



All Saints' Catholic Primary School

Attendance Policy

Valuing Attendance

At All Saints', the children are at the heart of everything we do, and with Christ as our inspiration, we are committed to creating a happy, safe, nurturing, and inclusive school where children like to come each day, and where relationships really do matter. We truly value the connections we work hard to make with our children and their families and understand the way we communicate with one another is key. We always look to understand every situation and treat everyone with dignity, compassion, and kindness.

We believe attendance and punctuality are essential for children to achieve their full and wonderful potential. Missing lessons leaves children vulnerable to falling behind and can put them at risk of wider harm.

What We Expect

- All children to attend school every day and arrive on time, ready to learn.
- Parents and carers to abide by their legal duty to ensure their children attend school regularly and on time.
- Staff to monitor attendance, celebrate good attendance, and offer early support where needed.

School Day and Registration

- The school day begins at 8:45am when doors open to welcome children. We cannot take responsibility for children arriving before this time.
- Classroom doors close at 8:55am, and registers close at the same time. Children arriving after 8:55am must enter through the Main School Entrance and be registered by parents/carers. They may be marked as late.
- The register will remain open for no longer than 30 minutes after the session begins, after which pupils will be marked as absent for that session.
- Attendance is recorded using the national attendance codes in line with DfE guidance.
- Repeated lateness will be followed up by the school office, and parents may be invited to meetings to discuss support options.

Reporting Absence

- Parents/carers must contact the school office absence line before 9:00am on the first day of absence, stating the reason.
- Absences should be reported daily unless the school agrees otherwise.
- Medical evidence may be requested for frequent or prolonged absences.
- If no reason is provided on the first day of absence, the school will contact parents/carers as part of our first day calling process. Further contact will be made if absence continues

without explanation to ensure safeguarding.

- The school holds more than one emergency contact number for each child to assist in communication.
- Unexplained or prolonged absence may trigger safeguarding procedures in line with the school's Safeguarding and Child Protection Policy.

Authorised and Unauthorised Absence

- Absences may be authorised for illness, medical appointments (only if they cannot be scheduled outside school hours), religious observance, and exceptional circumstances with prior approval from the Headteacher.
- Holidays during term time are not authorised unless deemed exceptional and must be requested in writing to the Headteacher.
- Unauthorised absences may lead to referrals to the Local Authority and possible fines under education regulations.

Persistent Absenteeism

- A child is classed as 'persistently absent' if attendance falls below 90%.
- The school will monitor attendance closely and hold regular meetings with parents of pupils who are vulnerable or persistently absent to discuss support and engagement.
- We are committed to early intervention and pastoral support to improve attendance.
- The school follows a supportive, graduated response to attendance concerns, working with families to remove barriers before considering formal enforcement.

Use of Attendance Data

- Attendance data is regularly monitored and analysed by senior leaders to identify pupils or cohorts needing additional support.
- This data informs targeted strategies to improve attendance and reduce persistent absence.

Support for Pupils and Families

- The school works closely with families to understand and remove barriers to attendance.
- Where appropriate, referrals will be made to wider support services, including local authority and social care partners.
- Support will be formalised in conjunction with the Local Authority when necessary.
- Pupils returning after lengthy or unavoidable absences will receive support to build confidence and bridge learning gaps.

Promoting and Celebrating Good Attendance

- Children with excellent or improved attendance are recognised and celebrated each term.
- Our focus is on encouragement and building a positive culture around attendance.

Roles and Responsibilities

- Parents/Carers: Ensure regular attendance and communicate promptly with the school regarding absences.
- Class Teachers: Monitor daily attendance and raise concerns.
- School Office: Maintain accurate registers, conduct first day calling, and follow up on absences.

- Headteacher: Oversee the strategic approach to attendance and attendance procedures, making decisions regarding unauthorised absences. The Headteacher delegates day-to-day attendance monitoring to senior leaders and the school office.
- Governing Body: Review attendance data regularly and support the school in upholding this policy.

Working in Partnership

- Good attendance is a shared responsibility between home and school. As already stated, we always look to understand every situation and we approach each family with compassion. We are committed to working together for the benefit of every child.

Legal Framework and Sanctions

- Parents have a legal duty to ensure their child attends school regularly (Education Act 1996).
- Fixed Penalty Notices and other sanctions may be issued if support is not effective or engaged with, particularly for unauthorised absences such as holidays in term time.
- The school prioritises support and engagement and uses legal sanctions only where all reasonable support has been offered and attendance does not improve.

Equality and Individual Needs

- The school applies this policy fairly and consistently while considering individual circumstances and barriers to attendance, in line with the Equality Act 2010 and the UN Convention on the Rights of the Child.

Accessibility and Review

- This policy is published on the school website and shared with parents when children join the school and at the start of each academic year.
- This policy is reviewed annually, or sooner if legislation or guidance changes. The school seeks the views of pupils and parents to ensure it remains effective and responsive to changing barriers.

September 2025