy

Collingwood School

Policy Statement

For the welfare, health and safety and educational benefit of all pupils, Collingwood School registers pupils in all years. The School requires regular attendance and the presence of pupils is checked twice daily at the start of morning lessons and in the afternoon.

This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2024. The school undertakes to comply in all matters relating to admission and attendance with ISI Regulatory Requirements and the DfE *Working together to improve school attendance* (August 2024). For this reason, Form Teachers must ensure they are completed properly in accordance with the procedures in this document.

The importance of this policy and associated procedures is highlighted by the fact that poor attendance, children absent from education or repeated lateness may indicate a safeguarding issue.

Registers are completed electronically on the school's SIMS MIS system. In effect, they are completed 'in ink' because the registers can be printed out. This policy applies to all members of our school community and for pupils from Reception age upwards. The school's nursery admits children from 2 years upwards and their attendance is recorded on the *Family* app.

This policy should be read in conjunction with:

Missing Child Policy, Safeguarding and Child Protection Policy, Fire Policy and Procedures and Admissions Policy.

Pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedure set out below.

Procedures

- All members of the teaching staff must be familiar with the following procedures, and must know how to access the attendance registers. The electronic register on the Teacher SIMS app uses the standard code letters, as set out in the 2024 Regulations document.
- Form Teachers and the School Office are responsible for recording and following up attendance issues.
- In some cases, (e.g. absence that gives rise to concern, repeated failure to provide a letter or email explaining an absence or extreme cases), the Headteacher will make contact with parents. See thresholds in section below.
- There may be cases in which the local education authority need to be informed about a pupil. See relevant section below.



- Where pupils arrive or leave the school premises at any other times of the day, they must sign in or out. This can be logged on the E-Reception app situated by the school entrance. SIMS will be updated by the School Office accordingly.
- When a child arrives late, they must ensure that they are also signed in on E-Reception. The School Office will update SIMS accordingly.

Following up unexplained absences

Parents should either contact the School Office by email or telephone before 8.40am to inform the school of any absence or illness. This should be repeated on every day of the absence.

The School Office telephones the parents of all absent pupils, for whom no prior explanation for absence has been received and recorded, before 10.00am each day and records the reason for absence using the appropriate register code.

The School requires that family holidays are not arranged during term time. If this is unavoidable, requests for authorised absences should be made in writing to the Headteacher well in advance of the date. Absence for personal reasons is sometimes unavoidable. In these circumstances, parents should write to the Headteacher, requesting a leave of absence in advance of the date.

It is important that registers are correct and absences are followed up for legal, fire and pupil safety reasons. The School Office should follow up all UNEXPLAINED absences (those marked with a N). Letters received to explain absences e.g. sickness, treatments must be used by the School Office or Form Teacher to update the register. They should then be filed in the pupil records.

If an absence cannot be explained, we ask that parents meet the Headteacher to follow it up and give a suitable explanation. It should be made clear that any unexplained absences may be a child protection concern.

Other Registers at Collingwood School

- A paper register is taken in before school care (7.30 – 8.20am) and at After School Care (3.15 - 6.30pm)
- For Off-Site Sport and Fixtures, paper registers are taken by the PE teacher before leaving the premises.
- Paper copies of registers can be printed from SIMS and taken off site for any visits and activities.
- After school club leaders have a pupil list to refer to for attendance records.
- Each morning a 'Not in School' report is checked and then taken with fire records / class lists in case of an evacuation.

Low attendance procedures

The Headteacher will carry out a termly check on attendance figures with children of some concern reported to the Governance Board for Safeguarding.

For any child who has dropped below **95% attendance for the term**, a letter will be sent to the parents or carers to notify them of this concern and/or the Head will speak to the family of the potentially negative effect on the child's education. If the attendance does not improve over the following term,



the Headteacher will meet with the parents or carers to discuss the concern and an action plan to improve attendance. If there are notable concerns, consistent non-attendance or safeguarding concerns as a result of this procedure, the local authority and/or LCSP will be contacted.

The Headteacher will carry out discretion on the above procedure as required. For example, absence early on in the term may produce an 'artificially' low % attendance rate (the number of days need to be checked alongside this). Furthermore, if a child has suffered from a persistent illness or injury of which the school is fully aware, it may be decided that there is no current cause for concern with regard to attendance patterns.

Pupils with long term illnesses or other health needs may need additional support from the local authority to continue their education. In these cases the Headteacher, along with the SEN Lead, will liaise with the LEA for the appropriate support.

Promoting positive attendance

At Collingwood, we aspire to high levels of attendance and punctuality from our pupils with the support of our parents. The Assistant Head (Pastoral) is the School's Attendance Champion and, working with the Head and Office Manager, will proactively encourage consistent attendance school attendance. This positive reinforcement of good attendance is shared with the parent and pupil community each term.

Repeated late arrival procedures

In line with the above procedure, the number of 'late arrivals' for children will be monitored and there will be a termly check by the Headteacher.

For any child who has been registered with seven or more of arrivals over the term (or more than one hour lost), a letter will be sent to parent/s to notify them of the disruptive effect of this pattern on the child's education and personal development. If the arrival time does not improve over the following term, the Headteacher will meet with the parent/s to discuss the concern and an action plan to improve attendance. As above, if there are notable concerns, consistent non-attendance or safeguarding concerns as a result of this procedure, the local education authority and/or LCSP will be contacted.

The Headteacher will carry out discretion on this procedure as required. For example, a notable run of late arrivals or a child being very late on several occasions, may require an escalation of the procedure ahead of the termly check. Furthermore, the Headteacher may already be aware of the exceptional or temporary circumstances that have caused the pupil to arrive at school late on repeated occasions over that term.

Reporting Attendance to the Local Education Authority

The school will report to the Local Education Authority the following attendance issues:

- 10 days unauthorised absence
- Failure to attend regularly and after 15 days of consecutive or cumulative absence (even authorised due to illness).
- Deletion from the school register when the next school is not known



- Deletion from the school register when a child has moved school at ‘non-standard times’ (during the course of the school academic year)
- Deletion from the school register if a pupil is taken out of school by their parents and is being home educated.
- Deletion from the school register where the pupil has stopped attending School and no longer lives within reasonable distance of the school (unless of course parents have given due notice as per standard procedures and have indicated the next school).
- Deletion from the school register because the pupil has been permanently excluded. When the Headteacher knows the deletion from the school register will apply, the LEA will be contacted

Penalty notices

- Following the changes to the law introduced in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#), the School may decide to issue penalty notices for repeated absence or unauthorised absences over a three-year period.
- Furthermore, the School may consider issuing penalty notices when a parent fails to secure regular school attendance of a child during a period of 10 school weeks.

Record Keeping

Every entry in the attendance and admission registers should be preserved for six years, in line with the expectations in The 2024 Regulations.

This policy applies to all members of our school community, including those in our EYFS setting (Reception school age). Collingwood School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school’s Equal Opportunity Policy document.

Collingwood School seeks to implement this policy through adherence to the procedures set out in the rest of this document. This document is available to all interested parties on our website and on request from the School Office.

Version control

Date of adoption of this policy	January 2022
Date of last review of this policy	September 2024
Date for next review of this policy	September 2025
Policy owner (SMT)	Head