

Angram Bank Primary School



Attendance Policy

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Date of next review:	Autumn 2026

School Ethos

Angram Bank Primary School is committed to promoting good attendance to ensure all children are able to achieve their full potential both academically and socially. We positively promote inclusion, having an integrated resource for deaf and hearing impaired children which integrates them into the appropriate mainstream class, as well as local children with varying degrees of educational and social needs. We actively pursue an Equal Opportunities Policy and value differences.

Regular attendance and good punctuality are essential to the educational achievement and personal development of all children. Only children who attend regularly will fully benefit from the academic, personal and social opportunities offered to them by Angram Bank Primary School.

Aims

- To encourage maximum levels of attendance and reduce absence.
- To encourage parents/carers to work with school within a framework of good practice.
- To monitor and track pupils attendance and punctuality through effective systems.
- To address poor attendance through clear, consistent and effective procedures.
- To give recognition to pupils who achieve 100% attendance and punctuality.
- To raise awareness of the importance of attendance and punctuality and its impact on progress and attainment.
- To ensure all teaching staff, non-teaching staff and governors understand the attendance procedures.
- Early actions to address patterns of absence with parents/carers.

Expectations

What parents/carers can expect of the school:

- A broad and balanced education which is dependent upon regular attendance at school.
- Regular, efficient and accurate recording of attendance.
- Daily contact with parents/carers when a pupil fails to attend school without providing good reason. No contact from parents/carers may incur a home visit.
- The encouragement and promotion of good attendance.
- Prompt action to be taken when problems are identified.
- Close liaison with FIS and/or the Attendance and Inclusion team to support families where needed.
- Notification to parents/carers of their child's attendance through the school's reporting system.
- The encouragement and promotion of good attendance through assemblies, rewards and awards.
- Regular communication with parents/carers.

What the school expects of the children:

- To attend regularly and on time, ready to learn.
- They arrive prepared for the day with any appropriate equipment.
- They report to the school office should they arrive after the official registration times. These are 8.55am in FS2 and KS1 and 9am in KS2 for morning registration. Afternoon registration is 1pm for all year groups.

What the school expects of the parents/carers:

- To fulfil their legal responsibility to ensure their children regularly attend school. Section 7 of Education Act 1996 places a duty on parents/carers to secure education of children of compulsory school age.

- To ensure they contact school every day their child is unable to attend unless school has agreed otherwise.
- To ensure their child arrives on time and is prepared for the school day in school dress code.
- To contact the school in confidence whenever any problems occur that may keep their child from attending school.
- To inform the office of any forthcoming holidays and wherever possible to take these during the school holiday period. A Request for Exceptional Term Time Leave form must be completed.
- Where possible to make routine/emergency appointments out of school hours. Parents should provide evidence of the appointment in order for the absence to be authorised (an appointment letter, card or text should be shown at the office.) It is good practice to provide medical evidence where possible.

How attendance and punctuality will be monitored

- All classrooms are open and supervised from 8.50am. Registration is at 8.55am in the infant building and 9.00am in the junior building. Afternoon registration is at 1.00pm in the afternoon so each pupil will receive two marks per day using an online registration system SIMS. If children arrive after these times they will be marked as late.
- Any child arriving after morning or afternoon registration must report to the office where they will be marked as late (L). Any child arriving after 9.30am and 1.30pm will be marked as 'late after registers close' (U). This is then classed as an unauthorised absence. Parents/carers must accompany their child to the office where they will be asked to fill in a late slip, providing a reason for the lateness.
- If no contact is made with school to allow the authorisation of the absence, school will try to contact the parent/carer by telephone. If there is no response, a home visit may be carried out.
- If school cannot make contact with a parent/carer when their child is absent then they will be given an O code (unauthorised absence) and add no reason for the absence in the comments. Attendance is monitored on a daily basis.

The schools response to lateness

- Pupils who are late are recorded in SIMS with the reason for their lateness.
- Persistent lateness is discussed with parents/carers and a late letter may be sent with the number of late marks shown and a copy of the child's attendance registration certificate.
- If children still continue to be late then parents/carers may be invited to a SAP meeting in school with a School attendance Leader, Governor, Attendance Officer/Learning Mentor or an Attendance and Inclusion Specialist.
- If necessary we may liaise with the attendance and inclusion team or FIS to assist and support pupils and their families in getting to school on time.
- If you know your child is going to be late then contact the school office. No contact may trigger a phone call or home visit.

The schools response to poor attendance and how data is used

- The school operates an absence call system. If parents/carers have not contacted school every day their child is absent then school will use all contact details to get a reason for their absence. If unsuccessful a home visit may be carried out.
- Where relevant a parent/carer may be invited to a meeting in school with a School Attendance Leader, Attendance Officer/Learning Mentors, Governor or an Attendance and Inclusion Specialist.
- All attendance below 93% will be closely monitored and may be unauthorised if a valid reason is not given.
- If there is still no improvement then a child may be referred to the Attendance and Inclusion team for support.

- If the attendance of a pupil still remains a concern following support offered, the school may refer the case to the Local Authority who will consider issuing a Penalty Notice fine or a Court Summons, whichever is appropriate.
- School will continue to support attendance.
- Provide regular attendance reports to relevant school staff to facilitate discussions around attendance with pupils and parents/carers.
- The Attendance Officers/Learning Mentors use the SIMS system to collect data on a daily basis to identify patterns of absence and/or lateness.

Term time leave of absence

- At Angram Bank we follow the Sheffield City Council policy for “Exceptional Leave During Term Time”.
- All term time holidays will be classed as unauthorised, unless deemed as exceptional circumstances by the Headteacher and marked with code G in the register. Anyone with parental responsibility may be referred to the LEA for a fixed penalty notice to be issued.
- A Request for Exceptional Term Time Leave form should be completed for every leave of absence. Any evidence to support the request should be submitted at this time as leave cannot be granted retrospectively. A home visit may be carried out if school have reason to believe your child is on holiday and we have not been notified.
- School will inform parents/carers if the term time leave has been authorised/unauthorised via letter.
- Penalty notices (fines) will be requested for all unauthorised term time leave of 5 consecutive school days or more.

Rewards

Class Rewards

The class achieving the highest percentage of attendance for each week will receive a certificate, class trophy and reward sticker for the chart on the attendance board. Five stickers will earn the class a reward. If 100% is achieved then they will also receive our ‘secret reward’ where each child will get a surprise.

If the whole class arrives on time all week then they will receive an extra sticker for the chart. Our attendance boards have a different theme each year, so far we have used Pirates, World Cup, Olympics, Sponge Bob, Toy Story, Bingo, Harry Potter, ‘Classopoly’, football and Attendance Rock Stars.

Individual Rewards

Children who achieve 100% attendance and 98+% for each term will receive a certificate. School occasionally runs a termly attendance and punctuality incentive, where children with 100% attendance and punctuality will receive a mini reward as a treat. Children will also be rewarded for individual improved attendance.

Parent’s Involvement

- DFE attendance information will be given out yearly to outline the schools expectations and procedures.
- Parent/teacher consultations are used as an opportunity to discuss attendance/punctuality concerns and to celebrate good attendance.
- Parents/carers are encouraged to contact school with any concerns that may have an impact on their child’s attendance.
- School will act as swiftly and sensitively as possible to any parental concerns.

Returning children after prolonged absence

- Meetings with parents/carers to discuss the specific needs of the child.
- Phased return as determined by individual circumstances.
- School and outside agencies will liaise closely on the issue.
- Monitoring and support from the schools learning mentors.
- Regular review meetings.

Persistent Absence

Children who have a low attendance percentage (below 90%) will be considered as persistent absentees. These children will be monitored regularly and any absences may have been unauthorised from 93% and below. It is good practise to provide medical evidence to school in order for the absence to be authorised. If attendance doesn't improve then a referral to the Attendance and Inclusion team may be necessary.

Attendance Panel

Where attendance or punctuality continues to be an issue, the school will invite parents/carers to attend a School Attendance Panel (SAP) Meeting to discuss problems and offer support. These meetings will be led by the Attendance Officers/ Learning Mentors in school and could also be attended by an Attendance and Inclusion Specialist from the Local Authority.

Deleting children from the school roll

Angram Bank Primary School follows guidance and procedures as set out by the Government, including 'The Education (Pupil Registration) Regulations 2006'. These state that schools and Primary Admissions will be able to remove a child from school roll if:

- Primary admissions re-allocate the child to another Sheffield Community or Foundation or Voluntary Aided School and the new school confirms that they have started.
- The School or Primary Admissions have received a letter from the parent/carer that confirms alternative arrangements such as home schooling.
- The child has been continuously absent for a period of not less than 20 school days, absence has been unauthorised and both the school and local authority have been unable, after reasonable enquiries, to ascertain where the child is and have been given authorisation from the Child Missing in Education (CME) Team.

Penalty Notice Fines for School Attendance are Changing.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after 19th August 2024.

Please click [here](#)

At Angram Bank Primary School we believe that attendance is essential in ensuring that our children have the best possible opportunity to achieve their full potential and succeed in all they participate in at our school.