

Newhall Infant and Nursery School



Attendance Policy

NINS

February 2026

ATTENDANCE POLICY

1. Aims

Newhall Infant and Nursery School is committed to fulfilling our obligation to school attendance through our whole-school culture and ethos that values and understands the importance of good attendance – high achievement depends on good attendance.

This includes:

- 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 and;
- building strong relationships with families to ensure pupils have the support in place to attend the school.

Further to attendance at school, we will also promote and support punctuality.

Whilst we will apply our policy fairly and consistently, we will also ensure that we consider the individual needs of pupils and their families who have specific barriers to attendance.

2. Legislation and Guidance

This policy meets the requirements of [Working Together to Improve School Attendance \(2022\)](#) published by the Department for Education (DfE), and refers to the DfE's statutory guidance on [School Attendance Parental Responsibility Measures \(2015\)](#). 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.

3. Roles and Responsibilities

3.1 Governing Body

The Governing Body, is responsible for:

- promoting the importance of 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 and;
- holding the Headteacher to account for the implementation of this policy

3.2 The Headteacher

The Headteacher is responsible for:

- the 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 and;
- issuing fixed-penalty notices, where necessary.

3.3 The Senior Leader Responsible for Attendance

The Senior Leader for Attendance 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;
- arranging calls and meetings with parents to discuss attendance issues and;
- delivering targeted intervention and support to pupils and families.
- Carrying out safe and well-being checks.

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 Senior Leader responsible for attendance and the Headteacher;
- working with school partners, the Local Authority and Education Welfare Officers to tackle persistent absence and;
- advising the Headteacher when to issue fixed-penalty notices.

3.5 Teachers

Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office through Integris (the school information system). This must be done on the same day at 8.45 a.m. and at the start of the afternoon (1.15 p.m.).

Class teachers will have conversations with parents where absence is at risk of becoming persistent (93%).

3.6 School Office Staff

School office staff will:

- take calls from parents about absence on a day-to-day basis and record it on the school system (Integris);
- record absences reported via other methods e.g. email
- transfer calls from parents to the teacher/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 and on time;
- call the school to report their child's absence before 9 a.m. 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 and;
- ensure children are collected on time at the end of the school day at 3.15 p.m.;
- ensure that, where possible, appointments for their child are made outside of the school day.

All absences can be reported by calling the school office on 01283 216496.

3.8 Pupils

All Newhall Infant and Nursery School pupils are expected to:

- Attend every school day and lesson on 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 once during the second session. It will mark whether every pupil is:

- present;
- attending an approved off-site educational activity;
- absent, or;
- 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 and;

- 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, or;
- 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 at the school at 8.45 a.m. on each school day.

The register for the first session will be taken at **8.45 a.m.** (anyone arriving after 8.55 a.m. will be marked as late). Registers will be kept open until 9.10 a.m. The register for the second session will be taken at **1.15 p.m.** (open until 1.25 p.m.).

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 **8.45 a.m.** or as soon as practically possible by calling the school office staff (see also section 7).

Absences should be reported by calling the school office on 01283 216496.

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 or there are concerns about persistent absence, 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.

On day 4 of absence due to illness, school will contact parent/carer to arrange a safe and wellbeing check for that day at a convenient time. If contact cannot be made it will be assumed the family is on holiday and a penalty notice will be issued.

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.

Parents / carers should notify the office of a planned absence by calling the school office on 01283 216496.

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 (after 8.45 a.m. but before 9.10 a.m.)** will be marked as late, using the appropriate code.
- **After the register has closed (after 9.10am)** will be marked as absent, using the appropriate code.
- If a child is persistently late (more than 5 times within a half term) the parent/carer will receive a letter informing them of this. If the situation does not improve (5 more lates), a meeting will be held in school to look at ways to improve punctuality.

4.5 Following-up Unexplained Absence

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

- On day 1 – call the pupil's parent/ carer on the morning of the first day of unexplained absence to ascertain the reason.
- On day 2 (if no contact made on day 1) – call the pupil's parent/carer and all other emergency contacts to ascertain the reason for absence.
- On day 3 (if no contact previously made), call all contacts. If no answer, school staff will visit the home address. If no contact is made, the police / social care will be called (depending on the individual circumstances of the child) this would be considered a serious safeguarding risk.
- 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 and;
- 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 arrange for an Attendance Meeting with the Attendance Lead.

4.6 Reporting to Parents/Carers

The school will regularly inform parents about their child's attendance and absence levels via termly written reports. (see Appendix 2).

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'.

The Headteacher cannot and will not authorise an absence for a family holiday for any reason. The Department for Education does not consider the need for a holiday, an exceptional circumstance.

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

5.2 Exceptional Circumstances

We define 'exceptional circumstances' as circumstances that could not be reasonably foreseen and for which there was insufficient time to take the necessary action to resolve the situation arising from those circumstances.

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 the school website. The Headteacher will require evidence to support **any** request for leave of absence.

Valid reasons of exceptional circumstance for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where a day is “exclusively set apart for religious observance by the religious body to which the pupil's parents belong” (The Education Act 1996 S444(3) (c)). If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart. Absence of one day only will be approved.
- 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.
- Attendance at own parents wedding or very close relative may be considered exceptional. For a UK based wedding, one day will be approved; for a wedding abroad, three days will be authorised.
- The needs of the families of service personnel will be taken into account if they are returning from long operational tours that prevent contact during scheduled holiday time.

Supporting evidence is required for all exceptional circumstances.

When considering granting the leave of absence as an exceptional circumstance, the Headteacher will consider:

- the amount of time requested;
- circumstances of the request;
- frequency of the request;
- previous leave of absences taken within child's school career;
- when the request was made;
- the child's current attendance record, including previous academic years; (leave will not be granted where a child's attendance is below 90%)
- the impact that absence will have on a child's attendance record;
- the impact on the child's education and their ability to catch up on the work that would be missed.

5.3 Legal Sanctions

Newhall Infant and Nursery School or the Local Authority can fine parents for the unauthorised absence of their child from the school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made **directly to the Local Authority**.

Penalty notices can be issued by the Headteacher, Local Authority officer or the Police.

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, and;
- 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 Attendance

Newhall Infant and Nursery School recognises that celebration play a vital part in encouraging pupils to achieve. Excellent attendance and punctuality will be recognised and celebrated. The following illustrates the rewards and strategies that will be given for good attendance and punctuality (these can be subject to change).

- identifying and celebrating the class with the highest attendance in assembly each week.

7. Attendance Monitoring

Newhall Infant and Nursery School will monitor attendance fortnightly. Where there are concerns about a child's attendance, this will be raised with parents and carers. (See Appendix 3).

7.1 Monitoring attendance

Newhall Infant and Nursery School will:

- monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level and;
- identify whether or not there are 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 Body.

7.2 Analysing attendance

Newhall Infant and Nursery 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, and;
- 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

Newhall Infant and Nursery School will:

- provide regular attendance reports to teachers, and other school leaders, to facilitate discussions with pupils and families and;
- 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.

Newhall Infant and Nursery School will:

- use attendance data to find patterns and trends of persistent and severe absence;
- have conversations with parents / carers where a child's absence is at risk of becoming persistent (93%).

- send letters to parents / carers to inform them that their child's attendance has fallen below 90%;
- 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 and;
- provide access to wider support services to remove the barriers to attendance.

8. Monitoring Arrangements

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum annually.

9. Links with Other Policies

This policy links to the following policies:

- Child protection and Safeguarding Policy
- Behaviour Policy
- Mental Health and Wellbeing Policy
- SEND Policy

Attendance Codes

The following codes are taken from the DfE's Guidance on School Attendance 2022.

Code	Definition	Scenario
/	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
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 at the Headteacher's discretion
I	Illness	The school has been notified that a pupil will be absent due to illness (not medical appointments)
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	Year 11 pupil is on study leave during their public examinations
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	The school is not satisfied with reason for pupil's absence or no reason has been provided
U	Arrival after registration	Pupil arrived at the school after the register closed
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/school used for polling

Newhall Infant and Nursery School

Attendance and Punctuality—What you need to know!



100% PERFECT!!

97% - 99% WELL DONE, THIS IS EXCELLENT!



91% - 96%

WORRYING/IMPROVEMENT NEEDED

Try not to have anymore time off

90% - 81%

PERSISTANT ABSENCE PUPIL

Children in this group will be closely monitored by the Headteacher and Attendance Lead.

Parents will be required to attend regular attendance meetings in school until improvement.



80% OR BELOW

VERY SERIOUS

If no improvement is made, legal proceedings will follow.

The school gates are opened at 8:40am, and children should be settled in class for a 8:45am start.

School gates are closed at 8:55am, any child who arrives after this time will be marked as late in the register.

Any absences must be reported to the school office **before** 8:45am and a valid reason for the absence given. If we do not hear from you, we will try to make contact via telephone and text message. **Absences with no valid reason will be marked as unauthorised.**

