

'Igniting young minds today, for a brighter tomorrow'



Attendance Policy

Policy to be approved by	Board of Trustees
Nominated Trustee	Suvir Rai (Chair of Trustees)
Policy last reviewed	March 2026
Policy ratified and adopted by Board of Trustees	March 2026
Policy due to review	March 2027

1. Vision

Our **child-centred** approach shapes children to become happy, curious and confident individuals, nurtured in our **kind, collaborative and inclusive** school.

We **ignite** young minds through an **engaging curriculum**, cultivating their **love of science** by empowering them with extensive knowledge and skills.

We develop our children to be **well rounded, self-aware and respectful** with **high aspirations**, and who strive to change the world for a brighter tomorrow

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- 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.
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). 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 School Attendance (Pupil Registration) (England) Regulations 2024
 - [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- It also refers to:
- [School census guidance](#)
 - [Keeping Children Safe in Education](#)
 - [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Based on the current guidance, there are no specific statutory changes to attendance requirements for the 2025-2026 academic year that would necessitate updates to your attendance policy.

3. Roles and Responsibilities

3.1 The Board of Trustees

The Board of Trustees is responsible for setting high expectations of all Edison School leaders, staff, pupils and parents and making sure school leaders fulfil expectations and statutory duties, including:

- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authorities
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keep them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance, including with teachers from across the trust, as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across the trust and providing regular opportunities for staff from different schools to come together, learn from each other and share resources
- Holding the headteacher to account for the implementation of this policy
- Identifying and monitoring attendance patterns across the school to identify common issues and barriers, and share effective practice between schools

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 trustees
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

- Issuing fixed-penalty notices, where necessary and/or authorising the Attendance Officer to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

Sharing information from the school register with the local authority, including:

- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.4 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is the Deputy Headteacher (Mrs. Rupra) and can be contacted via the school office on 0208 873 3337 and/or email the school office on deputy@edisonprimary.org

3.4 The Attendance Officer

The school attendance officer at each school 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 headteacher.
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/deputy headteacher (when authorised by the headteacher) when to issue fixed-penalty notices
- The attendance officer is Mrs. Dusanj and can be contacted via 0208 873 3337

and/or email info@edisonprimary.org

3.5 Class Teachers

All class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office on the same day by completing the register on Arbor.

3.6 School Office Staff

School office staff will:

- Take calls from parents/carers about the pupil's absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers to the school attendance officer in order to provide them with more detailed support on attendance.

3.7 Parents/Carers

Where this policy refers to a parent, it refers to the adult the school decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person • Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8.30am 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 • Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting The School Attendance Officer or the School's Designated Attendance Champion (the Deputy Headteacher)

3.8 Pupils

Pupils are expected to:

- Attend school on time every day
- Arrive ready to start learning.

4. Recording attendance

4.1 Attendance register

We will keep an electronic 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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- 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
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

For pupils of compulsory school age, whether the absence is authorised or not

- The nature of the activity, where a pupil is attending an approved educational activity
- 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 6 years after the date on which the entry was made.

The school day starts at 8.45am and ends at 3.45pm.

Pupils must arrive in school by 8.35am on each school day.

The register for the first session will be taken at 8.45am and will be kept open until 9.00am. The register for the second session will be taken at 12.30 and will be kept open until 13.45.

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 8.30am or as soon as practically possible by calling the school office staff (see also Section 7).

Parents need to call the school office on 020 8873 3337 and select Option 1. When leaving a message, the parent needs to clearly state the child's name, their class, and what the specific reason for the absence is, eg high temperature. Parents can also email the school with the absence details, to info@edisonprimary.org

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than three 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. 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.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised provided the pupil's parent/carer notifies the school in advance of the appointment.

Parents/carers need to email the school on info@edisonprimary.org 24 hours in

advance, attaching proof of the appointment.

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 will be marked as late using the L code (late arrival).
- After the register has closed will be marked as late using the U code (arrival after registration).

The School identifies and responds to ongoing punctuality issues by:

- Speak to the parents face to face when dropping pupil to school.
- Sending a letter to the parent after 3 or more lates
- A meeting is set up with the parents to discuss how the school can help them to reduce the number of lates.

4.5 Following up unexplained absence.

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact Social Services 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer • Where appropriate, offer support to the pupil and/or their parents to improve attendance • Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with, the school may consider issuing a notice to improve or penalty notice (see section 5.2 below).

4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels. This will be through discussions with parents during parent meetings and letters to parents when needed.

Letters will be reported as below:

	90 – 93.9%	Your child's attendance is a cause for concern. At this stage, we will need to arrange a formal meeting to support you and your child with improving this.	
	90% and below	Your child's attendance is far from our expectations, and they are now on the persistent absentees list . We will need to meet formally and draw up an action plan together. Unless rapid improvement is made you will be flagged up to our EWO and your case may be referred on further, which can also lead to possible fines	

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- 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.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

A leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong (s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) 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
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration) • Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Holidays during term time

Holidays during term time are not permitted. The headteacher is not allowed to authorize requests where the reasons provided include reasons such as cheaper flights and the head's decision is final. 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. Children who do not return on time after any authorised absence may be removed from roll in line with the relevant legislation. Parents may also be fined in line with Government Policy, please see below.

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil • Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice,

but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

The local authority can issue each parent a fine of £80, rising to £160 if this is not paid within 21 days.

From the 2024 to 2025 school year, each parent will only get up to 2 fines for the same child in a 3-year period.

If a parent is issued a second fine in 3 years it will be £160. If a parent does not pay the fine in 28 days they may be taken to court for keeping their child out of school.

If their child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, are not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period • The

- grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

Edison Primary School will use a range of strategies promote attendance. These may include but are not limited to:

- Notice board in the school hall showing attendance figures for the whole school, the best class and the children with 'Top 10' attendance
- Excellent attendance certificates presented to pupils at the end of each term

7. Supporting pupils who are absent or returning to school

We continue to monitor closely the absence of those pupils who have been identified as persistently absent (pupils who miss 10% or more of school) or severely absent (those pupils missing 50% or more of school). A monitoring system is in place to ensure a more distributed approach to tackling poor attendance at school. All relevant staff members have a good knowledge of the families and pupils who have poor attendance to school and a number of strategies are put in place to support better attendance at school.

These may include but are not limited to the following:

1. School Nurse referral
2. Engage with Early Help Services
3. Offer of free breakfast club places
4. Opportunities for pupil leadership and participation in external school activities.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

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 benchmark its attendance data for the whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement and share this with the Board of Trustees.

8.2 Analysing attendance.

In order to monitor good attendance at school, we aim to:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Identify attendance patterns across the trust to identify common issues and barriers and share effective practice

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the Board of Trustees and school leaders (including Special Educational Needs Co-ordinator), Designated Safeguarding leads and Pupil Premium Lead.)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- 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, including keeping them informed regarding specific pupils, where appropriate

8.4 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. Reducing persistent and severe absence is central to the School's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by The School Attendance Officer. At every review, the policy will be approved by the full Board of Trustees.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: Main Categories of Attendance Codes

The attendance codes fall into several categories:

Present at School

- / - Present (AM)
- \ - Present (PM)
- L - Late arrival before the register has closed
- B - Off-site educational activity (not dual registration)
- D - Dual registered (attending another educational establishment)
- J - Interview
- P - Participating in a supervised sporting activity
- V - Educational visit or trip
- W - Work experience

Approved Educational Activity (counts as present) These codes count as present for statistical purposes but indicate the pupil is not physically in school.

Authorised Absence

- C - Leave of absence authorised by the school
- E - Excluded but no alternative provision made
- H - Holiday authorised by the school
- I - Illness (not medical or dental appointments)
- M - Medical or dental appointments
- R - Religious observance
- S - Study leave
- T - Gypsy, Roma and Traveller absence

Unauthorised Absence

- G - Holiday not authorised by the school or in excess of the period determined by the head
- N - Reason for absence not yet provided
- O - Absent from school without authorisation
- U - Arrived in school after registration closed

Administrative Codes

- X - Not required to be in school (non-compulsory school age absence)
- Y - Unable to attend due to exceptional circumstances
- Z - Pupil not on admission register
- # - Planned whole or partial school closure
- - - All should attend/no mark recorded