Wawne Primary School

School Attendance Policy

	Date	Date next review due
Implemented on	**October 2024**	**October 2026**
Reviewed	**6th October 2026**	**October 2030**
Reviewed		

Updated October 2026

Advice and contact list

Name	role	Contact details
Mrs F Crawforth **Mrs A Donkin** **Mrs S Wilson**	Member of staff responsible for day to day management of attendance	**01482835599** **wawne.primary@eastriding.gov.uk**
Mr J Horsley	Senior leader responsible for the strategic approach to attendance in school	**01482835599** **wawne.primary@eastriding.gov.uk**
Mr J Horsley	Designated safeguarding lead/ Pastoral lead	**01482835599** **wawne.primary@eastriding.gov.uk**
	Education Welfare Service	education.welfare@eastriding.gov.uk

Definitions and acronyms

Definition of a parent - For the purpose of this policy, as set out within 'Working Together to Improve School Attendance,' August 2026 a parent means:

• all natural parents, whether they are married or not;
• any person who has parental responsibility for a child or young person; and,
• any person who has care of a child or young person (i.e. lives with and looks after the child).

DfE – Department for Education

Related legislation and guidance

Core Legislation

- Education Act 1996, Part 6
- Education Act 2002, Part 3
- Education and Inspections Act 2006, Part 7
- The Education (Pupil Registration) (England) Regulations 2006 and amendments (2010, 2011, 2013, 2016, 2024)
- Education (Penalty Notices) (England) Regulations 2013 and 2024 amendment

Relevant Statutory Guidance

- Working Together to Improve School Attendance (DfE, July 2026)
- DfE School Attendance Parental Responsibility Measures
- School Census Guidance
- Keeping Children Safe in Education
- Specific Guidance for SEND Pupils
- Mental Health Guidance Impacting Attendance

- ‘Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement,’ Updated July 2026

Other related policies
- Child protection and safeguarding policy
- Behaviour Policy

Introduction and core principles

Every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, the attendance policy should account for the specific needs of certain pupils and pupil cohorts. The policy should be applied fairly and consistently but in doing so schools should always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of their policy, schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. To ensure all leaders, staff, pupils, and parents understand these expectations, this attendance policy, based on the expectations set out in ‘Working Together to Improve School Attendance’ August 2024 outlines these.
The policy should be easily accessible to leaders, staff, pupils, and parents, including being published on the school’s website. Parents should be sent it with any initial information when pupils join the school and reminded of it at the beginning of each school year and when it is updated.

At Wawne Primary School we recognise the link between regular attendance and high attainment. We expect that all pupils will attend school every day that the school is open unless there is a specific reason for the pupil not attending. We are committed to applying the core principles as set out in Working Together to Improve School Attendance, July 2026.

Roles, responsibilities and expectations – the table below is taken from the DfE ‘Summary table of responsibilities for school attendance,’ August 2024.

Parents are expected to:	**Schools are expected to:**	**Academy trusts and governing bodies are expected to:**
Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Ensure school leaders fulfil expectations and statutory duties.
Only request leave of absence in exceptional circumstances and do so in advance	Accurately complete admission and attendance registers.	Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.

Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.	Ensure school staff receive training on attendance.
Ensure that children have a good attitude to learning and attendance	Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.	
Ensure that their child arrives in time for the start of the school day.	Have a dedicated senior leader with overall responsibility for championing and improving attendance.	

School Times
It is important that your child is at school for the start of the school day. The school day is made up of two sessions, a morning, and an afternoon. Registers are taken during these sessions. School times are:

The school gates open at 8.50am so that the children are ready to start the school day at 9am. The register closes at 9.10am. The morning session ends at 12pm.
The afternoon session begins at 1pm and ends at 3.30pm

If your child arrives at school after the register has closed then your child will incur an unauthorised absence mark for this session unless an acceptable reason is provided, e.g. evidence of a medical/dental appointment.

Informing the school of the reason for an unexpected absence.

You must contact the school as soon as possible to inform us that your child will not be attending school and you will be asked to provide a reason for this absence. This will ensure that the absence is accurately recorded in the register.

Requesting leaves of absence from school in exceptional circumstances.

Absence for the purpose of a term time holiday is not usually considered exceptional.
Please complete the school's form to request absence from school in exceptional circumstances. The form is available from the school office.

If your request is not approved and your child is absent during this time then the absence will be recorded as unauthorised and the school may refer the unauthorised absences to the local authority and parents may be liable for a penalty notice (fine).

How the school is promoting and incentivising good attendance.

Wawne Primary School has attendance as a high profile and applies the attendance policy consistently. There are displays to promote good attendance on noticeboards within the main entrance and externally.

Whole school assemblies, PSHE lessons and parents' meetings are used to promote good attendance.

We communicate regularly with parents/carers via all possible methods including the school website, monthly newsletters and Class Dojo.

Staff are available at the start and end of each day to speak to parents/carers.

The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

All schools record their attendance registers in a school information management system. The school will analyse this data to identify trends and patterns of pupil absence and may use this to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

The school will use its attendance data to help it identify pupils whose attendance has fallen below 90%, making them at risk of becoming a persistently absent pupil or below 50% (at risk of becoming a severely persistently absent pupil).

The school will contact you to discuss your child's attendance if there are regular absences. Once the register has closed, the school registers are checked for any absence where there has been no contact by parents/carers or reason given.

School staff will attempt to make telephone contact with parents/carers to ascertain a reason for the child's absence from school.

If the parent/carer cannot be contacted, then school staff will contact the other emergency contacts for the child

If staff are unable to contact parents/carers or other emergency contacts or ascertain the reasons for a child absence this may be followed by a home visit by either members of school staff or a Welfare Service Officer.

Where there is no improvement in school attendance and all support interventions both in school and out of school as outlined above have been offered, then the school will meet with the Local Authority's Education Welfare Service (EWS) and agree whether they will become involved and formal interventions may be considered. These formal interventions could include the use of a voluntary parenting contract, penalty notice, education supervision order, school attendance order or prosecution in the magistrate's court.

Review

This policy will be reviewed bi-annually or sooner where necessary.

As noted in 'Working Together to Improve School Attendance,' 2026, the school will seek the views of pupils and parents as part of the review process.