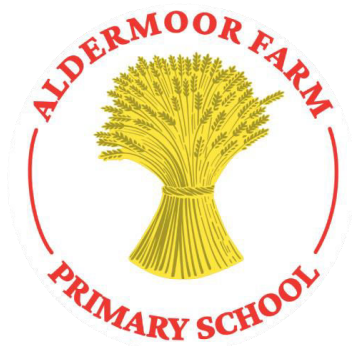




Aldermoor Farm Primary School

Attendance Policy

September 2026

Rationale:

At Aldermoor Farm Primary we believe that each and every child deserves the very best and each one of our children is special in their own unique way. All of our staff work hard to ensure that every child has the best possible learning journey and working together as a community will help us to be 'resilient, aspirational and courageous.'

Resilient: Building resilience during these times of complexity and change in wider society remains a principal aim of Aldermoor Farm. With attendance in mind, building up resilience allows all children to attend each day after bouncing back from challenges and set backs. Sometimes, children may find getting to school difficult and causes them anxiety. Conversations with everyone involved will build resilience and ensure no learning time is lost.

Aspirational: We aim for all children to be the best they can be, realise their potential and achieve feats they never before believed was possible. Through regular attendance, we can encourage all learners to follow what passions they enjoy and to achieve highly in all subject areas. Parents/carers also can show aspirational mindsets by encouraging children to attend and speaking regularly with the school about how best we can make that happen.

Courageous: We define this as our learning 'knowing when to ask for help.' Sometimes, situations beyond anyone's control occur which may affect attendance. With this value, all staff, children and parents/carers are urged to ask for help if they need to ensure your child's attendance remains above our target.

Aldermoor Farm recognises that attendance is a safeguarding matter and that poor attendance may indicate that a child's welfare is at risk. We also recognise that parents and carers have a legal duty to ensure that children of compulsory school age attend school regularly. Also, within the Public Sector Equality duty, we have the responsibility to ensure that each child has access to the broad curriculum we have to offer, irrespective of disability or other protected characteristic.

Aims of this policy:

- Ensure that all children attend our school for the maximum time possible **and at least to the level of national average attendance**
- Ensure that effective attendance practice is understood and implemented by all staff and is closely linked to safeguarding practice.
- Promote punctuality in attendance.
- Support parents and carers in their legal duty to ensure that children attend school regularly.

Legislation and guidance

This policy meets the requirements of the school attendance guidance 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 legislation setting out the legal powers and duties that govern school attendance, principally from the Education Act 1996. It has also been written in accordance with the DfE's: Working together to improve school attendance.

Roles and responsibilities

To ensure a full access to the curriculum, children should have no more than 9 days off school for any reason, including illness, medical appointments and religious observance. This amounts to an attendance of 95%. Therefore,

Parents/Carers, when necessary, will

- Uphold their legal duty by ensuring their children of statutory school age are receiving their entitlement to full-time education. **This is set out in Section 7 and Section 444[1] of the Education Act 1996.**

- Notify school on the first and every day of absence before 8.30am by phone, [email or in person at the office](#).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Work with the school and Local Authority to help them understand their child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered, including any attendance contract or voluntary Early Help plan to prevent the need for legal intervention.
- Ensure contact details are up-to-date and provide the school with new details if these change.

All staff will

- Accurately record attendance on a day-to-day basis, [using code N for "no reason" if not in school or / to mark 'present'](#)
- Communicate with home to celebrate attendance and celebrate improvements in attendance.
- Speak to parents/carers at parents'/carer's evenings about attendance.
- Support families where possible and support the Attendance Lead in this.
- Be responsible for promoting good attendance [as attendance is everyone's business](#).
- Follow the school's attendance policy and work with pupils where there are concerns.

Admin Team will

- Make daily absence calls [or emails](#) as required.
- [Challenge families for irregular absence, continuing bouts of absence or significant late marks](#).
- Share weekly updates for parents/carers.

Pastoral Team will

- Complete safe and well checks at the child's home.
- Liaise with Coventry City Council.
- Begin children at risk of being absent from education procedures.
- Lead attendance clinics.
- Support and work with families to improve attendance.
- Work with other schools in the local area such as schools previously attended by pupils and the schools of any siblings.
- [Act as key worker with families to promote attendance and reduce the risk of Persistent or irregular absence](#).

SLT Attendance Champion will

- Monitor attendance data at school and individual student level daily proactively to identify pupils at risk of poor attendance. This will be benchmarked against our target of 95% for the whole school.
- Analyse and proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Follow the school attendance policy to follow up with families where attendance drops or is not yet high enough, working with relevant school staff and external agencies.
- Share attendance data to the Governors.
- Discuss and share attendance data with leadership team and other staff.
- Agree a joint approach for all severely and persistently absent pupils with the local authority.
- Train staff to identify at risk pupils and spot patterns in attendance.

- Monitor attendance data at school and individual pupil level daily.

Attendance Register

By law, all schools are required to keep an attendance register and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and again after lunch. At Aldermoor Farm, the gates open at 8.25 am, children can enter their class at 8:30am. Children arriving after 08.40am must enter the school by the front office. Morning registers are kept open until 8:40am; **children arriving between 8:40 and 8:55 will be recorded as late (L code). Children arriving between 8:55am and 1:29pm will be marked as the unauthorised late (U code).** The afternoon register is taken after lunch, no later than 1.30pm.

Absence procedures

Parents or carers must notify Aldermoor Farm on 02476 456272 on each day of an unplanned absence, giving a specific the reason for the absence by 8.30am or as soon as practically possible. Class Dojo is not to be used for this. Parents may leave a voicemail if appropriate. Absence due to illness will usually be authorised unless the school has a genuine concern about the authenticity of the illness. When the school is concerned about the authenticity of the illness, we will ask parents/carers to provide medical evidence, such as a doctor's note, prescription or appointment card. If we are not satisfied, the absence will be recorded as unauthorised in this instance parents/carers will be notified.

Parents/carers must notify the office of absence and not the class teacher or staff on the gate.

Illness

Not all illness requires absence from school. For minor illnesses, such as coughs, colds and earaches, we would not expect absence from school. **In some circumstances, prescribed calpol can be administered in school.** For more information, see the NHS website and Government poster which sets out whether absence is required for certain conditions. <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1070910/UKHS_A-should-I-keep-my_child_off_school_guidance-A3-poster.pdf

No reason provided for absence

If the school has not been notified of an absence, then a phone call will be made to find out the whereabouts of the child and the reason for absence. All contact numbers that have been provided to the school will be tried and messages will be left where necessary. Absence is also followed up to ensure proper safeguarding action is taken. When a child is unexpectedly absent, all efforts must be made to assure their whereabouts and welfare as quickly as possible.

Following the daily absence check, a home visit may take place at the discretion of the school's **Safeguarding Team**. A visit will always be carried out by members of the school's pastoral team on the third day of no contact and the fifth day of continuous absence for any reason, even if the child is recorded as ill or observing a religious holiday, for example. These visits will continue until absence **and safeguarding** information has been secured.

Persistent absence

Children that miss 19 or more days of school (90% attendance) will be defined as persistently absent. Aldermoor Farm will contact parents and carers well before this point to encourage and support everyone to ensure the child has their legal right to an education. If the child does become persistently absent, you will

- Be invited in for a meeting with the attendance lead and pastoral staff
- Be told of additional actions that we are taking, which may be referrals to external agencies
- Have an opportunity to ask for support

Lateness

Persistent lateness will result in a conversation with the [school \(this may be any member of staff involved in your child's education\)](#). Arriving late to school means that pupils miss important input from teachers which impacts upon their learning and their preparedness for the day. It is also very disruptive for the teachers and other class members.

Fixed Penalty Notices

The school and local authority will 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 must pay £80 per child for the first notice or £160 if paid after 21 days. A second fixed penalty notice will equate to £160 per parent per child. The payment must be made directly to the local authority. Any further unauthorised absence after receiving two separate fines is likely to result in legal proceedings.

We may issue a penalty warning when

- Ten sessions (5 days) of unauthorised absence over ten weeks. This includes being severely late (more than 15 minutes after the registers close at 8:40am) and/or having no reason for absence. This would warrant a penalty warning. If improvement is made, no further action is taken.

We will issue a fixed penalty notice (a fine) if

- You take your child(ren) on an unauthorised holiday during term time.

Medical or dental appointments

Advance notice is required for authorising these absences and evidence of appointments must be provided. We encourage parents and 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 absence will be marked as unauthorised for pupils who do not attend school around their medical appointments when able.

Children Absent from Education

The DfE guidance 'Keeping Children Safe in Education' states "Children being absent from education for prolonged periods and/or on repeat occasions" will now be defined as Children Missing from Education.

Where reasonably practicable, for every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent/carer with whom the pupil normally resides.

Reporting to parents and carers

The school will report student attendance to parents and carers termly at parents evening or more often when monitoring is taking place.

Granting approval for term-time absence

At Aldermoor Farm, we consider carefully term dates to ensure families can enjoy full weeks in and out of school. Leave of absence during term time will not be granted unless 'exceptional circumstances' are considered, and this will be granted entirely at the Headteacher's discretion. When requesting a holiday during term time parents and carers must complete the holiday request form (see appendix). We will issue a penalty notice fine of £80 per parent/carer per child.

Parents are also required to inform the school in advance of absences required for religious observance.

Strategies for promoting attendance

[At Aldermoor Farm, we promote attendance using recognition \(improvements in attendance\), pastoral groups, assemblies and meetings with parents and carers. We celebrate attendance in the following ways:](#)

- [Sharing attendance figures with parents/carers on weekly newsletters.](#)

- [Positive notes and calls to highlight improvements in attendance.](#)

Aldermoor Farm and Coventry City Council has several strategies to ensure children attend school regularly.

- Early Help (voluntary)
- Attendance contract (voluntary)
- Education Supervision Order
- Parenting Orders
- Notice to Improve
- Fixed Penalty Notices
- Attendance Prosecution

Aldermoor Farm actively encourages all parents/carers to engage with Early Help and Attendance Contracts where necessary to reduce the need for legal intervention.

Some children might require a tailored approach to ensuring their attendance is as high as it can be. For example, it includes children who are Young Carers or who have difficulties entering the classroom each day due to underlying mental health difficulties. We will work closely with parents/carers, learning mentors, class teachers and other members of the wider-school staff to encourage and support the transition into the classroom. If you have concerns in this area, please contact the Attendance Lead or the Pastoral Manager.

Monitoring of Attendance and Punctuality

Aldermoor Farm will monitor and scrutinise pupil's absence, punctuality and attendance patterns daily. We believe that working together as a school community helps all children to be the best that they can be.

Appendix 1 – Escalated Model of Attendance Intervention

Attendance threshold	Communication	School Responsibility	Parent Responsibility	Support intervention and	Monitoring and review	LA Actions
Universal	Welcome messages/celebrate attendance	Promote positive attendance culture Consider other barriers. E.g. Can children walk to school by themselves in Y5 and 6?	Ensure child attends every day	None – relationships building	Through normal processes	-
3 days + 5 days	Stage 1 letter (5 days) sent to parents detailing the importance of attendance, informing of monitoring.	Informal Conversation with class teacher/other staff part of your child's education.	Ensure child attends every day on time.	Class teacher to speak to parents informally.	Child placed on 4 week monitoring grid at 5 days.	-
7 days	Stage 2 Letter to parents/carers	Formal discussion with class teacher. Explore barriers to attendance. Early Help offered.	Engage with school and meetings with teacher.	Interventions identified based on pastoral need	Child to be placed on Pastoral register.	-
10 days School target has been missed	Stage 3 attendance letter	Formal meeting with class teacher and , year/phase lead Additional absence will result in a text/email being sent.	Actively work with the school and meet key worker.	Key worker assigned to work closely with family. Key worker to introduce themselves on the day threshold met.	Review of interventions.	Raised at general Termly Meeting.
13 days	Formal letter sent to parents	Formal meeting with Pastoral Team, Key worker (either newly	Continue working with key worker, class	Parenting contract offered with a reminder of next steps	Child placed on more in-depth monitoring list and assigned a key	Local Authority to communicate with families and contribute

		assigned or has been with family for some time) and class teacher.	teachers and wider school team.		worker for the rest of the year.	to meetings to prevent further reductions.
16 days	Any communication sent will be a write up of the conversation held around attendance.	School to work with Local Authority. Team around the child (deep dive) meeting which may result in additional referrals (e.g. SEMHL). Meeting with Attendance lead, pastoral lead and child's key worker.	Consider referrals and complete relevant paperwork in timely manner.	Additional interventions and support offered based on Team Around Child meeting.	Review of attendance contract (if in place).	Consideration if families meet the 10 in 10.
19 days Persistently Absent	Letter given detailing PA. On going communication with parents. Weekly check ins with school staff.	Ongoing work and review all actions above. Consider legal action to protect child's right to education.	Ongoing work and review all actions above.	Ongoing work and review all actions above.	Ongoing work and review all actions above.	Consider legal action to protect child's right to education.

Early Help will be offered at every stage.

The Local Authority Attendance Officer will be contacted at every stage depending on thresholds that have been met. For example, ten unauthorised absences over ten weeks or attendance contracts not being followed.

Internal monitoring starts at 5 days' absence and lasts for 4 weeks, ignoring holidays. Parents/carers are notified if we extend the four weeks (due to non-improvement) or stop the monitoring (due to improvement in attendance).

Request for leave during term time

Form to be returned to the school office as soon as possible.

Name of child/ren	Year group(s)
Please state the exceptional circumstances and reason for this request. Detail below the reason for your request for absence in term time and where relevant, include any supporting information, this may include a supporting letter. 	
Address	
Leave of absence from date to date Total days absent	
Signature Name of parent/carer	Date