Oulton Broad Primary School Attendance Policy

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Contents

Section Title	Page
Introduction	3
Legal Framework	3
Roles and Responsibilities	4
Absence Procedures	4
School Times and Registration Times	5
Monitoring Attendance Procedure	5
Term Time Holidays	6
Fixed Penalty Notices	6

Introduction

Oulton Broad Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Children cannot achieve their full potential if they do not regularly attend school. Attending school is vital for children to experience the vast opportunities available, including improving their wellbeing and wider life chances.

Every child is entitled to an effective, full-time education and it is the legal responsibility of a parent to ensure their child receives that.

Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children and Young Persons Act 1963
- DfE (2025) 'Children missing education'
- DfE (2025) 'Keeping children safe in education'
- DfE (2024) 'Working together to improve school attendance'

Roles and Responsibilities

The headteacher/attendance lead is responsible for:

- Ensuring the implementation of this policy and procedures;
- Monitoring attendance regularly and ensuring high and/or increasing levels of attendance are maintained;
- Having regard to 'Keeping children safe in education' (2025) when making arrangements to safeguard and promote the welfare of children;
- Keeping parents informed of their child's attendance and any changes to attendance policy and procedure.

Staff are responsible for:

- Monitoring attendance and discussing any concerns with parents;
- Using their professional judgement and knowledge of individual

pupils to inform decisions as to whether any welfare concerns should be escalated.

Parents are responsible for:

- Ensuring that their children attend on time and stay at school;
- Instilling in their children an appreciation of the importance of attending school regularly;
- Ensuring that they are aware of the attendance policy of their children's school;
- Working in partnership with their children's school to resolve issues which may lead to non-attendance;
- Notifying the school if their child is absent. This should be done on the first day of absence before 9am. They should also provide an explanation for the absence;
- Avoiding where possible to arrange medical/dental appointments during school hours;
- Avoiding booking holidays during term time;
- Providing accurate, up-to-date contact details and update any changes.

Absence Procedures

- Parents should contact the school as soon as possible on the first day of their child's absence to explain why they are absent before 9am.
- A phone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school. If the school is unable to contact the parent/carer, they may contact the pupil's emergency contacts.
- The staff member will encourage the attendance of any child that they believe should be able to attend. Medical evidence may be required before authorising absence. Please see NHS website for guidance about absence and illnesses.
- Where a child has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will contact the Local Authority and follow the 'Child Missing Education' guidance.
- Where there are concerns that the absence of a child constitutes a risk of harm, safeguarding procedures will be followed as per the safeguarding policy, which can be found on our website.

School Times and Registration Times

The school day is as follows:

Time	Our School Day
8:45am	Morning registration starts.
9:00am	Morning registration closes. Any arrivals after this will be asked to enter through the main office and will be classed as 'late'.
9:00am-12:00pm	Staff will begin to contact parents of pupils who have not arrived and encourage arrival where necessary.
1-1:30pm	Afternoon registration starts and closes.
3:15pm	End of school day.

Monitoring Attendance Procedure

The attendance lead will monitor the attendance on a fortnightly basis to identify any cause for concern. They will use their professional judgement to decide whether further action should be deliberated. The procedure will continue as followed:

- All parents will be notified of their child's attendance after the October half term. This will allow parents to be aware of whether attendance could be improved, or maintained at a good standard.
- Following regular attendance reviews, the parents of pupils with a continued attendance figure lower than 95% may be contacted again to notify them of the current data. Advice and support will be offered to improve attendance.
- If attendance continues to decline, the parents will be issued a 'Notice to Improve' where they will be notified that a referral to the Education Welfare Officer may be requested and a penalty notice may be issued if changes are not made. An action plan will be offered to support the family.
- Attendance below 90% (persistent absentee) could result in a referral to the Education Welfare Officer from the local authority where they will support the parents with their child's attendance.

Term Time Holidays

Regular attendance at school is crucial for a child's learning. We believe a child should have at least 95% attendance a year to access the opportunities school provides. To support this, we encourage parents to review the term dates throughout the year on our school website before booking a holiday. Oulton Broad Primary School term dates

We require a completed application form before the holiday commences with evidence as to why the holiday is during term time, which will then be considered by the headteacher on an individual basis. We may only grant authorisation for term time holidays in exceptional circumstances:

- A parent in the armed forces, who has set leave periods.
- Written proof from your employer that this is the only time you can take a holiday. Attendance will still be checked to see if it is at least 95% before being authorised.
- Religious festivals
- A family experiencing an unexpected crisis, like a terminal illness.

After a holiday is taken, the parents may be notified that having another holiday during term time may result in a Penalty Notice being issued per parent, per child.

Fixed Penalty Notices

A Fixed Penalty Notice may be issued if the child has a total of 10 sessions (usually equivalent to 5 school days) of unauthorised absence in any period of 10 school weeks. The 10-school week period can span to different terms, school years or education settings.

A sanction may include issuing each parent (per child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days. A Second Penalty Notice for £160 may be issued to parents who commit the same offence twice in three years. If a third offence is committed within 3 years, the matter will be referred to the local authority.