



<b>Policy Name</b>	Attendance Policy
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<b>This Policy should be read in conjunction with</b>	See page 3 for further legislation
<b>Senior Attendance Champion</b>	Rebecca Brown- Headteacher
<b>Deputy Attendance Champion/ Attendance Officer</b>	Rose Ryan George- School Based Family Worker

# Attendance Policy

Reviewed

September 2025 and checked in line with the Attendance Policy Checklist for Schools

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# Aims

## Good Attendance

### Why Good Attendance is Important

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working together to improve school attendance](#) from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

Good attendance is essential for pupils to get the most out of their school experience, including their attainment, safety, wellbeing, and wider life chances. Our aim as a school is to work collaboratively and in a supportive way with our pupils and parents to ensure attendance is in line with national expectations.

Pupils who are late or miss school regularly are missing learning. Pupils who miss learning are in danger of not making the progress that they could if they were in school more regularly. Furthermore, regular absences from school can be stressful for some children as their school routine is disrupted. It can be difficult for them to re-join lessons after having missed the teaching in previous lessons.

Nationally at the end of KS2, pupils with the highest attainment have higher rates of attendance over key stage 2 compared to those with the lowest attainment. ([DfE: The link between attendance and attainment in an assessment year Research Report March 2025](#))

### What we mean by good attendance

At Geoffrey Field our definition of good attendance is simple:

- **Being in school regularly**
  - Good attendance is judged as **96% or above**.
  - This means children being in school for at least 182.5 days out of the 190 school days a year.
- **Being on time every day**
  - This means being in school by 8.30am every morning ready to begin their work at 8.40am.

### Attendance terminology:

Excellent attendance	98.0% - 100%	0-4 days missed learning
Good attendance	96.0% to 97.9%	4.5 -7.5 days missed learning
Causing concern	94.0% to 95.9%	8 – 11.5 days missed learning
At risk of persistent absence	90.0% - 93.9%	12 – 19 days missed learning
Persistent absence	Below 90%	20 or more days missed learning
Severe absence	Below 50%	95 or more days missed learning

### Sharing a child's attendance information with parents/carers

The school will share information with parents/carers about their child's attendance and absence levels at the parent consultations in the Autumn and Spring terms and in the annual end of year report. This will detail the attendance percentage and the number of days of learning that have been missed because of absence.

Where attendance drops below 95% the school will contact parents/carers separately to parent consultations or the end of year report so that parents are aware that their child's attendance is causing concern and to work together on a plan to improve this.

## Legislation and guidance

This policy is based on the DfE's statutory guidance on Working together to improve school attendance and School attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

Part 6 of the Education Act 1996

Maintained schools: Part 3 of the Education Act 2002

Part 7 of the Education and Inspections Act 2006

The School Attendance (Pupil Registration) (England) Regulations 2024

The Education (Penalty Notices) (England) (Amendment) Regulations 2013

The Equality Act 2010

It also refers to:

School census guidance

Keeping Children Safe in Education

Mental health issues affecting a pupil's attendance: guidance for schools

Ofsted's 2025 framework toolkit

This policy should also be read alongside the following school policies:

- Child Protection and Safeguarding Policy
- Supporting pupils at school with medical conditions
- Public Sector Equality Duty

# Roles & Responsibilities

## Parent/Carer Responsibilities

Parents/carers have a legal duty to ensure their child attends school regularly. This means their child must attend and be on time **every day** that the school is open, except in a small number of allowable circumstances such as:

- the child being too ill to attend
- being given permission for an absence in advance from the school

Should a child's attendance fall to a level that starts to cause concern, the parents/carers are expected to proactively engage with the school and the support they are offering to prevent the need for more formal support.

Should a child's attendance fall to a level of persistent or severe absence, the parent/carers is expected to engage with the formal support offered by the school and/or local authority to help understand their child's barriers to attendance and to prevent the need for legal intervention.

## Reporting Your Child's Absence

If your child is unable to attend school, it is the parent's responsibility to contact the school by 8.45am on the **first morning** of absence (and each subsequent day) to explain the reason why their child is unable to attend school and how long they are likely to be absent for.

Parents/carers can report their child's absence from school in the following ways:

### Before 8am or after 4pm

- Parent Mail app – absence notification
- Emailing [admin@geoffreyfield-jun.reading.sch.uk](mailto:admin@geoffreyfield-jun.reading.sch.uk)

### Between 8am – 4pm

- Parent Mail app – absence notification
- Phoning the school and leaving a message on the absence line 01189 375475 = Option 1

*Reporting absence on ParentMail is the school's preferred method of reporting and we encourage parents to use this method for ease.*

## School Responsibilities

### Action the school will take if absence is not reported by a parent/carers-

<b>First day of absence</b>	<ul style="list-style-type: none"><li>• The school office will message, via Parent Mail, the parent/carers of any pupil who is not in school during the morning of the first day of absence to ask them to contact the school to notify them of the reason for this absence.</li><li>• If the parent/carers has not contacted the school by <b>10:00am</b>, the school office will ring the parent/carers to find out the reason for their child's absence.</li><li>• If there is no reply, they will contact the second emergency contact on the child's file to ask them to contact the parent/carers and ask them to call the school as a matter of urgency.</li><li>• If a child has a social worker, the school will notify them of any unexplained absences in line with Early Help support.</li></ul>
<b>Second day of absence</b>	<ul style="list-style-type: none"><li>• The school office will message and ring the parent/carers asking them to contact the school to find out why their child is absent from school for a second day.</li></ul>
<b>Third day of absence</b>	<ul style="list-style-type: none"><li>• The school will ring the parent and any contacts we have listed again.</li><li>• If the parent/carers does not answer the call or does not contact the school, the school office will send the parent a message via Parent Mail advising that a home visit will be carried out today by school after we have sought advice from children's social care. This will be completed by members of the Senior Leadership Team. This may be escalated depending on the advice received from CSPOA due to concerns for the safety of the child as they have now been absent from education for three days.</li></ul>

### **After returning from an unexplained absence:**

Child returns to school after an absence but parent/carer has not contacted the school and/or no reason is provided for the absence:

- If the child returns to school after an absence, the school will continue to contact the parent/carer up to the 5<sup>th</sup> day after the absence to gain a reason for the child's absence.
- If no contact can be made or no explanation given after the 5<sup>th</sup> day, all of the days the child was absent for this period will automatically be recorded as unauthorised.

Where a child's attendance is already of concern, the school may require written evidence to support further absences, which will otherwise be classed as unauthorised.

### **The Headteacher**

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary, and/or authorising the deputy head to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

### **The Designated Senior Leader/ Attendance Champion Responsible for Attendance**

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Rebecca Brown and can be contacted via emailing [admin@geoffreyfield-jun.reading.sch.uk](mailto:admin@geoffreyfield-jun.reading.sch.uk) or by phoning the school office on 01189375475.

### **The Attendance Officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the

- designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/deputy (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Rose Ryan George (School Based Family Worker) and can be contacted via emailing [admin@geoffreyfield-jun.reading.sch.uk](mailto:admin@geoffreyfield-jun.reading.sch.uk) or by phoning the school office on 01189375475.

### **Class Teachers**

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via the online system Arbor.

### **School office staff**

School Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Monitor absences recorded on ParentMail
- Contact parents in line with the policy if no reason for absence has been noted
- Transfer calls from parents/carers to the Senior Leadership Team or the School Based Family Worker where appropriate, in order to provide them with more detailed support on attendance.

### **Governors Responsibilities**

The school's governing body will set high expectations of all school leaders, staff, pupils and parents, making sure school leaders fulfil expectations and statutory duties, including:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
- The importance of good attendance
- That absence is almost always a symptom of wider issues
- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy
- The Link Governor (L. Sowter) will complete attendance checks when completing their link reports to ensure processes are robust and in line with national expectations.

# Recording Attendance

## Day to Day Management of Attendance

Morning Registration Updated 2025				
8:30am	8:40am	8.40 – 8.45am	8:55am	9:10am
Into Class	School Begins	Registration	Late	Absent
Parent/carers drop their child off at 8.30am and children filter directly to class for their early morning tasks.	All pupils are expected to be in school and lessons being at 8.40am.	Morning registers are taken.	Any child arriving after 8:55am in the morning will be recorded as <b>late</b> . The minutes late are noted for patterns.	Morning registers close. Any child arriving after will be marked as <b>late</b> .

Afternoon Registration			
Lower School (Y3/4)		Upper School (Y5/6)	
1:15pm	1:30pm	1:45pm	2:00pm
Registration	Absent	Registration	Absent
Lunchtime finishes and registers are taken immediately on return to the classroom.	Afternoon registers close. Any child absent will be marked as <b>absent for the afternoon session</b> .	Lunchtime finishes and registers are taken immediately on return to the classroom.	Afternoon registers close. Any child absent will be marked as <b>absent for the afternoon session</b> .

We will keep an electronic attendance register, and place all pupils on this register.

We will take our attendance register at the start of each morning session of each school day and once during each afternoon session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.30am and ends at 3pm. Pupils must arrive in school by 8.30am on each school day.

# Authorised and Unauthorised Absence

## Medical Appointments

We ask that parents/carers make routine medical appointments such as dentist check-ups or optician appointments out of school hours or during the school holidays.

If a child must attend a routine medical appointment during school hours, we expect them to come into school for lessons before the appointment and return to school after the appointment.

Where a child needs time off school for a non-routine medical appointment, such as a hospital appointment or operation, we ask for proof of appointment to be shared with the school office for the child's attendance records.

## Granting Leave of Absence

**Only exceptional circumstances will be considered for authorised leave of absence.** Parents should make a written request to the headteacher in advance of the requested leave of absence. The headteacher will determine whether the circumstances are considered exceptional with advice from the Attendance Welfare Service.

A leave of absence form can be downloaded from the website link below or requested in person from the school office. <https://www.geoffreyfieldjuniorschool.co.uk/parent-information/>

## **Holidays & Extended Overseas Visits**

**We do not authorise any holiday in term time and do not class holidays as an exceptional reason for absence.**

We do not authorise extended leave to visit relatives overseas during term time.

If a parent/carer chooses to take their child on an extended overseas visit and this extends into term time or is wholly in term time, the school may discuss this with the admissions team at Reading Borough Council. We will notify parents/carers that their child's school place is at risk if the pupil is absent for 20 or more school days and there is no confirmed date for the child to imminently return from overseas and return to school. We may request evidence of proof of a return date such as confirmation of travel arrangements where a pupil has been absent for more than 20 days.

## **Entrance exams**

If a pupil is sitting an entrance exam for another school such as the 11+ entrance test, we will authorise absence for the day that the pupil sits the test. However, we will not authorise pupils to take study leave during term time to prepare for the test. Any preparation needs to be scheduled outside of normal school hours.

## **Fixed Penalty Notices**

Each parent/carer of the child may be issued with a fixed penalty notice if the parent chooses to remove their child from school for a holiday, extended visits overseas or study leave in term time. Fixed Penalty Notices are issued where more than 10 sessions (5 school days) are missed in a rolling period of 10 school weeks.

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days. A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the

National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Attendance	Category	School Action
94% - 95%	Cause for Concern	<ul style="list-style-type: none"> <li>• A cause for concern letter is sent making parents/carers aware that attendance has dropped below 'good' (96%) and the number of days missed from learning that this equates to.</li> <li>• The letter invites parents/carers to contact the school if they feel they would like to discuss their child's attendance or if they would like support to improve their child's attendance.</li> </ul>
90% - 93%	Early Intervention	<ul style="list-style-type: none"> <li>• <b>Amber attendance letter</b> sent to parents/carers informing them that their child's absence level is in danger of falling into persistent absence.</li> <li>• The letter invites parents/carers to contact the school if they feel they would like to discuss their child's attendance or if they would like support to improve their child's attendance and discuss any medical conditions that are impacting attendance.</li> <li>• Weekly check on pupil's attendance and contact with parent/carer.</li> <li>• Local authority Attendance Support Worker notified if parent/carer is not willing to engage in early intervention support with the school or if attendance continues to fall.</li> </ul>
Below 90%	Persistent Absence <b>Targeted Intervention</b>	<ul style="list-style-type: none"> <li>• <b>Persistent Absent Letter (red)</b> sent to parent/carer.</li> <li>• Local authority Attendance Support Worker informed - letter or home visit - Parent/carer invited for local authority Attendance Panel Meeting with the LA Attendance Support Worker and school.</li> <li>• The local authority will facilitate early help support from external organisations where this is needed.</li> <li>• Weekly check on pupil's attendance and contact with parent/carer.</li> <li>• The local authority may provide formal support which could include a formal parenting contract and/or legally binding Education Supervision Order in the Family Court.</li> <li>• An Attendance Panel Review Meeting will be held 4-6 weeks after the initial panel meeting to review progress.</li> <li>• Where parents/carers are not engaging with the support to improve their child's attendance, the local authority may enforce attendance through legal intervention through a Fixed Penalty Notice for irregular attendance or prosecution in the Magistrates Court for non-attendance or non-compliance of an Education Supervision Order.</li> </ul>
Below 50%	Serve Absence	<ul style="list-style-type: none"> <li>• <b>Severe Attendance Letter (red)</b> sent to parents/carers.</li> <li>• Referral to social care to safeguard children's right to a full time education.</li> <li>• Daily check on pupil's attendance and contact with parent/carer if pupil is absent. - Parental meeting with local authority Attendance Support Worker, school and other relevant outside agencies.</li> <li>• The local authority will facilitate multi-disciplinary support for families.</li> <li>• The local authority will provide formal support which could include a formal Parenting Contract and/or legally binding Education Supervision Order in the Family Court.</li> <li>• Where parents/carers are not engaging with the support to improve their child's attendance, the local authority may enforce attendance through legal intervention through a Fixed Penalty Notice for irregular attendance or prosecution in the Magistrates Court for non-attendance or non-compliance of an Education Supervision Order.</li> </ul>

## Sharing information and working collaboratively with external partners

When a pupil's attendance is at risk of becoming or is at a level of Persistent Absence or Severe Absence, the school will work with the local authority and other local partners, including schools where siblings of the child attends, to share attendances and absence data for individual pupils.

The aim of sharing this information will be to:

- Access the best support for the pupil and family to enable the child to access full time education every day
- Safeguard the child's right to a full time education

The school will also share with the local authority the names and addresses of any pupil:

- Who is added or removed from the school's register
- Who fails to attend school regularly
- Who has missed school for 10 days or more with the absence being recorded as unauthorised by the school

The school shares daily pupil level attendance data with the DfE through their School Daily Attendance Collection service.

# Strategies for promoting attendance

## Promoting and Celebrating Attendance

We celebrate good attendance, as something that impacts on children's outcomes very significantly. We monitor attendance rigorously and celebrate where attendance is good or has significantly improved.

### Weekly:

HEROs (**H**ere, **E**very day, **R**eady and **O**n time) are our two animal mascots who help children to understand the importance of good attendance and punctuality:

- **Geoffrey**, the giraffe is awarded to the class with the best overall attendance (by %) for the previous week

A message is sent to all parents on our weekly newsletter congratulating the class with the highest attendance. The class also gets their name displayed in the school entrance and on the information screen in the school office.

Parents/carers of pupils whose attendance is a cause for concern will be sent a well done message each week their child has been in school every day.

### Weekly

Class attendance is published on the school website. Attendance winners announced

### Half termly:

Parents/carers of pupils who were in danger of becoming persistently absent (PA – ie below 90% attendance); who are already PA or severe absence are sent a well done letter if their child's attendance has improved over the past term

### Termly:

We run an attendance challenge termly for classes with a reward for the class.

The class that has earned Geoffrey the most times during that term, is allowed an afternoon treat (to be planned by the class teacher)

### Yearly

Parents/carers are informed of attendance through reports.

# Supporting Pupils who are Absent or Returning to School

## Pupils with medical conditions and SEND that may impact attendance

Some pupils with medical conditions and some SEND face greater barriers to attendance than their peers. Their right to an education is the same as any other pupil and therefore our attendance ambition for these pupils is the same as they are for any other pupil.

Where needed, we will work with parents/carers to:

- Help overcome barriers
- Make referrals for additional support to health services or the local authority in a timely manner
- Put into place an individual healthcare plan or adjust an ECHP where necessary to help the pupil access their full-time education.
- Provide, where possible, access to educational materials

Pupils with long term illnesses, lengthy hospital stays or other health conditions may need additional support to continue their education such as alternative provision provided by the local authority or a temporary part-time timetable to meet their needs. The school will support parents/carers to ensure that their child can access the most appropriate education.

Where a short term, temporary part-time timetable is agreed as the best course of action, the school will authorise the absence for the times when the child is not in school.

## Support for pupils after a lengthy period of absence

Where a pupil has been absent from school for an extended period of time, the school may consider one or more of the following supports to enable a positive return to school for the pupil:

- Holding a return to school meeting with parents and/or pupil
- Part-time timetable in the week/s leading up to full time return
- Pastoral support sessions prior to and during the return to school
- Adaptation of health care plan where in place

The decision about whether support is needed and which support would be most appropriate will be made between the Senior Attendance Champion, Family Worker, class teacher, pupil and parent/carer.

# Attendance Monitoring

## Geoffrey Field Junior Attendance Staff

Staff Member	Role
Rebecca Brown Headteacher	Attendance Lead Champion
Dave Marks Deputy Headteacher	Pupil Premium/Disadvantaged & Inclusion Lead
Simone Redagonde & Julie Bryan School Office	Day to day attendance, medical conditions, health care plans
Rose Ryan George School Based Family Worker	Attendance Officer

## Attendance Analysis

Each half term, we analyse and evaluate the attendance and absence of:

- The whole school and each cohort, looking at overall attendance, authorised absence and unauthorised absence, persistent absence and severe absence. For each of these categories we analyse attendance for the following sub groups:
  - Gender
  - SEND
  - Pupils who are eligible for Pupil Premium
  - Pupils eligible for Free School Meals
  - Pupils with a social worker
  - Looked after pupils
- Fortnightly we will review pupils whose attendance has fallen below good
  - Letter sent to parents notifying them of attendance drop and offering support for the pupil and/or parent/carer to improve attendance.
- Fortnightly we will review pupils in danger of Persistent Absence (below 90%)
  - The list of all pupils in danger of falling into Persistent Absence is reviewed, including whether attendance has improved over the last half term.
  - Actions are agreed for each pupil
- Persistent and Severe Absence
  - The list of all pupils with attendance at Persistent or Severe absence is reviewed, including whether attendance has improved over the last half term.
  - Pupils will be discussed with the LA Attendance Support Worker at the termly review meeting.
  - Actions are agreed for each pupil

## Benchmarking

The school benchmarks attendance data against local, regional and national levels using:

- The DfE attendance analysis tool
- Weekly attendance data provide by the DfE
- Attendance data for Reading primary schools provided by the local authority
- Annual national attendance data for all state primary schools and for similar schools to Geoffrey Field

## Lateness Analysis

Children who are not in school by 8.55am must enter through the school office and will be marked as **late** as long as the registers remain open. Lateness data is analysed by the attendance team and used to inform support offered to parents/carers

Any parent/carer of a child who is late three or more times in a week will be rung by a member of SLT or Office to have a supportive chat about any barriers that they may be experiencing in the morning. During this chat we will remind parents/carers of the start time for pupils and start of day support available, such as breakfast club.

Where a child has already received two lateness letters in a half term and punctuality continues to be an issue, the parents/carers will be invited in for a meeting with senior leadership to discuss barriers to the child coming to school on time. Where appropriate referrals for external agency support such as Early Help may be agreed.

If the child's punctuality does not improve despite the support of the school, a referral will be made to the local authority Attendance Support Worker.

# Appendices

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		

<b>G</b>	<b>Holiday not granted by the school</b>	<b>Pupil is absent for the purpose of a holiday, not approved by the school</b>
<b>N</b>	<b>Reason for absence not yet established</b>	<b>Reason for absence has not been established before the register closes</b>
<b>O</b>	<b>Absent in other or unknown circumstances</b>	<b>No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence</b>
<b>U</b>	<b>Arrived in school after registration closed</b>	<b>Pupil has arrived late, after the register has closed but before the end of session</b>
<b>Administrative codes</b>		
<b>Z</b>	<b>Prospective pupil not on admission register</b>	<b>Pupil has not joined school yet but has been registered</b>
<b>#</b>	<b>Planned whole-school closure</b>	<b>Whole-school closures that are known and planned in advance, including school holidays</b>

## Attendance Short Policy

At Geoffrey Field we expect all children to have at least good attendance.

Our definition of good attendance is simple:

**- Being in school regularly**

We class good attendance as 95% or above.

This means children being in school for at least 182.5 days out of the 190 school days a year.

**- Being on time every day**

This means being in school by 8.30am every morning.

Our aim is to work in partnership with parents/carers to ensure good attendance for their child. Where a child's attendance is of a level of concern we want to have open and honest discussions with parents/carers about in-school and out of school barriers, medical or SEND needs that may be affecting attendance and support the pupil and parent/carer to find solutions to these.

Parents/carers have a legal duty to ensure their child attends school regularly. This means their child must attend and be on time every day that the school is open, except in a small number of allowable circumstances such as the child being too ill to attend or being given advance permission for an absence by the school. Parents/carers must notify the school with a reason for any absences. Tel: 01189 375475 email: [absence@geoffreyfield-jun.reading.sch.uk](mailto:absence@geoffreyfield-jun.reading.sch.uk)

Parents/carers can only apply for absence during term time in exceptional circumstances. We do not authorise holiday in term time. Fixed penalty notices may be issued for holiday absences of 10 sessions (5 days) in a rolling 10 week cycle.

Attendance	Days learning missed	Parent action	School action	Local authority action Education Welfare Service
<b>98% - 100%</b> <b>Excellent attendance</b>	<b>0 – 4 days</b>	Continue sending child to school regularly	Celebrate attendance	No involvement
<b>96% - 97%</b> <b>Good attendance</b>	<b>4.5 – 7.5 days</b>	Continue sending child to school regularly	Celebrate attendance	No involvement
<b>LESS THAN GOOD ATTENDANCE</b>				
<b>94% - 95%</b> <b>Cause for concern</b> <b>Attendance below good level expected</b>	<b>8 – 11.5 days</b>	Ensure child is in school regularly Consider school offer of support	<u>Early Intervention</u> Concern letter home Offer of support	No involvement
<b>90% - 93%</b> <b>At risk of</b> <b>Persistent Absence</b>	<b>12 – 19 days</b>	Ensure child is in school regularly Meeting with Mrs Burton Attendance contract Engage with offer of school support	<u>Early Intervention</u> Amber letter home Meeting with parent/carer Focus on barriers to attendance Facilitate early help support from external agencies	Notified if attendance continues to be a concern and parent/carer does not engage with school support
<b>Below 90%</b> <b>Persistent Absence</b>	<b>20 or more days</b>	Ensure child is in school daily Attendance Panel Meeting with Mrs Burton and EWO Engage with formal support offer from school and LA	<u>Targeted Intervention</u> Red PA letter home Support to remove in school barriers to attendance Referral to Education Welfare Weekly monitoring + contact with parent/carer	Letter home or home visit Facilitate early help from external agencies to remove out of school barriers Formal and legal intervention: Parenting / Contract/ Education Supervision Order/ Fixed Penalty Notice
<b>Below 50%</b> <b>Severe Absence</b>	<b>95 or more days</b>	Ensure child is in school daily Multi-agency Meetings Engage with formal support offer from school and local authority	<u>Targeted Intervention</u> Red SA letter home Support to remove in school barriers to attendance Referral to social care Weekly monitoring + contact	Letter home or home visits Facilitate multi-agency support for family Legal intervention: Fixed Penalty Notice or court prosecution



## Attendance Concerns

### Red Warning Letter

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Dear Parent/Carer,

We are writing to inform you that your child's attendance has **dropped below 90%**.

This means they have had 20 or more days of missed learning this academic year. More than 1 in every 10 lessons has been missed. As per our attendance policy, our Attendance Welfare Support Worker will be automatically notified that your child's attendance has fallen below 90%.

We appreciate that each family's circumstances are different and we strive to work in partnership with parents to provide the best education for every child. We want to ensure that pupils and families feel well-supported and will strive to work closely with you to improve your child's attendance.

If there are any particular reasons for the recent lower attendance that you wish to discuss, please do get in touch as soon as possible.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ms Brown', written over a horizontal line.

Ms Brown  
Headteacher



## Attendance Concerns Amber Warning Letter

Dear Parent/Carer,

Your child's attendance has fallen recently and is currently between 90 - 93%. This means that your child's absence level is in **danger of falling into persistent absence** and equates to between 12 - 19 days of missed learning. This automatically leads to a conversation between school and local authority (Attendance Support Worker, previously EWO).

At Geoffrey Field Junior School, we consider 'Good attendance' is between 96 – 97% and I am sure you will be keen to see an improvement in your child's attendance.

We recognise that each family's circumstances are different and want to work in partnership with parents/carers to provide the best education and support for every child.

If you feel there are specific reasons for the recent low attendance that you would like to discuss, please do get in touch.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ms Brown'.

Ms Brown  
Headteacher



## Good Improvement in Attendance

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Dear Parents/Carers,

I just wanted to write to acknowledge the good improvement we have seen in attendance since Autumn half term. **They are in the top 10% of most improved for attendance since the end of October** and this will undoubtedly have a positive impact on their learning. As you know, we believe that children do their best learning when they are in school every day and when they arrive on time.

The school will continue to monitor all pupils' attendance throughout the year and keep you informed as attendance is a team effort between home and school. You will most likely hear from your child whether they have had a visit from Geoffrey the Giraffe, our attendance mascot or Ophelia the Otter, who visits the most punctual class each week. These mascots are a great way to promote good attendance which we class as above **96% or above**.

Thank you for all your undertakings in supporting your child's improvement in their attendance and we hope to continue to see more of them over the course of the year.

Yours sincerely,

Ms Brown  
Headteacher