



Caslon Primary Community School, Beecher Bear Daycare and Nursery, Beech Tree SEMH Base and Tree Acre (Early Years Inclusion Hub)

Attendance Policy 2026 - 2027

"This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website"

At Caslon Primary Community School, Beecher Bear Daycare and Nursery, Beech Tree and Tree Acre we believe that every child has the right to an education and that excellent attendance and punctuality play a crucial part in maximising every individual's chance to reach their full potential.

We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

To guarantee a comprehensive approach to attendance, we implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. (See appendix) The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

Our school is proudly working as an Inclusive Attendance school. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

Why Regular Attendance is so important:

Learning: - Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Safeguarding: - Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to 'Working together to Safeguard Children' (2026) Keeping Children Safe in Education (2026) and School's Safeguarding and Child Protection Policy.

We follow the Department for Education guidelines and expect every child to maintain attendance of at least 95% throughout the academic year. In line with 'Working Together To Improve School Attendance (September 2024), persistent absence is considered any attendance below 90% within the academic year.

Celebration of Attendance

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to thwart isolation, prevent victimisation, cultivate positive environments, nurture relationships, foster inclusivity, and ultimately cultivate intrinsic motivation among our children, families, and staff.

We strongly believe in recognise those whose attendance and punctuality is significantly improved or consistently excellent through weekly attendance certificates. In addition, each child that has 100% attendance for a term receives a bronze star badge, a silver star badge for two consecutive terms and a gold star for 3 consecutive terms.

We recognise children's continued attendance and punctuality through our points reward system. For this we reward 1 week of full attendance and punctuality with 1 attendance point. Our reward system:

- 1 week of full attendance and punctuality = 1 point & a 1 point prize from the attendance prize box
- 5 points = A 5 point prize from the attendance prize box
- 20 points = A 20 point prize from the attendance
- 35 points = A school outing to Flip out trampoline centre

A weekly acknowledgement of the class with the best or most increased attendance for that week will receive a certificate for display in a Friday Celebration assembly. This will be displayed for the week and reward the class with 10 minutes of extra-curricular activity of their choice on the Friday afternoon.

Attendance Analysis

We have a dedicated team of staff who meet regularly to look at attendance figures and punctuality. This is led by a member of SLT known as Senior Attendance Champion, namely Mr Monk. This includes recording how many minutes of lost learning occurs through unsatisfactory punctuality. The information gathered in

these meetings leads to families receiving letters stating the percentage attendance of their child/children and expectations for improvements.

Attendance analysis will take place monthly and will include at least two members of the Senior Leadership Team. Following each meeting, letters will be sent informing parents of declining attendance and punctuality. Their child's attendance percentage will be stated or the amount of lates will be stated and minutes of lost learning stated. In accordance with following Inclusive Attendance guidance MTSS actions are put in place according to which tier level of support is required.

Persistent absence is considered below 90%. If, after two absence letters are sent and a child remains below 90% Early Help will be offered and a meeting will be requested by the Assistant Headteacher. Attendance Support Plans will be actioned if no further improvement is noted. At this stage, Early Help will be offered and reasons for refusal must be recorded. If attendance continues to decline or remains below 90% - a referral to Education Support Service (ESS) through their REPS process and the school's own tiered system will be utilised.

Authorised absence:

We will authorise a maximum of 10 half days/5 days of absence per pupil per year without any medical evidence of illness. This caters for the occasional colds/coughs/sickness bugs. Attendance at medical appointments will also be authorised provided an appointment card/letter of proof is presented for our records.

Any longer-term illness which leads to more days off will be authorised provided it is in line with LA guidance (e.g. in the case of chicken pox.)

We consider that a medical prescription is proof of illness but does not necessarily justify a child's absence unless supported by a doctors' note. In most cases prescriptions can be administered at school where there is a need for 4 doses to be administered per day. (Also see medicine policy.)

Late to school

The school gates open at 8:30am and close at 8:40am. The children will always be greeted by a minimum of two members of staff. Registers are open in the classroom between 8:30 and 8:45am. Any children that arrives late will have the minutes late recorded on Scholar. The school register closes 30 minutes after the class registers close and will result in a U mark (late after registers close) resulting in an unauthorised absence for that session.

The only exception to a child not receiving a late or unauthorised mark is that you have been able to provide proof of attendance at a medical appointment e.g. appointment card from Doctors surgery. We are aware that there may be exceptional circumstances for some children and we would ask that you speak to the Head Teacher if you consider that your circumstances require special consideration. Late marks are a privilege which the school can choose to apply or withdraw at head teacher's discretion.

Short Term Illness

If your child is particularly ill, your first action is to call the school as early as possible (and before 9:30am) on the following number – 01384 818875. If you cannot get through please leave an answer phone message.

This must be done every day that your child remains ill. Without a Doctors' note, length of illness cannot be predicted and must therefore be reported to school daily. Failure to contact the school will result in the school following procedures as described in the 'No Contact from Parent' flowchart.

Reporting your child as being absent for a significant period (5+ days) with no proof will be recorded as unauthorised absence. (The only exception to this is if your child has been admitted to hospital or has a significant long-term illness which has already been reported to the school with medical evidence). If parents/carers cannot provide any further evidence regarding child's absence, the school may involve the school nurse. If repeated absences occur without medical evidence a meeting will be requested with a member of the Senior Leadership Team and an Individual attendance plan will be actioned. Early help may be offered at this stage. If attendance continues to decline without medical evidence, you may be issued with a Warning Notice or Penalty Notice from the Education Support Service.

Please be aware that our records of parental communication can be presented as evidence for referral purposes.

Long Term Sickness

If a child needs to be hospitalised for 3 days or more we can contact the Hospital Teaching Service so that they can work with your child whilst they are not in school. This would mean that your child is being educated off site and this would not affect their overall attendance percentage.

If a child leaves hospital and following this is at home for 2 weeks or more, then we can contact a Pupil Referral Unit and they will support your child at home.

Persistent Absence

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards greater tracking and monitoring. Where a child's attendance has become of significant concern, whether through a decline in percentage of attendance (towards 90%) or an emerging pattern in their absence, meetings will be requested by the Assistant Head Teacher to monitor the attendance with a view to seeing rapid improvement via an Attendance Support Plan. Records of each meeting and phone call will be kept as evidence should the need to a referral arise.

Leave of Absence

We want all of our pupils to learn in a high quality, happy and secure environment. We recognise that attendance and punctuality is paramount in raising standards and pupil attainment. Therefore, we follow government guidelines as stated below:

Granting leaves of absence (Working Together to Improve School Attendance - September 2024)

Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.

As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Halesowen schools cannot grant leave of absence for family holidays, unless it is deemed truly exceptional circumstance. This applies to siblings who attend different Halesowen schools.

Absences considered 'exceptional circumstances' must be requested in writing directly to the Head Teacher at least 20 days before the event. All 'Leave of Absence' forms requesting 5 days off or more will receive a reply from the Head Teacher.

The school will notify the ESS that the circumstances required to justify the issuing of a Penalty Notice for a leave of absence, if the school does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause and:

- An application has been refused and leave is then taken;
- No application has been made and leave is taken; or
- Leave has been granted but extended leave is taken without the additional absence being authorised by the school.

Exceptional Circumstances

Exceptional circumstances are not specified in the DfE guidance; however advice from the National Association of Head teachers identifies the following possible exceptional circumstances:

- Absences to visit family members are not normally granted during term time if they could be scheduled for holiday periods or outside school hours. Children may however need time to visit seriously ill relatives.
- Absence for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Absences for important religious observances are often taken into account but only for the ceremony and travelling time, not extended leave.
- Consideration of the needs of the families of service personnel, if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Schools have a duty to make reasonable adjustments for students with special educational needs or disabilities
- Families may need time together to recover from trauma or crisis.

Exclusions

Parents/Carers can be issued with Penalty Notices if a pupil who has been excluded and contravenes the details set out in the Exclusion Letter as to their whereabouts during school hours throughout the duration of that Exclusion.

It is our legal responsibility to make a referral when a child who has been excluded, is seen out in public. This will result in an immediate fine from Education Investigation Service.

Criteria for Referrals/Penalty Notices

Referrals to ESS will be made based on the following documentation as detailed by Dudley ESS.

<https://www.dudley.gov.uk/residents/learning-and-school/education-support-service>

The Education Support Service (ESS) is responsible for ensuring that parents meet their legal obligations in respect of their child's education and in doing so they may issue penalty fines or take legal proceedings to ensure that parents do so. A parent has a responsibility to ensure their child's regular attendance at school and if a child's attendance becomes a matter of concern, school may make a referral to the ESS and support them in the actions that they may take.

Referrals

A child is defined as a persistent absentee if they miss 10% or more of their possible sessions.

All state funded schools must consider whether a penalty notice for absence 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).

When a school becomes aware that the threshold has been met, they are expected to make the following considerations to decide whether to issue a penalty notice in each individual case

Penalty Notices

The latest penalty notices for attendance in England have been updated to include a new national framework for issuing penalty notices. Here are the key changes from the Education (Penalty Notices) (England) (Amendment) Regulations 2025:

Threshold for Penalty Notices: A penalty notice must be considered if a child is absent for 10 sessions (5 school days) within a 10-week period.

Maximum Penalty Notices: Only 2 penalty notices can be issued to a parent for the same child within a 3-year period.

- Fines: The first penalty notice is £160 if paid within 28 days, reduced to £80 if paid within 21 days. The second notice is charged at a flat rate of £160.
- Escalation Process: If a third penalty notice is issued within 3 years, prosecution or other attendance intervention should be considered.

These changes aim to improve consistency and support the regular attendance of registered pupils, while also providing a deterrent for parents who fail to ensure their child's attendance at school

Child Missing in Education

Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity. Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance. Schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences.

Removal from School Roll

If a child is not ill and is persistently absent from our school for above 20 days, as a school we would work with the ESS to find out where your child is, as detailed above. A result of this investigation may be to have your child removed from the school roll. (Section 8 Admissions) It would then be the parent's responsibility to contact admissions in order to re-register the child/children.

No contact from Parent

In the event of no contact with parent/carers, the following procedures will be followed:

1st Day of Absence:

Phone call to parent from school
If no reply - repeat phone call at 1pm.
Messages sent via Class Dojo throughout day 1 of absence.
Door Knock from Instill for vulnerable children

Day 2 of absence:

Door knock by member of Attendance Team (Instill).
Continued phone calls and Class Dojo messages.

Day 3-4 of absence:

Day 3 - 2nd door knock and letter of concern delivered.

Daily phone calls to all named contacts.

Day 4 – final door knock (before referral to Children's Services and Attendance Agency).

Education Support Team will be contacted.

In the event of;
10 consecutive sessions off,
12-24 unauthorised sessions in 6 week period

Attendance Monitoring

Time	Action	Response
Daily	Phone calls Dojo's	Reason for child's absence is determined
Day 2-4	Phone calls Dojo's Door knocks External agencies including Children's services	Reason for child's absence is determined. The safety and well-being of the child is determined
Ongoing	Education Support Service contacted for 10 absences in 10 week rolling period or 10 consecutive days of unauthorised absence	Fixed penalty notice
Ongoing	Education Support Service contacted Leave of absence not authorised 10 session G code	Fixed penalty notice
Monthly	SLT attendance monitoring conducted	Below 90% first time receive first attendance or punctuality letter
Monthly	SLT attendance monitoring conducted	Continue below 90% receive second attendance or punctuality letter
Monthly	SLT attendance monitoring conducted	Continue below 90% without improvement. Or punctuality remains unsatisfactory. Attendance meeting and Attendance Support Plan created School Nurse referral offered Early help signposted

Monthly	SLT attendance monitoring conducted	Attendance Support Plan Reviewed. Referral to Local Authority ESO through REPS referral School Nurse referral offered. Early help signposted
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Roles and Responsibilities

Pupils

- To maintain a good and positive attitude towards coming to school.
- To try their hardest to come to school.
- To follow MTSS Tier 1-3 as appropriate.

Parents

- To ensure their child attends school regularly, punctually, in a fit state to learn every day that school is open.
- To notify the school by 9:30am of any absence. Answer machine messages may be left giving a specific reason for absence.
- To provide written explanation of absence on the first day a pupil returns to school if a phone call was not made/message not left.
- To take family holidays in school holiday periods, not during term time.
- To provide letters/doctors notes where prolonged absence occurs.
- To ensure that the school have up-to-date contact details e.g. when mobile phones are replaced.
- To support school by utilising MTSS Tier 1-3 as appropriate.

Teachers

- To complete attendance registers up to date and complete them by 8:45am and 1:05pm respectively.
- To praise pupils for continued and improved punctuality and attendance.
- To support all pupils through MTSS Tier 1-3
- To notify Attendance Team and SLT of concerns regarding absence or lateness particularly when it is having a detrimental impact upon progress.

Senior Leadership Team

- Named member of staff responsible for attendance (Assistant Head).
- Monthly attendance and punctuality analysis
- Named member of staff to report to Head Teacher and Governors termly in attendance issues.
- Set clear and challenging targets for attendance and punctuality for whole school, classes and individuals.
- To intervene early and make persistent efforts when individuals give cause for concern.
- Follow the schools Attendance Action Flow Chart in the event of persistent or prolonged absence.

- Utilise further professional bodies when improvements are not seen in relation to attendance below 85% or prolonged absence.
- Utilise intervention and support from local authority through REPS process and referral.
- Records to be kept of communication with parents whenever it occurs.

Other relevant Policies:

Working together to Improve School Attendance 2025

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073616/Working_together_to_improve_school_attendance.pdf

Summary Table of responsibilities for school attendance 2025

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf

Appendix 1: Coding Attendance in line with DFE guidance:

Code / \:

Present at the school / = morning session \ = afternoon session

Pupils must not be recorded as present if they are not in school during registration.

If a pupil were to leave the school premises after registration, they will still be counted as

attending for statistical purposes.

This code is classified for statistical purposes as attending.

Code L:

Late arrival before the register is closed

The pupil was absent when the register started being taken but arrives before the register is closed. Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be recorded as absent. This should be the same for every session and not longer than 30 minutes. If a pupil is recorded with code N but arrives later in the session after the register has closed, the attendance register must be amended to record them as absent using code U or another absence code that is more appropriate.

This code is classified for statistical purposes as attending.

Attending a place other than the school

Code K:

Attending education provision arranged by the local authority.

Code V:

Attending an educational visit or trip

Code P:

Participating in a sporting activity.

Code W:

Attending work experience.

Code B:

Attending any other approved educational activity.

Absent – leave of absence

Code C1:

Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

Code J1:

Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution.

Code S:

Leave of absence for the purpose of studying for a public examination.

Code X:

Non-compulsory school age pupil not required to attend school

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time Timetable.

Code D:

Dual registered at another school.

Code C:

Leave of absence for exceptional circumstance.

Code T:

Parent travelling for occupational purposes.

Code R:

Religious observance.

Code I:

Illness (not medical or dental appointment).

Code Q:

Unable to attend the school because of a lack of access arrangements.

Code Y1:

Unable to attend due to transport normally provided not being available.

Code Y2:

Unable to attend due to widespread disruption to travel

Code Y3:

Unable to attend due to part of the school premises being closed

Code Y4:

Unable to attend due to the whole school site being unexpectedly closed

Code Y5:

Unable to attend as pupil is in criminal justice detention.

Code Y6:

Unable to attend in accordance with public health guidance or law.

Code Y7:

Unable to attend because of any other unavoidable cause.

Code G:

Holiday not granted by the school.

Code N:

Reason for absence not yet established

Code O:

Absent in other or unknown circumstances.

Code U:

Arrived in school after registration closed.

Code Z:

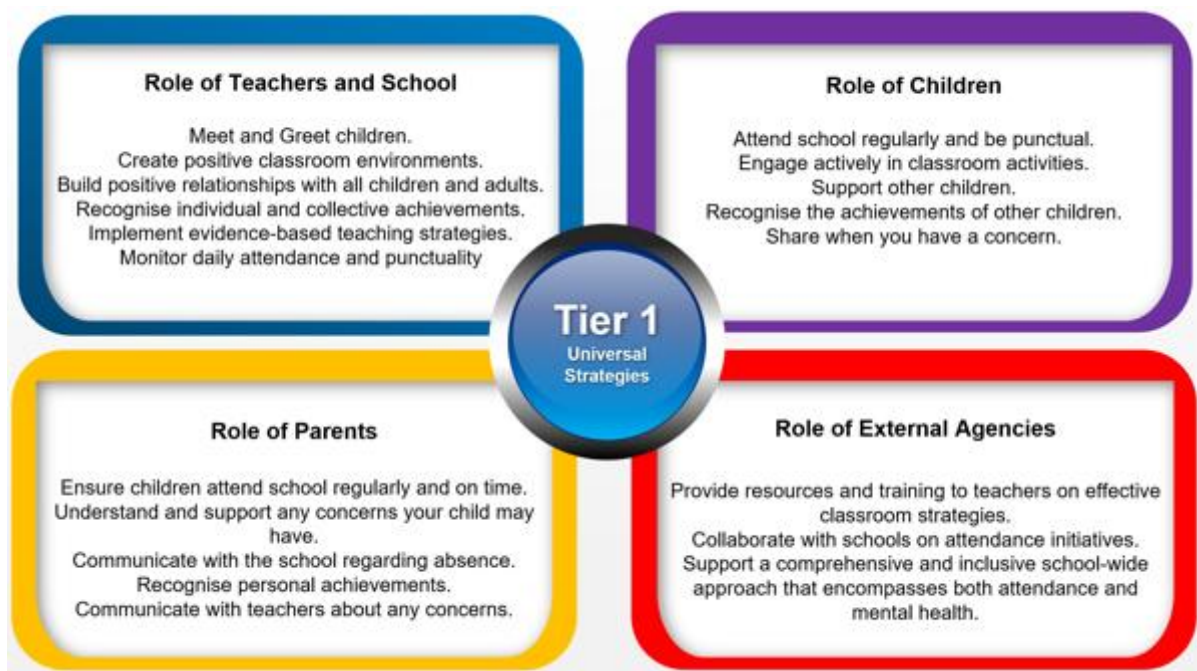
Prospective pupil not on admission register.

Code #:

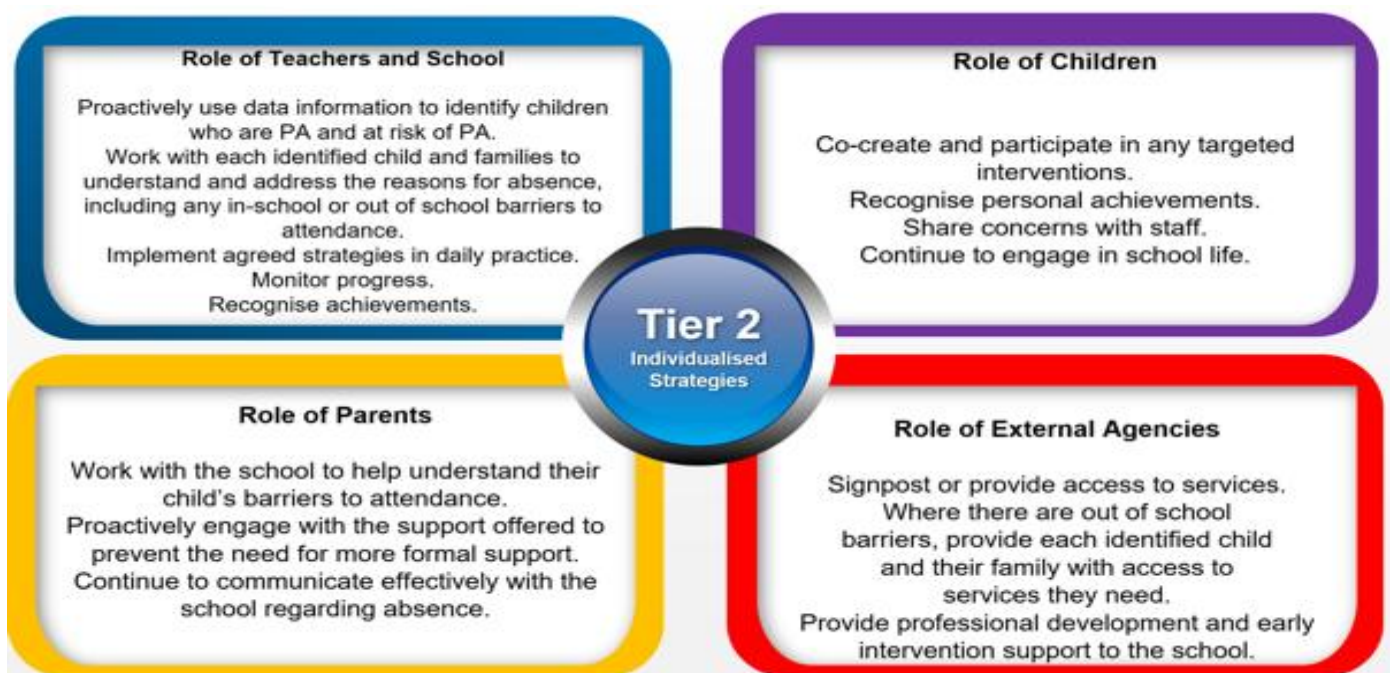
Planned whole school closure.

Appendix 2 – Multi Tier Support System

Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges such as Attendance Support Plans.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support such as local authority REPS process when necessary.

Role of Teachers and School

Take an active part in the multi-agency effort with the local authority and other external partners.
Use data driven information to identify children at risk of severe absence.
Continuously assess and adapt strategies.
Monitor progress.
Recognise achievements.

Role of Children

Actively engage in intensive interventions.
Recognise personal achievements.
Share concerns with staff.
Continue to engage in school life.

Tier 3

Higher Needs
Strategies

Role of Parents

Collaborate closely with the school on creating and implementing highly specialised interventions
Continue to communicate with the school.
Take an active role in the multi-agency effort.

Role of External Agencies

Offer specialised assessments and services for students with complex needs.
Provide intensive training and consultation.
Take an active part in the multi-agency effort with the school and other external partners.

Appendix 3 – Attendance notice letters

Letter 1

Date:

RE: D.O.B. Current Attendance:

As a school we have a duty to monitor all pupils' attendance which falls below the expected National Average.

It has been identified that your child's attendance is now below 95%.

97% and above	Less than 6 days absence a year – Less than 30 hours of learning lost Excellent attendance. Your child is giving his/herself the best chance of achieving their full potential at school.
95%	10 days absence a year – 50 hours of learning lost Your child may start to find it difficult to maintain their target levels/grades Pupils who take a 2 week holiday every year can only achieve 95% attendance.
93%	13 days absence a year – 70 hours of learning Lost Missing this much time is putting your child in an unfair position when it comes to achieving their potential.
90% and below	19 days absence – 95 hours of learning lost Your child is now classified by the Government as "Persistently Absent". Missing so much time means it will almost be impossible for your child to learn effectively. Parents of young people in this group could also face the possibility of legal action being taken by Dudley Council, including the issuing of Penalty Notices and Fines.

We accept that there may be obvious reasons for absence, such as illness but we have a duty to inform you that your child's attendance is now considered unsatisfactory.

We hope that by bringing this to your attention you can support school to ensure your child gains the greatest benefit that they can from their education, by attending school regularly. We will continue to monitor this over the next 2 weeks and hope to see an improvement in attendance.

If attendance continues to be an issue our Attendance Support Officer may visit your home to discuss any concerns. If you would like to discuss any issues you feel may be impacting on your child's ability to establish and maintain a regular attendance pattern please call school on (01384) 818875

Yours Sincerely

Assistant Head Teacher

Letter 2

Date

Address

Dear

RE: **DOB:**

We have previously written to you about our concerns regarding NAME attendance and as you will note from the attached Registration Certificate it has decreased further in recent weeks. Parents must contact the school office on each day of any absence stating the reason for non-attendance.

School is required to record reasons for all absences.

- Where good reason is given, supported by evidence, these absences are recorded as authorised and no further action is taken.
- Where the reason is not known or where the reason is not fully explained or evidenced, these absences are recorded as 'unauthorised'. These marks are considered as truancy and are followed up by the Education Welfare Officer who may recommend that the Local Education Authority start legal proceedings. Legal proceedings can be taken if a child has unauthorised absences and their attendance falls below 90%.
- Additionally, any Leave of Absence during term time (for example, a holiday) will be recorded as unauthorised, unless there are evidenced exceptional circumstances for the request.

I would remind you that regular and punctual attendance at school is essential for pupils to maximise their educational opportunities. Currently your child's attendance is ADD which is unacceptable and needs to improve.

I look forward to your co-operation in this matter.

Yours sincerely,

Attendance meeting letter

Date 9.5.25

RE:

_____ attendance is now well below the expected 95% that is recommended. Therefore, I am writing to you about our concerns regarding his attendance and as you will note from attendance percentage it is unacceptably low. Your child's attendance has been monitored for a period of time. _____ attendance is currently 59.8% which puts them into the category of a Persistent Absentee.

I would like you to attend a meeting with myself at _____ to discuss attendance please. The meeting is designed to be supportive in order to improve attendance, and avoid any legal proceedings. Failure to attend this meeting may result in a referral to the Local Authority. If you are unable to attend in person then we can arrange a phone or teams call appointment for the same date and time as mentioned above.

At the meeting you might like to mention any concerns or worries you have regarding your child.

At this point I would also like to remind you that any future absences may be recorded as unauthorized unless you provide a doctor's note, proof of hospital appointments or packaging from prescribed antibiotics.

Yours sincerely

Assistant Headteacher
Caslon Community Primary School

Policy updated: September 2026