

OUR LADY'S CATHOLIC PRIMARY SCHOOL



We ASPIRE that through the love of Jesus everyone should
“have life and have it to the full”.

John 10:10

ATTENDANCE & PUNCTUALITY POLICY

Reviewed by: <i>Headteacher</i>	Approved by: <i>Governing Body</i>
Policy Date: <i>February 2026</i>	Next Review Date: <i>Autumn 2027</i>
Review Frequency: <i>Every 1 Years</i>	



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1. Ethos and Catholic Vision

At Our Lady's Catholic Primary School, our mission is rooted in the love of Jesus and our belief that every child should *"have life and have it to the full"* (John 10:10). We are committed to providing a high-quality education that enables all children to flourish academically, socially and spiritually.

Regular attendance and punctuality are essential to achieving this. Being in school every day allows children to engage fully in their learning, build positive relationships and feel safe, secure and valued as part of our school community.

We believe that by working in partnership with families, we can ensure every child has the opportunity to grow, learn and achieve their full potential.

To gain the greatest benefit from their education, it is vital that pupils attend school regularly and on time. We encourage all children to aim for 100% attendance, with a minimum expectation of at least 96%.

Good attendance is everyone's responsibility. At Our Lady's, we are committed to building strong, respectful relationships with families and working together in a spirit of support, care and compassion to promote excellent attendance.

We recognise that good attendance and positive behaviour are essential for pupils to make the most of their school experience, supporting their attainment, wellbeing and future life chances.

The law states that all children of compulsory school age must receive a full-time education suitable to their age, ability and any additional needs. Parents and carers have a legal responsibility to ensure this happens.

Where a child is registered at school, parents and carers have an additional legal duty to ensure their child attends regularly and on time, unless there are exceptional circumstances.

This policy reflects the statutory guidance: Working Together to Improve School Attendance (DfE, 2024), which sets out a national framework for promoting attendance and addressing absence.

This policy supports our commitment to:

- safeguarding all children
- ensuring full access to education
- enabling pupils to succeed and thrive
- providing a wide range of opportunities for all learners

We also follow statutory safeguarding guidance, Keeping Children Safe in Education, recognising that poor attendance can be an indicator of wider vulnerability.

We aim to raise and maintain high levels of attendance by:

- creating a welcoming and supportive environment
- promoting the importance of attendance across the school community
- monitoring attendance closely and responding promptly to concerns



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For children to achieve their full potential, they must attend school every day and arrive on time, unless absence is unavoidable. Leave of absence will only be authorised in exceptional circumstances by the Headteacher.

2. Aims

At Our Lady's Catholic Primary School, we aim to:

- Promote a strong culture of high attendance and punctuality across the school
- Ensure all pupils attend regularly and are ready to learn, enabling them to achieve their full potential
- Maintain high expectations for all pupils, including those who are vulnerable or face additional barriers
- Reduce persistent and severe absence through early identification and effective support
- Ensure a consistent, whole-school approach to attendance, understood by staff, pupils and families
- Use accurate attendance data to identify patterns, inform action and evaluate impact
- Provide timely and appropriate support to remove barriers to attendance
- Work in partnership with parents, carers and external agencies to secure improved outcomes
- Fulfil safeguarding responsibilities by recognising the link between attendance, wellbeing and pupil safety

3. Legislation, statutory requirements and statutory guidance

This policy is based on the Department for Education's (DfE) statutory guidance:

- Working Together to Improve School Attendance (August 2024) and the associated National Framework for penalty notices.

It also reflects the expectation that schools take a support-first approach, working with families to improve attendance before considering legal intervention.

This guidance is underpinned by the following legislation, which sets out the legal powers and duties relating to school attendance:

- The Education Act 1996
- The Education Act 2002
- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Education and Inspections Act 2006
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2007, as amended (including 2024 updates)
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Information about Individual Pupils) (England) Regulations 2013, as amended
- The Children and Young Persons Acts 1933 and 1963
- The Equality Act 2010



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This policy should also be read in conjunction with the Department for Education's statutory safeguarding guidance:

- Keeping Children Safe in Education, which highlights the importance of identifying and responding to children who are missing or absent from education.

4. Promoting Regular Attendance

At Our Lady's Catholic Primary School, we recognise that some pupils find it more difficult to attend school than others. We are committed to working in partnership with families to understand and remove barriers to attendance through supportive, trusting relationships.

We understand the strong links between attendance, attainment, safeguarding and wellbeing, and promoting good attendance is central to our school ethos and daily practice.

Securing good attendance is a shared responsibility between school staff, pupils, parents, governors and external partners.

At Our Lady's, every day counts. We work together to ensure every child is in school, ready to learn and able to thrive.

4.1 High Expectations

At Our Lady's, we set high expectations for attendance and punctuality from the outset. We aim for all pupils to attend school every day and arrive on time, so they can fully access learning and school life.

4.2 Working Together

We believe that strong partnerships with families are key to improving attendance. We work collaboratively with parents and carers to support regular attendance and address any concerns early.

4.3 How We Promote Good Attendance

To support and promote excellent attendance, we will:

- Provide a welcoming, safe and inclusive environment where pupils feel valued
- Build strong relationships with pupils and families
- Communicate clear expectations about attendance and punctuality
- Promote the importance of attendance through newsletters, assemblies and school communication
- Accurately record and monitor attendance daily in line with statutory requirements
- Follow up absence promptly and consistently
- Share attendance information regularly with parents

4.4 Celebrating and Encouraging Attendance

We recognise and celebrate good and improving attendance through:

- Weekly class attendance recognition



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- Individual and class rewards for excellent or improved attendance
- Celebration in assemblies and newsletters
- Age-appropriate incentives to encourage positive attendance habits

4.5 Early Identification and Support

We will:

- Monitor attendance data closely to identify concerns early
- Contact families where attendance falls below expected levels
- Offer support and guidance to remove barriers
- Use targeted interventions, including attendance plans where appropriate
- Work with external agencies where additional support is needed

4.6 A Consistent Approach

All staff are responsible for promoting attendance and ensuring a consistent approach across the school. Attendance is prioritised as part of our commitment to safeguarding and pupil wellbeing.

5. Roles and Responsibilities

At Our Lady's Catholic Primary School, we believe that securing good attendance is a shared responsibility. We work collaboratively with pupils, families, staff, governors and external partners to promote excellent attendance and punctuality.

Attendance is everyone's responsibility. By working together, we can ensure every child is in school, ready to learn and able to thrive.

5.1 Role of Governors

The Governing Body will:

- Set high expectations for attendance and punctuality across the school
- Monitor attendance data and challenge school leaders on trends and outcomes
- Ensure statutory duties are fulfilled
- Support the school in working effectively with the Local Authority and external partners
- Ensure this policy is reviewed regularly
- Ensure appropriate resources are in place to support attendance

5.2 Role of Senior Leaders

Senior leaders will:

- Promote the importance of attendance and punctuality across the school community
- Lead and implement the Attendance Policy effectively
- Ensure a consistent whole-school approach to attendance
- Monitor attendance data regularly to identify patterns and concerns
- Put in place targeted support and interventions where needed
- Work with external agencies to support pupils and families
- Ensure staff are trained and understand their responsibilities



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- Report attendance data to governors, the Local Authority and DfE as required

5.3 Role of All Staff

All staff will:

- Promote positive attitudes towards attendance
- Build strong relationships with pupils and families
- Ensure registers are completed accurately and on time
- Identify and raise concerns about attendance promptly
- Support pupils to attend regularly and engage in learning
- Contribute to whole-school strategies to improve attendance

5.4 Role of Attendance Lead / Attendance Team

The Attendance Lead will:

- Monitor and analyse attendance data across the school
- Identify pupils at risk of persistent or severe absence
- Coordinate early intervention and support strategies
- Ensure first-day absence procedures are followed
- Work with families to address barriers to attendance
- Lead attendance meetings and maintain accurate records
- Liaise with external agencies where appropriate
- Support whole-school initiatives to promote attendance

5.5 Role of Parents and Carers

Parents and carers are responsible for:

- Ensuring their child attends school every day and arrives on time
- Informing the school on the first day of absence and providing a reason
- Providing up-to-date contact information, including emergency contacts
- Arranging appointments outside school hours where possible
- Supporting good routines, including sleep and punctuality
- Working in partnership with the school to address any concerns
- Engaging with support offered by the school or external agencies
- Monitoring their child's online activity and wellbeing
- Avoiding term-time holidays unless exceptional circumstances apply

5.6 Role of Pupils

Pupils are expected to:

- Attend school every day and be on time
- Be ready to learn and participate fully in lessons
- Speak to a trusted adult if they are experiencing difficulties
- Follow school procedures for lateness
- Engage with support plans where appropriate

6. Understanding Types of Absence

At Our Lady's Catholic Primary School, we recognise that every absence has an impact on a child's learning, progress and wellbeing. Regular absence can disrupt routines, affect achievement and make it harder for children to feel confident and secure in school.

Ensuring regular attendance is a **legal responsibility for parents and carers**, and absence without a valid reason may result in further action.



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Every session counts. Missing school means missing learning.

6.1 Recording Absence

Every half-day absence is recorded as a session (morning or afternoon).

The school, not parents, determines whether an absence is:

- Authorised
- Unauthorised

This is why a clear reason must always be provided.

6.1 Authorised Absence

An absence may be authorised where there is a valid and acceptable reason, including:

- Illness (medical evidence may be requested where appropriate)
- Medical or dental appointments that cannot be arranged outside school hours
- Religious observance where the day is set apart for religious observance by the family's faith. The school may seek confirmation where appropriate.
- Exceptional circumstances agreed by the Headteacher

The school may request evidence to support the absence.

6.3 Unauthorised Absence

An absence will be recorded as unauthorised where:

- No reason is provided
- The reason is not considered valid
- Leave has not been agreed in advance
- Evidence requested is not provided

Unauthorised absence may result in a referral to the Local Authority and could lead to penalty notices or legal action.

6.4 Examples of Unauthorised Absence

This includes (but is not limited to):

- Keeping a child off school unnecessarily (e.g. tiredness, minor ailments/issues)
- Absences that are not properly explained
- Arriving after the register has closed (coded as **U**)
- Shopping trips or day trips
- Birthdays or family celebrations
- Looking after siblings or accompanying others to appointments
- Accompanying parents or siblings to appointments
- Holidays during term time not authorised by the Headteacher



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- Any leave of absence not agreed in advance

6.5 Term-Time Leave

Leave of absence during term time is **not a parental right**.

The Headteacher will only authorise leave in **exceptional circumstances**, such as:

- Bereavement of a close family member
- Serious illness or significant family difficulty
- Other exceptional situations considered on an individual basis

The following will **not be authorised**:

- Family holidays
- Cost or availability of travel
- Birthdays or special occasions

Requests must:

- Be made in writing in advance
- Be submitted at least four weeks in advance where possible
- Include supporting evidence if requested

7. Persistent and Severe Absence

7.1 Persistent Absence (PA)

A pupil is defined as persistently absent when they miss **10% or more of their schooling** across the academic year for any reason. This includes both authorised and unauthorised absence.

Attendance at this level can have a significant impact on a child's education, wellbeing and progress. Pupils with attendance of 90% or below are therefore considered persistently absent.

7.2 Severe Absence (SA)

A pupil is defined as severely absent when they miss **50% or more of their schooling**. Pupils in this group often face more complex barriers to attendance and are likely to require intensive and targeted support.

At Our Lady's Catholic Primary School, we prioritise early identification and support for pupils in both groups, working closely with families and external agencies where appropriate.

8. Monitoring and Intervention

8.1 Monitoring Attendance

At Our Lady's Catholic Primary School, attendance is monitored daily and reviewed regularly to ensure all pupils attend school consistently and are supported where needed.

Every day counts. Early support leads to better outcomes for every child.

We will:

- Monitor attendance for all pupils on a daily basis



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- Inform parents of attendance levels through termly reports
- Contact parents where attendance falls below expected levels
- Use clear trigger points to identify when support is needed

Attendance Trigger Points

Parents/carers may be contacted when attendance falls below:

- 95% – emerging concern
- 92% – increased concern
- Below 90% – persistent absence

Where attendance falls below 90%, parents/carers will be invited to meet with the school to discuss concerns and next steps.

8.2 Persistent and Severe Absence

At Our Lady's Catholic Primary School, reducing absence is a key priority.

- Persistent Absence (PA): Attendance below 90%
- Severe Absence (SA): Attendance below 50%

We recognise that pupils in these groups are at greater risk of:

- falling behind in their learning
- reduced confidence and wellbeing
- safeguarding concerns

Pupils identified as persistently or severely absent will be closely monitored and provided with targeted support and intervention.

8.3 Early Identification and Support

We follow a support-first approach, working in partnership with families to remove barriers to attendance.

Support may include:

- Meetings with parents/carers
- Individual attendance plans
- Pastoral support for pupils
- 'Meet and greet' or transition support
- Early Help referrals
- Signposting to external services

We aim to provide early, supportive intervention to prevent concerns from escalating.

Where appropriate, the school will work with external services such as Early Help, health services, and wellbeing or mental health support teams to address barriers to attendance.



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8.4 Graduated Response to Attendance

The school follows Herefordshire Council's graduated response to attendance, ensuring that support is provided at the earliest stage and increases in line with need.

This includes:

- Universal support for all pupils to promote good attendance
- Targeted support where attendance begins to decline
- Multi-agency and statutory intervention where attendance is significantly low

This approach reflects the Department for Education's expectation of a support-first model, working in partnership with families to improve attendance before considering legal intervention.

8.5 Responding to Continued Concerns & Escalation

If attendance does not improve despite support:

- Further meetings will be arranged
- External agencies may be involved
- A referral may be made to the Local Authority

Where appropriate, this may lead to:

- A penalty notice
- Consideration of legal action

8.6 Using Data to Improve Attendance

The school will:

- Analyse attendance data regularly to identify patterns and trends
- Monitor the attendance of individuals and groups
- Compare attendance data with local and national benchmarks
- Evaluate the impact of interventions
- Adapt strategies to improve outcomes

8.7 Safeguarding and Attendance

Attendance is a safeguarding concern.

Where a child is absent without explanation:

- First-day response procedures will be followed
- Parents/carers will be contacted
- Further action will be taken if a child's whereabouts are unknown

This may include home visits or referrals to external agencies where appropriate.

We act immediately where a child is missing.



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Children Missing Education (CME)

Children Missing Education (CME) are children of compulsory school age who are not registered at a school and are not receiving suitable education elsewhere.

CME does **not** include pupils who are on roll but absent, including those who are persistently or severely absent.

The school will follow statutory guidance to identify and report children who may be CME. Where a child's whereabouts are unknown and all reasonable checks have been completed, a referral will be made to the Local Authority.

The school recognises that children missing education are at increased risk of harm, and procedures will be followed in line with safeguarding guidance.

9. Absence Procedures

9.1 Contacting the School

The main point of contact for attendance is:

School Office Phone: 01432 274814

We monitor and review all pupils' absence, and the reasons that are given, thoroughly.

9.2 Reporting an Absence

If a child is absent, parents/carers must:

- Contact the school on the first day of absence before 8:50am
- Provide a clear reason for the absence
- Where necessary contact the school on each subsequent day of absence

Parents need to:

- Telephone the school office

Where necessary, the school may contact parents to discuss the absence before determining whether it is authorised.

Parents should ensure their child returns to school as soon as possible and provide medical evidence if requested, particularly where there are repeated or prolonged absences.

The school may refer to NHS guidance when considering whether a child is well enough to attend school.

9.3 School Response to Absence

If a child is absent and no contact is received, the school will:

- Contact parents/carers on the first day of absence
- Continue contact on subsequent days where necessary
- Use emergency contact numbers if required
- Consider a home visit where there are safeguarding concerns

If no contact is made after 10 days of absence, the school may make a referral to the Local Authority, and the child may be recorded as Missing in Education (CME).



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9.4 Ongoing Absence and Support

Where attendance becomes a concern, the school will:

- Write to parents/carers where attendance falls below expected levels - 92%, is causing concern and/or where punctuality is a concern
- Arrange a meeting with the Attendance Champion or Senior Leader
- Develop a personalised support plan (e.g. attendance contract), to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child.
- Offer Early Help or signpost to external support services, if appropriate
- Work with the Local Authority School Attendance and Engagement Team where appropriate, to get support from them

If attendance does not improve, the school may refer the case to the Local Authority for further action.

10. Lateness and Punctuality

10.1 Importance of Punctuality

Punctuality is essential for learning. Poor punctuality:

- Disrupts lessons
- Impacts learning and progress
- Can affect a child's confidence and wellbeing

Developing good timekeeping is an important life skill.

Arriving on time ensures children are ready to learn, feel confident and do not miss valuable learning time.

10.2 School Day

- Gates open: 8.45am
- Registration opens: 8.50am
- Gates close: 8.50am
- Registration closes: 9.00am
- Afternoon register is taken at: 1.00 pm.
- End of school day: 3.20pm

10.3 Managing Lateness

- Pupils arriving after 8.50am will be marked as late (L). All lateness is recorded daily.
- Pupils arriving after 9.00am (close of registration) will be marked as unauthorised absence (U). This indicates the pupil is on site for safeguarding purposes but is legally recorded as absent for that session.
- If a pupil is late due to a medical appointment, this will be recorded as an authorised absence (M) where evidence is provided.



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Late pupils must:

- Enter via the school office
- Be signed in by a parent/carer
- Provide a reason for lateness

10.4 Monitoring Lateness

The school will:

- Record and monitor all lateness
- Contact parents/carers where punctuality is a concern
- Offer support where needed

Persistent lateness may:

- Contribute to overall absence
- Lead to meetings with school staff
- Result in referral to the Local Authority

10.5 Working in Partnership

We expect parents and carers to:

- Ensure children arrive on time
- Support consistent routines
- Work with the school to address any difficulties

We celebrate good punctuality and encourage positive habits.

11. Understanding Barriers to Attendance

11.1 Supporting Pupils and Families

While most pupils attend school regularly, there may be times when a child is reluctant or unable to attend. At Our Lady's Catholic Primary School, we are committed to working in partnership with families to understand and address any barriers to attendance.

We work with families to understand barriers and provide the right support so every child can attend, achieve and thrive.

Where concerns arise, we will:

- Work with parents/carers and pupils to identify the underlying cause
- Provide appropriate pastoral support
- Involve external agencies where needed

This may include support from:

- School Nurse
- Mental Health and Emotional Wellbeing services



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- Early Help services
- Local Authority teams

Where appropriate, families may be invited to attend a Team Around the Family (TAF) meeting. A personalised support plan will be agreed and regularly reviewed.

11.2 Pupils Facing Additional Barriers

Some pupils face greater challenges to regular attendance, including:

- Pupils with long-term medical conditions
- Pupils with Special Educational Needs and Disabilities (SEND)
- Pupils experiencing social, emotional or mental health difficulties
- Pupils with a social worker or other vulnerabilities

High expectations for attendance remain in place; however, we will work flexibly with families to provide appropriate support and make reasonable adjustments where necessary.

11.3 Medical Absence and Reporting

In line with statutory guidance, the school will notify the Local Authority where a pupil has missed, or is expected to miss, 15 or more school days due to illness (either consecutive or cumulative), so that appropriate support can be considered.

11.4 Attendance Returns

The school will provide attendance information to the Local Authority as required, including details of pupils who:

- Fail to attend regularly
- Have been absent for a continuous period of 10 school days
- Have unauthorised absence recorded using relevant codes (e.g. G, N, O, U)

11.5 Part-Time Timetables

All pupils are entitled to a full-time education.

A part-time timetable may only be used in exceptional circumstances, such as:

- Supporting a medical need
- A short-term reintegration programme

A part-time timetable will:

- Be agreed with parents/carers
- Be part of a wider support plan
- Have regular review points
- Be time-limited with a clear end date
- Not be used as a behaviour management strategy

Where relevant:



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- The pupil's social worker will be informed
- The Local Authority will be involved for pupils with an EHCP

11.6 Pupils with a Social Worker

Where a pupil with a social worker is absent:

- The school will contact the family on the first day
- A home visit may be considered where appropriate
- The child's social worker will be informed

11.7 Pupils with an EHCP

The school works closely with the Local Authority to monitor attendance for pupils with an EHCP.

- Attendance is reviewed regularly, including at annual reviews
- Concerns are shared with the Local Authority
- Support arrangements are reviewed where needed

Where a pupil lives in a different Local Authority, both authorities will be informed if concerns arise.

12. Local Authority Attendance Support and Partnership

12.1 Working with the Local Authority

The school works in partnership with Herefordshire Council's School Attendance and Engagement Team, who provide advice, guidance and support to improve attendance and punctuality. This may include consultation, joint working with families and, where necessary, formal intervention.

Herefordshire Council is committed to ensuring all children have access to a full-time, high-quality education. Strong attendance is closely linked to positive outcomes in learning, health and wellbeing, and this partnership supports schools in removing barriers to attendance.

12.2 Partnership with Families

Parents and carers are expected to work with the school and Local Authority to address any attendance concerns.

We encourage families to:

- Engage with support offered by the school and Local Authority
- Attend meetings when requested
- Work collaboratively to improve attendance

Our approach is based on the principle that every child has the right to attend school regularly and achieve their full potential.

12.3 Graduated Response and Support

The school follows the Local Authority's graduated response to attendance to ensure timely and appropriate support is in place.

This means:



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- Early concerns are identified and addressed quickly
- Support is put in place at the earliest opportunity
- Intervention increases where attendance does not improve

The school may access support and guidance from the School Attendance and Engagement Team to help implement effective strategies.

12.4 Attendance Meetings and Plans

Where attendance concerns persist, parents/carers may be invited to attend meetings with school staff and/or Local Authority representatives.

At these meetings:

- Barriers to attendance will be explored
- Support strategies will be agreed
- An attendance action plan (or contract) may be put in place
- Clear targets for improvement will be set

Attendance will then be closely monitored over an agreed period.

12.5 Further Intervention

If attendance does not improve despite support:

- The school may refer the case to the Local Authority
- Additional intervention may be implemented
- Legal action may be considered in line with national guidance

This may include:

- Penalty Notices
- Education Supervision Orders
- Prosecution

12.6 Support and Contact

The Herefordshire School Attendance and Engagement Team provides advice and support to schools and families - Schoolattendanceandengagement@herefordshire.gov.uk

13. School Attendance and the Law

13.1 Legal Duty

In line with the Education Act 1996, all children of compulsory school age must receive a suitable full-time education. Where a child is registered at school, parents and carers have a legal duty to ensure their child attends regularly and on time.

13.2 Definition of a Parent

Under Section 576 of the Education Act 1996, a 'parent' includes:

- all natural parents, whether they are married or not



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- any person who has parental responsibility
- any person who has care of a child or young person

A person is considered to have care of a child if they live with and look after the child, even if they are not the biological parent.

13.3 National Framework for Penalty Notices

The School Attendance (Pupil Registration) (England) Regulations 2024 set out a national framework for attendance enforcement.

A penalty notice may be considered where there are 10 sessions (5 school days) of unauthorised absence within a rolling 10 school-week period. These absences do not need to be consecutive and may include a combination of absence codes.

13.4 Penalty Notices and Legal Action

Penalty notices may be issued to each parent for each child:

- First offence: £80 if paid within 21 days, rising to £160 within 28 days
- Second offence (within 3 years): £160 per parent, per child
- Further offences: may result in prosecution

Where legal action is taken, this may result in:

- a fine of up to £2,500
- a criminal conviction
- or, in serious cases, a custodial sentence

13.5 Notice to Improve

Before a penalty notice is issued, the school may offer a Notice to Improve, giving parents an opportunity to engage with support and improve attendance.

This will include:

- details of attendance concerns
- support already provided
- expectations for improvement
- a clear timescale (typically 3–6 weeks)
- a warning of potential legal action if attendance does not improve

13.6 Term-Time Leave

There is no legal entitlement for pupils to take leave during term time for holidays or leisure.

In line with statutory guidance:

- leave of absence will only be authorised in exceptional circumstances
- requests must be made in writing in advance using the school's application form
- the Headteacher makes the final decision



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If a child is taken out of school without authorisation:

- the absence will be recorded as unauthorised
- a penalty notice may be issued

Exceptional circumstances are defined as:

rare, significant, unavoidable and short events that cannot reasonably be scheduled outside term time.

13.7 Definition of Regular Attendance

The Supreme Court has confirmed that regular attendance means - attendance in accordance with the rules prescribed by the school.

14. Deletion from Roll

The school follows the School Attendance (Pupil Registration) (England) Regulations 2024 when removing a pupil from the admission register.

Where a pupil leaves the school (other than at the end of Year 6), parents/carers are expected to inform the school as soon as possible and provide:

- the pupil's new address
- the name and address of the new school (where known)
- the expected date of leaving

This information is essential to ensure that all pupils can be appropriately safeguarded.

Parents/carers must ensure that the school holds up-to-date contact details at all times, including current address and emergency contacts.

In line with statutory requirements, the school will notify the Local Authority:

- of all new admissions within 5 days
- of all deletions from roll as soon as the grounds are met, and no later than the point of removal

This does not apply to pupils leaving at the end of the final year of education provided by the school.

15. Elective Home Education

Parents have the right to electively home educate their child. Where a parent expresses this intention, the school will:

- follow statutory guidance
- inform the Local Authority
- ensure parents understand their responsibilities

Where a pupil has an Education, Health and Care Plan (EHCP) or is known to social care, the school will work closely with the Local Authority and relevant services to ensure appropriate procedures are followed.

16. Attendance Data and Reporting

The school uses attendance data to:



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- monitor individual pupils and groups
- identify patterns and trends
- inform early intervention and support

Particular focus is given to pupils who are persistently or severely absent.

In line with statutory requirements, the school submits attendance data to the Department for Education and works with the Local Authority and other partners where attendance is a concern.

Attendance data is regularly reviewed alongside attainment and wellbeing information, recognising the strong link between attendance, progress and outcomes.



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APPENDIX 1

Guidance in relation to attendance:

https://assets.publishing.service.gov.uk/media/66bf300da44f1c4c23e5bd1b/Working_together_to_improve_school_attendance_-_August_2024.pdf

https://assets.publishing.service.gov.uk/media/66bf301e253aee7aafdbdfeaf/Summary_table_of_responsibilities_for_school_attendance_-_August_2024.pdf

<https://assets.publishing.service.gov.uk/media/626669cb8fa8f523b7221b98/UKHSA-should-I-keep-my-child-off-school-guidance-A3-poster.pdf>

[DfE external document template \(childrenscommissioner.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362822/DfE_external_document_template_(childrenscommissioner.gov.uk))

<https://www.nhs.uk/every-mind-matters/supporting-others/childrens-mental-health/>

APPENDIX 2

Attendance Codes The following codes are taken from the DfE's guidance on school attendance.

Code	WTISSA reference*	Description	Details
The student is counted as present.			
/ or \	287	Present at the school	
L	289	Late arrival before register is closed	As per school attendance policy, pupil arrives after the register has started but before the register is closed. Consider using "Late Sign In" template to identify patterns of late arrival and offer support to reduce repeated lateness. Refer to "A Quick Guide to code L" below
The student is counted as present, at an Approved Educational Activity.			
B	307	Other Approved Educational Activity	Refer to "A Quick Guide to minute guide to code B" below
J1	326	Interview for employment or admission to another educational institution	Parents should apply in advance to enable pupil to attend interview for employment or admission to another educational institution.
K	291	Attending education provision arranged by the Local Authority	Pupil is attending educational provision arranged by Herefordshire Council under section 19 of the Education Act 1996. Pupil will have been referred to Inclusion and Engagement Panel Attendance information for schools – Herefordshire Council
P	298	Participating in a sporting activity	Only to be used if at somewhere other than at school, be of educational nature, school has approved the activity and the activity is supervised by someone considered by the school as having the appropriate skills. Schools have responsibilities for the safeguarding and welfare of pupils whilst attending an approved educational activity.
V	295	Educational trip	Must be supervised by member of school staff. See 'Common register queries' for details.
W	303	Work Experience	Attending work placement arranged by Herefordshire Council or the school as part of pupil's education. Only to be used if at somewhere other than at school, be of educational nature, school has approved the activity and the activity is supervised by someone considered by the school as having the appropriate skills. Schools have responsibilities for the safeguarding and welfare of pupils whilst attending an approved educational activity.
The student is counted as absent, authorised.			
C	344	Exceptional Circumstances	Schools should seek each application individually which is made in advance of the absence. Generally a need/desire for holiday or absence for leisure/recreation purposes would not constitute as an exceptional circumstance.
C1	317	Participating in regulated performance or undertaking employment abroad	Only if licence has been granted for further information see School attendance and absences information for parents and carers – Herefordshire Council
C2	340	Pupil subject to Part time timetable	Must be reported to Social Inclusion Team, see website for further details. Social inclusion in school – Herefordshire Council
E	368	Suspended or permanently excluded and no alternative provision made	Used whilst still on admission register but suspended/permanently excluded from school and no alternative provision has been made. Alternative Provision must be arranged from the sixth consecutive school day.
I	362	Illness	Can be physical and/or mental illness. Parents/Schools should refer to Is my child too ill for school? - NHS for guidance



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M	321	Medical/Dental Appointments	Parents should get school permission in advance and pupil should only be out for the minimum time necessary for the appointment. School should encourage the pupil to come back as soon as possible, good practice is to ask parent expected time of return.
R	357	Religious Observance	Refer to "A quick guide to code R" below.
S	330	Study Leave	For a pupil to study for a public examination which has been agreed in advance with the parent. See 'Common register queries' for details.
T	351	Parent travelling for occupational purposes	Mobile child and parents are travelling in course of their trade business and the pupil is travelling with them. Consider liaising with GRT Education Support Team Support for teaching minority group children – Herefordshire Council
The student is counted as absent, unauthorised.			
G	391	Holiday not granted by the school	See "Enforcement guidance"
N	394	Reason not yet established	Code N can be used whilst ascertaining the reason for absence, this cannot be left on the pupils' record indefinitely and should be updated within 5 school days.
O	397	Unauthorised Absence	Used where no reason has been established or school not satisfied it would be covered by another code.
U	399	Arrived in school after registration closed	Arrived after the time specified in the schools' attendance policy. Session should be the same time every day for no more than 30 minutes.
These codes are not counted so will not affect attendance figures.			
D	313	Dual Registration	Refer to "A quick guide to code D" below.
Q	369	Unable to attend because lack of access arrangements	Local authority has a duty set out in regulation 10(12) or (13) to make access arrangements and has failed to do so.
X	334	Non- Compulsory school age pupil not required to attend	Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.
Y1	371	Unable to attend due to transport normally provided not being available	Transport usually provided by school/LA not available and school not within walking distance. See WTTISA for definition.
Y2	374	Unable to attend due to widespread disruption to travel	Widespread disruption to travel caused by local, national or international emergency.
Y3	376	Unable to attend due to part of school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	378	Unable to attend due to the whole school site being unexpectedly closed	Whole school closed unexpectedly such as adverse weather. Cannot be used for planned closures.
Y5	381	Unable to attend as pupil is in criminal justice detention	Pupil is in police detention, remanded in youth detention, awaiting trial/sentencing or detained under a section of detention. Liaise with pupil's Youth Offending Team Worker.
Y6	386	Unable to attend in accordance with public health guidance or law	See Working Together to Improve School Attendance for details
Y7	387	Unable to attend because of any other unavoidable cause	Emergency that affects the pupil, not the parent. Nature of the unavoidable cause must be recorded.
Z	402	Prospective pupil not on admission register	Used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	407	Planned Whole School Closure	Whole school closures that have been planned in advance such as a bank holiday,

This policy is available on the school website:

[Our Lady's Catholic Primary School and Nursery](#)

Paper copies are available on request from the School Office