

Leverton Church of England Academy



Attendance & Punctuality Policy

September 2026

Policy:	Attendance
Approved by:	LGB
Date:	September 2026
Review cycle:	Annually

VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
2	October 2025	RL	Updated wording related to exceptional circumstances
2	October 2025	RL	Reference to 10 sessions (5 days) updated
3	September 2026	RL	Updated to reflect the changes in the statutory guidance 'working together to improve school attendance' July 2026 Appendix related to NCC penalty notices removed and a link to the guidance added

Introduction

At Leverton Church of England Academy, we believe that regular school attendance is fundamental to safeguarding, wellbeing, achievement and future life chances. We are committed to ensuring every pupil attends school regularly, arrives on time and is supported to overcome any barriers to attendance.

We recognise that absence is often a symptom of wider circumstances and are committed to working in partnership with children, families, the Local Authority and external agencies to understand and address barriers to attendance at the earliest opportunity. Our approach reflects the principles outlined in Working together to improve school attendance: July 2026, using the framework of:

- Expect
- Monitor
- Listen and Understand
- Facilitate Support
- Formalise Support
- Enforce (where necessary)

Aims

The aims of this policy are to:

- Promote a culture where excellent attendance is valued and expected.
- Ensure all pupils have access to their full educational entitlement.
- Encourage strong partnerships between home and school.
- Identify attendance concerns at the earliest opportunity.
- Remove barriers to attendance through timely support.
- Monitor attendance carefully and take appropriate action where concerns arise.
- Meet all statutory duties relating to attendance and safeguarding.

Roles and responsibilities

The Headteacher will:

- Ensure this policy is implemented consistently.
- Promote a whole-school culture of high attendance.
- Monitor attendance data and trends.
- Ensure appropriate support is available for pupils experiencing attendance difficulties.
- Authorise leave of absence only in exceptional circumstances.
- Work with the Local Authority and external agencies where appropriate.

The designated Attendance Lead will:

- Monitor attendance daily.
- Identify pupils requiring support.
- Meet regularly with staff and families.
- Coordinate interventions and support plans.
- Complete attendance monitoring every 6 weeks to identify trends and families needing support
- Process requests for absence

- Liaise with the Education Welfare Service and other agencies.

All staff will:

- Promote good attendance.
- Record attendance accurately.
- Follow attendance procedures consistently.
- Report concerns promptly.
- Build positive relationships with pupils and families.

Governors will:

- Recognise attendance as a strategic priority.
- Monitor attendance data and trends.
- Hold leaders to account for attendance outcomes.
- Ensure appropriate resources are available to support attendance.
- Monitor attendance of vulnerable groups.
- Review the effectiveness of attendance strategies.

Parents and Carers will:

- Ensure their child attends regularly and punctually
- Work with the school where attendance is an issue
- Work with the Targeted Support service as appropriate
- Notify the school office on the first day of absence, no later than 9.15am, why your child will not be in school.
- Ensure if your child is late; they are brought to the office so they can be registered and their late arrival recorded.

Targeted Support/Family Service Enforcement Lead will:

- Work with the school to help improve the school's attendance figures
- Work with the Headteacher and the Class Teacher to follow up poor attendance of individual children
- Make home visits and maintain contact between home and school
- Prosecute the Parent or Carers of children whose attendance falls below an acceptable level

Promoting Good Attendance

The school will:

- Develop positive relationships with pupils and families.
- Foster a welcoming and inclusive environment.
- Celebrate and reward good attendance and punctuality.
- Communicate regularly with families regarding attendance expectations.
- Provide support where barriers to attendance are identified.

Celebrating and rewarding good attendance

Whole school attendance is celebrated in our Friday celebration Assembly, displayed in the hall. Each class has a school ambassador that helps promote good attendance to be in with a chance to win our class half-termly award.

Attendance Monitoring

Attendance is monitored regularly for all pupils.

Particular attention will be given to:

- Pupils with Special Educational Needs and Disabilities (SEND).
- Pupils with social workers.
- Children in Need.
- Children subject to Child Protection Plans.
- Looked After Children.
- Previously Looked After Children.
- Young carers.
- Pupils experiencing mental or physical health difficulties.
- Persistently absent pupils.
- Severely absent pupils.

Persistent Absence

A pupil is classed as persistently absent when attendance falls below **90%**.

Severe Absence

A pupil is classed as severely absent when attendance falls to **50% or below**.

Pupils who are persistently or severely absent will receive targeted support and, where appropriate, multi-agency intervention.

Reporting Absence

Parents and carers should inform the school by telephone or via the Arbour app before 9.15am on the first day of absence.

If no reason is provided:

- The school will contact parents or carers on the first day of absence.
- The absence will remain unauthorised until a satisfactory reason is received.

The school will follow safeguarding procedures where concerns arise regarding a pupil's whereabouts.

Medical Appointments and Illness

Parents should arrange routine appointments outside school hours whenever possible.

Where appointments occur during the school day, evidence may be requested.

The school will not routinely request medical evidence for illness. Medical evidence may be requested where:

- There are concerns about the authenticity of absence.
- A clear understanding of attendance barriers is required.
- Additional support needs to be considered.

The school will seek to avoid creating unnecessary barriers for families.

Registers

The attendance register will be completed accurately in accordance with statutory requirements.

Registers will be taken:

- At the start of the morning session.
- During the afternoon session.
- At the same time for all pupils during each registration session.

Attendance codes will be used in line with statutory guidance and Department for Education requirements.

Punctuality

Pupils are expected to arrive at school on time each day. The gates open at 8:45 and close at 8:50

Late arrivals will be recorded in the attendance register. Any child arriving before 9:15am will be given a late mark (L) and any child arriving after 9:15 will be registered as late after the register has closed (U)

Where persistent lateness becomes a concern, parents will be contacted and support measures considered.

Support for Attendance

Where attendance concerns emerge, the school will adopt a graduated response.

Stage 1: Monitor

- Attendance reviewed.
- Concerns identified early.

Stage 2: Listen and Understand

- Discussion with pupil and family.
- Identification of barriers.

Stage 3: Facilitate Support

Support may include:

- Attendance mentoring.
- Wellbeing support.
- SEND support.
- Early Help involvement.
- Referral to external agencies.

Stage 4: Formalise Support

This may include:

- Attendance contracts.
- Attendance support plans.
- Multi-agency meetings.

Stage 5: Enforce

Where support has not been successful, and where appropriate, the school and Local Authority may consider legal intervention.

Pupils with Additional Needs

The school will be particularly mindful of pupils whose attendance is affected by:

- SEND.
- Mental health needs.
- Long-term medical conditions.
- Family circumstances.
- Caring responsibilities.

Reasonable adjustments and tailored support will be considered to enable pupils to attend school successfully.

The school will ensure young carers receive appropriate support where caring responsibilities affect attendance.

Part-Time Timetables and Remote Education

Part-time timetables will only be used in exceptional circumstances and when they are in the pupil's best interests.

Any part-time timetable will:

- Be time limited.
- Have clear objectives.
- Be reviewed regularly.
- Include a plan for reintegration to full-time education.

Remote education will only be used where attendance at school is not possible and as part of a planned strategy to maintain education and support a return to full-time attendance.

Leave of Absence During Term Time

The Headteacher may only authorise leave of absence in exceptional circumstances.

Each request will be considered individually, taking account of:

- The specific circumstances of the request.
- The child's attendance record.
- The impact on learning.
- Any exceptional factors presented.

The school will not operate blanket arrangements that automatically authorise leave.

Unauthorised absence may result in referral to the Local Authority for consideration of a Penalty Notice in accordance with local procedures. For further information see the Nottinghamshire County Council website: [School attendance and absence | Nottinghamshire County Council](#)

Attendance Data

Attendance data will be:

- Analysed regularly.
- Shared with governors.
- Used to identify trends.
- Used to target support and intervention.
- Reviewed for vulnerable groups and cohorts.

The school will work collaboratively with the Local Authority and other agencies when attendance concerns become persistent or severe.

Equality and Inclusion

This policy will be implemented fairly and consistently, with regard to:

- The Equality Act 2010.
- Special Educational Needs and Disabilities legislation.
- Safeguarding responsibilities.

The school will ensure attendance procedures do not disadvantage pupils with protected characteristics or additional vulnerabilities.

Monitoring and Review

This policy will be reviewed annually by the Governing Body, or sooner if changed in legislation or statutory guidance require.

