Evolution Academy Trust
Progress through Partnership

Attendance Procedures (Appendix A)

Elm Tree Primary School

Last updated – September 2025 (Reviewed annually)

The following pages contain the procedures we follow, in light of our attendance policy. These are specific to each school across Evolution Academy Trust.

1. ROLES AND RESPONSIBILITIES

Role	Name(s)	Contact details
Senior Attendance Champion (Responsible for the strategic approach to attendance)	Sarah Baker	sarah.baker@elmtreeprimary.org.uk 01502 562930
Attendance Officer / School Office Team member (Day to day contact regarding attendance)	Lauren Dangerfield Kristy Moore Sarah McLennan	office@elmtreeprimary.org.uk 01502 562930
Pastoral Support/ Attendance Officer/Phase Leader (Contact for individual support with attendance)	Sarah Baker	sarah.baker@elmtreeprimary.org.uk
Headteacher	Julia Halliday	julia.halliday@elmtreeprimary.org.uk 01502 562930
Chair of Governors	Mark Chapman	chair@elmtreeprimary.org.uk
EAT Safeguarding and Attendance Lead	Angie Chusonis	a.chusonis@evolutionacademytrust.org.uk 01603 981213

2. PROCEDURES

2.1. Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

2.2 Expected absence procedure for parents:
A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school, parents are expected to contact school on the morning of the first day of absence and on each subsequent day, stating the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

We will inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements. We will also inform a pupil's social worker and/or youth offending team worker if their name is to be deleted from the school register.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence **before** 8.30am

- In your message, please state your child's name, class and give a **specific reason for absence**. A member of the school office or attendance team may phone back to get clarity about reasons for absence.

- Contact the school on **every further day** of absence, again before 8.30am

- Ensure that your child returns to school as soon as possible and you provide medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons.

If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.20am and where no reason for absence is known. We will telephone you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;

- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers.

- A home visit may be made regardless of whether contact has been established as part of our safeguarding procedures.

2.3 Late Arrival at School

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

All pupils are expected to arrive on time for every day of the school year. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with a member of school staff. If you are having difficulties getting your child to school on time, then please speak to a member of school staff. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good punctuality.

The school gates open at 8.30am. Children can come into school via their classroom doors. The school register will be taken at 8.50 and will remain open for 30 minutes. All pupils arriving after 8.50 are required to report to the main office with their parents, who will be expected to provide a reason for their absence which will be recorded on their attendance record.

If their arrival is after 8.50 but before 9.20am, it will be recorded as late - **L** code (Late before the close of register). The school register will officially close at 9.20am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - **U** code (Late after the close of register).

The afternoon register will take place at 12.45pm. It will officially close at 1.15pm Please note that U code will be used if a pupil arrives after the close of the afternoon register for the PM session. The school day finishes at 3.20pm for KS1 and KS2 and 3.10pm for Reception classes. Pupils are expected to remain in school until this time unless agreed with Headteacher.

2.4. Promoting Regular Attendance

To promote school attendance, we will:

Celebrate good attendance in assembly each week with an emphasis on punctuality as well as 100% attendance as a class.

Send out ‘positive postcards’ to children and their families whose attendance has improved.

Share good attendance information on newsletters and school social media platforms.

2.5 Support Systems

We recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

Strategies we may use to support children's attendance when there is an emerging concern include:

- *Writing to you if your child's attendance is causing a concern and/or where punctuality is a worry;*
- *Arranging a meeting so that you may discuss the situation with our Attendance Lead.*
- *Creating a personalised Attendance Support Plan to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;*
- *Offering signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment with you;*
- *Referring the matter to an external agency for multi-agency support, or consulting with Children's Services or the police, where there are safeguarding concerns.*
- *Referring to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate).*
- *Referring the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.*

We will investigate and offer support to any pupils who are at risk of becoming persistently absent (PA) and we will not wait until attendance is below 90%.

2.6 Part-time timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education, and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

We will notify the Safeguarding and Attendance Lead of all part-time timetables as soon as a plan has been agreed; and inform the Local Authority Attendance Team in line with the Suffolk guidance

2.7 School signing out procedure

If you need to take your child out of school during the day, you will be required to collect them from the school office. Either the Administrative Assistant; Business Manager or a member of SLT will then sign them out.

2.8 Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. These are available from the school office. The form should be submitted in advance of the leave of absence, at the school office. You will receive a written response, to advise if the request has been granted or declined.

2.9 Reporting to parents/carers

The school will inform parents/carers about their child's attendance and absence levels at parent's evening and in their end of year reports. In addition to this, parents can check their child's attendance using Arbor.