Etherley Lane Nursery and Primary Federation Attendance Policy

September 2025

Attendance Policy

Etherley Lane Nursery and Primary Federation

Document History Log:

Author of document:	Erin Coxon	**Job role:**	Deputy Headteacher
Date document created:	September 2024	**Approval by Governing Body:**	September 2024

Annual Review History:

Task	Date Reviewed	Reviewed by	Signatories
First document review	02/09/25	Erin Coxon	E.Coxon
2nd Review			
3rd Review			
4th Review			

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
Kelly-Ann Lee	Head Teacher	01388 603105 etherleylane@durhamlearning.net
Paul Wilson	Governor with responsibility for attendance	01388 603105 etherleylane@durhamlearning.net

If a pupil is going to be absent from school the person who should be informed is:
Mrs. S Bain Office Administrator 01388 603105 etherleylane@durhamlearning.net
Miss N Stubbings Office Manager 01388 603105 etherleylane@durhamlearning.net

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
Mrs. Lee	Headteacher/Attendance Champion/support	01388 603105 etherleylane@durhamlearning.net
Mrs. Coxon	Deputy Headteacher/support	01388 603105 etherleylane@durhamlearning.net
Mrs. Jeavons	Assistant Headteacher/support	01388 603105 etherleylane@durhamlearning.net

You should contact Mrs. S Bain or Miss N Stubbings in our main school office on the first day of your child's absence, stating the reason(s) for absence. If your child's absence from school is for longer than one day, you should contact the school office on each day of absence to update us and so we can offer any help or support where needed.

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

Etherley Lane Nursery and Primary Federation 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 8.45am until 3.15pm.
Children can be dropped off at Park Gate or the Lindsay Street gate.

Registration is 8.50am. The register will close at 9.05am. 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 9.05am.

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 main school office if there are any issues which are affecting a pupil's 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 electronically on the register beside the late code.

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

We will contact parents to offer any initial help or support in improving the child's punctuality if needed.

If the school continues to have concerns about a child's punctuality
If a child's punctuality continues to be a concern, we may offer some additional support to address this such as breakfast club offers, meet and greets/soft landings for support. In some circumstances, we may make a possible referral to the local authority for action if instances of lateness are unauthorised.

Term dates and planned Inset days
You can find our term dates and planned Inset days in the 'School Holidays' section of our website, which can be found by clicking on the following link: https://etherleylane-pri.durham.sch.uk/parents/school-holidays/

Leave of Absence in Term Time
Headteachers 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 by completing a leave of absence form and returning it to the headteacher. Leave of absence forms can be requested from the main school office.

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.

On the first day of absence
If a pupil is to be absent for any reason, parents or carers are asked to contact the main school office, providing a reason for the absence. If a pupil is absent from school and there is no contact from parents/carers, school will contact home to find out why the pupil not in school. We will call the main contact telephone number we have for the child in the first instance. If the call is not answered, we will leave a message asking to call school at the earliest possible convenience. If we do not get a response, we may send a text message or email to inform the parent/carer that we have been trying to contact them and ask them to contact the school.

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

If the length of time that a child will be absent is unknown on the first day of absence, e.g. if parent/carer is unsure how long their child may be absent, we ask that the parent/carer contacts the main school office by telephone each day to update us. This is so we can offer any help or support that may be needed as soon as possible.

No reason for absence provided

If a child has a period of extended absence and school has had no contact from a parent/carer giving a reason for absence, school may carry out a welfare check by going to the child's main home address. School may also contact any other services that may be working with the child and their family.

If the school do 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 parent's 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

Our school is committed to promoting and incentivising good attendance. We do this by:

Examples

- Submitting a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools;
- Building strong relationships and work jointly with families;
- Giving parents/carers details on attendance in our newsletters, website, letters home and on our social media pages

- Promote the benefits of high attendance to pupils by having regular attendance assemblies and talking to children regularly about it.
- 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 individual and class attendance

Attendance data

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.

We will communicate information to staff in staff meetings and briefings and update attendance weekly on the pupil group report document which can be accessed by all staff. We may also communicate this attendance information to other professionals that may be working with children and their families, e.g. PEP meetings, CIC reviews, TAFs etc

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

At Etherley Lane, we will communicate concerns about a child's attendance to parents/carers at the earliest opportunity, offering support where needed. We may invite parents/carers into school for a meeting to discuss a plan of action and following on from this make referrals to other agencies to offer support if needed, e.g. Emotional Resilience team, Piece of Mind. School may also provide further support such as home visits, soft landings, approaches recommended to support children who are socially anxious or anxious about school.

Severe absence

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

If a child is a severe persistent absentee, school will work with pupils, parents and partner services and agencies to provide additional support through a more formal, planned approach in conjunction with the local authority to prevent severe absence (persistently absent pupils 70% or below). School may hold a review Attendance Support Meeting involving Mrs. K A Lee, the School Attendance Champion, and/or the leadership team. School will also continue to offer support as outlined above for persistent absentees.

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

In developing and implementing this policy, we 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, Bullying, Behaviour and SEND

APPENDIX 1

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 mayinclude 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

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

We rigorously monitor data we have such as whole school, year group, form/class and individual pupil level as well as pupil cohort data in order to 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

Attendance is everyone's responsibility. Any member of staff in school will listen to any concerns which may be affecting attendance, and will communicate with parents where concerns are identified by school. In the first instance this might be the child's class teacher. This is led by Mrs. K A Lee, Senior Attendance Champion from the school leadership team.

Facilitate support

Etherley Lane intends to 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 there are wider issues affecting attendance.

Etherley Lane is committed to reducing persistent and severe absence and will endeavour to work with pupils and parents to support with this; 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

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

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.