

ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL



ATTENDANCE POLICY

Mission Statement

*Rooted in faith
Growing in love
Learning for life*

Intention

At our school, we believe that regular attendance and punctuality are fundamental to ensuring every child achieves their full potential. Consistent attendance supports academic progress, emotional wellbeing, positive relationships, and the development of lifelong habits that prepare pupils for future success.

We are committed to creating a culture where excellent attendance is valued and promoted by all members of the school community. Working in partnership with parents, carers, pupils, and external agencies, we will encourage and support high levels of attendance while identifying and addressing barriers to attendance as early as possible.

In line with government expectations, the school will:

- Promote and celebrate good attendance and punctuality.
- Monitor attendance effectively and reduce all forms of absence, including persistent and severe absence.
- Ensure every pupil has access to the full-time education to which they are entitled.
- Identify attendance concerns at an early stage and provide appropriate support and intervention.
- Work collaboratively with families and relevant professionals to improve attendance outcomes.

Parents and carers have a legal responsibility to ensure that children of compulsory school age attend school regularly and arrive on time. Pupils are expected to attend school every day, arrive punctually, and be ready to engage in learning.

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Working Together to Improve school attendance (DfE statutory guidance)
- Equality Policy
- Behaviour policy
- SEND policy
- Medical and allergy policies

Aim

The aim of this policy is to establish a consistent approach to promoting excellent attendance, ensuring that all pupils have the opportunity to benefit fully from their education and achieve the best possible outcomes.

The school recognises that attendance is a safeguarding matter. Poor attendance may be an indicator that a pupil or family requires additional support and can expose children to increased risk. The school will work proactively with families and partner agencies to identify barriers to attendance and ensure pupils are safe, engaged and able to access their education.

Roles and Responsibilities

Headteacher

- To be responsible for overall management and implementation of the policy
- To deal with parental requests for absence during school time in line with Local Authority policies and procedures
- To request the issue of Fixed Penalty Notices in accordance with West Sussex County Council procedures.
- Monitoring school-level absence data and reporting it to governors
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Supporting staff with monitoring the attendance of individual pupils

Clare Strudwick, Assistant Headteacher for Inclusion, is the school's Senior Attendance Champion and designated senior leader with overall responsibility for attendance.

- To support the school attendance secretary to deliver the policy on a day-to-day basis
- Meet with attendance secretary to monitor systems and structures, ensuring they have an impact on pupil attendance and punctuality.
- To ensure attendance recognition strategies are implemented consistently across the school and that pupils' attendance improvement, consistency, resilience and punctuality are celebrated appropriately.
- Work with SLT and teachers to plan for the reintegration of pupils after a long-term absence.
- To ensure that termly LA Returns are accurate
- To revise and amend policy with SLT
- To ensure staff are promoting good attendance
- To ensure staff are following this policy
- To liaise with pupils, parents/carers and external agencies, where needed
- Build close and productive relationships with parents/carers to discuss and tackle attendance issues
- Planning targeted intervention and support to pupils and families
- To analyse attendance and punctuality data regularly to identify trends, vulnerable groups, emerging concerns and the impact of attendance improvement strategies.
- To report attendance patterns and outcomes to the Senior leadership team and Governors at agreed intervals.

Staff

- To keep accurate and up to date records through the pupil register
- To regularly remind children and parents about the importance of good attendance.
- Following up on pupil absence by ensuring reasons for absence are sought.
- To feed back to parents about attendance and punctuality regularly at Parents Evenings.

- Be aware of absences of each child or patterns in absence in their group and make sure the child is supported in catching up missed work
- Notify attendance lead/SLT if there is suggestion of term time holiday, reporting through CPOMS
- Morning registration must be completed by **9:00am**. Late arrivals between 9:01am and 9:15am will be recorded using Code L.
- Afternoon registration must be completed by **1:30pm**

Office Staff

- To check the absence line and take messages from parents/carers about pupil absence.
- To record reasons for absence and update class registers
- To record the names and the reasons of pupils arriving late.
- To implement the daily checking of registers after the morning and afternoon registration sessions.
- To carry out and record the outcome of first day calls when a child doesn't arrive at School when no reason has been received.
- To contact parents/carers where attendance falls below 90% or where punctuality has become a concern.
- To maintain Attendance records in line with this policy.
- To liaise with and report to outside agencies such as the EWS.
- To report to the Local Authority as requested.
- To maintain clear communication with the SLT regarding attendance and punctuality
- If necessary, walk the child to the lesson/assembly etc. if this is a cause of anxiety
- Notify the DSL if there are any contextual safeguarding issues which might explain erratic or poor attendance

Governors

- Governors will receive regular attendance information and provide strategic challenge and support to ensure attendance remains a priority across the school.

Parents and carers

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when the child is expected to return
- To ensure that the school has up-to-date contact details, with more than 1 emergency contact number
- Ensure that, where possible, appointments for their child are made outside of the school day. Where not possible, inform the school of the child's absence in advance by emailing or phoning the school office.
- If their child's absence rates are increasing and are causing concern, an attendance contract may be used to support parents to make improvements. Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting headteacher, SENCO, Key Stage lead, class teacher who can be contacted via 01293 521009 office@stfrancisassisi.org.uk

- If late, children must be brought to the school by a parent/carer and signed in using the Inventory system.
- Parents/carers should work in partnership with the school to identify and overcome barriers to attendance and engage with support offered by the school where attendance concerns arise.

Good attendance and punctuality (above 97%) are regularly promoted and supported and remains a high priority across the school.

The school strives to secure the highest possible attendance for all pupils and promotes attendance of 97% or above wherever possible. It is the responsibility of all school staff to be welcoming to children and their parents, creating an atmosphere where they both feel able to raise concerns and share any information that could affect the children's attendance. Due regard will be given to the fact that a register is a legal document and, taking this into account, registers will be marked regularly and conscientiously at the beginning of both the morning and afternoon sessions.

Pupils

- Attend school every day, on time.

Registration

The school day begins at **8:40am** and classroom doors open at this time. Pupils are expected to arrive in school and be ready to learn by **8:50am**.

The attendance register is open from **8:40am until 9:00am**.

Attendance will be recorded using the appropriate national attendance and absence codes in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

Registration timeline

- **8:40am to 8:50am:** School gates and classrooms open.
- **8:50am:** Start of the school day.
- **8:40am to 9:00am:** Register remains open.
- **9:01am to 9:15am:** Pupils arriving during this period will be marked as **Late (L)**.
- **9:16am onwards:** The register is closed and pupils arriving after this time will be marked with the **Unauthorised Late After Registration Closed (U)** code.

All pupils arriving after 8:50am must report to the school office so that their attendance can be recorded correctly, and the school can maintain accurate safeguarding records.

If a pupil needs to leave school during the day, they must be signed out by a parent/carer and signed back in on their return. Parents/carers should make every effort to arrange medical and other appointments outside school hours.

If a child is absent, parents/carers should notify the school before **9:00am** on the first day of absence, stating the reason and expected date of return. Where no reason is provided, the school will contact parents/carers and follow up the absence. Any absence for which no satisfactory explanation is received may be recorded as unauthorised.

Religious Observance

Absence for religious observance will be authorised where the day is exclusively set apart for religious observance by the religious body to which the parent/carer belongs. Such absence will be recorded using **Code R**. Parents/carers should notify the school in advance, wherever possible, if their child is going to be absent for religious observance. Attendance at events that are not exclusively for religious observance will be considered on a case-by-case basis. Working together to improve school attendance confirms that Code R should be used for authorised absence due to religious observance.

Lateness and Punctuality

Good punctuality is essential to ensure pupils make the most of their education and do not miss important learning at the start of the school day.

Where a pupil arrives:

- **Between 9:01am and 9:15am**, they will be recorded as **Late (L)**.
- **At 9:16am or later**, they will be recorded as **Unauthorised Late After Registration Closed (U)**.

Where a pattern of lateness is identified:

- Parents/carers will be contacted to discuss concerns.
- Support will be offered to help improve punctuality.
- Parents/carers may be invited to attend a meeting with a member of the Senior Leadership Team.
- Where a pupil accumulates **10 sessions of unauthorised absence due to late arrival after the register has closed within a rolling 10-school-week period**, a penalty notice may be considered in accordance with the West Sussex Code of Conduct and the national framework for attendance enforcement.

Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit, contact Children's Services or the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's social worker. Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention

Good Attendance

Crawley Schools provide a broad, balanced curriculum but for children to access the many opportunities that are provided, it is necessary for them to attend school regularly and punctually.

The school promotes an attendance ambition of 97% or above for all pupils wherever possible. We recognise that some pupils may experience barriers to attendance due to medical, SEND or other exceptional circumstances and will work collaboratively with families to provide appropriate support.

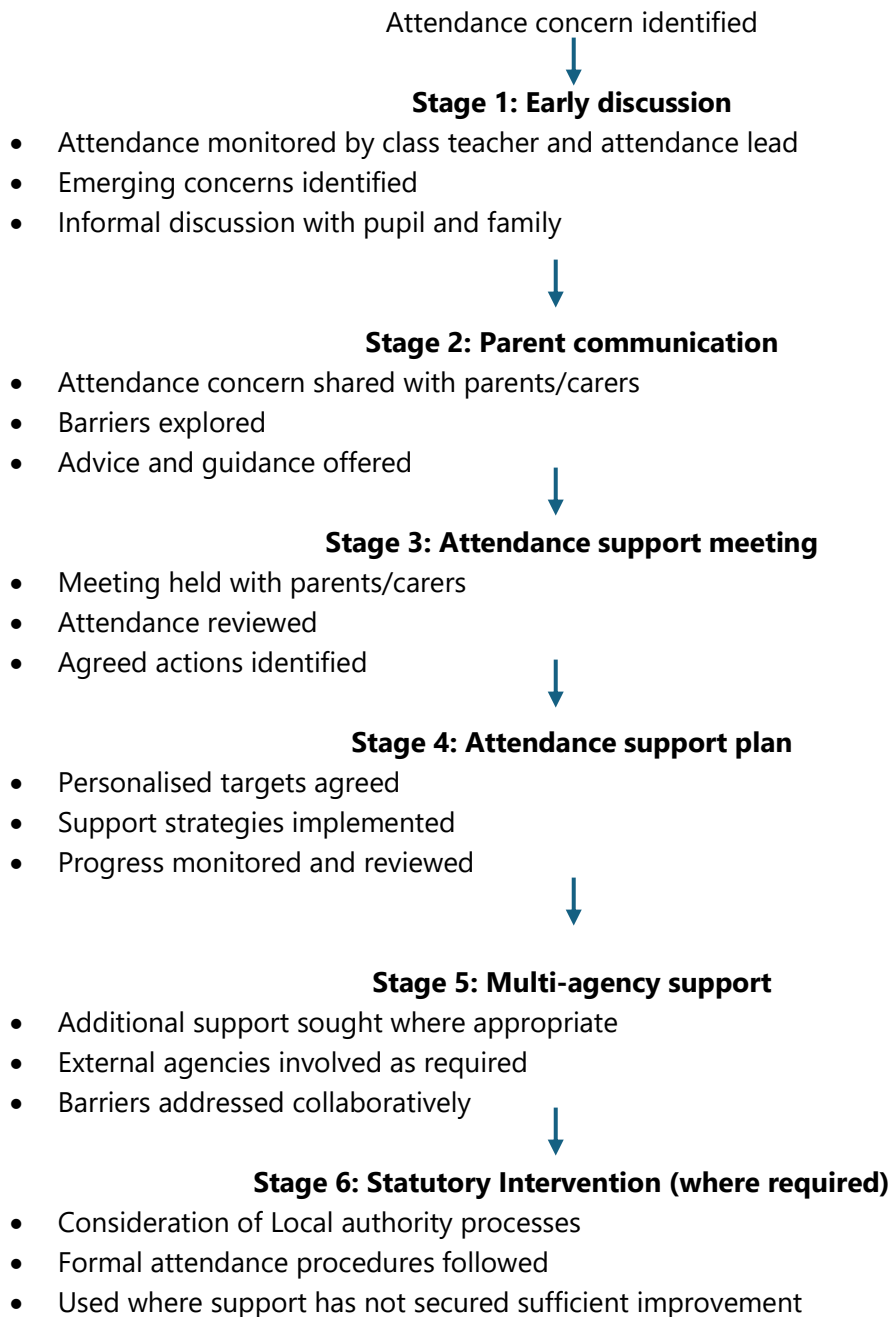
Supporting attendance

Where attendance concerns arise, the school will work with pupils and families to understand and address barriers to attendance. Support may include pastoral support, wellbeing interventions, SEND adjustments, attendance support plans, mentoring, referrals to external agencies and other appropriate interventions.

The school will adopt a supportive and solution-focused approach, recognising that barriers to attendance are often complex and require collaborative working between home and school.

The school adopts a graduated and supportive approach to attendance. The purpose of the Attendance Support Pathway is to ensure that attendance concerns are identified early and that appropriate support is offered to pupils and families before concerns escalate.

The pathway below outlines the stages of support and intervention that may be implemented where attendance concerns arise. The level of intervention will be determined by individual circumstances, attendance data and the needs of the pupil and family.



The school recognises that every attendance journey is unique. Pupils may enter the pathway at different stages depending on the level of concern, and support may be adjusted in response to individual needs and circumstances. The primary aim at every stage is to understand and remove barriers to attendance, working in partnership with families to secure improved outcomes for pupils.

Attendance Recognition

The school is committed to promoting excellent attendance through a culture of recognition, encouragement and support. Attendance recognition will celebrate not only high levels of

attendance, but also those pupils who demonstrate improved attendance, commitment to attending school regularly and resilience in overcoming barriers to attendance.

Attendance recognition will be based on three key themes:

- Attendance Improvement – recognising pupils who have made significant improvements in attendance over time.
- Attendance Consistency – recognising pupils who regularly attend school and demonstrate positive attendance habits.
- Attendance Resilience – recognising pupils who show determination and commitment to attending school despite challenges or previous attendance difficulties.

The purpose of attendance recognition is to encourage positive attendance habits, strengthen engagement with learning and celebrate the efforts of pupils and families.

Strategies for promoting attendance

The school promotes attendance through a range of recognition opportunities linked to Attendance Improvement, Attendance Consistency and Attendance Resilience.

Weekly Recognition

Each week, one Key Stage 1/Reception class and one Key Stage 2 class will be recognised in assembly as Attendance Stars and awarded the Ready to Learn Cup/Bear.

Classes may be recognised for:

- Attendance Improvement
- Attendance Consistency
- Attendance Resilience
- Positive punctuality
- Being ready to learn

The award will remain with the class until the following week's celebration assembly.

Half-Termly Recognition

At the end of each half term, individual pupils will receive attendance recognition certificates awarded by class teachers.

Certificates may be awarded for:

- Attendance Improvement
- Attendance Consistency
- Attendance Resilience
- Punctuality

Termly Recognition

At the end of each term, pupils identified through one or more of the attendance recognition themes may be invited to a special recognition event.

This may include:

- Headteacher's Tea Part
- Celebration Lunch
- Book Voucher/Book Token
- Other recognition events determined by the school

Invitations will be based on evidence of attendance improvement, sustained attendance consistency, attendance resilience or exemplary punctuality.

The Headteacher, Attendance Lead and class teachers will determine those invited to ensure recognition remains inclusive and reflects pupils' individual attendance journeys.

Supporting pupils who are absent or returning to school

Pupils absent due to complex barrier to attendance

- Headteacher, parents, class teacher and SENCO will meet to identify the barriers to good school attendance. If appropriate, the child's views will also be gathered. An attendance contract may be put in place to support progress towards improved attendance.
- School-based interventions may be offered: ELSA, a consultation with Fair Access, a time-limited part-time timetable so the child can build success, emotionally based School Avoidance resources.
- External Interventions may be offered: referrals to EWO, Child Development Centre, Educational Psychologist, CAMHS, Early Help/Family Support Services

Pupils absent due to mental or physical ill health or SEND

- Headteacher, parents, class teacher and SENCO will meet to identify the barriers to good school attendance. If appropriate, the child's views will also be gathered.
- If appropriate, the attendance policy will be implemented alongside the Children with Health Needs who cannot attend School and Children with Medical Conditions policies.
- Work with the learning mentor to engage with school avoidance resources, exploring the positive and negative influences on absenteeism and build resilience
- School-based interventions may be offered: ELSA, a consultation with Fair Access, a time-limited part-time timetable so the child can build success, emotionally based School Avoidance resources.
- External Interventions may be offered: referrals to EWO, Child Development Centre, Educational Psychologist, CAMHS, Early Help/Family Support Services

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority

School Attendance Letters

Attendance and punctuality are reviewed regularly, with particular attention given to pupils whose attendance is declining, approaching persistent absence, or already below 90%.

In line with the Local Authority, letters are sent out by the school to communicate to parents regarding attendance and punctuality.

It is the parents' legal responsibility to ensure their child's good school attendance and punctuality. If attendance or punctuality is persistently unsatisfactory, initially the school will liaise with the parent verbally and/or by letter. At this stage there may be a meeting with the Attendance Officer in school or the EWO (Educational Welfare Officer).

The Attendance Lead and Safeguarding Team will monitor attendance and punctuality data weekly to identify trends, patterns, vulnerable groups and pupils requiring additional support. Attendance information will be used to evaluate the effectiveness of attendance strategies and inform targeted interventions.

Persistent and Severe Absence

Persistent Absence (PA) is defined as attendance below 90%.

Severe Absence (SA) is defined as attendance below 50%.

The school monitors all pupils whose attendance is approaching or falls within these thresholds and will implement appropriate support and intervention to improve attendance.

Sanctions

If the situation does not improve i.e. the child's unauthorised absences build up to 10 days, the school will consider a referral to Pupil Entitlement: Investigation (PEI) of West Sussex County Council (WSCC). Should a child's attendance/punctuality still not improve, PEI will consider whether legal action should be instigated against the parent/carer under the Education Act 1996. Alternatively, PEI may seek an Education Supervision Order in the family proceedings court. In line with Local Authority policy leave for pupils during term time is not authorised.

The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries in order to check that the child is not at risk. The school may refer to other agencies.

Leave of Absence During Term Time

In accordance with Regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024, leave of absence during term time may only be granted by an authorised person and only in the

circumstances permitted by the regulations. The school will consider requests for leave of absence on an individual basis and only where the relevant statutory criteria are met. Parents/carers should submit requests in advance using the school's leave of absence request form.

A form obtained from the school office must be completed when withdrawal from learning is being requested (see Appendix A).

Parents/carers should be aware that the national threshold for considering a penalty notice is 10 sessions of unauthorised absence within a rolling 10-school-week period.

- by non-attendance at school
- by arriving persistently late at school (after registration has closed)
- by parents/carers taking their child on an unauthorised holiday during term time, or where the national threshold for unauthorised absence has been met. A Fixed Penalty Notice (FPN) is an alternative to prosecution and gives parents/carers the opportunity to discharge their liability by paying a penalty. Under the national framework introduced from 19 August 2024, the first penalty notice is £160 per parent, per child, reduced to £80 if paid within 21 days. If unpaid after 28 days, the local authority may consider prosecution for the original offence of failing to secure regular school attendance. A second penalty notice issued to the same parent for the same child within a three-year period is £160 and must be paid within 28 days, with no reduced rate available. A third offence within the same three-year period is not normally dealt with by a further penalty notice and may result in legal action being considered. Further information can be found on [GOV.UK](https://www.gov.uk).

Exceptional Circumstances

The School Attendance (Pupil Registration) (England) Regulations 2024, specifically Regulation 11, set out the circumstances in which leave of absence may be granted during term time.

Exceptional circumstances that may be considered exceptional include:

- Bereavement or sudden illness of immediate family members
- Funeral of immediate family member
- Transport was not provided by the LA when it should have been
- Children of service personnel about to go on deployment
- One day of absence can be authorised for a wedding of an immediate family member and evidence is provided
- One off sporting event/performing arts
- One day for immediate family member's graduation
- Medical (emergency appointment). Child is expected to be in school before and after appointment

If a request meets the above exceptional circumstances, but falls within the following times, the Headteacher must be convinced that absence from school may be the only option:

1. First half term of any academic year
2. Year 6 transition day
3. Year 6 SATs week

Examples of circumstances of not considered as exceptional:

- Holidays abroad for purposes of visiting a sick relative unless the relative is seriously ill. Medical evidence may be requested.
- Holidays taken in term time due to lower costs/parental work commitments.
- Birthdays
- Headlice
- Learning difficulties
- No school uniform
- Friendship issues
- Death of a pet
- Attendance difficulties without supporting evidence or exceptional circumstances
- Weddings abroad
- Family anniversaries
- Travel problems

Failure to Return Following an Agreed Leave of Absence

Where a pupil has been granted leave of absence and does not return to school on the agreed date, the school will make reasonable efforts to establish the pupil's whereabouts and the reasons for the continued absence. If the absence is unexplained, the school will work with parents/carers and other relevant agencies to support the pupil's return to education.

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, a pupil may only be removed from the admission register where one of the grounds prescribed in the regulations applies. Before any decision is made, the school will ensure that all statutory requirements have been met, including making reasonable enquiries regarding the pupil's whereabouts and considering safeguarding concerns.

Children Missing Education (CME)

Where a pupil has been absent from school and their whereabouts are unknown, the school and the local authority will undertake joint reasonable enquiries to establish the child's location and ensure that they are receiving a suitable education. Where appropriate, the school will make a referral to the West Sussex County Council Children Missing Education Team and share relevant information to support enquiries.

The school has a statutory duty to notify the local authority when it intends to remove a pupil from the admission register and when a pupil's name has been deleted from the register under the prescribed grounds in the regulations.

If, following all reasonable enquiries, the pupil's whereabouts remain unknown and the legal conditions for deletion are met, the school will consult with the local authority before considering removal from roll. Should a pupil be removed from roll, any future admission would need to be sought through the appropriate admissions process, and a place at the school cannot be guaranteed.

Genuine Illness

Absence due to genuine illness will normally be authorised. The school reserves the right to request medical evidence where there are concerns about the level, frequency or pattern of absence.

Where a pupil has experienced a prolonged period of illness, the school will work with the pupil, parents/carers and any relevant professionals to plan and support a successful reintegration to school.

Date Implemented September 2026

Next Review: September 2027

CS

Appendix A

**Crawley Schools PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN
ABSENCE IN EXCEPTIONAL CIRCUMSTANCES** (Print back to back)

Child's Name	
Date of birth	
Year Group	
Class/form	
Name of person making request & relationship with child	
Address	
Phone Number	
Dates your child will be absent from school	

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.

The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the head teacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%.

The head teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the head teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Why is this absence exceptional?

(continue on a separate sheet if necessary)

Continued over...

Declaration

I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.

Signed:..... Date:
(Parent/Carer)

Full Name:.....

Unless further information is required, a decision will be sent to you within 5 school days.

SCHOOL USE ONLY

Previous days authorised absence:

Previous sickness days:

Number of days authorised:

Number of days unauthorised:

CRAWLEY PRIMARY SCHOOLS WITHDRAWAL FROM LEARNING

Child's Name:

Dates requested as absence from learning:

Has been authorised

Has not been authorised

☐

Reason for non-authorisation (to be highlighted):

- There is no legal entitlement to holidays during term time and this should be avoided if at all possible. They will automatically be classed as unauthorised absence.
- Previous/current attendance is less than 95%.
- The 'once in a lifetime' event could have reasonably been scheduled at another time.
- The period of absence requested exceeds that required for the 'unavoidable and exceptional event'.

- The reasons provided do not constitute 'exceptional circumstances'.
- Other:

SIGNED:

DATE:

Appendix B

– Attendance Codes (DfE Guidance on School Attendance) for a full list please visit
[Working together to improve school attendance \(applies from 19 August 2024\)](#)

Code	Meaning
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
C1	Leave of absence for the purpose of participating in a regulated performance
M	Leave or absence for the purpose of attending a medical or dental appointment
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered at another school
C	Leave of absence for exceptional circumstance
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded
Q	Unable to attend the school because of a lack of access arrangements
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed

G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed

Appendix C



Attendance Recognition Framework

Attendance Improvement

- Recognising pupils who have improved their attendance over time and are developing positive attendance habits.

Attendance Consistency

- Recognising pupils and classes who demonstrate regular attendance and excellent readiness to learn.

Attendance Resilience

- Recognising pupils who show commitment to attending school despite challenges and who continue to engage positively with school.

Recognition Opportunities

Weekly:

- KS1 Attendance Star
- KS2 Attendance Star
- Ready to Learn Cup/Bear

Half-Termly:

- Attendance Improvement Certificate
- Attendance Consistency Certificate
- Attendance Resilience Certificate
- Punctuality Certificate

Termly:

- Senior Leader's Tea Party
- Celebration Lunch
- Book Token Recognition
- Other recognition events

Attendance recognition is intended to celebrate improvement, consistency, resilience and punctuality. Recognition opportunities are designed to be inclusive and accessible to all pupils regardless of starting point or individual circumstances.

ATTENDANCE & PUNCTUALITY

100%
attendance



0 DAYS ABSENCE

BEST CHANCE OF SUCCESS

95%
attendance



10 DAYS ABSENCE

90%
attendance



19 DAYS ABSENCE

LESS CHANCE OF SUCCESS

85%
attendance



29 DAYS ABSENCE

175 NON-TERM DAYS
FOR PERSONAL COMMITMENTS

80%
attendance



38 DAYS ABSENCE

75%
attendance



47 DAYS ABSENCE

SERIOUS IMPACT ON EDUCATION
AND REDUCED LIFE CHANCES

95% attendance means 10 days absence and 50 lessons lost when there are 5 lessons a day.

90% attendance or less can reduce your chances of good outcomes by half.

MEDICAL APPOINTMENTS

When possible, book these outside of school hours.

ILLNESS

Unless it's serious, bring your child into school and we will keep an eye on them throughout the day.

FAMILY HOLIDAYS

You have 175 days a year when you're not in school. A one-week holiday in term time means that the highest attendance you can achieve is **97%**.



Average learning time per day is 5 hours
15 minutes late each day and you would
have missed 2 FULL WEEKS of school in one
year!

