Shropshire Hills Federation

Attendance Policy 2026

Reviewed by governing body
on

January 2026

Aims & Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance. Through this policy we aim to:

• Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.

• Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued.

• Improve pupils' achievement by ensuring high levels of attendance and punctuality.

• Achieve a minimum of 95% for all pupils, apart from those with chronic health issues.

• Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality.

• Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.

• Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.

• Recognise the key role of all staff in promoting good attendance.

This policy is split into 3 main sections:

- Expectations and daily routines
- Data and monitoring
- Escalation procedures

1. Expectations and daily routines

Punctuality - It is the parent/carers responsibility: -

• To ensure that their children arrive to school on time. The main entrance to school opens at 8:45am until 8:55.

• To ensure children who are late after 8:55am report to the school office to sign in. Records are kept of the pupils that are late with an L code in the register.

• To ensure children are collected promptly at the end of the school day (3:25pm) and that necessary arrangements are in place for the journey home. If these differ from the child's normal arrangements, the class teacher and school office should be made aware of this.

When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.

Absences - It is the parent/carer's responsibility:

• To notify the school on the first day of absence before 9:10am or as soon as possible. Parents can report an absence by telephoning the school office, or emailing adminnorbury@shf.shropshire.sch.uk or adminchirbury@shf.shropshire.sch.uk where a reason for the absence can be explained.

• Inform the school daily of absence unless advised that the child must remain off school for infection control reasons (e.g. vomiting would need a 48hour absence from school).

• To provide medical evidence, if necessary, on the child's return to school.

• To ensure that as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, the child should attend school before/after the appointment.

• To liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer.

• Parents/carers of children for whom we do not know the reason for absence will be contacted after registration closes.

Illness/Medical Absences

If a child has prolonged absence due to illness or is repeatedly absent due to illness, the school may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription, etc.

Absence for Holidays

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education. Holidays in term time may not be granted by the Headteacher, unless it is considered to be 'exceptional circumstances.'

Parents/carers must complete a Request for Leave Form (please ask at the office) in advance of the trip (ideally at least 4 weeks prior). These requests will be considered on a case-by-case basis by the Headteacher, who will use their discretion whilst applying government recommendations.

It is the parent/carer's responsibility:

• To obtain a leave of absence form from the school office.

• To complete and submit the form in advance of the period of absence (ideally 4 weeks prior). If parents/carers decide to take a holiday without the Headteacher's authorisation, the child's absences will be marked as unauthorised. Fixed Penalty Notices will be issued by the Education Welfare Service for unauthorised holiday absence during term time. This fine is payable at £60 per child, per parent.

Absence for Other Reasons

Absences for reasons that qualify as ‘exceptional circumstances’ such as religious observance (up to 2 days per year) or close family bereavement may be authorised by the Headteacher. These requests must be discussed with the school and a Request for Leave Form completed, if necessary. Absences for close family members’ weddings or funerals will be limited to one day’s authorised absence, if granted. It is the parent/carer’s responsibility:

• To inform the office, in writing or via the Request of Leave Form of the need for leave in circumstances which are known in advance.

• To inform the school as soon as possible when sudden circumstances occur which prevent a family bringing a child to school, so that the appropriate code can be recorded in the register. Unexplained Absence When a child is repeatedly absent and no satisfactory reason is given, the parent/carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority.

Promoting good attendance

The school will promote good attendance using various methods. For example: providing a safe and welcoming atmosphere in which children feel valued and ready to learn in, acknowledgement of individual high attendance through recognition.

2 - Monitoring and review

The school will monitor and analyse attendance patterns and trends and deliver intervention and support. This support will be considered on a case-by-case basis and be personal to the pupils and families that require it.

School will support parents in understanding the importance of good attendance. This will begin with a meeting to discuss the links between attendance and attainment and wider wellbeing. School will also provide a clear view as to what ‘good’ attendance looks like. Further to this, school will discuss with families any potential barriers to attending school and work to alleviate these as best as possible and where reasonable in-line with expectations set out in this document. Support will then be implemented (where appropriate) and reviewed.

3 - Escalation of procedures

Where the afore mentioned support does not have the intended impact or families fail to meet the expectations of this policy, the Educational Welfare Officer may be involved in implementing the policy.

Education Welfare

Officer Regular monitoring is carried out alongside and by the Education Welfare Officer. Children who have repeated, unauthorised absences, holidays or otherwise, will be contacted by the Education Welfare Officer and may be invited into an attendance meeting to discuss absences and any appropriate support.

Role of the Education Welfare Officer:

• To investigate absence which exceeds more than 10%, and to hold meetings with these parents as required.

• To investigate persistent lateness.

• To investigate any unexplained absence which exceeds more than 5 consecutive days.

• To ensure parents are aware of their legal duty under the Education Act to ensure their children attend school.

• To refer cases to the Local Authority for prosecution where persistent absenteeism has not improved despite thorough intervention and support from the school and Education Welfare Officer.

• To report accurate whole school and individual attendance data when required.

The Governing body

The Governing body will:

• Recognise the importance of school attendance and promote it across the school's ethos and policies.

• Ensure school leaders fulfil expectations and statutory duties.

• It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the Headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

• The school will keep accurate attendance records on file for a minimum period of three years.

• The rates of attendance will be reported in the school prospectus, and in the annual governors' report.

Children Missing in Education

If a child is absent (unexplained) for at least 5 consecutive days, the Education Welfare Officer will be notified. A home visit may be carried out. If the absence continues for a 'substantial period of time', the family will be referred as a CME case for the Local Authority. Link for form below: https://www.shropshire.gov.uk/schools-and-education/school-attendance-orexclusion/children-missing-education-cme/

Persistent Latecomers

Children who repeatedly attend school late, after 8:55am, will be brought to the attention of the Education Welfare Officer. Warning letters will be issued to the parents/carers of these children. In addition, the Education Welfare Officer does unannounced gate checks.

Parents/carers should note that children who arrive late after registration closes may be marked as unauthorised.

Warning letters and/or Fixed-penalty notices may be issued to parents/carers whose children have unauthorised absences due to persistent or prolonged lateness.

Reporting absences:

Norbury: Tel: 01588 650207 Email: adminnorbury@shf.shropshire.sch.uk

Chirbury: Tel: 01938 561547 Email: adminchirbury@shf.shropshire.sch.uk

Senior leader responsible for attendance:

Mrs Claire Morris (Headteacher) – contacted via the main office.