



Pleasant Street Primary School

Attendance and Punctuality Policy

September 2025

Review date: September 2026

Introduction

“Pleasant Street Primary School pledges itself to be a place where uniqueness is celebrated and all individuals will find safety and respect for themselves, their families and their way of life.”

This policy is written with the above statement in mind and it underpins our school ethos.

Pleasant Street Primary School recognises that positive behaviour and good attendance are central to raising standards and children’s attainment.

The aim of this policy is to encourage the highest possible levels of attendance and punctuality for our pupils.

As a school we define regular attendance as 97% or above.

As a school we recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding and behaviour and inclusion.

This policy demonstrates our commitment to meeting the requirements laid out in the Department for Education statutory guidance “Working Together to Improve School Attendance” (Statutory Guidance from August 19, 2024)

Aims

Ensure every pupil has access to a full-time education.

Maximise the overall percentage of pupil attendance and punctuality at Pleasant Street School.

Reduce the number of pupils who are persistently absent (90% or below) and raise the profile of attendance and punctuality amongst the school community.

Provide support advice and guidance for parents, pupils and staff.

Develop clear procedures for the maintenance of accurate registration for pupils.

Ensure a systematic approach to gathering, analysing and acting upon attendance data.

Ensure there is a whole school approach that embeds consistency of practice.

Continue to promote effective partnerships with the Local Authority, Children’s Services, Health and other partner agencies.

Legal Framework

This policy is based on the Department for Education statutory guidance ‘Working Together to Improve School Attendance’

The guidance is based on the following legislation

- The Education Act 1996

- The Education and Inspections Act 2006
- School Attendance Pupil (Pupil registration) Regulations 2023 Governance:

Roles and responsibilities

Governance

The governing board is responsible for:

- Making sure leaders fulfil expectations and statutory duties
- Ensuring that the school has high aspirations
- Regularly analysing attendance data and reviewing the school's performance
- Ensuring all staff receive adequate training on their role in supporting pupil attendance
- Holding the headteacher to account for the implementation of the attendance policy

Mrs Aileen Buckley (DSL) is Pleasant Street Primary Schools Attendance Governor

The Headteacher/Designated Attendance Lead-

Mr Neil Verdin

The headteacher is responsible for:

- Implementation of this policy
- Reporting school level performance data to governors
- Ensuring effective communication between school and the local authority
- Ensuring effective communication with *parents for all pupils where there are barriers to attendance

* Section 576 of the Education Act 1996, the definition of a parent under education law defines "parent" as:

- (a) All natural (biological) parents, whether they are married or not;
- (b) Any person who, although not a natural parent, has parental responsibility for a child or young person;
- (c) Any person who, although not a natural parent, has care of a child or young person.

The role of the Attendance Lead -

Mrs Jessica Leong

The designated attendance lead is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Ensuring all staff are aware of their role in supporting pupil attendance
- Evaluating the effectiveness of the school's process and procedures for managing attendance
- Implementing specific strategies to address poor attendance identified through the analysis of data

- Coordinating targeted intervention and support to pupils and families

Promoting regular Attendance at Pleasant Street School:

This is everyone's responsibility, **ALL members of staff**, parent/carers and pupils.

To help us all focus on this, school will ensure:

- There is a designated attendance lead (DAL) for championing and improving attendance.
- Effective strategies are in place to support all pupils to arrive on time for school.
- An engaging curriculum is provided
- High quality teaching and learning is delivered throughout the school
- Pupils are provided with appropriate support from school and partner agencies to ensure regular attendance at school
- Pupils who experience difficulties in attending school are provided with effective support at the earliest opportunity and attendance is monitored rigorously
- Effective partnerships with parents are encouraged through regular contact and communication
- Parents are kept informed of pupil attendance and punctuality through the school's attendance procedures, termly progress reports, individual letters and meetings when required
- Good attendance and punctuality is rewarded through regular individual pupil incentives
- Attendance and punctuality is regularly discussed with children in assemblies
- Attendance roles and responsibilities are clearly defined and all staff should ensure that these are followed

Safeguarding

A child not attending school, persistent lateness, or children missing from education may be considered a safeguarding issue if this places the child at risk of harm. Therefore, information about the cause of any absence from school is required.

To safeguard all the children in our care, it is important that parents provide the school with their current contact details and provide additional contact numbers in case of an emergency.

More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy

Expectations of Parent/Carer

Ensuring your child's regular attendance at school is a parent/carers legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Ensure your child arrives for school on time. School opens at 8:30am for all children. Children in class by 8:55am.

Telephone school if your child is to be late.

If late, sign your child into school on arrival and state a valid reason for lateness. If arriving after 9.30 an unauthorised absence is recorded.

For routine non-emergency medical and dental appointments please ensure they are made outside of school hours.

Contact school by 9:30am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school. Use the form on the school app and fill in all sections or Telephone 01517093802.

Contact the safeguarding team if the reason for absence requires a more personal contact.
Safeguarding Team- Mrs Buckley or Mr Verdin

In case of emergency we need up to date contact numbers at all times so please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request a minimum of two emergency contact details be provided).

Appointment cards/slips will be provided by parents as proof if there is no alternative but to book in school time, e.g. if a specific clinic runs in school hours.

Requests for exceptional circumstances leave of absence must be in writing to the Headteacher. Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping, concerts and birthdays. Absence Forms can be requested from the school reception.

No holidays requested during school time will be authorised by the school. If children are absent from school due to holidays their absence will be recorded as an Unauthorised Absence.

If a pupil is absent we will...

The school Pastoral Support Worker Mr Irvine will telephone the parent/carer on the first day of absence if school has not been notified of absence by 9:30 am.

If no response is received and the absence is unauthorised a member of school staff may conduct a home visit. If there are safeguarding concerns contact will be made with the family as soon as possible.

If a pupil's absences are increasing and we are not aware of a good reason the parent/carer will be invited to meet the EWO and Senior Leadership Team (SLT). Support will be offered based on the individual needs of the children and their families.

If families have provided a return date to school and the child does not return first day response procedures will fall in to place as outlined above. •

If the parent does not attend the meeting or engage in any support the school has offered and the pupil has accrued 10 sessions of unauthorised absence in a 10 week rolling period, the parents may be issued with a Notice to Improve, in accordance with the Liverpool City Council's Penalty Notice Local Code of Conduct and in agreement with the Education Welfare Service.

If unauthorised absences persist the Mrs Leong will discuss actions with the school's Education Welfare Officer

Understanding types of Absence

Pleasant Street School will record every absence that a pupil takes from school and this is why it is important that parents/carers advise school about the cause of any absence, by calling the school on the first day of absence and in writing on the pupil's return.

Authorised Absence

Authorised absence: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.

It is the Headteacher, not parents who make the decision to authorise absence from school.

Unauthorised Absence

Unauthorised absence: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.

This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
- Absences which have not been explained.
- Pupils who arrive late after the close of registration.
- Holidays to home countries
- Holidays in the UK (e.g. caravan)

This type of absence may lead to the use of Penalty Notices or legal interventions from the Local Authority.

Pleasant Street Primary School in agreement with the Education Welfare Service, may issue a Notice to Improve to parents (in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct) where their child has accrued 10 sessions of unauthorised absence in a 10 week rolling period.

The Notice to Improve period will cover 20 school days. If the child has any unauthorised absence during this time, the school will refer the case to the Local Authority requesting a penalty notice be issued

Persistent Absence (PA)

Pupils are defined as persistent absentees by the Department for Education (DFE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DFE expects schools to intervene well before pupils reach a level of persistent absence.

Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend. If a pupil is reluctant to attend or a parent/carers has concerns, it is important that contact is made with the school as soon as possible to gain support and to work together to gain a resolution.

Parent/Carers are asked to contact the school office in the first instance, where they will be sign posted to a relevant member of staff to support.

Severe Absence

Pupils who miss 50% or more of school are classified as being severely absent by the Department for Education (DfE). This cohort of pupils are a priority group for Pleasant Street Primary School and additional support may be required from the Local Authority and partner agencies to support your child and improve their attendance. It is essential that parents work in partnership with school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

Why Regular Attendance is very important:

Any absence affects education and regular absence will seriously affect pupils' learning.

Pupils who have time off often find it difficult to catch up and do well.

90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year.

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good reason from school is an offence in law (The Education Act 1996) and may result in legal action.

The Education Welfare Officer (EWO)

The Education Welfare Officer -Mrs C Breen– will work with parents to support their child in overcoming any barriers in attending school, The EWO will always try to resolve any issues by working in partnership with the school and family. If a resolution cannot be achieved to improve the pupil's attendance and where unauthorised absence persists and the parent has refused or not engaged with support that has been offered, the local authority will be required to consider the instigation of legal proceedings.

Penalty Notices:

Liverpool City Council (LA) on receipt of a request from school will issue a Penalty Notice to parents for the unauthorised absence of their child.

Before issuing a penalty notice the LA will consider:

If the national threshold for considering a penalty notice has been met, 10 sessions of unauthorised absence in a rolling 10 week period

If issuing a penalty notice is the best available tool to improve the attendance of the pupil

If appropriate support has been put in place

Consideration of the obligations that the school has under the Equality Act 2010 that would make issuing a penalty notice inappropriate

Each parent who is liable can be issued with a penalty notice, but this will usually be the parent who allowed the absence

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. - A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3 year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken. This will often include

considering prosecution, but may include other tools such as one of the other attendance legal interventions

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website

Leave of absence in Term Time

The Law does not give any entitlement to parents to take their child on holiday during term time.

No holidays requested during school time will be authorised by the school. If children are absent from school due to holidays their absence will be recorded as an Unauthorised Absence.

Parents can receive a penalty notice for taking unauthorised leave in term time without prior consent from school. Consent cannot be given retrospectively.

Any application for leave in term time must be in only exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave. The headteacher will determine the number of school days a child can be away from school if the leave is granted.

Lateness

Poor punctuality is not acceptable. If a pupil misses the start of the day they can miss work and late arriving pupils disrupt lessons, it can be embarrassing for the pupil arriving late and can encourage future absence.

The end of the school day is also just as important that your child is picked up on time - 3pm Nursery and 3.15pm Reception to Year 6.

Please phone the school immediately if you think you are going to be late.

If a different person than yourself is picking up your child, then you must contact the school in advance as your child will not be handed over until we have received parental notification.

How we manage lateness

The school opens for all children at 8:30am and all pupils are to be in class by 8:55 am. Registers are taken at 9am by the class teacher and pupils receive a late mark if they are not in their class by that time.

If a pupil arrives late to school parents/carers will receive a telephone call to inform them of their child's late arrival.

Late arrival to school following the close of registers is classified as an absence. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice.

All parents must record on the sign in system a valid reason as to why their child is late

If a Parent/Carer has any problem getting their child to attend school on time they should contact the school office on 0151 709 3802, who will offer support to resolve the problem.

People Responsible for Attendance Matters at Pleasant Street School

All school staff, parents/carers and pupils need to work as a team to support the attendance and achievement of pupils. This continued support therefore is vital in making every pupil's journey through school a success.

Attendance Team

- Mr Irvine – Pastoral Support Worker
- Kirsty Sparrow- Family Liaison
- Mrs Leong- Attendance coordinator/SENCo
- Mr Verdin- Headteacher/DAL
- Jean Hart Davies- Business Manager
- Aileen Buckley- Safeguarding Lead/Attendance Governor

Removal from Roll

From the 1st September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school we are now required to: Inform the LA in every circumstance when deleting a pupil's name from the admission register. Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.

All schools must complete an Exit form and submit to the CME@liverpool.gov.uk inbox.

All schools must provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are asked to:

- Provide the attendance officer with comprehensive information about their plans, including, any date of a move, new address and telephone numbers, your child's new school and the start date when known. This should be submitted to school in writing.
- If a pupil leaves and we do not have the above information, then your child may be considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try to locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

If your child is leaving our school parents are asked to:

- Give Mrs Hart Davies- Business Manager, comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to our school in writing.
- If your child is moving to a school abroad, please provide the name, address and contact details of the new school your child will be attending.

By giving us the above information, these investigations can be avoided.

Monitoring, evaluation and responsibility

The Headteacher and Governing Body are responsible for ensuring that this policy is implemented.

This Policy will be reviewed annually.

Name: Neil Verdin

Review date: September 2026

Pleasant Street Primary School		
When	Who	Action
Daily	Pupils	<ul style="list-style-type: none"> • Arrive at school from 8.30 • Be present at registration 8.55
	Class Teacher	<ul style="list-style-type: none"> • Registers are completed on SIMS each day on time • Ensure attendance has a high profile in class • 100% Marble jar • Discuss absence with pupils returning to school • Welcoming long-term absentees back into the class
	Attendance Team	<ul style="list-style-type: none"> • Ensuring staff have completed AM/PM registers • Ensuring input of accurate attendance marks in the register via SIMs • Identify pupils who are absent from school without reason (before 9.30am) • Log on SIMS, parental voicemails, Parent app messages and emails regarding student absences • Ensure all late arriving pupils are spoken to and their attendance is entered on to SIMS • First day response, phone contact with parents/carers, following up unexplained absences where no text message/phone call has been returned. Specific reasons written in Yellow book. • SLT, Safeguarding and class teachers contacted with specific attendance queries and necessary follow ups required • Logging attendance of all pupils going out /in school for medical, dental or visits • Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the First Day contact systems • Daily Late process, log and send actions for relevant staff
	EWO	<ul style="list-style-type: none"> • Safeguarding home visits as required. • Focused casework interventions with persistent absence pupils and families. • Phone call contact with pupils/parent/carers. • Home visits. • Instigation of legal proceedings. • Tracking of actions and interventions and feedback to pastoral staff.
	Senior Leadership	<p>Senior leaders informal discussions with identified pupils to follow up attendance issues and agree future action required</p> <ul style="list-style-type: none"> • Senior leaders discuss with class teachers when required identified pupils of concern regarding specific attendance queries and necessary follow ups required
	Safeguarding Officer/team	<ul style="list-style-type: none"> • Monitoring and tracking of staff not completing registers in line with safeguarding requirements. • Liaison with EWO and school staff regarding support work with identified pupils.

When	Who	Action
Weekly	Class Teacher	<ul style="list-style-type: none"> • Ensure all members of the class know the school target and their current attendance • Monitor/follow up identified pupil absence by contacting parent/carers where appropriate.
	Attendance team	<ul style="list-style-type: none"> • Informing SLT of pupil patterns of absence. • Provide weekly pupil attendance figures for class teachers and pupil rewards • Discuss punctuality issues with identified pupils and parent/carers • Pupils rewards • Provide weekly Punctuality/attendance data for class teacher and pupil rewards • Parentmail- parents of PA children to inform them of their absence • Attendance is a standing item on weekly staff meetings
	Senior Leadership	<ul style="list-style-type: none"> • Attendances celebrated in Assembly • Update information on attendance boards
	Safeguarding Officer	<p>Details of pupils who are regularly absent should be forward initially to the subject leaders</p> <ul style="list-style-type: none"> • Organise help for pupils to catch up on missed work due to prolonged absence • Monitoring and Tracking of staff not completing registers in line with safeguarding requirements. • Liaison with EWO, Pastoral Coordinators and Senior Leaders regarding support work with identified pupils

When	Who	Action
Half termly	Senior Leadership Team/attendance Team	<ul style="list-style-type: none"> • Maintain a high profile of attendance as a significant contributor to pupil achievement • Use attendance data to identify and take action to improve the attendance of vulnerable pupils • Ensure that all teaching staff focus on attendance in planning and pedagogy • Ensure that attendance features in ALL parents evenings • Monitor and track attendance/PA Action Plans • Liaise with EWO to share information and agree joint actions re action plans or other pupils causing concern • Main marble jar display figures updated (reward for highest scoring class) • Give Attendance awards for children that have attended for a full Half Term during assembly • Letter sent to families that persistently arrive late to school

When	Who	Action
Termly	Headteacher	<ul style="list-style-type: none"> • Inform parents and children of their attendance to date through RAG Letter • Ensure that attendance maintains a high profile as a key driver of school improvement • through close monitoring and scrutiny of attendance data in conjunction with SLT and • Governors • Celebrate and reward attendance at the end of each term
	Safeguarding Officer/team	<p>The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision</p> <ul style="list-style-type: none"> • School Attendance Review • Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance • Ensure that the attendance policy is implemented across the school and that systems are operating effectively. • Report to SLT on attendance matters • Ensure school prospectus, parent/carers welcome booklet and school newsletters promote Attendance

Attendance %	RAG	Intervention	Lead responsibility
100% 190 days attendance		Daily praise/enthusiasm from All Staff Weekly class attendance award Half Termly certificates for individuals and class award Attendance badges Green Letter 97% and above	All Staff EWO Attendance Co-ordinator SLT
96.99% equivalent to 6 days absence		Talk to pupils and contact parents EWO Amber Letter	Class Teacher EWO SLT
92.99% 15 days or more absence		Talk to pupils and parents/carers RAG return school meetings Support Meetings Amber letter	Class Teacher EWO/Attendance Co-ordinator Safe guarding Officer Headteacher
90% 19 days or more		Next steps Action Planning Red Letter Support meeting	EWO Attendance co-ordinator Safeguarding lead Head teacher LA EWO Governors