



# ATTENDANCE POLICY EASTERN GREEN JUNIOR SCHOOL

**September 2025**  
**Academic Year 2025-2026**

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**Designated Safeguarding Lead: Sara Brown (Headteacher)**

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**Chair of Governors: Cara Hooper**

**Vice Chair of Governors: Mark Spafford**



# EASTERN GREEN JUNIOR SCHOOL

## Attendance Policy

**Agreed September 2025**  
**Review: September 2026**

Eastern Green Junior School's approach to managing attendance complies with DfE legislation and follows guidance from the Local Authority.

### **Rationale**

At EGJS we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people.

It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled. We recognise that attendance is a matter for the whole school community.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

### **Legal Framework**

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of

every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- and act early to address patterns of absence. 4 Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly. In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures. A

“Parent” is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

## **Attendance Objectives**

Our aims

- All children achieve the Government minimum target of 96.5% attendance in an academic year.
- Reduce the percentage of authorised absences to below 4%
- Support parents in performing their legal duty by ensuring that their children attend school regularly (96.5%+)
- Follow the Government guidance (September 2024) to not authorise any request of leave of absence during term time for holiday purposes
- To proactively manage and improve attendance for all of our children
- To support families and work in partnership with them to improve attendance
- Reduce the percentage of persistent absences (below 90%) and ensure we have no severely absent children (below 50%) Objectives In order to achieve our aims the following objectives have to be put into practice: -
- Ensure all children feel safe, welcomed and are able to learn at school.
- Work in partnership with parents to ensure that education and school attendance is valued.
- Maintain an up to date admission and attendance register.
- Keep parents informed at all stages of attendance (at least termly updates).
- Ensure that school procedures are in place for the monitoring of pupil absence to keep parents informed.
- Ensure that school procedures are in place and reflect those of Government guidance (September 2024).
- Ensure that the school procedures are in place for working with the Health Service when a pupil has been identified as having persistent absences due to illness.

- Ensure that all attendance is above the Government threshold for being persistently absent from school (attendance must be 90% and above).
- To work with the local authority to formalise support and where necessary enforce attendance via statutory intervention to protect a child's right to an education

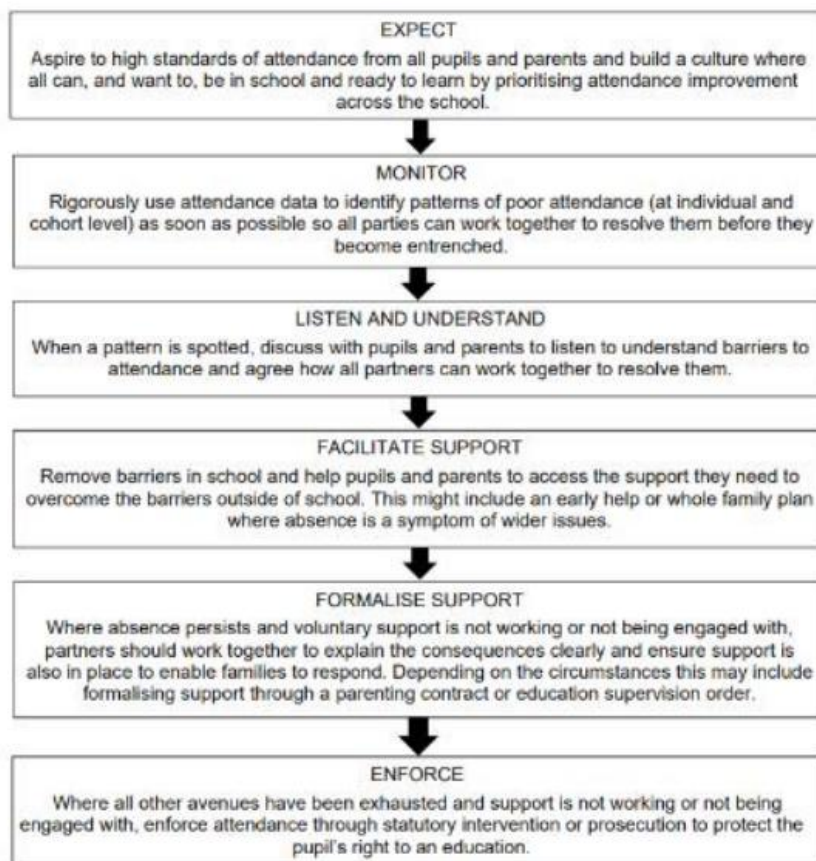
### **Partnerships**

Our school values working in partnership with parents/carers and with the wider school community and sees this as an essential part of promoting good attendance. Partnership working will be promoted through discussion with the parents/carers, working with professionals e.g. Early Help Team, School Nurse etc; liaising with parents and organizing termly attendance awards for classes and individuals.

Parents will receive regular communications from the school, some of which will include advice and support options within our community that are available to our families.

Coventry prides itself on a multi-disciplinary approach to family support and at EGJS we excel in providing excellent pastoral support to all families regardless of a child's attendance level.

Children that are Looked After or have a social worker will have a closer scrutiny over their attendance data in order to ensure that those children are receiving the best possible support to improve life chances quickly. Our support will follow the flowchart below.



The Local Governing Board of EGJS recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.

### **School responsibilities:**

- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Ensure that the school is welcoming
- Ensure the regular, efficient and accurate recording of attendance. This will be done every day.
- Ensure parents have up to date information about their child's attendance and are notified promptly when school have concerns over attendance levels. Our School MIS system provides live attendance information and attendance is included in termly updates to parents.
- Work with families to overcome any barriers to poor attendance and support rapid improvements
- Regularly teach children the importance of good attendance and punctuality routines.
- Provide personalised and individual support where needed to ensure all children can attend school.
- Signpost to external agencies where further support to improve attendance is required.
- Regularly monitor every child's attendance so any concerns are swiftly identified and addressed.
- Report attendance figures to Governors.
- Agree a joint approach for all severely absent pupils with the local authority.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Inform the pupil's social worker, where there is one, if there are any unexplained absences and if the child's name is to be deleted from the register.

### **Parents responsibilities:**

- Parents are responsible for ensuring their children receive a full-time education, ensuring they are in school, on time and ready to learn unless they are too unwell to attend.
- Parents/carers should wherever possible make all medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for all parts of the day except the appointment time. *Appointment cards / letters should always be provided as evidence of medical/dental appointments.*
- Always inform school before the start of the school day if a child will be absent from school and provide daily updates until the child returns.

- Inform school promptly of any barriers preventing their child from having good attendance in school.
- Do not book leave from school during term time. *If this is essential leave, an application must be submitted through the school office.*

**Holiday leave will not be authorised and a Fixed Penalty Notice will be issued.**

- Proactively engage with the support offered to improve attendance working with the school, local authority or external agencies.

**Child responsibilities:**

- To do their best to attend school every day, coming to school unless they are unwell.
- Follow good routines at home to ensure they are ready to learn when in school
- Take responsibility for helping to be ready for learning and on time each day.
- Tell school staff or family if something is making it difficult to attend school regularly

**Recording Absence and Attendance**

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance.

We expect all parents/carers to notify school on the first day of absence and continue to keep school informed for the duration of the absence (speak in person or by phone to a member of office staff or leave message on school's answer phone).

Any medical appointments must be reported to the school office in advance of the appointment and evidence provided.

*Parents should avoid where possible booking medical appointments in the school day.*

Any child arriving after close of register (9.15am) is marked with an unauthorised absence code (unless evidence of medical appointment provided).

First day calling – we call and text all parents daily if we have not been given a reason for a child's non-attendance, when we get no response from parents, we will complete a home visit to ensure proper safeguarding action can be taken if required.

**Register Keeping and Recording**

The Education (Pupil Registration) (England) Regulations 2006, as amended, require schools to take an attendance register at the beginning of the morning session and once during each afternoon session. The register must record whether the pupil was:

- Present.
- Absent.
- Attending an approved educational activity or
- Unable to attend due to exceptional circumstances (a holiday will never be viewed as an exceptional circumstance.)

### **Children absent/ missing from education**

Where the parent of a child notifies the school that the pupil will live at another address and will move to a new school, we will record in the admission register the new address, and the date from when it is expected the child will attend this new school.

The child will only be removed from register once the new school has confirmed their attendance. If we receive no such confirmation, we will continue to complete safe and well checks and will inform the local authority that the child is absent.

Any child absent ten consecutive days of education shall be reported as absent to the local authority and they shall then begin to take action to ensure that attendance improves.

### **Home Educated Children**

On receipt of written notification to home educate, we will inform the local authority that the child is to be deleted from the admission register. However, prior to submitting this we will make every effort to support the child being educated in school.

### **Safeguarding Procedures and Attendance**

We set high expectations for attendance at school. As a result of this, we monitor carefully any period of absence and visit the family home of any child whose parent or carer has not contacted the school to explain the absence. After three days absence we will visit the family home regardless of contact made.

If we are unable to locate a child, we will contact the police to complete 'concern for safety' checks. We will undertake every reasonable task to find a child and support them back into school, including - using all contact details supplied to us by parents and carers, asking friends and their parents for information and asking neighbours or siblings/relatives' schools or workplaces for further information.

Should we have further concerns, and a child is absent for 20 days, we will complete the CME documentation as set out in DfE guidance - Children Missing Education 2019 DfE. Where we have concerns that children and their families have moved out of the area, or are unable to attend school for reasons that cause concern – fleeing DV; FGM; criminal behaviour; substance misuse; poor mental health etc, then we will refer to MASH as appropriate.

Staff are fully aware of all concerns that may lead to absences from school and receive regular updates on the various issues during staff training. Guidance given in 2022 asks that we consider whether persistent or severely absent children are victims of neglect within the home and whether we should refer to Children's Services.

At EGJS, staff will work with families to provide support but sometimes we may need additional support from other agencies; we will always seek consent from parents to make these referrals and will make it clear why we are referring and point out how it will help a family. It is not a punitive measure.

### **Expected absence procedure for parents**

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return.

If no contact is received, then absence protocols will be instigated. If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.15 am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.

### **Rewards and Interventions**

School Procedures to celebrate and encourage high attendance and to maintain a culture of high attendance. In our schedule of assemblies, attendance will be revisited termly to ensure children understand that it is a priority in school.

- Good attendance is a high priority in school as it will help children make the best progress socially and academically.
- The school will look for every opportunity to raise the profile of the importance of good attendance with pupils and parents.
- All staff in school take an active role in monitoring and promoting school attendance and punctuality and aim to help pupils develop their own motivation for daily, punctual attendance.

### **Actions to be taken if absence is a concern:**

- Parents will be informed of any concerns of poor or declining attendance and will discuss this with; class teacher, school leaders or a member of SLT.
- EGJS will support children in school when their attendance begins to decline or reaches 94%.
- When a child's attendance falls below 92% a letter will be sent to parents requesting a further meeting to inform them that all future absences may require medical evidence. Failure to provide medical evidence may result in the absence being recorded as unauthorised.
- When attendance drops below 92% we will meet families to inform that there may be a referral to the Local Authority Attendance Support Officer and or a referral to Early Help to improve attendance.
- When attendance drops below 90% we will inform parents that the Local Authority Attendance Support Officer will be supporting to improve attendance. Attendance will be monitored for a period of time and if there is no improvement then a Parenting Contract will be put in place to improve attendance and to avoid prosecution and Legal Proceedings.

- Chronic illness/special circumstances letter recognises that there are exceptional circumstances for a child's low attendance whilst informing parents of their child's percentage attendance. Any child with ongoing medical issues or additional needs, that prevent regular attendance will not be penalised as we recognise that this would be both unfair and go against our obligations under the Equality Act 2010.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be child centred and planned in discussion and agreement with both parents and pupils. This may include a referral to Early Help or a Parenting Contract.

### **Persistent Absence and the use of legal interventions**

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 40 sessions (20 days).

Absence at this level is causing considerable damage to a child's educational prospects. The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA.

Where emerging concerns are identified we will instigate appropriate and timely interventions will be put into place on a case-by-case basis.

Referrals may also be made to external agencies for targeted support. If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

### **Illness**

If a child is absent due to illness, parents must contact the school on the first day giving a valid reason for absence. Parents must then contact the school every subsequent day until their child's return. Parents may be asked to provide medical evidence for illness. In cases of repeated or extended illness, the School Nurse may be contacted.

### **Leave During Term Time**

To comply with the Department of Education's legislation, holidays **will not be authorised** during term time.

### **Lates**

Any child arriving after 9.15am will be marked 'late after registers have closed'. If there is no valid reason for the lateness, this is registered as unauthorised.

Ten unauthorised lates will result in a penalty notice.

## Penalty Notices

There are different types of penalty notices which can be issued:

Penalty Notices Fines for school unauthorised absence and lateness is changing. All money received is collected by the local authority and used to fund the service. **School receives none of this money.** The school attendance data is automatically shared with the local authority and the Department for Education.

*Effective from 19th August 2024*

ONE

**01**

### FIRST OCCURENCE

The **first time** a Penalty Notice is issued for the **term time leave or irregular attendance or lateness** (after registers close) the amount will be:

**£160 per parent, per child if paid within 28 days.**

**Reduced to £80 per parent, per child if paid within 21 days.**

TWO

**02**

### SECOND OCCURENCE (WITHIN 3 YEARS)

The **second time** a Penalty Notice is issued for **term time leave or irregular attendance or lateness** (after the registers close) the amount will be:

**£160 per parent per child if paid within 28 days**

**No reduction rate will be offered.**

THREE

**03**

### THIRD OCCURENCE AND ANY FURTHER OFFENCE

The **third time** an offence is committed for **term time leave or irregular attendance or lateness** (after registers close) **a Penalty Notice will not be issued** and the case will be presented straight to the **Magistrates' court** which can be up to:

**£2,500 per parent, per child.**

Case found guilty in Magistrates' court can show on a **DBS certificate for a parent**, due to the failure in **safeguarding a child's education.**

### 10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

A Penalty Notice Fine will be considered when there has been **10 sessions of unauthorised absence (including lateness** after registers are closed) in a **rolling 10 week period.** This can span different terms and academic years.

## Monitoring Attendance

Attendance is monitored and penalty notices are issued at Eastern Green Junior School by the Senior Leadership Team.

## Pupil Absence for the purposes of Religious Observance

EGJS acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority.

Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

### **Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE, (September 2024)
- School attendance parental responsibility measures, DfE (January 2015)
- Children missing education, DfE (September 2016)
- Keeping children safe in education, DfE (September 2025)
- Working together to safeguard children, DfE (July 2018)

This policy will be reviewed by Governors every two years.