



# Tweeddale Primary School

## **Attendance Policy and Procedures**

Tweeddale Primary School is part of the Greenshaw Learning Trust.  
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales,  
company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.

# **Tweeddale Primary School**

## **Attendance Policy and Procedures**

<b>Section A:</b>	<b>2</b>
A1.1 Application	2
A1.2 Monitoring arrangements	2
A1.3 Approval and review	2
A1.4 Legislation and guidance	2
<b>Section B:</b>	<b>4</b>
B1.1 Policy Statement	4
B1.2 Policy Principles	4
B1.3 Roles and Responsibilities	5
<b>Section C</b>	<b>6</b>
<b>GLT Attendance Procedures</b>	<b>6</b>
C1. Recording attendance	6
C2. Unplanned absence	6
C3. Planned absence	7
C4. Lateness and punctuality	7
C5. Following up unexplained absence	7
C6. Reporting to parents/carers	8
C7. Approval for term-time absence	8
C8. Legal sanctions	9
C9. Strategies for promoting attendance	9
C10. Monitoring attendance	9
C11. Reducing persistent and severe absence	9
C12. Sixth Form	10
<b>Section D - School Operational Attendance Procedures</b>	<b>11</b>
D1. School Key Contacts	
D2. Notifying the school of unplanned absences	
D3. Staged attendance interventions	
D4. Strategies for promoting attendance	
D5. Procedure for Reporting a Children Missing in Education (CME) and Elective Home Education (EHE)	

## **Section A:**

### **A1.1 Application**

This Attendance Policy and Procedures applies to the Greenshaw Learning Trust as a whole and to all the schools in the Trust.

It is subject to the Trust's Scheme of Delegation for Governance Functions. If there is any ambiguity or conflict then the Scheme of Delegation and any specific alteration or restriction to the Scheme approved by the GLT Board of Trustees takes precedence.

It is the responsibility of the Governing Body and Headteacher of each school within the Greenshaw Learning Trust to ensure that their school adheres to this policy and procedures.

In implementing this policy and procedures all staff must take account of any advice given to them by the GLT CEO, the GLT Head of Attendance and Educational Welfare and/or the Board of Trustees.

If there is any question or doubt about the interpretation or implementation of this Policy and Procedures, the GLT Head of Attendance should be consulted.

### **A1.2 Monitoring arrangements**

This Policy and Procedures will be reviewed annually by the GLT Head of Attendance and will be updated when required due to legislation changes or as guidance from the local authority or DfE is updated.

### **A1.3 Approval and review**

- Maintenance of this Policy and Procedures (Sections A, B & C) is the responsibility of the GLT Head of Attendance.
- Maintenance of the Procedure in Section D is the responsibility of the Headteacher
- This Policy and Procedures (Sections A, B & C) were approved by the Board of Trustees in: October 2025.
- The School Specific Procedures (Section D) were approved by the school Governing Body in October 2025.

### **A1.4 Legislation and guidance**

This Policy and Procedures meet the requirements of Working Together to Improve School Attendance from the Department for Education (DfE), the DfE's statutory guidance on school attendance parental responsibility measures and 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

And the following guidance:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for school
- [For non-compulsory age students]: Education and Skills Funding Agency Guidance 2023

## **Section B:**

### **B1.1 Policy Statement**

The Board of Trustees of the Greenshaw Learning Trust is committed to meeting our obligation with regards to school attendance through building a culture and ethos that values good attendance, which includes:

- Promoting good attendance.
- Building strong relationships with families to ensure pupils have the support in place to attend school.
- 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.
- Promoting and supporting punctuality in attending lessons.

### **B1.2 Policy Principles**

The Board of Trustees of the Greenshaw Learning Trust firmly believe that all pupils benefit from outstanding school attendance. To this end, we will do all we can to ensure that our pupils achieve maximum possible attendance and that any problems that prevent excellent attendance are identified and acted upon promptly. In order for a pupil's attendance record to be deemed outstanding, we will expect every pupil to attend every day that the school is open to them, whilst working with parents/carers to develop appropriate individualised support approaches for pupils whose attendance is impacted by an additional or special educational need, disability or a diagnosed chronic/medial (including mental health) condition.

All GLT schools must ensure that they maintain systems and practices that will:

- Maintain a safe, secure environment where pupils feel valued and welcome, thereby positively encouraging attendance.
- Create an ethos in which excellent attendance is the norm.
- Raise pupil awareness of the importance of punctuality and uninterrupted attendance, and encourage in pupils motivation and a sense of responsibility.
- Support pupils and families who experience difficulties maintaining good school attendance.
- Celebrate excellent school attendance.
- Act in accordance with the Education Act 1996 and work collaboratively with local authorities to support parents in ensuring that their children are regularly attending school.

In addition, all GLT Schools expect pupils to :

- Attend school every day
- Attend school punctually.
- Attend school appropriately prepared for the day.

And all GLT schools expect that all parents/carers who have day to day responsibility for the children and young people will:

- Encourage regular school attendance and be aware of their legal responsibilities.
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day.
- Contact the school on the morning of each day of the pupil's absence.

- Contact the school promptly whenever any problem occurs that may keep the child away from school.
- Be aware that any unexplained absence is treated as an unauthorised absence and may be considered a safeguarding concern, this may result in a home visit or a referral to Children's Services.

### **B1.3 Roles and Responsibilities**

The Headteacher is responsible for:

- Implementation of this policy at their school
- Monitoring school-level absence data and reporting it to the governing body
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting fixed-penalty notices, where necessary
- Authorising any absence due to exceptional circumstances
- Directing School Attendance Officer to issue/request a notice to improve

The Senior Leader with responsibility for attendance (see Section D1) is responsible for:

- Leading attendance across the school and embedding a whole school approach to promoting/supporting excellent attendance
- Defining clear vision and priorities to improve attendance
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to understand the challenges causing attendance issues and plan steps to address these
- Creating intervention / reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Liaising with external agencies where appropriate for specific support
- Working proactively with local authorities and supporting them in their statutory responsibilities

The school attendance officer (see Section D1) is responsible for:

- Monitoring and analysing attendance data including completed registers and accurate coding
- Informing the School DSL (Designated Safeguarding Lead) and safeguarding team of unexplained absence of any pupil on safeguarding register by 9.30am.
- Informing the DSL of any parent / carer who have not responded to contact from school on the first day of absence of any pupil
- 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 address persistent absence
- Advising the Headteacher or appropriate Senior Leader when to issue fixed-penalty notices
- Responding to absence in accordance with the Attendance Procedures

All relevant teaching staff are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information correctly

## Section C

### GLT Attendance Procedures

#### C1. Recording attendance

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

Schools will take an attendance register at the start of the first session of each school day and once during the second session. The morning attendance register will be open for 30 minutes and the second register will be taken after midday. The attendance register will record whether each pupil is:

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

Attendance registers are legal documents which are shared with the DfE. 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

Schools will also record:

- [For pupils of compulsory school age] 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.

Every entry on the attendance register will be kept for 6 years after the date on which the entry was made.

#### C2. 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 as soon as practically possible. Please see Section D for details.

Absence due to physical or mental illness will be marked as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

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.

When no communication is received about a child's absence and we are unable to contact parents/carers, a home visit will be carried out within 24 hours in primary schools and 72 hours in

secondary schools of the absence occurring. Following the home visit, if we have further concerns or are not satisfied with the outcome, a referral may be made to Children's Services.

### **C3. Planned absence**

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.

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. Where a student's attendance is a concern, medical evidence will be required to support the absence.

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.

### **C4. Lateness and punctuality**

A pupil who arrives late before the register has closed will be marked as late.

A pupil who arrives late after the register has closed will be marked as absent.

GLT schools open their AM registers for 30 minutes (for exact times for each school see Section D) , pupils who arrive late but within the 30 minute window will receive a Late mark (L) in the register. Pupils who arrive after this time will have their mark recorded as an unauthorised absence (U Code - Late After the Close of Registers) in the AM register. PM registration is taken during the first lesson/session that starts after midday.

Lateness after registration has closed is recorded as an unauthorised absence (U) and parents/carers will be notified of this absence. Continued Lateness after the Close of Registration may result in a referral to the local authority requesting a notice to improve or a penalty notice.

### **C5. Following up unexplained absence**

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

- Call or message the pupil's parent/carer before 10:30am on the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's named contacts, the school may contact other emergency contacts or the police.
- 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.
- All normal absence monitoring procedures will continue during the unexplained absence, including calling/emailing/texting the parent/carer on each day that the absence continues. This may also involve contacting the school of any siblings, home visits and reference to Children's Services.

Continued concerns about a child's attendance may result in

- Implementation of a staged attendance intervention. Please see Section D for details.
- Home visits, from the third day of unexplained absence.

- A referral to the school's Safeguarding Team, an EHAT (Early Help Assessment Tool), the school nursing service, MASH Team (Multi Agency Safeguarding Hub) or the police for a welfare check.
- The school may request or issue a notice to improve in order to support attendance
- A referral to the local authority requesting the issue of a Penalty Notice, an application for an Education Supervision Order or court prosecution.

## **C6. Reporting to parents/carers**

The school will regularly inform parents/carers about their child's attendance and absence levels.

## **C7. 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 Headteacher will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

All parents/carers requesting leave of absence in term time will need to complete a "Request for Leave of Absence in Term Time for Exceptional Circumstances" form, where possible, at least six weeks before the absence and return it to the school. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

If a pupil's return to school is delayed due to travel issues, parents/carers must provide independent evidence of the delay, such as official documentation from the travel company or airline detailing changes to booked flights or confirmation of a cancellation

If a parent/carer requests an authorised absence due to an overseas emergency, they must provide proof of travel booked at short notice, such as a booking confirmation from the airline or travel company or e-ticket showing the date of purchase, to support the application.

The school reserves the right to request medical evidence from a healthcare professional for any period of pupil absence that occurs immediately before or after a requested leave of absence or school holiday period.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil i.e. lives with and looks after the child

The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness (including mental illness) and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart. If

parents/carers do not inform the school any days missed may be recorded as an unauthorised absence.

- 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 received approval from the school in writing, but it is not known whether the pupil is attending educational provision.
- Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963
- Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933

Absences that the school is unable to authorise include:

- Holidays during term time (unless in exceptional circumstances \*).
- Arrival after the registers close without prior notification.
- Shopping trips, even if this is for school uniforms.
- Birthday celebrations.
- Looking after a relative/pets.
- Tiredness due to extra-curricular activities.
- All unexplained absences.

*\*Exceptional circumstances will typically only cover:*

- *For Service children, where parental leave is dictated*
- *Holidays arranged and paid for by children's social care*
- *Holiday arranged by organisations such as Make a Wish Foundation*
- *Blue light staff (NHS clinical, police, paramedics, fire brigade) where holidays have been dictated and proof is provided*
- *A significant family event - ie; wedding or funeral of an immediate family member*

## **C8. Legal sanctions**

[For children of compulsory school age **only**.]

The school can apply to the local authority for a fine to be issued to parents/carers for the unauthorised absence of their child from school.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution.

If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be the most appropriate tool. Therefore only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

Penalty notices can only be requested by a Headteacher, local authority officer or the police and issued by the local authority.

All schools must consider whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice. The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session.

This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term)

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil i.e. lives with and looks after the child

### **C9. Strategies for promoting attendance**

All schools will use a range of strategies for rewarding and promoting good attendance. This may include issuing or requesting a notice to improve.

### **C10. Monitoring attendance**

The school will:

- Monitor attendance and absence data across the school and at an individual pupil level.
- 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.
- Provide attendance reports to the Board, its Committees and Governing Bodies..
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies and to facilitate discussions with pupils and families.

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.

### **C11. 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 strategies to improve attendance, these may include:

- Using attendance data to find patterns and trends of persistent and severe absence.
- Holding regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- Providing access to wider support services to remove the barriers to attendance.

### **C 12. Elective Home Education**

#### **Deregistration Process and Responsibilities:**

Upon receipt of a written request from a parent/carer to remove their child from the school roll for Elective Home Education (EHE), the school will contact the parent to offer a formal meeting and will notify the Local Authority Elective Education Team. The pupil will be formally removed from the school roll the day the request is received. For pupils subject to a Child Protection Plan, the school will contact the allocated social worker before formally removing the child from the school roll following a request for Elective Home Education

- **Parental Responsibility:** It is the sole responsibility of the parent/carer to ensure their child receives a suitable education once deregistered. The school will not provide work or resources for the child.
- **Local Authority Contact:** The Local Authority's EHE team will be notified and will subsequently contact the family to discuss their provision.

#### **Re-enrolment and Waiting Lists**

- The school will hold the child's place open for five days.
- If parents change their minds after the five-day cooling-off period and wish to re-enrol their child after this date, they must apply through the usual in-year admissions process. If a place is not available, the child will join the school waiting list.
- An electively home educated child who wishes to re-enrol will not immediately gain priority at the top of the waiting list for any preferred school

#### **GCSE Pupils**

For pupils preparing for GCSEs or other public examinations:

- **Examination Costs:** Parents/carers are responsible for all costs associated with public exam entries.
- **Examination Centre:** Parents/carers are responsible for finding an external examination centre that will facilitate their child sitting their public exams.

### **C13. Sixth Form**

The rigours of post-16 study mean that excellent attendance is perhaps even more important in Sixth Form than in any other years. The school's Sixth Form Team will therefore adopt the principles outlined above, unless otherwise stated.

While we expect Sixth Form students to take a greater degree of responsibility for their attendance than students in other years, we will still involve parents/carers where we feel it is appropriate.

Sixth Form students can be expected to remain onsite for the full school day. However, the Headteacher may choose to allow students to leave the school site at certain times (e.g. break, lunch, and in exceptional circumstances, study periods). Sixth Form students will be expected to sign in and out when arriving at / leaving school.

Sixth Form places will not be withdrawn on the grounds of low attendance. However, where a student's attendance is impacting upon academic performance, it might be appropriate for the school, in consultation with the student and their parents/carers, to consider whether changing a course and/or resitting a year might be appropriate. Such decisions will always be made with regard to the student's best interests.



## Section D - School Operational Attendance Procedures

### D1. School Key Contacts

Key Contact	Name	Email
Headteacher	Jonathan Walters	headteacher@tweeddale.org
Senior Leader with responsibility for attendance	Sharon Ashton	sen@tweeddale.org
Attendance Officer	Jane Barbury	jbarbury@tweeddale.org
Senior Administrator (Responsible for reporting CME and EHE children to the L. B. Sutton)	Claire Godfrey	cgodfrey6@tweeddale.org

### D2. Notifying the school of unplanned absences

Pupil attendance is continually monitored by the Attendance team.

- First day - parents call or email the office by 9.00 a.m.
- If no call/message/email is received then the school will email all contacts with parental responsibility.
- In the event of no response being received for the absence the school will attempt to communicate with other named contacts.
- If the family have a named social worker, they are informed of the absence.
- If the child has an EHCP, the Deputy Headteacher (Inclusion) is informed.

### D3. Staged attendance interventions

- If the family is vulnerable and there is no reason for absence then two members of the safeguarding team will make a home visit or request a welfare visit to be made by the Police.
- If the school has been unsuccessful making contact with any named contacts, two members of the safeguarding team will make a home visit within 24 hours.
- The school will also send letters asking for the reason for absence. If reason is not given then these absences will be recorded as unauthorised.
- The school monitors all pupils' attendance.
- If attendance drops to 93% due to illness or other reasons then the Attendance Officer will send 1st stage intervention attendance letters and follow-up meetings as required.
- If the attendance drops below 90% Second stage letters will be sent if there is not an improvement in attendance with support and intervention, these may result in further meetings as well as requests for medical evidence. The Educational Welfare Officer will start working with these families.
- If attendance continues to drop a final warning letter will be sent, which may result in a fine as outlined in section C8.
- Continued concerns about a child's attendance may result in a referral to the school's Safeguarding Team, an Early Help Assessment Tool, the school nursing service, Children's First Contact Services or the police for a welfare check.

#### **D4. Strategies for promoting attendance**

- Create an expectation that good attendance is the norm as part of ASPIRE values.
- Regularly check through pupil questionnaires, school council and weekly pupil meetings with SLT that school is a safe, secure environment and that children are happy to attend.
- Promote Anti-bullying week and other behaviour initiatives that enable children to attend regularly.
- Create dialogue opportunities for parents to share any concerns their child has about attending school.
- Celebrate good attendance and raise pupil awareness of the importance of punctuality during weekly assemblies. Celebrate with Attendance cup (KS2) and “Annie Attendwell” bear (FS/KS1)
- Celebrate excellent school attendance in assemblies with rewards for attendance including special events for children, who have 100% attendance every term and at the end of the year, certificates for top class attendance and class with least minutes of learning lost to lateness.
- Support pupils and families who experience difficulties maintaining good school attendance, including breakfast club and other in-school intervention including nurture, ELSA and Lego therapy.

#### **D5. Procedure for Reporting a Children Missing in Education (CME) and Elective Home Education (EHE).**

- The Sutton Local Safeguarding Children Partnership Protocol for CME (<https://www.suttonlscp.org.uk/lscp-protocols.php>) will be followed for any child missing in education. The school will continue to make contact with the family in line with the strategies above.
- A pupil will stay on roll until an alternative education provider has been established or parents/carers have indicated in writing to the Head Teacher that Elective Home Education is their chosen pathway.
- Where a parent elects home education, the Head Teacher informs the Elective Home Education team in the Local Authority and the Admissions team at GLT. Once all parties are informed the pupil will be taken off roll.