Phoenix
FEDERATION

Oak Gardens Primary School

Attendance Policy

Chair of Governors: _____

Executive Headteacher: Mr. Dean Gordon NPQEL

Date: 16th APRIL 2026

Date to be reviewed: APRIL 2027

Philosophy

The Phoenix Federation is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit fully from their education, good attendance is essential.

As a Federation, we will do all that we can to ensure maximum attendance for all pupils. Any problems, other than medical, that prevent full attendance will be identified and addressed as far as possible.

It is the policy of our Federation to celebrate achievement. Attendance is a critical factor in securing a productive and successful school career. Our school actively promotes and encourages 100% attendance for all pupils.

We give high priority to ensuring that parents and pupils understand the importance of regular and punctual attendance. We recognise that parents have a vital role to play, and therefore we are committed to establishing strong home-school links and communication systems that can be used whenever attendance concerns arise.

If non-medical issues affect a pupil's attendance, we will investigate, identify, and work in partnership with parents and pupils to resolve concerns as quickly and effectively as possible. Our approach is always focused on returning each pupil to full attendance.

To safeguard pupils, we will regularly request updated contact details to ensure parents can be reached promptly if required.

Objectives

- To promote children's welfare and safeguarding
- To encourage full attendance and punctuality
- To record and monitor attendance and absenteeism and apply effective strategies to minimise it
- To acknowledge and reward successful attendance
- To ensure a consistent approach across the school

Statutory Duty of Schools

Under the Education Act 1996, parents and guardians must ensure their children receive efficient, full-time education, either through regular school attendance or otherwise.

Schools must record pupil attendance twice daily, once at the start of the morning session and again during the afternoon. An entry must be made for all pupils of compulsory school age.

Absence should only occur when a child is unfit to learn or is observing a day of religious observance approved by the school.

Although nursery attendance is not statutory, it is important to establish good attendance and punctuality habits from the beginning of a child's education.

Parents are children's first educators, and we greatly value strong partnerships between parents and the school community. We promote open communication and mutual respect.

Principles

Parents/carers are legally responsible for ensuring that children of compulsory school age attend school regularly and punctually unless their absence is authorised by the school.

Procedures & Letters

If your child is absent, the school will:

- Telephone or text you on the first, and every subsequent day of absence if we have not heard from you. However, it remains your responsibility to contact us.
- If we cannot reach you, we will call emergency contacts, send letters home, and may conduct a home visit for safeguarding reasons.
- Refer your child to the Local Authority as "**missing from education**" on the 10th day of no contact (or earlier, if appropriate).

If absence continues, the school will:

- Write to you if attendance falls below 90% or if punctuality is concerning.
- Arrange a meeting with the Administration Services Manager or Executive Headteacher.
- Create a personalised action/support plan (e.g., an attendance contract).
- Offer signposting to external agencies or support services where appropriate.
- Refer the matter to the Local Authority if attendance does not improve and parents/carers do not engage with support.

Morning Arrival and Registration

- The school day begins at **8:45am**.
- Children enter via the main entrance where staff greet them.
- Children arriving after **8:55am** are late and must be signed in by a member of the Admin team.
- After **9:20am**, pupils receive a **U Code** (Unauthorised Absence).
- Registers are taken at **8:50 - 8:55am** and again in the afternoon.

Teachers must ensure registers are accurate and that each child is seen and heard before marking attendance.

Persistent lateness may result in a meeting with the Executive Headteacher or the Administration Services Manager.

Punctuality is essential due to structured morning learning, including daily phonics (Reception - Year 2) from **9:50 - 10:30am** and Lexia sessions in KS1 & KS2.

Afternoon Registration

- Must be completed by **1:15pm**.
- Children leaving early must be signed out at Reception by a member of SLT.
- Advance notice and evidence are required for early collection.
- Attendance registers are checked regularly by the Education Welfare Officer.

Collection at the End of the Day

- Teaching finishes at **3:10 pm**.
- Pupils are ready for collection at **3:15pm**.
- Collection after **3:25pm** incurs a late charge:

Late Collection Time	Fine
After 3:25pm - 3:35pm	£10
After 3:35pm	£5 per additional 10 minutes

Illness and Medical Appointments

- Medical appointments should be made outside school hours where possible.
- Medical evidence must be provided for all appointments during school hours.
- Parents must report illness **before 8:30am** on each day of absence.

High levels of illness may require medical evidence.

Parental Expectations

Parents/carers must:

- Ensure their child attends every day, on time
- Call the school before **8:30am** to report absence
- Provide more than one emergency contact
- Arrange appointments outside school time where possible

Holidays in Term Time

- There is **no entitlement** to term-time holidays.
- Leave of absence may only be granted in **exceptional circumstances** by the Executive Headteacher.
- Unauthorised holidays will result in **Penalty Notices** issued to each parent.

Exceptional circumstances include:

- Death of an immediate family member
- Medical procedures requiring recovery
- Housing crisis preventing attendance

The school will not provide work during term-time leave.

Persistent Absence

Persistent absence = **below 90% attendance**
Severe absence = **50% or more absence**

Procedure

- **PA Letter 1** issued when absence begins to decline
- **PA Letter 2** sent after four weeks without improvement
- A further two weeks are given to improve attendance
- If no improvement, a meeting with the Executive Headteacher and/or Administration Services Manager is required

The school will:

- Analyse attendance data for patterns
- Address safeguarding concerns
- Hold regular meetings with parents
- Offer support and signposting
- Explain consequences and sanctions
- Implement sanctions if required

National Framework for Penalty Notices

A Penalty Notice must be considered after **10 sessions** (5 days) of unauthorised absence within a **10-week rolling period**.

Fines:

- **£160 per parent per child**, reduced to **£80 if paid within 21 days**
- Second notice within 3 years: £160

- Further offences may result in prosecution (up to £2500 fine and/or 3 months imprisonment)

Summary

The school has a legal duty to publish attendance figures and promote high attendance and punctuality. Staff are committed to working with parents and pupils to achieve this.

Attendance Rewards

- **Bronze Medal:** 100% attendance in Autumn
- **Silver Medal:** 100% attendance in Autumn and Spring
- **Gold Medal:** 100% attendance in all three terms

Lateness Procedure

Printed each half-term and sent to parents whose child has more than three late marks.

The Headteacher meets with parents in cases of severe lateness.

To be reviewed: March 2027