



HOLYCROSS
CHURCH OF ENGLAND
PRIMARY SCHOOL

POLICY NAME:	Daily Attendance Procedure
DATE AGREED:	August 2025
REVIEW DATE:	August 2027

Daily Attendance Procedure

Attendance at school and legal intervention research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Holy Cross CofE Primary School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

As a school we regularly review our attendance figures and set targets. These will reflect both national and Norfolk attendance targets and following this we will review our systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised. The coding for any absences will be in accordance with the guidance provided by the Department of Education.

At the start of every new school academic year, the school will issue an Attendance Legal Intervention Letter which confirms the parents have a legal duty to ensure their child/ren are in school every day on time.


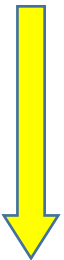

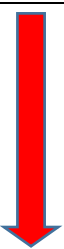
Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, requires the school to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

First Day of Absence	
	<p>On the first day of an absence, parents/carers should contact their child's school before the registration period closes. If no contact has been made, the school will endeavour to contact parents/carers as quickly as possible. This is done usually by 10am by a member of the office staff. Absence information will be transferred to the class register and will be logged onto BromCom.</p> <p>If no contact is received from parents by the end of the morning of absence, we will phone again/text them. We will also make general enquires during this time and try other contact numbers.</p> <p>Attempts will continue to be made by a member of the office staff to contact the parent by phone text and email. All attempts will be logged on the pupil's MIS record (BromCom).</p>
No Contact after day 1	
	<p>If no contact has been made by the parent by the end of day 1, a member of the school staff will try and contact other members of the child's family as listed in the emergency contacts held by the school. This is to be recorded on BromCom.</p> <p>Where there are concerns regarding the safety of a child or where a child is currently 'within CP, a home visit will be attempted.</p>
No Contact after day 2	
	<p>If no contact has been made with a parent or family member, 2 members of staff will conduct a home visit, in accordance with the school's safeguarding procedures which confirms that the child must be seen. Both members of staff will wear their school ID and ensure they make themselves known at the family home. If the parent or other family member is at home, they will be reminded that absence of any sort must be communicated with the school from the first day of absence.</p> <p>If the parent/carer is not home, a letter will be posted through the letterbox, requesting contact be made with the school</p>
No Contact on day on 3 & 4 and process if no contact by day 5	
	<p>Contact/home visits will continue through day 3 & 4.</p> <p>Any child who is absent without an explanation for five consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services/Attendance Staff for the local area - this is a legal requirement. The school will include details of the action that they have taken.</p>

Persistent Absence	
	<p>In accordance with the attendance policy, a pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for <u>any</u> reason.</p> <p>A letter from the Headteacher is sent home advising the parent that all further absences will only be authorised if medical evidence has been provided or seen.</p> <p>If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or full prosecution in the Magistrates' Court.</p> <p>Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3 month prison sentence, under a Section 444 (1a) offence</p>