



CHRIST THE SAVIOUR C.E. PRIMARY SCHOOL



Each of you should use whatever gift you have received to serve others, as faithful stewards of
God's grace in its various forms
1 Peter 4:10

Attendance Policy

Date	August 2026
Policy ratified and adopted by the Full Governing Body	September 2025 and updated in September 2026
Policy due for review	July 2027

Attendance Policy

Role	Name	Contact details
Senior Attendance champion	Mrs Larson, Deputy Head	larson@cts-school.org
Day to day Attendance	School Admin Team	admin@cts-school.org
Local authority link attendance officer	Vipul Dhamecha	attendance@ealing.gov.uk

Aims

Good attendance begins with our school being a community where pupils feel they belong and want to be; therefore the foundation of securing good attendance is that school is a safe, calm, orderly, and supportive environment where all pupils feel welcome and are keen and ready to learn. At Christ the Saviour, we aim to build a positive and supportive relationship between home and school that can be the foundation of good attendance. For a child to reach their full educational achievement a high level of school attendance is essential. Every opportunity will be used to work with pupils and their parents to achieve high levels of regular and punctual attendance.

1. School attendance is subject to [Education Law](#) and this policy is written to reflect these laws and meet the requirements of the [school attendance guidance](#) from the Department for Education (DfE)
2. All schools are legally required to share information from their registers with the local authority (DfE, 2024), this is done automatically on a daily basis.
3. The school regularly analyses its attendance data and together with the local authority sets attendance/absence targets annually. These will reflect both national and local attendance targets.
4. Attendance is rigorously tracked by class teachers, senior leaders, administrators and our link Education Welfare Officer as part of our safeguarding procedures.
5. We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending school.

We are committed to meeting our obligations with regards to school attendance by:

1. Creating a positive and welcoming school community where good attendance is valued and celebrated.
2. Ensuring every pupil has access to full-time education to which they are entitled
3. Following processes that identify patterns of absence and seek to address them with an early intervention support first approach.
4. Regularly reviewing our systems for supporting families and improving attendance to make sure they are impactful.

Good attendance is important because:

1. Statistics show a direct link between underachievement and poor attendance.
2. Regular attendance promotes pupil wellbeing, and regular attendees find school routines, school work and friendships easier to cope with.
3. Regular attenders find learning more satisfying.
4. Regular attendance encourages responsible learning habits and prepares children for higher education and for their working life.
5. For the most vulnerable pupils, regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided.

Percentage attendance	Real terms	Missed lessons
95%	Attendance of 95% for the year equals 9 and a half days that your child has been absent, that is almost 2 full school weeks of your child's learning missed for that year.	48 missed lessons
90%	Attendance of 90% for the year equals 19 days that your child has been absent that is almost 4 school weeks missed.	96 missed lessons
80%	Attendance of 80% for the year equals 38 days absent per year that is over 7 school weeks missed.	190 missed lessons
Punctuality	Arriving 10 minutes late every day adds up to over 5 days lost each year	25 missed lessons

Responsibilities

1. Parents

- Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend school every day that the school is open, except in a small number of allowable circumstances which can be authorised as absence.
- Parents must report their child's absence in writing (by email) before 8.30am to: admin@cts-school.org with the subject: **Pupil Absence: Child's Name and Class** giving the reason for the absence.
- We may ask for medical verification where absence is claimed as illness - if it is frequent, prolonged or where there are absences before or after school holidays.
- Medical appointments, including dental appointments should be made out of school hours. Where this is not possible, parents must get the school's agreement at least 24 hours in advance by emailing the admin team on admin@cts-school.org with the subject **Planned Absence Request**. We are not permitted to grant a leave of absence if a request for absence has not been made in advance.

- Registers are taken both in the morning and the afternoon, thus pupils gain two attendance marks a day. If a medical appointment during the day is unavoidable parents must not keep their child off school for the whole day but should seek to make sure their child attends as much of the school day as possible.
- Planned absence requests must also be submitted at least 24 hours in advance via an email to the admin team with the subject **Planned Absence Request** for the following reasons: interview, ballet, music or academic exam, visiting a secondary school open day etc
- To assist the school with following up unreported absences, parents should ensure three contact numbers on Arbor are up to date; this includes all telephone numbers and emergency contact details. If a parent has not reported their child's absence and the school is unable to contact a parent, senior staff are likely to make a home visit.
- Parents are encouraged to notify the class teacher as soon as they detect any reluctance in their child to attend school; early intervention is key to supporting pupil wellbeing and to preventing deterioration in attendance. Frequent absence can exacerbate the problem as gaps in education widen, peer friendships are impacted and a sense of isolation can ensue.
- Parents must plan any holiday or time abroad to take place during the school holiday period; headteachers are not permitted to grant absence for term time holidays. To support families in planning appropriate holidays term time dates are published on the school website over a year in advance.
- If a child goes abroad during a school holiday period, the parent must make definite arrangements so that they return in good time for school re-opening. If a family experiences unexpected delays in returning from a trip abroad or within the UK, for whatever reason, in order to authorise the absence the school will require documentary evidence accompanied with proof of original return dates i.e., tickets or an official travel plan showing intent to return on time. Medical documentation should be in English. In certain circumstances, if a child remains abroad at the beginning of a school term and absence is extended, their school place may be at risk.
- Absence claimed as illness directly before or after a school holiday must be reported during the period of absence and medical evidence produced on return to school. Otherwise, the absence will be regarded as unauthorised leave.
- Parents can see their child's attendance record at any time by logging in to their school Arbor account
- Parents must notify the school in writing if the family is leaving the area and changing schools. Schools and the local authority are obliged to track pupils from school to school, even if abroad. A child is not permitted to be taken off the school roll without forwarding information which will be requested by our admin team. (see section below: *Pupils whose name is deleted from the school roll*)
- Parents who remain resident locally can only withdraw their children from school if they have a confirmed start date at another school or are undertaking to educate the child at home (Elective Home Education). If the latter, this should be confirmed in writing and parents will be required to complete an EHE consideration form. All pupils with an EHCP who are being withdrawn to be Home Educated, must have the approval of the Ealing SEND team. Pupils remain registered at school until such conditions are satisfied.

2. School

- In the event that a parent has not contacted the school by 8.30am to report their child's absence we will call or email the primary contact listed on Arbor and will continue to call other contacts until a reason for absence is given. Schools have a safeguarding responsibility for pupil attendance so home visits may be made by school staff or by the Local Authority School Attendance Officer if a parent cannot be contacted.
- The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.
- The attendance lead works closely with the headteacher on the following:
 1. Implementation of this policy at the school
 2. Monitoring school-level absence data and reporting it to governors
 3. Supporting staff with monitoring and promoting the attendance of individual pupils
 4. Communicating to parents when there is an attendance concern
 5. Implementing early intervention attendance support strategies when an attendance concern is first raised
 6. Seeking support from external agencies when this may be the most impactful means of addressing an attendance concern
 7. Putting in support and notifying the local authority when a child has met the threshold of 15 days authorised absence for illness in an academic year
 8. Notifying the local authority of sustained absence (ie more than 10 sessions in a 10 week period) so that a fixed-penalty notice can be issued
 9. Working with education welfare officers to tackle persistent absence

School Procedures

- I. Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being:
 - a. **Authorised**
 - b. **Unauthorised**
 - c. **Approved Educational Activity** [attendance out of school]

Authorised absences are absences that are permitted by law. Examples of authorised absences are;

- A. Illness
- B. Exceptional Circumstances (such as bereavement) (see section below: Exceptional Circumstances)
- C. Regulated Performance supported by a license issued by the local authority (see section below: Regulated Performance)
- D. Religious Observance (this is authorised automatically if it is day exclusively set apart for religious observance by the religious body to which the parent belongs)

Unauthorised absences are absences that are not permitted by law. Examples of Unauthorised absence are:

- A. Going for a family day out
- B. Sleeping in after a late night
- C. Because it is your child's birthday

- D. Because you have visitors
- E. Term time holiday
- F. Parent's illness or attendance to their own medical appointment (other than an emergency)
- G. Where there is no explanation for an absence or the school considers the reason provided to be unsatisfactory

Examples of **Approved educational activity** are:

- A. Ballet, music or academic exam
 - B. Attending transition days at other schools
2. Only the headteacher or a senior member of staff acting on their behalf can authorise absence.
 3. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.
 4. Class teachers are responsible for taking the register on a daily basis on [Arbor](#) and marking children present or absent in class. **Class teachers do not mark the reason for absence** and it is for this reason that absence emails must be sent to the admin team. Parents may copy in the class teacher for their information but the codes for absence are processed by the admin team only.
 5. The admin team ensures the correct codes are then entered using the information provided via email from parents for children who are not present each day. All absences are recorded electronically. Paper registers are available for use in an emergency.

Lateness

1. Morning registration will take place at 8.40 am on the Broadway site and 8:50am on Grove site. Registers are taken electronically.
2. Pupils arriving after 8.40am at the Broadway Site and 8.50am at the Grove Site will be marked as Late (before the register has closed.)
3. [Government legislation](#) dictates that registers can **only remain open for 30 minutes**: 8.40am - 9.10am at the Broadway and 8.50am - 9.20am at the Grove
4. Any pupil arriving after 9:10am (Broadway) and 9:20am (Grove) will be marked as Late arrival after the register has closed. In line with the Government legislation this will be recorded as U Unauthorised absence, unless there is an acceptable explanation i.e. school transport was delayed. Traffic is not an acceptable reason for regular late arrival at school.

Broadway Site

Registers are taken in classrooms at 8.40am.

Any pupil arriving between 8:40- 9.10am will be marked as **Late (L)**

Any pupil arriving after 9.10am will be marked as **Unauthorised Absence (U)** and a note is added to state the time they arrived at school.

Grove Site

Registers are taken in classrooms at 8.50am.

Any pupil arriving between 8:50- 9.20 will be marked as **Late (L)**

Any pupil arriving after 9:20am will be marked as **Unauthorised Absence (U)** and a note is added to state the time they arrived at school.

5. Where the absence at registration was for a planned and authorised early morning medical appointment, the child will be marked present on arrival at school if they arrive before the end of the session.
6. Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

First Day Absence School Procedures

1. Parents must report their child's absence by email, giving the reason for the absence, before 8.30am to: admin@cts-school.org with the subject: **Pupil Absence: Child's Name and Class.**
2. If a parent has not called or emailed the school on the first day of absence, the school will contact the parent as soon as possible, following the guidelines below:
 - Get registers in promptly
 - Check absence emails, and late list
 - Bring together registers, lates, absence calls - produce the list of children absent with no explanation
 - Double check in school before you start calling
 - Start the first day calling for children absent without explanation, call all numbers on the contact list until you get an answer. Leave messages if there is a voicemail option. Send an email through Arbor.
 - Overseas ringtone - consider if the family is taking a holiday they haven't told the school about?
 - Call the contact list at least twice
 - If no reply at all consider whether any children have additional agency support, such as a social worker, contact them
 - If you cannot get an answer refer to the senior team who will make an informed decision whether to escalate to a home visit or referral to social care

Five Days Absence School Procedures

1. Any pupil who is absent without an explanation for 5 consecutive days will be notified to the Local Authority, by submitting a referral to the Education Welfare Officer and action taken within legal parameters. Sometimes, the school will seek the additional support of Social Services if they have concerns about a pupil's poor attendance. At Christ the Saviour it is unlikely we would leave this for 5 days and our practice is to report this to the EWO sooner.

Attendance Support

The Department for Education expects schools to share information and work collaboratively with other schools in the area, local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe

1. In the first instance where a pupil begins to develop a pattern of absences (attendance falls below 95%), or a parent raises a concern about their child's reluctance to come to school, the class teacher will work with

- the pupil and the family to identify the root of the problem and to put supportive measures in place e.g. soft starts, special jobs, personalised morning routines, support with friendship issues
2. If the initial attendance support does not prove impactful, class teachers will refer to the Head of Year and/or the Senior Team to seek further supportive measures. These may include:
 - a) Further reasonable adjustments in discussion with you and your child
 - b) A discussion with the school welfare team and a referral to the School Nurse or Health Advisor
 - c) An invitation to participate in an Early Help and Assessment Plan (EHAP)
 - d) A consideration of whether the EBSNA process needs to be initiated (SWOT analysis: strengths, weaknesses, opportunities, threats)
 - e) Meetings to agree an Attendance Support Plan.
 - f) A referral may also be made to external partners, including the Educational Welfare Officer at the Local Authority School Attendance Service, Ealing Children's Integrated Response Service (ECIRS).
 3. Where a child's absence is caused by an ongoing medical concern or medical condition, the school's welfare team will work with the family; the school is required to notify the local authority when a child has had 15 days authorised absence for illness within an academic year. If necessary, an individual health care plan may be put in place in collaboration with parents; relevant healthcare professionals may be invited to contribute. Judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed. Where appropriate, the school will work closely with local mental health services, the local School Nursing Service and the local authority's special educational needs and disability team(s) to ensure joined up support for families facing health or disability related barriers to attendance.
 4. If your child has an education health and care plan (EHCP), any attendance concerns will be discussed as part of the annual review. You may be asked to participate in an emergency annual review if your child has an EHCP and there are attendance concerns. Ealing SENDIASS offers free, confidential, accurate and impartial advice and support to families living in Ealing with a child up to the age of 25 who has special educational needs or a disability (SEND). www.ealingsendiass.org.uk

Letters Notifying Parents of Attendance Concerns

1. At the end of every half term, parents of pupils with attendance of less than 90% (classified as **persistent absentees**) are sent a letter from the school informing them of their child's attendance data and offering support. The attendance of these pupils are subsequently monitored and supported by class teachers, senior staff and the EWO throughout the year.
2. If the attendance of a persistent absentee does not improve in the successive half term, a second letter is sent to the parents and parents will be invited to discuss what more can be done to support good attendance.
3. If the attendance of a persistent absentee does not improve and continues to decline the school will work with the parent to put an individualised Attendance Support Plan in place.

4. Pupils with less than 50% attendance (classified as **severely absent**) must have an individualised Attendance Support Plan which is agreed by the school and the parent. These pupils are carefully monitored by the local authority education welfare officer on a regular basis.
5. Genuine medical absence with appropriate certification, or any sensitive issue agreed by the Headteacher, can result in the head's decision to waive any of the above. There are occasions when the school should act sensitively with parents of pupils who are genuinely ill - however, it is expected that parents will already have made sure they have communicated with senior staff about attendance rates in such instances.

Exceptional Circumstances

1. Authorised leave for exceptional circumstances will be considered by the Headteacher for absence which is genuinely exceptional. Exceptional circumstances may include, but are not limited to, bereavement or severe illness.
2. A request for exceptional leave must be made in advance to the Headteacher explaining clearly the reason for absence. This can be done by email or a form to request authorised leave is available on the school's website under the [contact] section
3. A school cannot grant a leave of absence for exceptional circumstances retrospectively. If the parent did not apply in advance, leave of absence will not be granted. If term time leave is taken without prior permission from the school, the absence will be unauthorised, and you may be liable for a Fixed-Penalty Notice.

The Governing Body permits the Headteacher to authorize up to ten days absence with the following conditions:

- a. that there is at least 96% attendance in the current and previous academic year
- b. that the request is genuinely an exceptional circumstance and a one-off request

Regulated Performance (including modelling)

Absence requests for the purpose of participating in a regulated performance or undertaking regulated employment can be authorised. Parents should email the headteacher or complete the request for authorised leave form to seek authorized absence from the school for their child to participate in a regulated performance such as modelling or performing in a play. Such requests will be taken on a case by case basis. These requests will only be considered if your child has at least 96% attendance, the request is supported by a license issued by the local authority and the school is satisfied that it will not have a negative effect on the pupil's education and wellbeing.

Holidays during term time

- Holidays during term time are not permitted. Holidays in term time disrupt your child's education and the education of other children in the class as the teacher supports your child to fill the gaps. Holidays taken at the beginning and end of the school year particularly impact your child as they miss out on important transition arrangements that reduce anxiety, promote wellbeing and ensure a smooth transition to the next year group or phase of education. Parents taking holiday during term time may also be fined in line with Government Policy, please see below.

Local Authority Fines

[Statutory Guidance](#) states that all schools must consider issuing a fine when a child has missed 10 or more sessions (equivalent to 5 days) for unauthorised reasons, within a rolling period of 10 school weeks. **It should be noted that sessions do not have to be consecutive.**

All considerations will be made by the Headteacher as to whether a penalty notice is the best available improvement tool that is most likely to change behaviour and improve attendance for the family and where not appropriate, what support should be considered.

Starting from August 19 2024, the fine for unauthorised school absences across the country will be: £80 if paid within 21 days £160 if paid within 28 days

If a parent receives a second fine for the same child within any three-year period, it will be charged at the higher rate of £160. **Parents can receive a maximum of two fines per parent, per child within this period.**

Once this limit has been reached, the local authority will consider other actions such as a parenting order or prosecution. If a parent is prosecuted and attends court because their child hasn't been attending school, a fine of up to £2,500 can be issued

[Ealing School Attendance Fixed Penalty Notice Protocol](#)

[DFE Education Hub: Fines for Missing Education](#)

Children Missing In Education

KCSIE sets out guidance to schools when pupils arrive at the school. When children are added to the admissions register, the school **must** record the expected start date of the pupil. If the young person does not arrive on the start date, the school should contact the local authority at the earliest opportunity.

For admissions to the school, apart from in the Reception year, schools are required to notify the local authority within five days when a pupil's name is added to the admission register and provide all the information held within the admission register about the pupil.

Pupils whose name is deleted from the school roll

When a pupil leaves the school, the admission register must also record:

1. the name of the pupil's new school
2. the expected start date at the new school

When a pupils starts or leaves the school at a non-standard transition point (for example, joining mid-year or leaving before your school's final year) the school will :

1. Notify the LA within 5 days
2. Provide the LA with all the information held within the admission register about the pupil

The school must inform the local authority and supply the following information:

1. the full name of the pupil;
2. the full name and address of any parent with whom the pupil lives;
3. at least one telephone number of the parent with whom the pupil lives;
4. if applicable, the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there;
5. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
6. the grounds under which the pupil's name is to be deleted from the admission register

Elective Home Education

When the school is made aware that a parent wishes to withdraw their child from the school and electively home educate, the school will arrange a meeting with the parent(s) to ensure that they have considered what is in the best interests of the young person and are aware of their responsibilities in educating at home.

Where a pupil is leaving the school to be Electively Home Educated (EHE) pupils may only be removed from roll once the parents have confirmed in writing that they are electively home educating and they have completed the required EHE consideration form.

Registration Codes

1. The School will use an electronic recording system for keeping the school attendance records.
2. The following national codes will be used to record attendance information in line with the new statutory guidance.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Attending any other approved educational activity	Approved Education Activity
C	Leave of absence for exceptional circumstance	Authorised absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
C2	Leave of absence for a compulsory school age pupil subject to a part- time timetable	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Suspended or Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence

J	Interview	Approved Education Activity
K	Attending education provision arranged by the LA	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
Q	Unable to attend due to a lack of access arrangements (by LA)	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not a possible attendance
Y4	Unable to attend due to whole school premises being closed	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice system	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance
Z	Pupil not yet on roll	Not counted in possible attendances

#	School closed to pupils	Not counted in possible attendances
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Legislation and guidance

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

[Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

[Is my child too ill for school? - NHS \(www.nhs.uk\)](#)

[Resources for families | Children's Commissioner for England \(childrenscommissioner.gov.uk\)](#)

[School attendance and absence: Overview - GOV.UK \(www.gov.uk\)](#)

[Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK \(www.gov.uk\)](#)

[Mental health and wellbeing provision in schools \(publishing.service.gov.uk\)](#)