



WEMBLEY PRIMARY SCHOOL

Attendance Policy

*Like the phoenix we
Rise to our challenges
Strengthen our Learning and
Shine in our community*

*At Wembley Primary School we have the right to article 28 children having the right to education
article 19 and children having the right to be protected at all times*

Reviewed:	Approved by	Date of next review
09/2024 In line with Working Together to improve attendance August 24	P & E Committee	September 2025
Completed by: Annmarie Taylor-Kent		

The Designated Senior Leader responsible for attendance School's Senior Attendance Champion	Mrs Taylor-Kent Headteacher admin@wembleyprimary.brent.sch.uk 02089043725
The Attendance Officer Parents/Carers should contact The Attendance Officer about attendance on a day to day basis	Mrs Akhtar admin@wembleyprimary.brent.sch.uk 02089043725

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

- Developing and maintaining a whole school culture that promotes the benefits of high attendance.

2. 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

Equality and Rights:

- Ensure the policy complies with the Equality Act 2010 and considers the individual needs of pupils and their families, particularly those with specific barriers to attendance.

3. Roles and responsibilities

In line with Working Together to Improve School Attendance the school concurs that ***Improving attendance is everyone's business***

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is 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
- Liaising with Education Welfare Servicers regarding the Issuing of fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance (Senior Attendance Champion)

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Taylor-Kent (Headteacher) and can be contacted via the school office number 02089043725

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence

- Arranging calls and meetings with parents to discuss attendance issues
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Mrs Sherwani and can be contacted via telephone:02089043725 extension 1 or via email admin@wembleyprimary.brent.sch.uk

3.5 Class teachers

Class teachers are responsible for recording attendance on a twice daily basis, using the correct codes, and submitting this information via sims

3.6 School [admin/office] staff

School [admin/office] staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Attendance Officer/member of SLT in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 10am 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 1 emergency contact number for their child (at least 2-which must be kept up-to-date)
- Ensure that, where possible, appointments for their child are made outside of the school day
- Apply for exceptional leave by completing a formal request by completing the '**Request for leave of absence during term time**'

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register at the start of the first session of each school day and at the start of the afternoon session. It will mark whether every pupil is:

- Present

- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- 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 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.50am on each school day.

The register for the first session will be taken at 8.50am and will be kept open until 9.20am
The register for the second session will be taken at 1.30pm and will be kept open until 1.40pm

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by or as soon as practically possible by calling the school staff (see also section 7). The attendance officer is Mrs Sherwani and can be contacted via telephone:02089043725 extension 1 or via email admin@wembleyprimary.brent.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 with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

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 pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

A daily text message is sent when a child is late for school. This is followed up by a letter/meeting if a child is 'persistently' late. If there are 5 lates in a 6 week period - actions will be agreed in order to ensure that improvement is made.

Start times at Wembley Primary School

Gates open	Classroom doors open at	The school gate closes at	Child marked late if they arrive after
8.30am	8.35am-for soft start	8.50am (Official start time)	8.50am

End of School times at Wembley Primary School

Gates open	Classroom doors open at (this is the end of the school day)	The school gate closes at	Late picking up of children arrangements
3.15pm	Reception-Year 2 3.20pm Years 3-6 3.30pm	3.45pm	At 3.45pm children will be taken to the welfare room. Parent sign out children

4.5 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 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 contact Education Welfare Services We will contact EWS on day 3 of an unexplained absence unless the child is considered 'vulnerable'. -then a referral may be made on day 1 or 2..
- 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 consider involving an education welfare officer-see above
- In Line with KCSIE we understand the term 'children missing education' is different from 'children absent from education'. We ensure that we have in place early identification of children missing education and agree actions in order to help prevent the risk of them becoming a child missing education in the future (paragraph 175)

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via emailed letters, text messages, parents' evening meetings and school reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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.

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, and in accordance with any leave of absence request form, accessible via our school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

If a leave request is rejected a letter is sent to parents to inform them that they could be at risk of being issued a penalty notice if they decide to take their child out of school.

Parents are reminded annually of the school's position on unauthorised leave.

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay **£60** within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by the Local Authority.

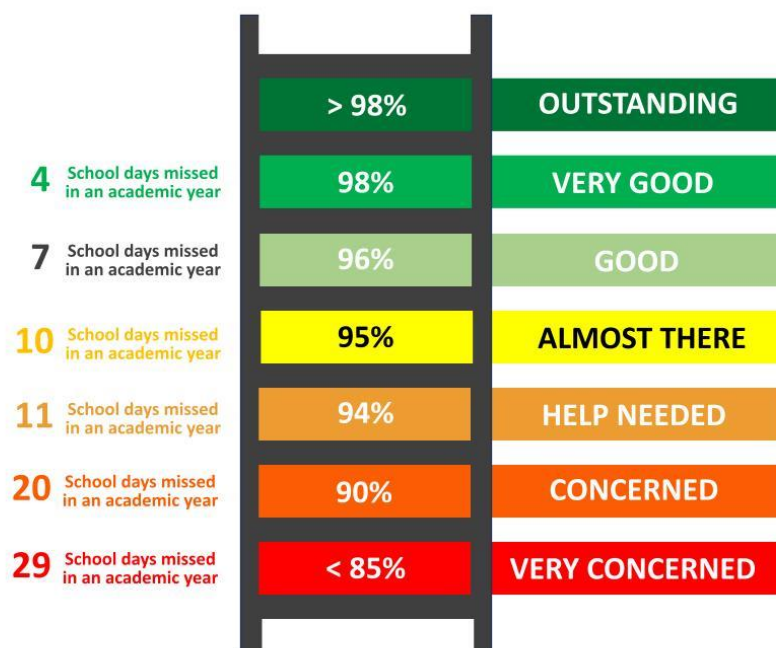
The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting & incentivising good attendance

Attendance ladder used to illustrate levels of good attendance



Assemblies

Certificates/attendance teddy bears/Informing Parents

Class celebration

100% Weeks

Phone calls/letters for improved attendance

Attendance weeks-100% pencils

7. Attendance monitoring

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children as well as individuals 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.

7.2 Analysing attendance

The school will:

- 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

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to senior phase leaders and class teachers, 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

7.4 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 (and Education Welfare Officer) of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Support will be formalised with EWS if attendance meets their threshold
- Identifying Barriers: Develop a strategy for understanding and addressing barriers to attendance, including collaboration with families and local support services including Early Help Referrals.
- Provide access to wider support services to remove the barriers to attendance

The school closely monitors attendance. If we have any concerns, we ensure that at the earliest point we inform parents and hold meetings with parents

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years by the Headteacher, Mrs Taylor-Kent. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEN Policy

Conclusion

This attendance policy framework is designed to create a comprehensive approach to managing attendance at Wembley Primary School, ensuring that all stakeholders are engaged and informed. By implementing these strategies, the school can foster a positive culture of attendance that supports the educational success of all pupils.

Appendix 1: attendance codes

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

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school-not a sporting activity
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Leave of absence for the purpose of studying for a public examination
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Example letters and emails

General messages about the importance of attendance

Dear Parent/Carer of {Pupil Name}

We need your help, please.

{Pupil Name} has been absent for {#} days of school, which is equal to {#} lessons missed so far this school year.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance [Is my child too ill for school? - NHS \(www.nhs.uk\)](http://www.nhs.uk) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At _____ school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on {Pupil Name} absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet {Pupil Name}'s class teacher or tutor if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

Absence due to lateness

Dear Parent/Carer of {Pupil Name}

We have noticed that {Pupil Name} is often absent in the mornings.

We know that mornings can be difficult for some pupils, and we are keen to help to improve {Pupil Name}'s attendance.

We would love to talk to you to discuss avenues for support to help {Pupil Name} attend school well. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards

