FOREST EDGE FEDERATION

Forest Edge Federation

Governing Board

Attendance Policy

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Signed:
Chair of the Governing Board

Date: **Autumn 2026**

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'Love One Another, Know Ourselves, Believe and Grow'

'Together we grow, achieve and celebrate'

Aims and objectives

At both Tutshill CofE and Woolaston Primary School, we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. **We expect pupils to be in school for every session of the school day and for every day that the school is open.**

Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Anti-Social Behaviour Act 2003
- The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024

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This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Roles and responsibilities

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9:15am at Tutshill and 9:30am at Woolaston on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

Pupils are expected to:

- Attend school every day on time

The governing body are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most
- Ensure school staff receive adequate training on attendance
- Hold the headteachers to account for the implementation of this policy
- Share effective practice on attendance management and improvement across both schools

The headteachers are responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting the issue of fixed-penalty notices, where necessary

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The Senior Attendance Champion, Zoe Doughty is responsible for:

- Championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Monitoring and analysing attendance data
- Establishing and maintaining effective systems for tackling absence and make sure they are followed by all staff
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes
- Communicating messages to pupils and parents
- Delivering targeted intervention and support to pupils and families
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Attendance Champion and the headteacher
- Working with school staff e.g., pastoral lead/family liaison officer/SENCo to tackle persistent absence
- Issuing fixed-penalty notices

The class teacher/form tutor is responsible for:

- Recording attendance daily, using the correct codes and submitting the information to the school office by 9:15am at Tutshill CofE and 9:30am at Woolaston Primary

School administration/office staff are responsible for:

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system
- Transfer calls from parents to the appropriate member of staff to provide them with more detailed support on attendance
- Keeping accurate and up to date records of calls and communication with parents

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School processes for recording attendance and absence

We will keep an electronic attendance register and place all pupils onto this register.

We will take our attendance register at the start of the school day and straight after lunch. It will mark whether every pupil is:

- Present
- Absent
- The reason for the absence
- Or that the reason is unknown

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by **8:45am at Tutshill CofE and 9:00am at Woolaston Primary School** on each school day.

The register for the morning session will be taken at 8:50am at Tutshill CofE and 9:05am at Woolaston, and will be kept open until 9:15am at Tutshill CofE and 9:30am at Woolaston Primary School. The register for the afternoon session will be taken at 1:00pm at both schools and will be kept open until 1:30pm.

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Absence

The pupil's parent/carer must notify the school of the reason for an unplanned absence on the first day by 9:15am at Tutshill and 9:30am at Woolaston, or as soon as practically possible by calling the school.

Calls should be made to the school office numbers which are:

• Tutshill 01291 622 593
• Woolaston 01594 529 270

Attendance email:

• Mrs Cornes on office@tutshillcofe.gloucs.sch.uk
• Mrs Potter on office@woolaston.gloucs.sch.uk

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

A pupil who arrives late:

- Before the register has closed will be marked as late (Code L)
- After the register has closed will be marked as absent (Code U)

Late marks will be recorded by the school office and the number of minutes a pupil is late will also be recorded. The federation will monitor and record late absence and any persistent lateness may result in a Notice to Improve or Penalty notice under the Gloucestershire penalty notice code of conduct.

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Planned absence

Attending a medical or dental appointment will be counted as an authorised absence as long as the pupil's parent/carer notifies the school in advance of the appointment. For medical or dental appointments, please call or email the school with at least 24 hours' notice where possible. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define an 'exceptional circumstance' as absence due to an unavoidable reason. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and where possible, at least 2 weeks before the absence, in accordance with the school's leave of absence request form, which can be found in the office or on the schools' websites at the following addresses:
https://tutshill.eschools.co.uk/web/forms/374599
https://www.woolastonprimary.co.uk/attendanceabsence
Wherever possible, please submit evidence along with the forms (copies of boarding passes, hotel bookings, wedding invitations etc)

Valid reasons for **authorised absence** include:

- Participating in a regulated performance or undertaking regulated employment abroad (Code C1)
- Attending a medical or dental appointment (Code M)
- Attending an interview for employment or for admission to another educational institution (Code J1)
- Studying for a public examination (Code S)
- Non-compulsory school age pupil not required to attend school (Code X)
- Compulsory school age pupil subject to a part-time timetable (Code C2)
- Exceptional circumstances (see definition above) (Code C)
- Parent travelling for occupational purposes – The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to required them to travel from place to place (Code T)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart (Code R)
- Illness (Code I)

Procedures following unexplained absence

We will:

- Call the pupil's parent/carer on 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 visit the home address to do a welfare check or contact 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will contact the inclusion team at the local authority for further advice and may complete a child missing education referral if the absence is 10 or more days

Strategies for promoting attendance

In each school hall there is an attendance display showing the attendance of each class for the previous week. Each class also has their own class attendance poster. Reminders about the importance of good punctuality and attendance will be regularly added to school newsletters and newsletters will inform parents the current whole school attendance and how that compares to the national figure.

Attendance data monitoring, reporting and analysing

The school will:

- Regularly inform parents of their child's attendance levels through letters and reports
- Monitor attendance and absence data weekly termly, and for the whole year across the school and at an individual pupil level
- Identify particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Provide regular attendance reports to teachers, headteachers and all relevant staff to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Issue letters to parents at the end of every second, fourth, and sixth term when attendance falls below 90%, if there is no improvement as a result of this then the school will invite parents/carers to attend a meeting in school.
- Endeavour to put in place any reasonable in-school support and adaptations to aid attendance
- Formalise support or use legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, requesting a Notice to Improve from the local authority, an Education Supervision Order or consideration of attendance prosecution in the Magistrates Court

Legal sanctions

The school must consider requesting Gloucestershire County Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met. Notices to Improve and Fixed Penalty Notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct available here.

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days, the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

All natural parents, whether they are married or not

Any person who has parental responsibility for a child or pupil

Any person who has care of a child or pupil i.e. lives with and looks after the child

Links to other policies and monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is update, and as a minimum every year at the start of the school year by the Federation's Attendance Champion, Zoe Doughty. At every review the policy will be approved by the full governing body.

https://www.tutshillcofeschool.co.uk/web/attendance/217157

https://www.woolastonprimary.co.uk/attendanceabsence

https://tutshill.eschools.co.uk/storage/secure_download/WWNjOW12Q0VLUlVSMTBwTlR1WWFpdz09

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