



SPRING VALE PRIMARY SCHOOL

ATTENDANCE POLICY 2025-26



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Introduction

Attendance at Spring Vale is vitally important for children to take full advantage of the educational opportunities given to them, allowing all children to fulfil their potential. Missing school means that children will miss out on important lessons, one off experiences or school trips and also chances to engage with their peers, which ultimately has a negative impact on their progress both academically and socially. Spring Vale strives to provide all children with a welcoming and caring environment, whereby each member of the school community feels wanted and secure. Our school will help and support children and their families to ensure each pupil attends school regularly and punctually.

What Attendance at Our School Looks Like

Attendance at Spring Vale means that over a school year ...				
0 Days Missed	→	100%	→	Perfection
4 Days Missed	→	98%	→	Well Done
★ 7 Days Missed	→	96%	→	Good ★
9 Days Missed	→	95%	→	Nearly There
11 Days Missed	→	94%	→	Needs Improving
4 Weeks Missed	→	90%	→	Persistent Absence
6 Weeks Missed	→	85%		Serious Concerns

Our Targets in Attendance

- Our school expects all children to have an attendance greater than 96%. The school average is 95.8% and the school target is 96%+.
- An attendance of less than 90% will be considered a persistent absence and further action will be taken. Legal action is pursued where necessary.

NOT HERE... NOT LEARNING

As a school we are proud of attendance levels and the achievement of our children. This policy aims to promote regular punctual attendance in order that children receive the full entitlement provided at Spring Vale Primary School.

Education is important. Missing school means missing out. Children should be at school on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent that can result in legal action by the Local Authority.

Every half-day absence from school has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for good reasons like illness or other unavoidable causes. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- parents keeping children off school unnecessarily
- truancy before or during the school day
- absences which have not been properly explained
- children who arrive at school too late to get a mark

Therefore, if a child misses a whole day – this counts as two absences.

Following changes to recent legislation, any child who accumulates ten unauthorised absences (5 days), may trigger the involvement of the EWO (Education Welfare Officer)

Objectives

- To raise the overall school attendance to be above national averages
- To reduce the number of persistent absentees
- To promote a culture of punctuality and good attendance
- To improve parental understanding of the school's expectations for attendance and punctuality
- To closely monitor attendance and punctuality

These will be achieved by

- Sharing this policy and procedures with staff, parents and pupils
- Regular meeting with EWO (Education Welfare Officer), Attendance Officer (school based), Attendance Governor and LMT Attendance Co-Ordinator
- Monitor attendance through half term Governors meetings
- A reward system for good attendance and punctuality
- Relevant staff receive training and time to complete admin tasks as required
- Seeking views of children through the school council

Procedures

- Doors open for pupils at 8.30am
- Doors shut for pupils at 8:45am
- Register to be taken by the class teacher at 8:50am. Pupils complete a 'walk into learning' task
- Teachers close the register at 8:55am
- Pupils are marked either present or absent using SIMs. The fire register is also completed and sent to the main school office
- Late pupils must enter through the main school entrance. Pupils who arrive after 8:45am are recorded as late in SIMs

- Pupils attending appointments during the school day will be signed in and out by parents using the electronic system

The school applies the following procedures in deciding how to deal with individual absences:

- Parents are asked to contact the school by telephone before 9.30am to notify the school of absence and the reasons for this.
- Medical evidence may be requested to authorise an absence relating to illness. Examples of acceptable evidence include an appointment letter, note from a doctor, prescription form or named and dated medication.
- A note from parents should be sent to school on the child's return, detailing why the child has been absent
- A leave of absence form should be completed for any leave from school – this will only be granted in exceptional circumstances.
- If a child is late for school, please phone in advance where possible and report to the school office on arrival.
- After 9:30am the school will commence absence queries by telephone. If no contact can be made by telephone, a note is made in SIMs, and the text service will be used

Parents who routinely fail to contact the school will have all absences unauthorised and a referral to the Education Welfare Service will be made. Unannounced, home visits may take place if a child is absent for a consecutive number of days and no communication is made by the parent.

It is not usually possible for the school to authorise absences for shopping, looking after other children, minding the house, birthdays, day trips etc. Leave may, however, be granted in an emergency (e.g. after the death of a close relative). Parents are asked to make medical/dental appointments outside of school hours wherever possible. Where such appointments in school time are unavoidable, we would encourage children to attend school before/after their appointment, where possible, to achieve a 'present' mark. It is always better to attend for some of the time, rather than miss the whole day. Parents are asked to tell the school in advance of any such appointments and provide medical evidence wherever possible.

Pupils who cause concern

Below 96%

- Parents of children who have attendance below 96% are identified as causing concern. Attendance will be monitored by school staff and the EWO – Monitoring of attendance is shared with children and parents through weekly newsletters, the attendance league table display – alongside individual letters to parents

Below 92%

- All children receive a letter home to make parents aware of the attendance of their child compared to school and national averages

Below 90%

- Children below 90% are classed as persistently absent
- The EWO will become involved – all children are discussed every two weeks at meetings with the EWO and trends for individual children are plotted. Reasons for absence are discussed
- Parents will be informed, and a letter will be sent. Parents may be invited into school for a meeting with the attendance officer and EWO to discuss attendance
- If attendance does not improve an Early Help Assessment is offered
- If attendance still does not improve legal action will commence

Procedure for promoting attendance

- The attendance league table is displayed in the hall and is updated every week
- The class with the best attendance for the week is celebrated in praise assemblies each Thursday and a certificate is presented
- Classes that receive 100% attendance for the week receive a special certificate
- Special termly attendance assemblies are held and termly attendance badges are awarded
- Special annual attendance assemblies are held, and special annual attendance badges are awarded
- Attendance raffles are held for children with expected attendance or above.
- 'Freddo Friday' – A half-term reward
- Continuous class rewards – Every class tracks the attendance of every pupil and age-appropriate rewards are given for good attendance (i.e. stickers and secondary ready stars)
- Attendance for each class is sent home in the weekly newsletter
- Attendance has a high profile on the school website

Leave of absence

In line with The Lykos Trust, the school follows the local authority procedures when parents apply for leave of absence. These procedures are laid out in full in a local authority leaflet (copies of this are available from the school office or the headteacher)

Applications for leave of absence

1. Where possible parents/carers speak with a senior member of staff about an upcoming planned absence
2. Parent/carer collect a leave of absence form from the school office
3. Parent/carer returns the completed form back to the school office including any supporting evidence which is stapled to the school form
4. Office staff attach attendance information and forward the application to the headteacher
5. Headteacher applies the approval criteria and refers to evidence
6. Application is also taken to the EWO if this is relevant

7. Parents are informed of the outcome

Leave of absence that is approved – authorised absence

Leave of absence that is not approved – unauthorised absence. Unauthorised leave of absence may result in a penalty notice. (Charges can be found in the leaflet)

Applications are generally processed in 5 working days

The people responsible for attendance matters in this school are:

Class teachers who will notify the office of any concerns and pass on parents' messages.

Mrs Wynne and Mrs Wright, who will phone parents and contact outside agencies where appropriate.

Mrs Whittall – Attendance Lead

Mrs K Kelly (Deputy Headteacher/ Designated Teacher for Pupil Premium)

Mr Blunt (Headteacher), Attendance Champion

Mr T Kelly (Assistant Headteacher)

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend regularly. School staff are committed to working closely with parents as the best way to ensure as high a level of attendance as possible.

Policy Reviewed annually

Reviewed by: Mr C Blunt / Mr T Kelly

Updated version taken to full governors September 2025

To be reviewed annually

See below for attendance leaflet sent home on an annual basis



Did you Know?

97% attendance means your child will have missed 6 days of school throughout the year.

90% attendance means that your child will have been absent for the equivalent of one half day every week!

This also means that your child will have missed the equivalent of 4 whole weeks throughout the school year!

If you take a two week holiday during term time your child's attendance will automatically be reduced to less than 95%.

A two week holiday each year in primary school means a total of 14 weeks teaching time missed. This is the equivalent of a whole term and can have a real impact on your child's literacy and numeracy skills.

If your child does not attend school regularly and you fail to work with the school and The Education Welfare Service you may be fined up to £2500 and in extreme cases sent to prison.

Meet the Attendance Team

Attendance Officer:

Mrs S Wright

Attendance Officer:

Mrs Whittall

Headteacher:

Mr C Blunt

Useful Contact Details:

School Office: 01902 556589

Email:

springvaleprimaryschool@wolverhampton.gov.uk

The School Day:

8.30 am: School opens for walk into learning

8.45 am: School officially opens



School Attendance Fact Sheet For Parents



Tips to help you and your child make going to school easier:-

1. Help them get their school bag packed the night before.
2. Make sure their uniform is ready especially after the holidays or weekend.
3. Get them to bed at a reasonable time so they have a good night's sleep.
4. Set the alarm clock early enough to allow plenty of time to get ready properly.
5. Make sure they have something for breakfast.
6. Set off for the bus or start walking early enough so they won't be late: punctuality is important.
7. Check to make sure they have everything they need – books, PE kit, dinner money etc.
8. If your child is finding the work too hard, speak to the teacher.
9. Talk to your child about what they did in school today.



Q. Chloe has a tummy bug and isn't well enough for school. What do I need to do?

A. Call the school office on 01902 556589 before 9.30 am or as soon as possible.

Q. I need to take Ben to the dentist next week, do I need to let school know?

A. Yes please! Please inform the school office. Where possible, please try to make appointments during school holidays. If this is not possible, try to arrange for appointments at the beginning or end of the school day.

Q. I sometimes struggle to get all of my 3 children to school before the school gates close, being 5 or 10 minutes late doesn't really make that much difference does it?

A. It is important for all children to be in school on time. It can be upsetting for the child and disruptive for the rest of the class when children are late. Children who are late need to arrive via the school office and will get a late mark.

Rewards, Rewards, Rewards!

We have termly and yearly awards and certificates for children with excellent attendance and a class attendance league table in the hall.



Things to remember:-

Keeping children away from school is a criminal offence.

If you do not let us know why your child is not in school their absence will be marked as unauthorised.

Looking after other children, going shopping or waiting for a delivery/the gas man are not valid reasons to keep your child off school and will be marked as unauthorised absences.

Children with poor attendance are often victims of bullying and may find it difficult to get along with other children and make friends.

Holidays in Term Time:

Some parents believe that their child is automatically entitled to up to 10 days out of school during the year.

This is not true!

Parents can request to take children out of school during term time by filling in a Leave of Absence form. However, holidays are only granted in exceptional circumstances.