

St Matthew's Bloxam C of E Primary School



Attendance Policy 2026

1. Rationale

St Matthew's Bloxam C of E Primary School is committed to ensuring that every child receives a full-time education that maximises opportunities for achievement, personal development and wellbeing so that every child can "let their light shine".

Regular attendance is essential if pupils are to benefit fully from the educational opportunities available to them. Time lost through absence or persistent lateness can have a significant impact on learning, progress, attainment, friendships and emotional wellbeing.

The school believes that attendance is everyone's responsibility. We are committed to creating a safe, welcoming, inclusive and supportive environment where pupils feel valued and are encouraged to attend school every day.

We recognise that barriers to attendance can be varied and complex. In line with statutory guidance, the school adopts a support-first approach, working in partnership with pupils, parents/carers, Warwickshire Attendance Service and other agencies to identify barriers and provide support at the earliest opportunity. Attendance concerns will be addressed through collaboration and intervention before formal enforcement action is considered wherever appropriate. [\[gov.uk\]](https://www.gov.uk), [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)

2. Aims

This policy aims to:

- Promote excellent attendance and punctuality.
- Ensure every pupil has access to the full curriculum.
- Clarify the responsibilities of pupils, parents/carers, staff and governors.
- Provide a consistent approach to attendance management.
- Identify attendance concerns at an early stage.
- Support families experiencing barriers to attendance.
- Ensure compliance with statutory attendance requirements. [\[gov.uk\]](https://www.gov.uk), [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)

3. Attendance Expectations

Children should attend school every day that the school is open unless they are unable to do so due to illness or another unavoidable circumstance.

Parents/carers have a legal responsibility to ensure their child receives an efficient full-time education and attends school regularly.

The school day begins at **8.50am**, with classroom doors opening at **8.40am**.

All pupils are expected to arrive punctually to ensure a calm and positive start to the school day.

Registers are taken twice daily:

- At the start of the morning session.
- At the start of the afternoon session.

Late arrivals must report to the school office and be signed in.

4. Attendance Definitions

The school uses the following nationally recognised attendance thresholds.

Good Attendance

Attendance of **95% and above**.

At Risk of Persistent Absence

Attendance below **95%**.

Pupils whose attendance falls below 95% will be monitored and may receive support to prevent attendance declining further.

Persistent Absence

Attendance below **90%**.

Pupils who are persistently absent will receive targeted intervention and support. [\[gov.uk\]](#), [\[assets.pub...ice.gov.uk\]](#)

Severe Absence

Attendance of **50% or below**.

Pupils who are severely absent will receive enhanced intervention and may require multi-agency involvement. [\[gov.uk\]](#), [\[assets.pub...ice.gov.uk\]](#)

5. Reporting Absence

Parents/carers must notify the school as soon as possible on the first day of absence and preferably before **9.00am**.

Absence may be reported by:

- Telephone: 01788 542610
- Text: 07584 490372
- Email: admin3213@welearn365.com
- Letter

- In person

Where the school has not received an explanation for absence, school staff will contact parents/carers on the first day of absence.

Where concerns arise regarding a pupil's safety or welfare and contact cannot be established, welfare checks or home visits may be undertaken in accordance with safeguarding procedures.

6. Authorised and Unauthorised Absence

The Headteacher is responsible for determining whether an absence should be authorised.

Authorised Absence

Examples include:

- Genuine illness.
- Medical or dental appointments that cannot be arranged outside school hours.
- Religious observance.
- Exceptional circumstances approved by the Headteacher.
- Other unavoidable causes.

Evidence may be requested where appropriate.

Unauthorised Absence

Examples include:

- Shopping trips.
- Birthday celebrations.
- Hair appointments.
- Day trips.
- Missing school without permission.
- Absences for which no satisfactory explanation has been provided.
- Holidays taken without authorisation.
- Arriving after the register has closed.

Absences will not be authorised where the school does not consider there to be a valid reason.

7. Medical Appointments

Parents/carers should endeavour to arrange appointments outside school hours whenever possible.

Where this is not possible:

- The school should be informed in advance.
 - Evidence of the appointment may be requested.
 - Pupils should attend school before and after the appointment whenever practicable.
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8. Leave of Absence During Term Time

The Headteacher may only authorise leave of absence during term time where exceptional circumstances apply.

Applications:

- Must be submitted in advance.
- Should normally be made at least six weeks before the requested absence.
- Must include supporting evidence where appropriate.

Each request will be considered individually.

Parents/carers do not have an automatic entitlement to take children out of school during term time.

9. Monitoring Attendance and Early Intervention

Attendance is monitored daily by the school's attendance team and overseen by the Attendance Lead.

The school will:

- Monitor attendance patterns.
- Identify emerging concerns quickly.
- Contact families where concerns arise.
- Seek to understand barriers to attendance.
- Offer support and intervention.
- Review attendance regularly.
- Work in partnership with external agencies where necessary.

Attendance below 95% will trigger monitoring and support. It will not automatically lead to referral to Warwickshire Attendance Service.

Referrals may be considered where:

- Attendance concerns continue despite support.
 - Attendance falls into persistent absence levels.
 - There are significant levels of unauthorised absence.
 - Families do not engage with support.
 - Formal intervention becomes necessary. [[gov.uk](#)], [[assets.pub...ice.gov.uk](#)]
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10. Graduated Attendance Support Process

Stage 1

Trigger

Attendance falls below 95% and is causing concern.

Actions

- Attendance letter sent.

- Attendance certificate enclosed.
- Attendance monitored for four weeks.
- Parents/carers invited to discuss concerns.

Stage 2

Trigger

Attendance concerns continue following Stage 1.

Actions

- Further attendance letter issued.
- Attendance reviewed.
- Contact made by pastoral staff.
- Support offered.
- Attendance monitored for four weeks.

Stage 3

Trigger

Attendance remains a concern despite intervention.

Actions

- Formal attendance meeting.
- Attendance Action Plan agreed.
- Internal attendance targets set.
- Early Help offered where appropriate.
- Review date agreed.

Stage 4

Trigger

Attendance remains below 90% or agreed targets are not met.

Actions

- Attendance review meeting.
 - Revised Action Plan.
 - Consideration of Warwickshire Attendance Service involvement.
 - Multi-agency support considered where appropriate.
 - Ongoing monitoring and review.
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11. Support for Pupils with SEND and Medical Needs

The school recognises that some pupils face additional barriers to attendance due to:

- Special Educational Needs and Disabilities (SEND).
- Physical health conditions.
- Mental health difficulties.
- Neurodiversity.
- Additional family circumstances.

The school will:

- Work closely with families.
- Consult relevant professionals.
- Make reasonable adjustments where appropriate.
- Consider individual circumstances.
- Review support arrangements regularly.

The school will always seek to balance high expectations for attendance with appropriate support and understanding. [\[gov.uk\]](#), [\[assets.pub...ice.gov.uk\]](#)

12. Severe Absence

A pupil whose attendance falls to 50% or below will be considered severely absent.

The school will regard severe absence as a safeguarding and educational priority.

Support may include:

- Enhanced pastoral support.
- Multi-agency meetings.
- Early Help assessment.
- Attendance Service involvement.
- Family support services.
- Individualised attendance plans.

The purpose of these interventions is to help pupils successfully return to and engage with education. [\[gov.uk\]](#), [\[assets.pub...ice.gov.uk\]](#)

13. Roles and Responsibilities

Governors

Governors are responsible for:

- Holding leaders to account for attendance outcomes.
- Monitoring attendance data and trends.
- Ensuring statutory duties are fulfilled.

Headteacher

The Headteacher is responsible for:

- Implementing this policy.
- Promoting high attendance expectations.
- Monitoring attendance performance.
- Reporting attendance information to governors.
- Ensuring appropriate interventions are in place.

Attendance Lead

The Attendance Lead is responsible for:

- Monitoring pupil attendance.
- Coordinating attendance interventions.
- Working with families and external agencies.
- Maintaining attendance records.
- Escalating concerns where appropriate.

Parents and Carers

Parents/carers are responsible for:

- Ensuring their child's regular attendance.
- Informing school promptly of absence.
- Working with the school to address attendance concerns.
- Providing evidence when requested.
- Avoiding term-time holidays unless exceptional circumstances apply.

14. Equality and Inclusion

The school will implement this policy fairly and consistently, ensuring due regard is given to pupils' individual circumstances, protected characteristics, SEND needs and medical conditions.

15. Policy Review

This policy will be reviewed annually by the Headteacher and Governing Body, or sooner where changes to legislation, statutory guidance or local authority procedures require amendments.

Approved by Governing Body:

Date: September 2026

Next Review Date: September 2029 (sooner if government legislation changes)

Staged Approach

Stage & Team Member Responsible	Trigger	Outcome
HT, SLT, Class Teacher, Support Staff, Learning Mentor	Attendance is around the whole school target and the child's attendance is of concern.	Class teacher to contact parents/carers: - Express concern about emerging attendance concern - Advising of current attendance figure - Outline gaps in learning and/or attainment due to absences - Welcome parents / carers to discuss attendance - Record conversation on CPOMS Attendance is monitored for a fixed period of 4 weeks.
Stage 1 Attendance lead	Attendance falls below the whole school target of 95% and have had 5 days off and the child's attendance is of concern.	Letter 1 will be sent to parents/carers: - Expressing concern about attendance - Informing the parents of current attendance - Enclosing a registration certificate - Reminding parents of their legal responsibilities and the nature of 'persistent absence' - Welcoming the parents to arrange contact the school if they wish to discuss attendance further. - Record conversation and documents sent, on CPOMS Attendance is monitored for a fixed period of 4 weeks.
Stage 2 Attendance lead and Learning Mentor	Parents / Carers have received a Stage 1 letter and attendance remains of concern and the child has had more than 5 days missed school.	Letter 2 will be sent to parents/carers: - Informing parents of ongoing concern about attendance - Informing the parents of current attendance - Enclosing a registration certificate - Reminding parents of their legal responsibilities and the nature of 'persistent absence' - Notifying parents / carers that the child's attendance is being monitored and of the duration of the monitoring period. - Pastoral team to make contact with parents/carers, to gain further insight into the absences, and offering support. - Welcoming the parents/ carers to arrange contact the school if they wish to discuss attendance further. - Record conversation and documents sent, on CPOMS Attendance is monitored for a fixed period of 4 weeks.
Stage 3 Attendance Lead and Learning Mentor	Parents / Carers have received a Stage 2 letter and attendance remains of concern and if the child has had	Letter 3 will be sent to parents/carers: - Informing parents / carers of ongoing concern about attendance - Informing the parents / carers of current attendance - Enclosing a registration certificate

	more than 5 days missed school.	• Reminding parents / carers of their legal responsibilities and the definition of 'persistent absence' • Requesting that the parents / carers provide medical evidence of absence for illness, to enable the school to consider the authorisation of absence. Meeting with parents/carers and potentially child: • Inviting parents to an appointment with the Attendance and Pastoral Lead on a specific date, with the purpose of discussing attendance, agreeing an action plan of support, considering whether it may be appropriate to involve outside agencies, and setting an internal school attendance target. • Notifying parents/ carers that should they chose not to attend or be unable to attend, the meeting may take place without them and a target set. • Action Plan to be created and shared with parents/carers. Agreeing timeframe on when attendance is to improve, clear and achievable targets that support both the child and the parents/carers. • Offering Early Help as a framework to capture household issues and support with school attendance. • Agree a review date with parents/carers. • Record conversation and documents sent, on CPOMS
Stage 4 Attendance Lead and Learning Mentor	Parents/ Carers have failed an internal school attendance target and attendance is below the level of Persistent Absence (90%)	Letter 4 will be sent to parents/carers: • Informing parents / carers of ongoing concern about attendance and unmet targets from review meeting. • Informing the parents / carers of attendance during the target period. • Enclosing a registration certificate • Notifying parents / carers that the school intends to discuss their child's attendance with the Warwickshire Attendance Service Team. • Parents/carers to provide evidence of medical appointments, time off with illness to confirm reasons for absence. Meeting with parents/carers and potentially child: • Inviting parents to an appointment with the Attendance Lead and Learning Mentor on a specific date, with the purpose of discussing attendance, reviewing the current action plan, agreeing further targets support, considering whether it may be appropriate to involve outside agencies, and setting an internal school attendance target. • Notifying parents / carers that should they chose not to attend or be unable to attend, the meeting may take place without them, and a target set. • Action Plan to be created and shared with parents/carers. Agreeing timeframe on when

		attendance is to improve, clear and achievable targets that support both the child and the parents/carers. • If declined at previous stage, offering Early Help as a framework to capture household issues and support with school attendance. • Agree a review date with parents/carers. • Record conversation and documents sent, on CPOMS
Attendance Lead and Learning Mentor	During a monitoring period, attendance improves.	A Letter of Praise will be sent to parents / carers: • Informing the parents / carers of attendance during the monitoring period. • Notifying parents / carers that the school will continue to monitor attendance to ensure sustained improvement.

