

Fiddlers Lane Community Primary School Attendance Policy



Policy Lead: Mrs Lax – Office Manager & Attendance Lead

Administrator: Mrs Pendlebury

Attendance Champion: Mrs Hughes

Inclusion Team: Mrs Lax, Mrs Pendlebury, Mrs Hughes, Mrs Forster and Mrs Mansell

Date of Issue: September 2026

Review Date: September 2027

Our Vision

Big Dreams, Bright Futures



We are a collaborative school where:

- Every child belongs, achieves and succeeds.
- Every child receives a first-class education.
- Every child is prepared for a future of possibilities.

At Fiddlers Lane Community Primary School, we believe that excellent attendance is fundamental to achieving our vision of *Big Dreams, Bright Futures*. We are committed to creating a nurturing, inclusive and aspirational environment where every child has the opportunity to thrive academically, socially and emotionally.

Research consistently demonstrates a strong link between attendance and attainment. Children who attend school regularly are more likely to achieve well academically, develop positive relationships and benefit from the wider opportunities school provides. Regular attendance helps children establish positive routines, build confidence and resilience, and develop the skills required for future success.

Fiddlers Lane Community Primary School seeks to ensure that all pupils receive a first-class education and have every opportunity to fulfil their potential. We recognise that poor attendance can significantly impact a child's educational outcomes, wellbeing and future life chances. We therefore work proactively with pupils, parents, carers and external agencies to promote excellent attendance and punctuality.

The school aims to maintain attendance at, or above, national expectations and is committed to ensuring every child attends school regularly and on time.

The school uses BromCom as its Management Information System (MIS) to maintain accurate attendance records. Electronic registers are used to record attendance and punctuality throughout the school day.

Attendance

Awareness and Improvement Initiatives

Fiddlers Lane Primary School will ensure that parents and carers are fully informed about attendance expectations, responsibilities, rewards, support mechanisms and statutory procedures.

Information will be shared through:

- The school website: <https://fiddlerslaneprimaryschool.co.uk/>
- Parent meetings and information sessions
- Attendance letters and reports
- Text messages, emails, App messages (MCAS) and telephone calls
- Attendance displays and celebration events
- Meetings with the Pastoral & Inclusion Team
- Newsletters and other school communications

The school recognises that building strong partnerships with families is essential in improving attendance and ensuring that every child accesses their full educational entitlement.

Attendance Rewards and Recognition

Attendance is promoted positively through:

- Weekly attendance celebrations
- Class attendance awards
- Certificates and rewards for excellent attendance
- Termly and annual recognition of good attendance
- Whole-school attendance displays
- Celebration assemblies

Attendance Support and Intervention

The school adopts a supportive approach to attendance and will identify concerns at an early stage.

The Pastoral & Inclusion Team works closely with families to understand barriers to attendance and provide appropriate support.

Where concerns arise, support may include:

- Attendance monitoring
- Attendance review meetings
- Home-school attendance agreements
- Individual attendance action plans
- Referrals to external agencies where appropriate
- Early Help support

Inclusion Team

The school's attendance support structure consists of:

- Mrs Lax – Office Manager, Attendance Lead & DSL
- Mrs Pendlebury – Administrator
- Mrs Hughes – Attendance Champion & DSL
- Mrs Forster – Pastoral & Inclusion Team & DSL
- Mrs Mansell – Pastoral & Inclusion Team & DSL
- Mrs Hicks- Education Welfare Officer (Local Authority)

The team works collaboratively with families, school staff, the Local Authority and partner agencies to ensure the best outcomes for children.

Enforcement Procedures

Where attendance remains a concern despite support being provided, the school may:

- Refer cases to the Local Authority Attendance Service.
- Seek advice from Education Welfare or Attendance Officers.
- Arrange attendance panel meetings.
- Implement attendance contracts and action plans.
- Request consideration of a Penalty Notice where statutory thresholds are met.
- Initiate legal proceedings where appropriate and in accordance with Local Authority procedures.

Holidays During Term Time

Parents should avoid booking holidays during term time.

Leave of absence will only be authorised in exceptional circumstances and requests must be made in writing to the Headteacher using the school's Leave of Absence Request Form.

Each application will be considered individually and in line with current Department for Education guidance.

Unauthorised holidays may result in the issue of a Penalty Notice where statutory criteria are met.

Registration Procedures

Registers are legal documents and must be completed accurately.

Teachers are required to complete attendance registers at the beginning of each morning and afternoon session.

Attendance is recorded electronically using Bromcom.

School Day and Registration

The school day begins at **8:40am**.

Morning registration closes at **8:45am**.

Afternoon registration closes at the designated afternoon registration time.

Pupils arriving after registration has closed must report to the school office to sign in and give a reason for their lateness before going to class.

Late Arrival Codes

- Arrival between 8:46am and 9:15am will be recorded using Code **L** (Late before registers close).
- Arrival at or after 9:16am will be recorded using Code **U** (Late after registers close and counted as an unauthorised absence).

Persistent lateness will be monitored and will result in intervention from the Inclusion Team.

Induction of New Staff

Attendance procedures and responsibilities form part of the induction programme for all new staff, including temporary and supply staff.

Training will ensure that all staff understand:

- Statutory attendance requirements
- Registration procedures
- Safeguarding responsibilities
- School attendance expectations
- Reporting processes and systems

Parents and Carers: Legal Responsibilities

Parents and carers have a legal duty to ensure that children of compulsory school age receive a suitable education.

Parents and carers are expected to:

- Ensure their child attends school regularly.
- Ensure their child arrives on time.
- Inform school of any absence promptly.
- Provide appropriate evidence when requested.
- Update the school regarding changes of address, telephone number or emergency contact details.

Where families move schools, parents must provide relevant information to support safe transfer arrangements.

Failure to provide forwarding information may result in referral to Children Missing Education services.

Information for Parents and Carers

Information regarding attendance is available through:

- The school website
- Parent meetings
- New starter meetings
- Attendance correspondence
- Attendance reports
- Communications from the Pastoral & Inclusion Team

Website: <https://fiddlerslaneprimaryschool.co.uk/>

Effective Communication Between Home and School

The school will maintain regular communication regarding attendance through:

- First-day response systems
- Telephone calls
- Text messages
- Emails
- Attendance letters
- Attendance review meetings
- Attendance action plans
- Home visits where appropriate
- Referrals for additional support

Parents are encouraged to speak with school as early as possible if they experience difficulties affecting attendance.

Absence During Term Time

Requests for absence during term time must be submitted using the school's [Leave of Absence Request Form](#).

Medical Appointments

Medical and dental appointments should, wherever possible, be arranged outside school hours.

Where this is not possible:

- Evidence of the appointment will be requested
- Children should attend school before and after appointments whenever possible
- Only the time required for the appointment will be authorised

Acceptable evidence may include:

- Appointment cards
- Letters
- Text confirmations
- Medical slips
- Evidence from healthcare providers

Safeguarding

Attendance forms an important part of safeguarding.

Children who do not attend school regularly may be at increased risk of harm.

Fiddlers Lane Primary School recognises that attendance, safeguarding, behaviour, wellbeing and educational outcomes are closely linked.

The school follows Local Authority procedures relating to:

- Children Missing Education
- Elective Home Education
- Attendance management
- Safeguarding and child protection

The school works in partnership with external agencies where concerns arise regarding a child's welfare, safety or attendance.

All attendance procedures are implemented in accordance with safeguarding duties, equality legislation and the rights of the child.

Unauthorised Absence

Unauthorised absence includes situations where:

- No reason for absence is provided.
- The reason provided is not accepted.
- Evidence requested by the school is not supplied.
- Leave of absence is taken without authorisation.

The school will investigate unexplained absences through:

- Telephone contact
- Text messages
- Emails
- Written correspondence
- Meetings with parents
- Home visits where appropriate

The school reserves the right to record an absence as unauthorised where there is reasonable doubt regarding the validity of information provided.

Persistent unauthorised absence may result in referrals to the Local Authority and consideration of statutory enforcement action.

Recording and Improving Punctuality

Children who are regularly late:

- Miss important learning opportunities
- Experience disruption to their learning
- May feel unsettled when entering class late
- Can develop negative attitudes towards school attendance

All late arrivals must report through the school office.

The reason for lateness will be recorded and monitored.

Where punctuality concerns persist:

- Parents may be invited to meetings
- An action plan may be implemented
- Additional support may be offered
- Referrals may be made to attendance services where appropriate

Monitoring and Review

The Attendance Lead and Pastoral & Inclusion Team will monitor attendance regularly to identify patterns, trends and emerging concerns.

This policy will be reviewed annually to ensure compliance with current legislation.