



Every child is a gift and every child is gifted

Attendance and Absence Policy

Approved by: Date:

Chair of Governors

Document control and record of amendments/updates

Version	Reason for amendment/update	Section(s) amended/updated	Amended by/date	Approved by/date
1	New policy		SDY	FGB 2024
2	Revised	Updated dates with references to other policies	SDY	FGB 06.10.25



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At Twineham CofE Primary School, every child is a gift and every child is gifted

The Governing Body of Twineham CofE Primary School places a high priority on achieving standards and feel that excellent pupil attendance and punctuality are essential. In order for children to achieve their potential, pupils must be highly motivated to learn and eager to attend school. Regular, punctual attendance will establish good habits that will support them throughout their lives. To achieve this, the Governors and staff are committed to working in partnership with parents to ensure that the school achieves a MINIMUM of 96% attendance throughout the school.

The Government expects us to:

- Promote good attendance and reduce absence, including persistent absence (less than 90%);
- ensure every pupil has access to full-time education, to which they are entitled; and,
- act early to address patterns of absence.

Purpose

This policy provides a framework and guidance for staff and parents to encourage pupils to attend school regularly so that they can take full advantage of the educational opportunities available.

Relationship to Other Policies

The policy on attendance should be read in conjunction with the 2025 policy on Safeguarding & Child Protection, as well as the most recent publication of Keeping Children Safe in Education 2025 onwards, school session times, and current guidance produced by the school for staff on the registration of pupils. The home-school agreement is also pertinent.

The school follows the following government guidance:

Children Missing Education: Statutory guidance for local authorities, August 2024

<https://www.gov.uk/government/publications/children-missing-education>

Working together to improve school attendance: Statutory guidance for maintained schools, academies, independent schools and local authorities

https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf



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School behaviour and attendance: parental responsibility measures

Statutory guidance for schools, local authorities and the police on dealing with poor attendance and behaviour in schools.

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

Roles and Responsibilities:

All teachers are expected to:

- register pupils accurately and efficiently on BromCom by 9:00 am;
- report pupil attendance and lateness daily;
- encourage pupils to attend school regularly and inform colleagues if there is a problem that may lead to absences;
- discuss with parents the individual pupil's attendance record at Parents' Consultations if required and in the end of year schools report;
- monitor daily patterns of attendance and report any concerns that arise to the HT;
- provide work for children to do at home if an absence is due to medical isolation, long illness, disability or other circumstances;
- make parents aware of attendance concerns.

Office staff are expected to:

- Input attendance data on BromCom system
- ensure parents or carers are contacted by 9:30am when reasons for absence are unknown or unauthorised;
- make absence calls and record reasons for absence in the notes section on BromCom;
- print off official reports for each calendar month for monitoring purposes;
- monitor, alongside HT, patterns of attendance and lateness;



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- carry out attendance concerns/procedures with parents of children whose attendance is below expectation, such as sending out letters, arranging attendance meetings, referring for fixed penalty notices.

Pupils are encouraged to:

- Attend school regularly and be punctual;
- inform staff if there is a problem that may lead to absences.

Parents and Carers are expected to:

- Ensure the child attends school regularly: this is included in the Home–School Agreement;
- ensure that their child/ren attend school regularly;
- not take holidays in term-time;
- inform the school on the first and subsequent days of non-attendance by 9.15 am (by telephone or email), refer to the [website](#) regarding procedures if school has not been informed of absence;
- complete an Absence from Learning Request form for all absence requests with a minimum of 5 school days' notice;
- provide medical evidence for absence due to illness where attendance is a concern;
- meet with the Headteacher to discuss their child's attendance when requested.

The Headteacher is expected to:

- Set attendance targets for the school;
- monitor pupil attendance and punctuality;
- inform and meet with parents whose children's attendance causes concern to address issues and improve attendance;
- report school attendance statistics to the LA and Governing Body;
- provide the LA officer with registers of attendance and support in following up long-term absences;
- ensure pupils absent for long periods, due to ill-health, receive appropriate learning support;
- ensure all absences taken during term time are unauthorised, unless there are exceptional circumstances, and parents are challenged;

The Governing Body are expected to:

Monitor whole school attendance termly and take appropriate action should it affect standards. The Headteacher will provide data to the Governing Body on pupil attendance, including comparisons with previous terms and years. The Headteacher and the Governing Body will evaluate the data and agree further actions, if required.

The School will ensure that the LA is informed about the long-term absence of any pupils.



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Late Procedures

Children who arrive late (after the gate is locked) will enter via the School Office. Office staff will update the register on BromCom in the notes section to record the time arrived. Children who frequently arrive late will be monitored; office staff will inform the Headteacher and parents will be contacted to discuss reasons for poor punctuality. Phone calls will be made to parents/carers to ascertain the reason why children are regularly late arriving at school.

Children who arrive late after the registers have closed, due to a medical appointment, will be marked M (in), proof of the medical appointment may be required.

Any child arriving after 9.30am for any reason, other than medical, will be marked U (late after registers closed), this does affect the children's attendance.

Children who have to leave for any reason throughout the day should be signed out at the School Office by their parent/carer or appropriate adult. Should this be for a medical/hospital appointment, evidence will be required. Parents are requested to make dental or medical appointments outside of school hours wherever possible, so as to not adversely affect their child's education.

Illness

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parents' email or telephone conversation explaining that their child is ill, alongside the reason can be accepted without question or concern (we expect medical evidence to be provided for absences of more than 7 days). In exceptional circumstances further evidence of a child's illness may be requested in the form of a medical certificate.

Holiday/Absence in Term Time Procedures

Children attending Twineham CofE Primary School are not allowed absence for holidays. Any absence, other than for illness or emergency medical attention, will be coded as follows:

Unauthorised (G) – Family holiday not agreed or (O) Unauthorised, this does affect attendance. Parents may choose to complete an 'Absence from Learning form' stating why they wish to remove their child during term time. This should be submitted to the Headteacher at least 5 school days in advance of the requested absence date for consideration. Only exceptional circumstances will be authorised.

Strategies for Monitoring Good Attendance

Letters are written termly to congratulate excellent attendance (Above school target of 96%).

The Headteacher will monitor attendance and any child with **attendance** below **96%** will trigger concern. Depending on the reasons, an action plan will be put in place.

Children with attendance below 90% (persistent absenteeism) will be monitored by the Headteacher and other actions taken as necessary, such as contacting the Fair Access team for advice and support.

At the end of each term, the Headteacher will review attendance percentage reports and letters will be sent home for the following categories:

Attendance Review – GREEN – Attendance 96% and above (Appendix 1)

Attendance Review – AMBER – Attendance between 90%-96% (Appendix 2)



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Attendance Review – RED – Attendance below 90% (Appendix 3)

School attendance, Safeguarding and Children Missing Education (CME)

A Child Missing from Education is a potential indicator of abuse or neglect.

School staff will follow the school's procedures for dealing with children that are deemed missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of them going missing in future. (Keeping Children Safe in Education; updated September 2025) and Children Missing in Education, updated August 2024).

All schools are required to make the Local Authority (LA) aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days; [The Education \(Pupil Registration\) \(England\) Regulations 2006](#), regulation 12.

This Attendance and Absence Policy is part of a broader suite of Safeguarding policies, including the School's Safeguarding and Child Protection Policy.



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(Appendix 1)

Name

Reg Group

[Date]

Dear Parent/Carer

ATTENDANCE REVIEW - GREEN

In reviewing the attendance of **[Name]**, I have to tell you that [his/her] attendance percentage is currently **[Number %]** as at [Date].

The school expects pupils to attend regularly. The attendance target for our school is 96%.

We are pleased to inform you that [Name] has good attendance, which in turn is ensuring good progress for [him/her]. Thank you for your continued support.

(Appendix 2)

Name

Reg Group

[Date]

Dear Parent/Carer

ATTENDANCE REVIEW - AMBER

In reviewing the attendance of **[Name]**, I have to tell you that [his/her] attendance percentage is currently **[Number %]** as at [Date].

The school expects pupils to attend regularly. The attendance target for our school is 96%.



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As [Name's] attendance is below our target, we would like to ask you for your support next term in ensuring that [he/she] rarely has a day off. Thank you for your continued support.

(Appendix 3)

Name

Reg Group

[Date]

Dear Parent/Carer

ATTENDANCE REVIEW - RED

The school expects pupils to attend regularly. The attendance target for our school is 96%.

In reviewing the attendance of **[Name]**, I have to tell you that [his/her] attendance percentage is currently **[Number %]** as at [Date].

When a child has attendance of less than 90% it is the equivalent of 2 weeks off school in a year, which prevents them from making the best possible progress.

1. If attendance does not improve over the following 2 weeks, we will arrange an attendance meeting or phone call with the Headteacher. At the meeting, we will discuss how we can support your family to help increase [Name's] attendance.
2. If there is still no improvement in attendance, the school will require some form of medical evidence for each absence (this could be a copy of prescription, doctors signature/stamp in a diary, GP letter or report, letter from hospital etc.), otherwise the absence will be unauthorised.
3. If a child accrues 10 or more unauthorised sessions (there are two sessions in a school day) within a 10 school week period, the school will inform West Sussex Pupil Entitlement Investigation, for consideration of a fixed penalty notice or alternative legal action. A fixed penalty notice is issued per parent, per child and is £120, (£60 if paid within 21 days of issue). Failure to pay may result in the Local Authority prosecuting the parent.
4. If there are exceptional circumstances for time off, you must apply to the Headteacher for an authorised absence. Absence for holidays in term time will not be authorised.



Appendix 4 – Attendance Codes

The following codes are taken from the DfE's guidance on school attendance

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement



Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday Not used at Twineham CEP School	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave Not used at Twineham CEP School	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)



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O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day