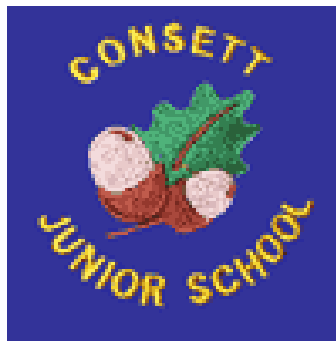


Attendance Policy

Consett Junior School



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Revisions Log:

Revision	Date of revision	Reason for revision	Resulting version number	Signatories

Attendance Key Contacts

Please find the details of those with overall responsibility for attendance, attendance support and attendance improvement within our school below.

Name	Role	Contact details
Paul Dixon	Head Teacher	01207 504431
Dawn Raine	Attendance Champion	01207 504431
Rebecca Waters	Other senior leaders with responsibility for attendance	01207 504431
Fiona Welch	Governor with responsibility for attendance	C/O – Consett Junior School

If a pupil is going to be absent from school the person who should be informed is:

Mrs Raine, School Business Manager, 01207 504431; p2277.admin@durhamlearning.net and/or report on the school app.

If a pupil, parent or family is having difficulty with attending school and requires advice, help or support then they can contact:

Name	Role / type of help	Contact details
Mr Dixon	Headteacher	p2277.admin@durhamlearning.net
Mrs Raine	School Business Manager/Attendance Champion	p2277.admin@durhamlearning.net
Miss Waters	SENDCO	p2277.admin@durhamlearning.net

Help & Support

Where help or support is needed with attendance the sooner school know about this, the quicker people can work together to support with this. Where needed this can involve other services to make sure that pupils and their families get the right support, at the right time from the right people.

Children Missing from Education

If pupils whereabouts are not known following enquiries schools can legally remove pupils from the admission register (the school roll) after 20 school days of unauthorised absence. It is **vital that parents keep school informed of any change of details** and regularly update them if details change. Pupils place in schools are at risk if whereabouts are not known. Children Missing from Education must be reported to the Local Authority and the matter may be treat as a safeguarding issue.

Introduction to our school attendance vision and ethos

Consett Junior School seeks to ensure that all of its pupils receive an education which maximises opportunities for each pupil to realise his/her true potential. The school will strive to provide a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn within a culture that promotes the benefits of high attendance.

Regular school attendance plays a vital role in children's wellbeing and their education, ensuring that their current learning needs are being met but also building their future ability to learn.

As attendance is the essential foundation to positive outcomes for all pupils', improving attendance is everyone's business, a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, the school and partners will work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Specific roles and responsibilities have been published in the [Working Together to improve school attendance statutory](#) guidance.

We recognise the link between regular attendance and the well-being, development and achievement of our students / pupils. We expect everyone to attend every session they are able to, to benefit from the learning and pastoral opportunities and support we offer.

Communication is vital to ensure we are able to work with our parents and pupils and support attendance.

We ask that parents check the contact details, address and emergency contact information held by the school are up-to-date are communicated to school as soon as possible as it is extremely important school can contact parents in an emergency, keep parents informed of events and progress or discuss any concerns at the earliest opportunity.

The school day

The school day is from 8.55am until 3.25pm (Year 3&4), 3.30pm (Year 5&6)

We have adopted a policy, where the school gate opens from 8.40am, a member of staff (usually the Headteacher) welcomes the children onto the site – where they are supervised before the start of the school day. The School Bell rings at 8.55am, the children will then line up and be collected by their class teacher before registration.

Registration is 8.55am – 9.15am The register will close at 9.15am. Pupils must be in school to be marked present, otherwise another appropriate code will be used (Attendance codes appended).

Pupils arriving late for registration, but before the register has closed will be recorded as late (L code).

In line with government guidance the registers will close at 9.15am (no more than 30 minutes after the registration period ends).

Pupils who are not present before the register closes but attend during the session will be recorded as a U code unless the reason means another code is more appropriate. The U code is an unauthorised absence.

Arriving late to school can be disruptive and unsettling to the child and the rest of their class. Parents should contact the school office if there are any issues which are affecting a pupils ability to attend school on time.

If your child is late for school:

All children arriving late at school will be asked the reason for their lateness and this will be recorded onto Arbor – our school management system.

If a child is late (before registers close) for school on a number of occasions

A discussion with parents will take place – to make them aware of the lateness and to offer any support where necessary – this could include accessing free breakfast club.

If the school continues to have concerns about a child's punctuality

We will speak with parents to share our concerns and to see what further support we can offer, such as soft landings, coming into the classroom early, being met by a member of staff or possible referral to the local authority for action if unauthorised.

Term dates and planned Inset days

Term dates can be found on our school website:

<https://consett-jun.durham.sch.uk/parents/school-holidays/>

Or on Durham County Council website

<https://durham.gov.uk/schoolholidays>

Leave of Absence in Term Time

Head teachers are expected to restrict leave of absence in term-time to the specific circumstances in [regulation 11 of the School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). There is discretion to consider exceptional circumstances based on the individual facts, circumstances and background behind the request. Permission must be requested in advance by a parent the pupil normally lives with completing the form:

- A form can be collected from the school office

Or

- From the school website: <https://consett-jun.durham.sch.uk/parents/school-holidays/>

Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school.

A leave of absence is granted entirely at the head teacher's discretion. If an application is not made for leave then the absence will be recorded as unauthorised regardless of circumstances.

The DfE have stated that generally they do not consider the need or desire for a holiday or other absence for leisure or recreation to be an exceptional circumstance.

The school operates a first day calling process – if the school has not been informed that the pupil is absent, the office will call to enquire why? If we are unable to speak with the primary contact we will work through the emergency contacts to ensure the whereabouts of the missing pupil. If the school has significant worries, we will complete a house call and if necessary contact appropriate services.

On the first day of absence

If a pupil is to be absent for any reason, parents or carers are asked to contact the School, via app, email or phone call, providing a reason for the absence. If a pupil is absent from school and there is no contact from parents/carers then school will contact home to find out why the pupil not in school. This will be initially by phone call, but followed up by app/email and text message.

Appointments should be made outside of school time where possible. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment they should do.

Periods of extended absence

We understand that some serious illnesses will require an extended period of absence – a discussion will normally have taken place with parents/carers in this regard.

Occasionally, a bereavement may result in a period of absence, school is happy to work with families to support them at their time of grief and to work with them to support pupils at this time.

On these occasions the school would not expect a call everyday, but would sensitively discuss contact arrangements and agree a measured approach.

No reason for absence provided

The school will follow the first day calling approach, followed by contacting others on the Emergency contact list, if necessary, a home visit may take place and services contacted if necessary.

If the school does not receive a reason for any absence, it will be recorded as unauthorised. Regular absence and unauthorised absences could result in more formal action.

Where 10 or more unauthorised absences are recorded in any 10 school week period the school must consider whether a penalty notice may be appropriate and if so will refer the matter to the local authority.

Absence authorisation

The High Court has confirmed that the school's Head Teacher authorises absences. In some circumstances, the school may request that parents provide medical evidence to support absences.

We want to support all our pupils to ensure they can access their education and will take a support first approach. This will sometimes require communications and conversations to better understand the circumstances which may lead to absence.

Promoting good attendance and punctuality

The school is promoting and incentivising good attendance by adopting the following approach:

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools;
- Build strong relationships and work jointly with families;
- Give parents/carers details on attendance in our newsletters, website, app and letters home.
- Promote the benefits of high attendance to pupils during assemblies and a celebration assembly at the end of each term.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absences
- Celebrate excellent attendance by displaying and reporting individual and class achievements;
- Reward good or improving attendance;
- Having class/year group/whole school rewards

Attendance data

The school uses Attendance Data to monitor all pupils attendance, this analysis is then used to target pupils where attendance fall below the 95% mark.

Pupils who fall below this level may receive phone calls to discuss issues.

Any pupils falling below 90%, parents will be invited into school for an Attendance meeting – to discuss concerns and to address any issues.

We will use data we have such as whole school, year group, form/class and individual pupil level to analyse for patterns of absence which may require some support to improve.

We will also consider different pupil cohorts such as all pupils, those who have free school meals, those with special educational needs or disabilities, pupil premium, children who have a social worker or are looked after etc to identify where additional support may be required.

We will use the information to inform what we do to support and aid discussions between staff, pupils and families.

We will monitor the data to understand the impact of what we do.

Absence concerns

Parents may identify concerns about school attendance early if there is a change in child's attitude to school or in their willingness to attend. If this is the case, concerns should be shared with school so people can work together to ensure that school attendance does not decline. The earlier concerns are identified and shared, the quicker they may be resolved.

Persistent absence

Pupils who miss 10% or more of their sessions at school are persistently absent

An initial phone call to discuss concerns

An invite to a meeting to talk through issues/concerns

Follow up review meeting to review attendance/either positive/negative.

Exploration of referral to Early Help/First contact

Referral to LA Attendance team

Severe absence

Pupils who miss 50% or more of their sessions at school are severely absent

An initial phone call to discuss concerns

An invite to a meeting to talk through issues/concerns

Follow up review meeting to review attendance/either positive/negative.

Exploration of referral to Early Help/First contact

Referral to LA Attendance team

Follow up from LA Attendance team

National framework for penalty notices and other legal intervention

To improve consistency of practice across the country there is a national framework for penalty notices.

At the point where there are 10 unauthorised absence sessions recorded in any 10 school-week period, schools must consider if:

- further support is appropriate.
- support is appropriate but is not being engaged with.
- support is appropriate but is not improving attendance.
- support is not needed, such as in cases of term-time leave of absence.

If support is appropriate, this should continue.

If support is appropriate but is not improving attendance or is not being engaged with, then a referral for consideration of legal intervention should be made to the local authority. This can include, but is not limited to a Notice to Improve, an application for an Education Supervision Order, Penalty Notice or Offence investigation Interview (PACE caution).

If support is not appropriate, such as where a holiday in term-time has taken place, a referral for a penalty notice will be made. ([DCC - Penalty Notice Code of Conduct](#))

Penalty notices offer the opportunity to deal with an irregular attendance offence without the need to go to court. Penalty notices are issued at a rate of £160, reduced to £80 if paid within 21 days.

There is an escalation policy which means that if a second notice is issued within a three-year period, the second notice will only be payable at the rate of £160. Further offences will not be eligible for the offer of a penalty notice and parents may be prosecuted in court. ([DCC - Penalty Notice Leaflet](#))

If penalty notices are not paid then a prosecution for the original irregular attendance offence will take place.

If convicted at court under section 444 of the Education Act for failing to secure the regular attendance of a registered pupil at school, a parent may be fined up to £1000 for each offence. If there is evidence that a parent knowingly failed to secure the attendance and there is no reasonable justification for this, they can be fined up to £2500 and/or face up to 3 months in prison, be subject to probation supervision or have a curfew imposed as maximum sentences.

Pupils with specific needs

This Policy should account for the specific needs of individual pupils and pupil cohorts, This Policy must be applied fairly and consistently and consider the individual needs of pupils/families who have specific barriers to attendance.

In development and implementation of the policy, consider obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

This policy is supported by our policies on:

Safeguarding, Anti-Bullying and Positive Behaviour Policies.

APPENDIX 1, 2, 3

The school and all partners will work together to:

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.



MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.



LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.



FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.



FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Expect

Statement of expectation –

We all want the best for pupils and therefore aspire to have the highest attendance possible for each individual to allow them to access the education on offer to them in a culture they feel safe, part of the community and where they want to be.

Monitor

Statement of how data will be used to monitor, identify and support attendance to enable school to address concerns at the earliest opportunity using a support first approach.

Listening to and understanding barriers to attendance

Statement of who is available in school to listen to any concerns which may be affecting attendance, or who will communicate with parents where concerns are identified by school. This should acknowledge attendance is everyone's responsibility and led by the Senior Attendance Champion from the school leadership team.

Facilitate support

Set out how the school intends to remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school and that this might include an early help or whole family plan where there are wider issues affecting attendance.

Set out the school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

Formalise support

Explain that where absence persists and voluntary support is not working or not being engaged with, partners will work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Explain that, depending on the circumstances this may include formalising support through an attendance contract.

Enforce

Explain that where all other avenues have been exhausted and support is not working or not being engaged with, attendance may be enforced where necessary through statutory intervention or prosecution to protect the pupil's right to an education.

List of Attendance codes for 2024/25 and later

Codes	DfE description / explanation	Statistical meaning
/	Present at the school AM	Present
\	Present at the school PM	Present
B*	Attending any other approved Educational Activity	Approved educational activity
C	Leave of absence for exceptional circumstance	Authorised absence
C1	Leave of absence - performance or undertaking regulated employment abroad	Authorised absence
C2	Leave of absence - compulsory school age pupil subject to a part-time timetable	Authorised absence
D	Dual registered at another school	Attendance not required
E	Suspended or permanently excluded and no alternative provision	Authorised absence
G	Holiday not granted by the school	Unauthorised absence
I	Illness (not medical appointment)	Authorised absence
J1	Leave of absence for Interview	Authorised absence
K*	Attending education provision arranged by the LA	Approved educational activity
L	Late arrival before the register is closed	Present
M	Leave of absence for medical or dental appointment	Authorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
P	Participating in a Sporting Activity	Approved educational activity
Q	Unable to attend the school because of lack of access arrangements	Attendance not required
R	Religious observance	Authorised absence
S	Leave of absence for Studying for a public examination	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
U	Arrived in school after registration closed	Unauthorised absence
V	Attending an Educational visit or trip	Approved educational activity
W	Attending Work Experience	Approved educational activity
X	Non-compulsory school age pupil not required to attend school	Attendance not required
Y1	Unable to attend due to transport normally provided not been available	Attendance not required
Y2	Unable to attend due to widespread travel disruption	Attendance not required
Y3	Unable to attend due to part of the school premises being closed	Attendance not required
Y4	Unable to attend due to the whole school site being unexpectedly closed	Attendance not required
Y5	Unable to attend as pupil is in criminal justice detention	Attendance not required
Y6	Unable to attend in accordance with public health guidance or law	Attendance not required
Y7*	Unable to attend because of any other unavoidable cause	Attendance not required
Z	Prospective pupil not on admission register	Attendance not required
#	Planned whole school closure	Attendance not required
	Highlighted in Yellow – New Codes from September 2024	
	* - Statutory explanation is required from September 2024	
	Codes removed from August 2024	
	H – Authorised Absence due to agree Family Holiday	
	J – Unable to attend due to exception circumstances – not counted in possible attendances	
	Z – Pupil not yet on roll – not counted in possible attendances	

