# Parent Friendly Short Attendance Policy Extract EXAMPLE

# Worcestershire April 2025

# [Insert Name of School]

# Short Version - Attendance Policy and Procedures

**[Insert School Logo]**

|  |  |
| --- | --- |
| **Policy Author:** |  |
| **Date of Policy:** |  |
| **Date approved by Governors:** |  |
| **Next annual review date:** |  |

**Key Contacts**

[Add in your key contact information for the relevant members of staff regarding attendance]

School Attendance Lead Name:

Telephone number Email

School Attendance Officer Name:

Telephone number Email

Class teacher/form tutor [insert for each class/year group]:

Telephone number Email

Head of Year/Key Stage Co-ordinator [insert for each year/key stage]:

Telephone number Email

Pastoral Support Lead:

Telephone number Email

Other staff members that might be helpful in supporting attendance e.g., school counsellor, DSL, SENco, family workers, mentors etc:

Name

Telephone number Email

Governor for attendance:

Telephone number Email

At [school/setting name] we want all students to aim for 100% attendance. We set expectations of excellent attendance for all pupils and expect pupils to be in school every day that school is open unless they are too unwell to attend. This is really important so we can give your children the best education we can, and the education that they are entitled to.

Some pupils find it harder than others to attend school and we will work together with parents/carers, pupils and any relevant partners to remove any barriers getting in the way of pupils attending regularly. Pupils with medical conditions or other circumstances that may at times prevent regular attendance will be fully supported by our school, in partnership, where necessary, with any health or external professionals. Promoting and supporting excellent attendance is everybody’s business within our school and community.

By providing a calm, orderly, safe, and supportive school where all pupils want to be is important to us. We will work together with you as parents to explore and support any child who is finding it difficult to attend school regularly.

## Why is Attending School Regularly So Important?

Excellent attendance is important for pupils to feel part of the school community and develop a sense of belonging. This supports each pupil’s all-round development, mental health, and well-being.

|  |  |  |
| --- | --- | --- |
| **If attendance over the school year is:** | **…a pupil will miss this many days:** | **…and this many lessons:** |
| 100% | 0 | 0 |
| 95% | 10 | 50 |
| 90% | 19 | 95 |
| 85% | 29 | 145 |
| 80% | 39 | 195 |
| 75% | 49 | 245 |
| 70% | 58 | 290 |

## [Insert your school expectations of what parents need to do if their child is unable to attend school]

[Insert what you will do if you haven’t heard from parents/are concerned about a pupils attendance]

## Absence Requests

**The law does not grant parents the automatic right to take a child out of school during term time for any reason, including a holiday.**

Only in very, very exceptional circumstances will absence requests be authorised.

[Insert your own school expectations regarding requesting absence etc. here]

[If you use the penalty notice procedure for reporting your term time absences to the LA you will also need to advise parents of this here]

**Unauthorised Absence**

An absence will be unauthorised if your child is absent from school without the permission of the school. Whilst as parents you can provide explanations for absence, it remains the school’s decision whether to authorise an absence or not.

Unauthorised absences may include:

* Absences which have never been properly explained
* Pupils who arrive at school too late to get a mark
* Absences for shopping, birthdays, day trips, errands
* Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered
* Long weekends and holidays in term time (unless in very, very exceptional circumstances as agreed in advance by the school)
* If a pupil is kept away from school longer than has been agreed -any additional absence will be unauthorised
* [Amend this list/Insert any others you may wish to here]

Unauthorised absences may result in the use of penalty notices or prosecution.

## Support for School Attendance

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

[insert who parents need to speak to/what they need to do in such circumstances]

For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will use an individual health plan [insert what you use if different] and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.

[insert who parents need to speak to/what they need to do in such circumstances]

If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.

If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child’s safety and well-being.