Corinthian Primary

Attendance and Punctuality Policy

School:	**Corinthian Primary**
Approval Date:	**October 2026**
Review Date:	**October 2027**

- **Policy produced with reference to:** DfE Statutory Guidance *Working Together to Improve Attendance*
- **Headteacher:** Mrs J Cliffe
- **Designated Attendance Lead:** Mrs H Lovatt
- **Date of policy / adoption:** Autumn 2026
- **Date of next review:** Autumn 2027

1.0 Introduction

Corinthian Primary School recognises the clear link between the attendance and attainment of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils within Corinthian Primary School to support learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend regularly and on time. Pupils should attend every day that the school is open. **We set a target for all pupils to aim for 100% attendance.** In line with DfE guidance, we expect all pupils to achieve regular attendance and work proactively to remove barriers for any pupil at risk of falling below expectations.

Corinthian Primary School believes teachers, parents/carers, pupils, and all members of the school community have an important contribution in improving attendance and punctuality, ensuring students attend to achieve. This policy sets out how we will achieve this together and should be read in conjunction with the Attendance Roles and Responsibilities Guidance attached to this document.

2.0 Aims

- Raise the profile of attendance and punctuality amongst the school community.
- Maximise the overall percentage of pupil attendance and punctuality.
- Reduce the number of pupils who are **persistently absent** (10% or more absence / attendance 90% or below) or **severely absent** (50% or more absence).
- Build strong, respectful relationships with families to support regular attendance through a "support-first" approach in line with national guidance.
- Provide support, advice, and guidance for parents, pupils, and staff.
- Develop clear procedures for the maintenance of accurate registration for pupils.
- Ensure a systematic approach to gathering, analyzing, and acting upon attendance data.
- Ensure there is a proactive whole-school approach that embeds a consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health, and other partner agencies.

2.1 Promoting Regular Attendance at Corinthian Primary School

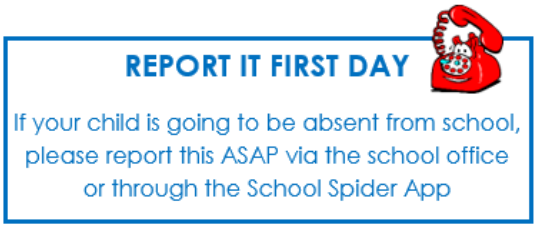
This is everyone's responsibility: all members of staff, parents/carers, and pupils. To help us all focus on this, Corinthian Primary School will ensure:

- There are designated members of staff (Mrs J. Cliffe and Mrs H. Lovatt) responsible for championing and improving attendance.
- Effective strategies are in place to deter poor punctuality.
- An engaging curriculum is provided and reviewed regularly.

- High-quality teaching and learning is delivered throughout the school.
- Pupils are provided with appropriate support from school and partner agencies to minimise disaffection.
- Vulnerable groups are provided with targeted support at the earliest opportunity, and attendance is monitored rigorously.
- Effective partnerships with parents/carers are encouraged through regular contact and proactive support.
- Parents/carers are kept informed of pupil attendance and punctuality through school attendance procedures, progress reports, letters, and support meetings.
- Good attendance and punctuality is recognized and rewarded through regular pupil incentives.
- Attendance and punctuality are regularly discussed with children in assemblies.
- Attendance roles and responsibilities are clearly defined for all staff.

3.0 Attendance Expectations and Absence Procedures

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence from school is required.



3.1 Expectations of Parent/Carer

- **Legal Obligation:** Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act). Permitting unauthorized absence creates an offence in law.
- **Punctuality:** Ensure your child arrives for school on time. Telephone the school if your child will be late.
- **Medical Appointments:** For routine non-emergency medical and dental appointments, please ensure they are made outside of school hours where possible, and confirmation of the appointment is provided.
- **First Day Absence:** Contact school by 8:45am on the first day of absence if your child is unable to attend, giving an indication of the expected duration and return date.
- **Communication Response:** Respond promptly to any text message or phone call regarding an unannounced absence to ensure your child is safe.
- **Contact Details:** Provide a minimum of **three emergency contact details** and inform the school immediately of any changes.
- **Leave of Absence Requests:** Requests for exceptional circumstances leave of absence must be submitted in writing to the Headteacher in advance. Reasons such as a close family bereavement or taking part in a significant religious event may be considered. Unacceptable

reasons include general family holidays, weddings, shopping, concerts, and birthdays.

Please refer to this helpful NHS guide to common illnesses and if they require absence from school:



3.2 School First-Day and Persistent Absence Follow-Up

If a pupil is absent, the school will:

- Contact parents/carers via phone on the first day of absence if no reason has been received by 9:00am. Arbor app messages are not accepted and a phone call will be made for any messages that are sent through.
- Conduct a home visit if no response is received or if there are safeguarding concerns.
- Invite parents/carers to an Attendance Support Meeting if absences continue or patterns emerge.
- Work in partnership with the Education Welfare Officer (EWO) and Local Authority where statutory thresholds are met.



4.0 Understanding Types of Absence

Every absence must be legally recorded as either authorised or unauthorised.

4.1 Authorised Absence

An absence is authorised when the school accepts the explanation offered as satisfactory. The Headteacher, not the parent/carer, makes the ultimate decision on whether an absence is authorised.

4.2 Unauthorised Absence

An absence is unauthorised when the school has not received a satisfactory explanation or has not approved a leave of absence request. This includes:

- Parents/carers keeping children off school unnecessarily (e.g., birthdays, shopping, minding

siblings).
- Truancy before or during the school day.
- Unexplained absences.
- Arriving after the official register has closed.

4.3 Penalty Notices and National Framework Compliance

In accordance with DfE statutory guidelines (*Working Together to Improve Attendance*):

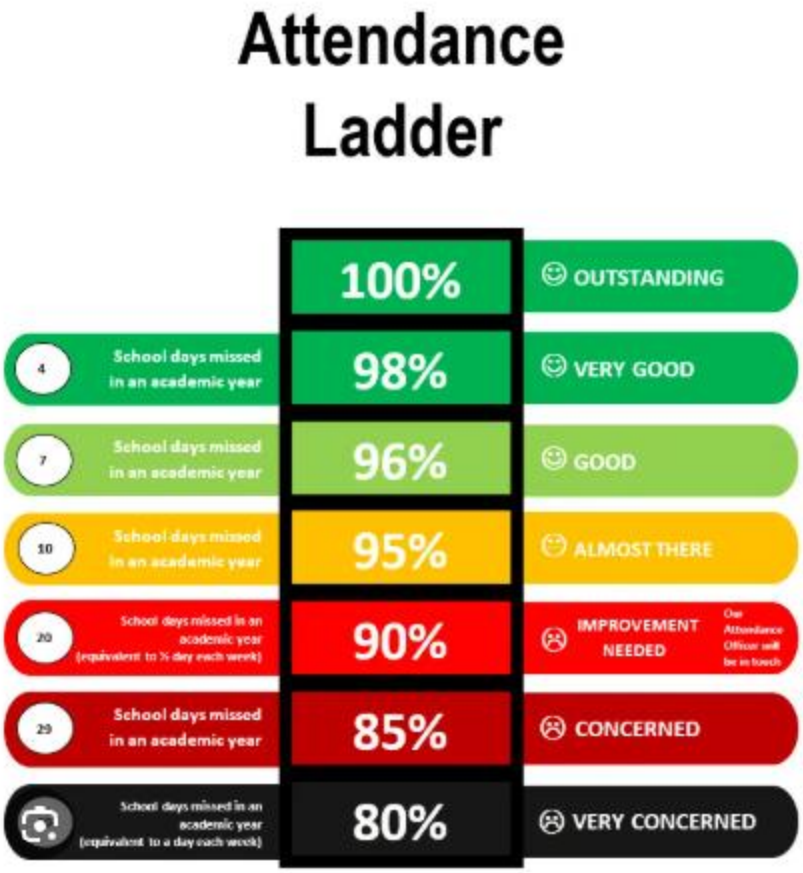
- **National Threshold:** A Penalty Notice fine may be considered when a pupil accrues **10 sessions (equivalent to 5 school days) of unauthorised absence** within a rolling 10-school-week period.
- **First Offence:** Issued at £80 if paid within 21 days, rising to £160 if paid within 28 days.
- **Second Offence (same parent, same child within 3 years):** Issued at a flat rate of £160.
- **Third Offence (within 3 years):** Penalty Notices will not be issued; the case will proceed directly to prosecution or alternative legal sanctions under Section 444 of the Education Act 1996.

4.4 Persistent Absence (PA)

Pupils are defined as **persistently absent** by the DfE if their attendance falls to **90% or below** (equivalent to missing 10% or more of school sessions for any reason, authorised or unauthorised). The school tracks data weekly to intervene well before a pupil reaches this threshold.

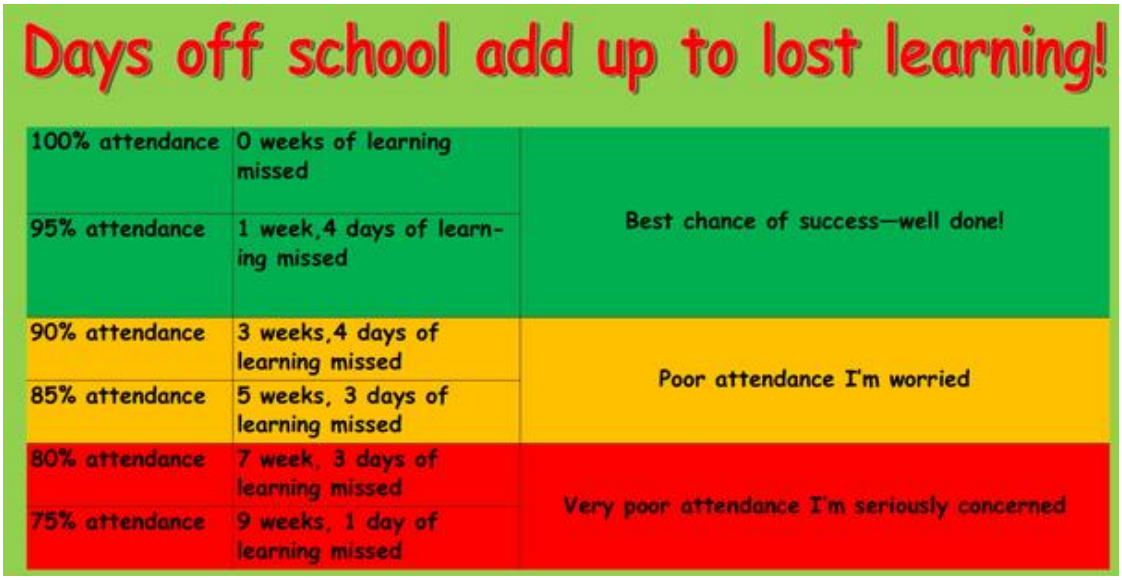
4.5 Severe Absence (SA)

Pupils who miss **50% or more** of school sessions are classified as **severely absent**. This cohort is a top priority for Corinthian Primary School. A targeted multi-agency action plan will be established in collaboration with the Local Authority, Children's Services, and relevant support partner agencies to help overcome complex barriers to attendance.



5.0 Why Regular Attendance is Important

- Missing school directly impacts learning, progress, and social development.
- 90% attendance is equivalent to missing one half-day per week or approximately 118 lessons across a school year.
- Parents have a legal duty to ensure regular school attendance under Section 444 of the Education Act 1996.



6.0 Role of the Education Welfare Officer (EWO)

The EWO works alongside school staff to support families and resolve barriers to attendance. Where voluntary support is unsuccessful or unengaged with, and unauthorised absences persist, formal legal interventions may be considered, including:

- Mandatory Attendance Contracts / Plans
- Penalty Notices
- Education Supervision Orders (ESO)
- Prosecution under Section 444(1) or 444(1A) of the Education Act 1996

7.0 Leave of Absence in Term Time

The law does not grant parents an automatic right to take their child out of school during term time for holidays.

- Any application for leave must be made in writing to the Headteacher in advance and will only be granted under **truly exceptional circumstances**.
- Term-time holidays are not considered exceptional circumstances.
- If leave is taken without prior authorisation, the Headteacher will refer the matter to the Local Authority for the issuance of a Penalty Notice.

8.0 Punctuality and Lateness

Punctuality is essential for consistent learning and wellbeing. Arriving late disrupts the start of the day for the child and the class.

- **School Start:** The gates open at 8:45am and school starts at 8:55am. Registers are taken immediately.
- **Late Mark (L Code):** Pupils arriving between 8:55am and 9:30am will receive a late mark in the register.
- **Close of Register (U Code):** Registration officially closes at **9:30am**. Pupils arriving after 9:30am will receive a 'U' mark, which is classified in law as an unauthorised absence for that morning session.
- **Persistent Lateness:** Persistent arrival after register closure may result in a referral to the Local Authority for statutory action/Penalty Notices.

9.0 Removal from Roll & Children Missing Education (CME)

In accordance with the Education (Pupil Registration) Regulations:

- Corinthian Primary School notifies the Local Authority (Liverpool City Council) whenever a pupil's name is to be removed from the admission register under non-standard transition points.
- When a pupil moves school, the new address and destination school details must be provided in writing by parents.
- If a pupil leaves without notification and destination details cannot be confirmed after joint investigations with the Local Authority, the pupil will be logged as a **Child Missing in Education (CME)** and referred to statutory services.

10.0 Attendance Roles and Responsibilities Guidance

10.1 Daily Responsibilities

Whom	**Actions Expected**
Pupils	• Arrive on school site by 8:45am • Be in class on time for registration at 8:55 AM.
Class Teacher	• Registers are completed on the MIS system each day on time • Ensure attendance has a high profile in class.
Attendance team (Mrs Lovatt, Ms Whittaker and	• Ensuring staff have completed AM/PM

Whom	Actions Expected
Mrs Clarke)	registers. • Ensuring input of accurate attendance coding in the register via Arbor. • Identify pupils who are absent from school without reason. • Ensure all late arriving pupils are spoken to and their attendance is entered on to Arbor. • Arbor messages sent to parents who have failed to contact the school regarding their child's absence. • First day absence phone contact with parents, following up unexplained absences where no text message/phone call has been returned. • Logging attendance of all pupils going out/in school for medical, dental or visits. • Informal discussions with identified families to follow up on attendance issues and agree on future action required. • Discuss with class teachers when required identified pupils of concern regarding specific attendance queries and necessary follow-ups required. • Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. • Liaison with EWO. • Liaison with Pastoral staff and school's Inclusion team regarding support work with pupils identified as lates.
EWO (Education Welfare Officer)	• Safeguarding home visits as required. • Focused casework interventions with SA/PA pupils and families. • Phone call contact with pupils/parents. • Home visits. • Instigation of legal proceedings. • Tracking of actions and interventions and feedback to pastoral staff.

10.2 Weekly Responsibilities

Whom	Actions Expected
Attendance and safeguarding lead (Mrs Lovatt)	• Inform EWO of pupil patterns of absence

Whom	Actions Expected
	• Provide weekly registration group attendance figures for pupil rewards. • Discuss punctuality issues with identified pupils and parents. • Pupil rewards. • Determine priority actions for the following week. • Monitoring and tracking of staff not completing registers in line with Safeguarding requirements.

10.3 Half-Termly Responsibilities

Whom	Actions Expected
Attendance and safeguarding lead (Mrs Lovatt)	• Maintain a high profile of attendance as a significant contributor to pupil achievement. • Use attendance data to identify and act to improve the attendance of vulnerable pupils. • Determine priority actions for the next half term. • Monitor and track attendance SA/PA action plans. • Liaise with EWO to share information and agree on joint actions regarding action plans and pupils causing concern.

10.4 Termly Responsibilities

Whom	Actions Expected
Attendance and safeguarding lead (Mrs Lovatt)	• The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those attending off-site provision. • School attendance review alongside the EWO. • Ensure attendance is given a high profile as a key driver of school improvement and provide plans to raise attendance. • Ensure that the attendance policy is implemented across the school and

Whom	Actions Expected
	systems are operating effectively. • Report to SLT on attendance matters. • Ensure parents' welcome booklet and school newsletters promote attendance.

Policy on a page

Attendance Policy overview 2026/2027

Good attendance is directly related to a child's enjoyment and achievement at school and is vital to successful learning. We strive to provide a welcoming and caring environment whereby all members of the school community feel wanted and secure. We take responsibility for welcoming a child into school and into the classroom., with a smile, whenever they attend.

Good attendance is celebrated by:

- Displaying attendance on class doors and prominent areas of school.
- Positive recognition in our weekly newsletter.
- Attendance certificates.
- Awards during golden attendance week.
- Celebration days such as family trips, discos and other rewards.

REPORT IT FIRST DAY

If your child is going to be absent from school, please report this ASAP via the school office or through the School Spider App

MOMENTS MATTER, ATTENDANCE COUNTS.

Attendance Contacts



School Office—0151-228-5806

Mrs Lovatt

Attendance Rules:

Being in school

On time

Every day

Ready to learn

Attendance Target

97%

Morning routine:



Doors are open and children come into school.



Outside gates are locked.
9:00am—Mrs Lovatt and our attendance team will start contacting families who have not arrived at school.



Authorised Absences

- Illness (with medical evidence)
- Unavoidable medical appointments (with evidence)
- Days of religious observance
- Exceptional family circumstances (with evidence)

Unauthorised Absences

- Shopping
- Staying at home due to unwell sibling or parent]
- Day trips
- Birthdays