



# Attendance Policy

## Attendance Policy (Including EYFS)

**Policy Review Date:** April 2026

**Reviewed By:** Ann Evans, J Callaway, SLT & Board of Governors

**Next Review:** September 2026 (or following incident, legislation or interim guidance)

December 2025 Reviewed & ratified by:

Headteacher: Mrs J Callaway

Chair of Governors: Dr Catherine Kidd :

This is policy is available on the school website and up on request.

### Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
Dec25	Section 2	Attendance Champion named and contact details added	4
Dec25	Section 10	Codes in line with national attendance and absence codes in accordance with <u>Working together to improve school attendance</u> outlined by the Department for Education (DfE).	6
	Appendix B	Addition of Attendance Code	10
Apr26		Minor amendment following recommendation of the Wirral LA Attendance 360 Audit – highlighted in <b>YELLOW</b>	7 & 8

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## **Section 1 Principles and Aims**

This policy outlines the shared responsibility between the school, students, parents, and the broader community in promoting regular attendance. The goal is to ensure that every pupil reaches their full potential through consistent and punctual attendance, fostering a supportive and collaborative approach to addressing attendance challenges.

This policy should be read in line with the attendance section in the Safeguarding Policy.

## **Section 2 Rationale**

Regular attendance is essential for pupils' academic achievement and social development. This policy promotes a culture of high expectations where attendance is prioritised and supported by the entire school community. The person with Designated Senior Leader responsibility for attendance, including the monitoring and promotion of attendance is Mrs A Evans in their role as Senior Leader, they can be contacted on [annevans@avalon-school.co.uk](mailto:annevans@avalon-school.co.uk) 0151 625 6993

## **Section 3 Legal Requirements**

Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. The law requires all schools to record the attendance of each pupil at the start of both the morning and afternoon sessions. Schools should follow up on absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is authorised or unauthorised

The Government expects

Parents/carers to:

- Perform their legal duty by ensuring their children attend school regularly and arrive at school on time

Schools to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to the full-time education to which they are entitled
- Act early to address patterns of absence

## **Section 4 Related Legislation and Guidance**

This policy is in line with the requirements of Working together to improve school attendance outlined by the Department for Education (DfE).

It is also based on the following legislation and guidance:

- Statutory guidance on school attendance parental responsibility measures
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

- The Education (Pupil Registration) (England) Regulations 2006 (with subsequent amendments)
- The Education and Inspections Act 2006 (Part 7)
- The Education Act 2002 (Part 3)
- The Education Act 1996 (Part 6)

When applying this policy, our school is aware of its obligations under the Equality Act 2010.

## **Section 5 Promoting Good Attendance**

The school acknowledges that good attendance should be recognised and rewarded. The school will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education. The Home/School agreement is also used in this way.

The school will:

- Offer a safe and supportive environment, which welcomes children regardless of race, gender or ability
- Establish clear and effective procedures for administration
- Foster a climate where the school community, teachers, parents/carers, governors and pupils value attendance and punctuality
- Comply with legal requirements  
Ensure any child presenting poor levels of attendance and punctuality is noted and monitored and appropriate action taken
- Keep parents/carers informed about their child's attendance through established procedures
- Support governors in taking an active role in promoting good attendance
- Work in partnerships with parents/carers, the Education Welfare Service, Social Care and other outside agencies

## **Section 6 Expectations**

The school expects its pupils to:

- Attend regularly and on time
- Be prepared adequately for the school day  
Comply with the school policies and procedures

The school expects its parents/carers to:

- Encourage their children to attend school every day on time
- Contact the school on the first day of absence
- Arrange holidays and medical appointments outside school hours where possible
- Regularly update emergency contact details
- Requesting a leave of absence - parents submit an application form which is then authorised/unauthorised.

[See Appendix A – Pupil Application for Leave During Term Time](#)

The Local Authority (Wirral) expects the school to:

- The school must make a return to the Local Authority within 5 days of adding a pupil's name to the admission register (a new pupil return) and must provide the Local Authority with all the information held within the admission register about the pupil. Wirral Local Authority also requests such information about pupils who are added to the admission register at the start of

the school's Reception year.

- The school must make a return to the Local Authority when a pupil's name is deleted from admission register (a deletion return). This also applies where the pupil's name is deleted at or after the end of the last term of school year when they are in the school's most senior class (Year 6), this is at the request Wirral Local Authority.

## **Section 7 Notification of Absences**

Every half-day absence from school has to be classified by the school (not by the parents), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Parents/carers should notify the school before 9.00am on the first school day of their child's absence from school. If the reason for absence is sickness and it continues – or is likely to continue for more than a week, medical evidence should be obtained and submitted to the school.

If any child is absent and the school has not been notified, the school office will phone the child's parent/carer. In the event that contact cannot be made, the school office will record this on the register. If there are any child welfare/safety concerns then the matter may be referred to the Local Authority and/or Social Services.

Under the DfE's statutory guidance, the school is required to submit a sickness return to the Local Authority for all pupils who have missed or are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

## **Section 8 Registration**

The school uses an electronic system of registration. The register is a legal document and as such can be used in a court of law (e.g. to establish a pupil's attendance or absence at a particular time on a precise day). The registers are marked at the beginning of each session, morning and afternoon.

**School begins at 8.45am prompt. The entrance gate closes at 8.50am.**

Morning registration period closes at 9.15am and the afternoon period closes at 1.20pm.

**Pupils arriving after 9am will be marked with a late (L) mark and those arriving after 9.15am will be noted as unauthorised absence.**

School finishing times:

- Reception, Y1 & Y2: 3.05pm
- Key Stage Two: 3.40pm

Pupils arriving after the start of the school day must enter the school via the school office entrance, where they will be met by the Admin staff. Parents are required to inform the Admin staff, who will record the pupil's name, time of arrival, and if applicable, the reason for lateness in the late register. It is vital that any pupil arriving late is signed in, in order to comply with Health and Safety procedures.

We all have a responsibility to encourage punctuality. It is important that every child arrives in school on time as English, phonics and maths are taught at the beginning of the school day and are fundamental to a pupil's educational needs.

## **Section 9 Persistent Lateness**

The school follows a three-step system for children who are persistently late:

- 1) When a child is considered to be persistently late (this is at the discretion of the Headteacher / Designated Safeguarding Lead), then the school will send a letter to the parents/carers informing them of their child's persistent lateness and the school's concerns.
- 2) If a child continues to be persistently late, the school will send a second letter to the parents/carers requesting a meeting to discuss the matter and see if there are any ways in which the school can help.
- 3) The Headteacher will contact parents to arrange a meeting.
- 4) If the matter continues beyond these measures, then the school will refer the situation to Wirral Local Authority for them to investigate.

## **Section 10 Categorisation of Absence**

All absences will be recorded, categorised as either authorised (with a valid reason, such as illness) or unauthorised (without a valid reason).

Within this codes for attendance and absence are listed in p76-92 of Working together to improve school attendance outlined by the Department for Education (DfE).

### **1. Authorised Absence**

Absence may be authorised for the following reasons:

- Sickness
- Religious observance in accordance with Local Authority guidelines.
- Medical or dental appointments which cannot be arranged outside of school hours. Where possible, parents/carers should try to arrange these appointments for out of school hours
- Special circumstances (authorised by the Headteacher)
- Permanent or fixed-term exclusions

### **2. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school. This would include:

- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site

### **3. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. Examples of unauthorised absences are:

- Parents/carers keeping children off school unnecessarily
- Truancy
- Unexplained absences
- Children who arrive at school after registration closes to get a mark
- Shopping, looking after other children or birthdays

- Day trips or holidays in term time not authorised by the school

#### 4. Patterns of Absence

##### First day of absence:

If a child is absent from school, the parent/carer should contact the school on 0151 625 6993 or can email the school via [schooloffice@avalon-school.co.uk](mailto:schooloffice@avalon-school.co.uk)

If a parent/carer does not inform the school, the admin staff will ring the parent contacts on the first day of absence or send an email to ascertain why the child is absent.

The school is aiming to achieve an attendance target of 95%. If a pupil's attendance falls below 90% and a parent/carer fails to inform school, there will be a clear strategy of intervention in place.

All schools must inform the Local Authority of any pupil who fails to attend school regularly or who has been absent without the school's permission for a continuous periods of 10 school days or more, at such intervals as are agreed between the school and the Local Authority (or in default of such agreement at intervals determined by the secretary of state). See Child Protection & Safeguarding Policy.

#### Section 11

##### Escalation of Intervention

- 1) The Senior Leadership Team will review all absences and the reasons given for children whose attendance falls below 95% in any half term. In most cases, the school will send a letter to the parents/carers informing them of their child's attendance and the school's concerns.
- 2) If a child's attendance level has not improved or has fallen further, at the end of the next half term, the Headteacher or Senior Attendance Champion will contact the parent/carer to arrange a meeting. The Headteacher or Deputy Head will liaise with the class teacher and, when necessary, other professionals if the need for support is identified.
- 3) In the event that the child's attendance levels still do not improve, then the school will refer the matter to Wirral Local Authority for further action including a home visit or may lead to prosecution.



# AVALON SCHOOL

## Pupil Application for Leave During Term Time

PUPIL DETAILS	
Name:	
Class:	
Date of Birth:	
Address:	

ABSENCE REQUEST DETAILS	
Start date of requested absence:	
End date of requested absence:	
Return to school date:	
Reason for absence request (attached evidence if applicable):	
Name of Parent/Carer:	
Signed:	
Date:	

FOR SCHOOL USE ONLY	
Comment by Headteacher:	
Headteacher Signed:	
Date:	

**HOLIDAYS DURING TERM-TIME ARE NOT AUTHORISED  
(unless there are exceptional circumstances which school will consider)**

## APPENDIX B – Attendance Codes

CODE	MEANING	CRITERIA	STATISTICAL VALUE
/	Present AM	Pupil is present at morning registration.	
\	Present PM	Pupil is present at afternoon registration.	
<b>B</b>	Attending any other approved Educational Activity	<p>B code can only be used if the pupil is present at the activity under arrangements by school or LA in the session for which it is recorded</p> <p>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a Local Authority</p> <p>The activity is of an educational nature</p> <p>The school has approved the pupil's attendance at the place of the activity</p> <p>The activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved</p>	Attending an approved educational activity (present)
<b>C</b>	Leave of absence exceptional circumstances	<p>Exceptional circumstances</p> <p>No blanket approach</p> <p>School discretion</p> <p>Generally a need or desire for a holiday or tother absence for the purpose of leisure and recreation would not constitute an exceptional circumstance</p>	Authorised absence
<b>C1</b>	Leave of absence – performance or regulated employment abroad	<p>Performance license issued by LA or Body of Persons Approval issued by LA or Justice of Peace has given license for pupil to go</p>	Authorised absence

		abroad for performance or regulated purpose	
<b>C2</b>	Leave of absence – compulsory school age pupil subject to part time timetable	Exceptional circumstances If the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part time temporary	Authorised absence
<b>D</b>	Dual registered at another school	The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code Code d may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are followed up promptly	Not a possible attendance (neither present nor absent)
<b>E</b>	Suspended or Permanently excluded with no alternative provision made	The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register and no alternative provision has been made for the pupil to continue their education.	Authorised absence
<b>G</b>	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.	Unauthorised absence
<b>I</b>	Illness (not medical appointment)	The pupil is unable to attend due to illness (Both physical and mental health related). Schools should advise parents to notify them on the first day the	Authorised absence

		child is unable to attend due to illness.	
<b>J1</b>	Leave of absence for interview	Agreement in advance Application by parent child normally lives with In session absence recorded	Authorised absence
<b>K</b>	Attending Education Provision arranged by LA	The nature of provision must be recorded. Code K can only be used if the child is present at the provision	Attending an approved educational activity (present)
<b>L</b>	Late arrival before register is closed	The pupil was absent when the register started being taken but arrives before the register is closed	Attending (present)
<b>M</b>	Leave of absence for Medical or Dental Appointment	Agreement in advance Application by parent child normally lives with Minimum time necessary Where pupil is absent at registration	Authorised absence
<b>N</b>	Reason for absence not yet established	Where absence is recorded as code N in the attendance register, the correct code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, school must amend the pupil's record to Code O	Unauthorised absence
<b>O</b>	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised	Unauthorised absence
<b>P</b>	Participating in a Sporting Activity. P code can only be used if the pupil is present at the activity.	P code can only be used if the pupil is present at the activity. The sporting activity must take place during the session for which it is recorded	Attending an approved educational activity (present)

		<p>The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a Local Authority</p> <p>The activity is of an educational nature</p> <p>The school has approved the pupil's attendance at the place of the activity</p> <p>The activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved</p>	
Q	Unable to attend school because of lack of access arrangements	<p>There is a lack of access arrangements for a pupil whose home is in England if (a) a Local Authority have a duty to make travel arrangements in relation to the pupil for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty (b) a Local Authority have a duty to make travel arrangements in relation to the pupil and have failed to discharge that duty or (c) the school is an independent school that is not a qualifying school and (i) the school is not within walking distance of the pupil's home (ii) no suitable arrangements have been made by a Local Authority for boarding accommodation for the pupil at or near the school and (iii) no suitable arrangements have been made by a Local Authority</p>	Not possible attendance

		for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	
<b>R</b>	Religious Observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)	Authorised absence
<b>S</b>	Leave of absence for studying for public examination		Authorised absence
<b>T</b>	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 nature as to require them to travel from place to place To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school	Authorised absence
<b>U</b>	Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All school are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked	Unauthorised absence

		absent. This should be the same for every session and not longer than 30 minutes.	
<b>V</b>	Attending an Educational Visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip Arranged by or on behalf of the school and supervised by a member of school staff	Attending an approved educational activity (present)
<b>W</b>	Attending work experience	W code can only be used if the pupil is present at the activity under arrangements by school or LA in the session for which it is recorded The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a Local Authority The activity is of an educational nature The school has approved the pupil's attendance at the place for the activity The activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved	Attending an approved educational activity (present)
<b>X</b>	Non-compulsory school age pupil not required to attend school	For part time attendance Absence for timetabled sessions to use appropriate code and not X	Not a possible attendance(neither present or absent)
<b>Y1</b>	Unable to attend due to transport normally provided not been available	The pupil is not able to attend because the school is not within walking distance of their home and the transport to and from	Not a possible attendance

		school that is normally provided for the pupil by the school or Local Authority is not available	
<b>Y2</b>	Unable to attend due to widespread travel disruption	The pupil is unable to attend the school because of widespread disruption to travel caused by a local national or international emergency	Not a possible attendance
<b>Y3</b>	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those parts of the premises that remain in use	Not a possible attendance
<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session but the school is closed unexpectedly (eg due to adverse weather) the attendance register is not taken as usual because there is no school session. Instead every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed	Not a possible attendance
<b>Y5</b>	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are : In police detention Remanded to youth detention, awaiting trial or sentencing or Detained under a sentence of detention A pupil's absence should be recorded under code Y7 if they are unable to attend because they are serving a community based part of a sentence of detention, referral order or youth rehabilitation order that requires them to be absent during the school day	Not a possible attendance

<p><b>Y6</b></p>	<p>Unable to attend in accordance with public health guidance or law</p>	<p>The pupil's travel to or attendance at the school would be:          Contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or Prohibited by any legislation relating to the incidence or transmission of infection or disease</p>	<p>Not a possible attendance</p>
<p><b>Y7</b></p>	<p>Unable to attend because of any other unavoidable cause</p>	<p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at the school does not , in itself mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause.</p>	<p>Not a possible attendance</p>