



Stroud Valley Community School – Attendance Policy

Success Starts By Being At School.

Regular attendance is fundamental to the future success of children.

We expect pupils to be in school for every session of the school day and for every day that the school is open.

We believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled.

By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

Our curriculum is planned and taught through a knowledge and skill-based thematic approach. In order for this to achieve its purpose well it requires children, and staff to attend school every day.

Roles and Responsibilities

Parents/carers are expected to:

- make sure their child attends every day on time;
- call the school to report their child's absence before 9 o'clock 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 one emergency contact number for their child;
- ensure that, where possible, appointments for their child are made outside of the school day;
- proactively engage with support offered informally or formally to help your child overcome any barriers to attendance.

Children are expected to attend every day, arrive on time and be prepared for the day of learning ahead.

Illness

If a child is unwell it is important that we know about non-attendance before school starts and before 9am at the latest. Please ring the school office – 01453 764400- or send an email to the school office – office@stroudvalley.gloucs.sch.uk.

We have a safeguarding duty of care to our children which includes knowing where they are during the school day. If children are marked as absent in the register and we do not know they are at home ill then we will ring home to check they are safe and with their families.

Illness will be marked with an 'I' code unless the school has a genuine concern about the authenticity of the illness. The school may ask for medical evidence such as a doctors note, appointment card etc. We will not ask for medical evidence unnecessarily.

Punctuality/Lateness

It is important that children arrive in school on time and ready to learn. Arriving into a lesson that has already started can make it difficult for a child to settle easily. Although we will always do our best to explain to late arrivals the activities in the classroom this is not always easy because the adults will be engaged in teaching.

The school day starts at 8-40am for all children

Medical Appointments (Code M)

We ask that every effort is made to secure medical appointments outside of the school day.

If it is necessary to attend an appointment in school time please inform the office as soon as you are made aware of the date and time and these will be recorded in our registers. This will also mean that the absence from school will be authorised. We may ask for evidence to be produced if these become a regular event.

Holidays in Term Time

If a child is withdrawn during term time disruption to the learning process happens. There is sometimes a belief that this can be made up by the school providing 'work' for the child to complete during the absence. However this cannot replace the quality teaching time and experiences s/he has missed out. It is not our policy to provide work for such absences and it will be impossible for your child to revisit these experiences when they return.

As this policy has already stated children benefit most from school when they are fully present for all the opportunities we offer. The school will not therefore authorise any holiday absence during term time.

In exceptional circumstances the Headteacher may authorise leave in term time. Please contact the school office to make an appointment with the Headteacher to discuss any such circumstances. Each application for term-time absence will be considered

individually, taking into account the specific facts, circumstances and relevant context behind the request.

Please support us in ensuring your children achieve their full potential by taking your responsibility of regular school attendance seriously.

Roles and Responsibilities

Class teachers are responsible for:

- recording attendance on a daily basis, using the correct codes and submitting the registers to the school office as soon as they are complete – 9am by the latest.
- attendance registers will be taken at the start of the morning session and afternoon session, after the lunch break.

The headteacher is responsible for:

- implementation of this policy at the school ;
- monitoring absence data and reporting it to governors;
- monitoring the impact of any implemented attendance strategies;
- requesting the issue of fixed-penalty notices, where necessary;

Monitoring Attendance

The school has a duty to monitor the attendance of all children. Every term the Headteacher will look at the attendance of all children in the school and report to the governing body.

If we are concerned about attendance we will contact the family through a phone call or directly in the playground after school.

If there is no improvement in the child's attendance we will arrange an attendance meetings and complete an 'attendance matter contact'.

If there is no improvement the Headteacher will contact the schools inclusion officer and request the local authority issue a notice to improve. Continued poor attendance may result in a penalty notice being issued.

The Senior Attendance Champion (HT) is responsible for:

- setting a clear vision for improving and maintaining good attendance;
- -establishing and maintain effective systems for tackling absence
- -having a strong grasp of absence data to focus the collective efforts of the school;
- regularly monitoring and evaluating progress, of the school's strategies and processes
- communicating messages to pupils and parents;
- -working with parents and families to support them with attendance, including where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

The school attendance officer, (HT), is responsible for:

- Benchmarking attendance data to identify areas of focus for improvement
- working with pastoral lead/class teachers/SENCo to tackle persistent absence

School administration is responsible for:

- taking calls from parents about absence on a day-to-day basis and recording it on the school system
- first and everyday calling, we will call the child's parent/carer when absence has not been given to the school.
- keeping records of calls and communication with parent
- entering attendance data on SIMs
- data will include whether the absence is authorized or not by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration)(England) Regulations 2024
- 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

School processes for recording attendance and absence

We will take our attendance register at the start of each morning session of the school day and once during each afternoon session. It will mark whether every pupil is:

- present
- absent
- 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

We will also record:

- whether the absence is authorised or not by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024
- 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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Pupils must arrive in school by 8-40am on each school day.

The register for the morning session will be taken at 8-50am and will be kept open 9-10am The register for the afternoon session will be taken at 1-15pm and will be kept open until 1-35pm.

A pupil who arrives late:

- before the register has closed will be marked as late (Code L)
- after the register has closed will be marked as absent (Code U)

The governing body is expected to:

- recognise the importance of school attendance and promote it across the school's ethos and policies;
- ensure school leaders fulfil expectations and statutory duties;
- regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most;
- hold the headteacher to account for the implementation of this policy;
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Reducing persistent and severe absence

Absence from school which has not been approved by the school in writing is unauthorised absence and as such may result in a notice to improve or a penalty notice.

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 attendance data to identify persistent and severe absence
- parents are informed of persistent absence during the October parents meetings, including reference to the previous years attendance, which was reported in the end of year report;
- monitor identified children for improvement every six weeks.
- lack of improved attendance will be followed up with the parents and lead to a My Plan (SEND) target or a meeting to complete a school attendance contract.
- continued lack of improvement will lead to the support of the schools inclusion officer, and is likely to lead to a notice to improve or a penalty notice.

Legal Sanctions

The school must consider requesting Gloucestershire County Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met.

The national threshold has been met when a pupil has been recorded as absent for 10 sessions (usually equivalent to 5 school days) within 10 school weeks with one of, or a combination of the following codes:

G- the pupil is absent without leave for the purpose of a holiday

N -the circumstances of the pupil's absence have not yet been established). *The School Attendance (Pupil Registration) (England) Regulations 2024 :10(7) proprietor must ensure that reasonable steps are taken to establish the circumstances of the pupil's absence and that the register is amended within five school days*

U - the pupil attended after the taking of the register ended but before the end of the session, where no other code applies)

O – when none of the other given codes are suitable.

Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct.

If issued with a fine or penalty notice each parent will be fined and the cost increased if unpaid with 21 days.

If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice.

The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being charged with no option to reduce fine by making payment

earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

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

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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The Education \(Information about Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Policy Review

Policy Title	Attendance Policy
Date Policy Ratified by Governors	October 2024
Committee Responsible	Standards
Date for next review	October 2026

This policy is linked to:

Safeguarding and Child Protection Policy

Children Missing Education Protocol
