ATTENDANCE AND PUNCTUALITY POLICY

2026–2027

"Learning, Living, Loving together in Christ."

Senior Attendance Champion	Mrs Hensman, Headteacher
Designated Safeguarding Lead	Mrs Hensman, Headteacher
Deputy Designated Safeguarding Leads	Mrs Edgington, Deputy Headteacher & SENDCo; Miss Kavanagh, Office Manager/Pastoral
School telephone	0121 464 2283
Policy approved	22.10.2026
Review date	September 2027
Approved by	Governing Board

1. Our Commitment to Attendance

At Our Lady and St Rose of Lima Catholic Primary School, we believe that regular attendance is essential if every child is to flourish academically, socially, emotionally and spiritually.

Our Catholic mission, "Learning, Living, Loving together in Christ," calls us to recognise the dignity and value of every child and to work in partnership with families so that children are able to participate fully in school life.

Every child has a right to a full-time education. Good attendance enables children to build secure relationships, develop positive routines, access the full curriculum and make the progress of which they are capable.

We have high expectations for the attendance and punctuality of all pupils. Our school target is for pupils to achieve at least 95% attendance, while recognising that our ambition should always be for children to attend every day that they are able to do so.

Where attendance becomes a concern, our first priority is to understand the reasons and identify any barriers. We will work with children and families to provide appropriate support. Where concerns persist despite support being offered, we will take further action in accordance with Department for Education statutory guidance and Birmingham City Council's Support First framework.

Expect → Monitor → Listen and Understand → Facilitate Support → Formalise Support → Enforce

We recognise that barriers to attendance can be complex. Our response will take account of the individual circumstances of the child and family, including SEND, medical needs, emotional wellbeing, safeguarding concerns and other vulnerabilities.

Regular attendance is a shared responsibility. Parents and carers have a legal responsibility to ensure that children of compulsory school age receive a suitable full-time education. The school has a responsibility to promote attendance, provide appropriate support and act where attendance is causing concern.

2. Aims

- promote a whole-school culture in which good attendance and punctuality are valued;
- establish high expectations for attendance from the point at which a child joins the school;
- ensure pupils access the full educational provision to which they are entitled;
- identify emerging patterns of absence and lateness quickly;
- intervene early before attendance concerns become entrenched;
- listen to children and families and understand barriers affecting attendance;
- work collaboratively with parents and carers;
- provide appropriate school-based support and facilitate access to wider services where necessary;
- make reasonable adjustments and provide appropriate support for pupils with SEND, medical needs or other identified barriers;
- reduce persistent and severe absence;
- consider attendance concerns alongside safeguarding and children's wider welfare;
- follow Birmingham City Council's Support First approach where formal intervention is required; and
- use statutory intervention appropriately where support has not been successful, has not been engaged with, or is not appropriate.

3. Legislation and Statutory Guidance

This policy has been developed with regard to current legislation and statutory guidance relating to school attendance, including:

- the Education Act 1996;
- the Education Act 2002;
- the Education and Inspections Act 2006;
- the Children and Families Act 2014;
- the School Attendance (Pupil Registration) (England) Regulations 2024;
- the Education (Penalty Notices) (England) Regulations 2007, as amended;
- the Department for Education's statutory guidance Working Together to Improve School Attendance;
- the Department for Education's statutory guidance Children Missing Education;
- Keeping Children Safe in Education;
- Department for Education guidance on supporting pupils with medical conditions; and
- Birmingham City Council's current attendance procedures, including the Support First Framework.

The school will have regard to updated national and local guidance as it is published.

This policy should be read alongside relevant school policies, including Child Protection and Safeguarding, SEND, Behaviour and Supporting Pupils with Medical Conditions.

4. Roles and Responsibilities

4.1 Governing Board

- recognise attendance as an important aspect of safeguarding, educational achievement and school improvement;
- promote the importance of good attendance and punctuality;
- ensure school leaders fulfil their statutory responsibilities;
- review attendance information regularly;
- challenge and support leaders regarding whole-school attendance, persistent absence and severe absence;
- consider attendance patterns for significant pupil groups;
- monitor the effectiveness of the school's attendance strategy; and
- hold the Headteacher to account for implementation of this policy.

4.2 Senior Attendance Champion

Mrs Hensman, Headteacher, is the school's Senior Attendance Champion and has overall strategic responsibility for attendance.

- provide a clear vision for improving and maintaining good attendance;
- establish high expectations for attendance and punctuality;
- ensure attendance remains a whole-school priority;
- oversee implementation of this policy;
- regularly analyse attendance at whole-school, group and individual-pupil level;
- ensure emerging concerns are identified and acted upon;
- oversee the school's graduated response to attendance concerns;
- ensure Birmingham's Support First procedures are followed where appropriate;
- work with Birmingham City Council and other agencies where additional support or statutory intervention is required;
- report regularly to governors; and

- evaluate the impact of attendance strategies.

4.3 Safeguarding and Attendance

Attendance is an important part of the school's safeguarding arrangements.

The school's DSL team is:

- Mrs Hensman – Headteacher and Designated Safeguarding Lead
- Mrs Edgington – Deputy Headteacher and SENDCo
- Miss Kavanagh – Office Manager/Pastoral and Deputy Designated Safeguarding Lead

The DSL team will ensure that attendance concerns are considered alongside known safeguarding, SEND, medical, pastoral and family circumstances.

Where absence raises an immediate safeguarding concern, safeguarding procedures will take priority and appropriate action will be taken without waiting for normal attendance intervention stages.

Parents and carers can contact the school on 0121 464 2283.

4.4 Class Teachers

- complete morning and afternoon registers accurately and promptly;
- submit the morning register by 8:40am;
- promote positive attitudes towards attendance;
- be aware of attendance patterns within their class;
- raise emerging concerns promptly;
- support pupils returning following absence; and
- maintain positive relationships with pupils and families.

4.5 School Office

- receive absence notifications;
- maintain accurate attendance records;
- follow up unexplained absence;
- record late arrivals and reasons;
- use the appropriate statutory attendance codes;
- alert the Senior Attendance Champion or DSL team to concerns;
- maintain records of communication; and
- support attendance monitoring and correspondence.

4.6 Parents and Carers

- ensure their child attends school every day that they are able to attend;
- ensure their child arrives on time and ready to learn;
- notify the school promptly of absence and provide the reason;
- maintain communication during continuing absence;
- provide up-to-date contact details and more than one emergency contact wherever possible;
- arrange routine appointments outside school hours wherever possible;
- work with the school to address barriers to attendance;
- attend attendance meetings when requested;
- engage with appropriate support; and
- avoid requesting leave during term time unless there are exceptional circumstances.

5. Registration and Punctuality

The school day begins at 8:30am, with gates opening at 8:25am. Pupils are expected to arrive on time and be ready to learn.

Morning registers are completed by 8:40am. Pupils arriving after this time will be recorded as late using the appropriate attendance code.

The morning register closes at 9:00am. Pupils arriving after 9:00am without an authorised reason will be recorded as an unauthorised absence for the morning session, in accordance with statutory attendance guidance.

The school monitors punctuality and will work with parents and carers where repeated lateness is identified. Persistent lateness will be addressed as part of the school's wider attendance procedures.

6. Reporting and Following Up Absence

Parents and carers must inform the school as soon as possible when their child is unable to attend, providing the reason for absence and, where possible, the anticipated date of return.

Where a pupil is absent without explanation, the school will contact parents or carers to establish the reason. Where necessary, other emergency contacts will be used.

The school will consider the individual circumstances of the child and any known safeguarding concerns. Where the school is unable to establish that a child is safe, or an absence raises concerns about a child's welfare, appropriate safeguarding action will be taken. This may include a home visit and/or referral to other agencies.

The school will not wait for a set period before taking action where there are concerns about a child's safety.

7. Authorised and Unauthorised Absence

Parents and carers provide the reason for an absence; the school determines whether the absence can be authorised and the appropriate statutory attendance code.

Absence may be authorised where the relevant statutory criteria are met, including circumstances such as:

- illness;
- necessary medical or dental appointments;
- religious observance;
- leave granted in accordance with statutory requirements; and
- other circumstances permitted by the School Attendance Regulations.

Where the statutory criteria are not met, the absence will be recorded as unauthorised.

8. Illness, Medical Needs and Appointments

Where a child is genuinely too unwell to attend school, absence due to illness will normally be authorised.

The school will not routinely request medical evidence for every illness. Where there are reasonable grounds for concern about the authenticity or frequency of illness-related absence, the school may seek appropriate information and work with the family to understand whether health needs or other barriers are affecting attendance.

Where a pupil has a long-term or recurring medical condition, physical or mental health need, the school will work collaboratively with the pupil, parents and relevant professionals to support access to education.

Routine medical and dental appointments should be arranged outside school hours wherever possible. Where an appointment must take place during the school day, pupils should attend school for as much of the day as reasonably possible.

Where a pupil of compulsory school age is expected to be absent because of illness for at least 15 consecutive school days, or has been or is expected to be absent because of illness for a total of at least 15 school days during the school year, the school will make the required sickness return to the Local Authority in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

9. Leave of Absence During Term Time

Parents and carers should not normally take their child out of school during term time.

Where leave of absence is required, parents and carers should make a request to the school in advance. The school will consider each request individually and in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

Where a request does not fall within one of the specific circumstances provided for within the Regulations, leave may only be granted where the school considers there to be exceptional circumstances. The school will determine the number of school days, if any, for which leave is granted.

A need or desire for a holiday or other absence for leisure or recreation would not normally be considered an exceptional circumstance.

Where leave has not been granted and the pupil is subsequently absent, the absence will be recorded as unauthorised.

Unauthorised leave of absence may be referred to Birmingham City Council for consideration under its Leave of Absence legal process where the relevant criteria are met. This may result in a penalty notice or other legal intervention.

10. Supporting Pupils with Barriers to Attendance

Where attendance concerns emerge, the school will seek to understand the reasons and identify any barriers affecting the child's attendance.

Support may include:

- discussion with the pupil and parents or carers;
- pastoral support;
- consideration of SEND provision and reasonable adjustments;
- support for physical or emotional health needs;
- Early Help;
- support from external professionals or services; and
- an agreed plan of actions which is monitored and reviewed.

Support will be appropriate to the individual circumstances of the pupil and family.

Parents and carers are expected to work in partnership with the school and engage with reasonable support offered to improve their child's attendance.

11. SEND, Medical Needs and Reasonable Adjustments

The school recognises that some pupils may face greater barriers to attendance.

Where a pupil has SEND, a disability, medical needs or mental health needs, the school will consider their individual circumstances and work with parents and relevant professionals to remove or reduce barriers to attendance.

This may include reviewing provision, considering reasonable adjustments, seeking professional advice and coordinating support.

Having SEND or a medical condition does not mean that low attendance is inevitable. Our aim will always be to support the pupil to access as much education as possible.

12. Persistent and Severe Absence

A pupil is considered persistently absent where they miss 10% or more of possible school sessions.

A pupil is considered severely absent where they miss 50% or more of possible school sessions.

The school will not wait for these thresholds to be reached before intervening.

Attendance information will be used to identify declining attendance and emerging patterns so that appropriate support can begin early.

Severe absence will receive particular attention from the Senior Attendance Champion and DSL team, with multi-agency support considered where appropriate.

13. Birmingham Support First

Our Lady and St Rose of Lima Catholic Primary School follows Birmingham City Council's Support First approach to improving attendance.

Where ongoing attendance concerns are identified, our graduated response will be:

Listen and Understand

We will work with the pupil and family to understand the reasons for absence and identify barriers to attendance. The voice of the child will be an important part of this process.

Facilitate Support

Appropriate support will be offered and agreed. This may include school-based support, SEND or pastoral provision, reasonable adjustments, Early Help or support from other agencies.

Formalise Support

Where absence continues despite appropriate support, or support is not sufficiently engaged with, the school will progress to the formal stages of Birmingham's Support First process where appropriate.

In accordance with Birmingham's Support First procedures, this will include a Formal Attendance Meeting (FAM) and the use of an Attendance Contract, where applicable.

Review

Attendance and the impact of support will be reviewed. The school will maintain appropriate records of concerns, communication, support offered, meetings, agreed actions and outcomes.

Further Intervention

Where unauthorised absence continues, the school may refer the case to Birmingham City Council in accordance with its Support First procedures.

Birmingham City Council will determine whether further intervention is appropriate, which may include a Notice to Improve, penalty notice or other legal intervention.

Legal intervention will normally be considered where appropriate support has not resulted in sufficient improvement, has not been engaged with, or where support is not appropriate.

14. Formal Attendance Meeting and Attendance Contract

Where attendance has not improved following appropriate support, parents or carers may be invited to a Formal Attendance Meeting (FAM) in accordance with Birmingham's Support First procedures.

The meeting will consider:

- attendance and patterns of absence;
- barriers identified;
- support already offered;
- the views of the pupil and family;
- any further appropriate support; and
- the improvement required.

An Attendance Contract may be used to formalise the actions, responsibilities, support and review arrangements.

15. Notice to Improve

Where the national threshold for unauthorised absence has been met and appropriate support has been provided but attendance has not sufficiently improved, the school may refer the case to Birmingham City Council in accordance with its Support First procedures.

Birmingham City Council will determine whether a Notice to Improve or other action is appropriate.

A Notice to Improve provides a further opportunity for parents or carers to engage with support and for attendance to improve before a penalty notice may be issued.

A Notice to Improve will not be appropriate in every case, including circumstances where support is not appropriate, such as some cases of unauthorised leave of absence.

16. Penalty Notices and Legal Intervention

The national threshold for considering a penalty notice is 10 sessions of unauthorised absence within a rolling period of 10 school weeks. The sessions do not have to be consecutive and the period may span different terms or school years.

Reaching the national threshold does not automatically result in a penalty notice. The circumstances of the case, support provided and engagement with that support will be considered in accordance with current DfE and Birmingham City Council procedures.

Where appropriate, the school may refer a case to Birmingham City Council for consideration of legal intervention.

Under the national penalty notice framework:

- a first penalty notice issued to a parent in respect of a particular pupil is £80 if paid within 21 days, increasing to £160 if paid within 28 days;
- a second penalty notice issued to the same parent for the same pupil within three years is £160, payable within 28 days; and
- a maximum of two penalty notices may be issued to the same parent for the same pupil within a rolling three-year period.

Where the national threshold is met for a third time within that three-year period, a further penalty notice cannot be issued and alternative legal intervention will be considered.

Penalty notices and other legal action are administered by Birmingham City Council in accordance with the national framework and its local procedures.

17. Children Missing Education and Safeguarding

Absence from education can be an important safeguarding indicator.

The school will make appropriate enquiries where a pupil stops attending unexpectedly, their whereabouts are unknown, they fail to return when expected or there are concerns about their safety.

The school will follow statutory Children Missing Education guidance and Birmingham City Council procedures.

A pupil will not be removed from the admission register simply because they have stopped attending. Removal will only take place where a statutory ground for deletion applies and the required procedures have been completed.

18. Reduced or Part-Time Timetables

All pupils of compulsory school age are entitled to a full-time education.

A reduced or part-time timetable will not be used as a routine method of managing behaviour or attendance.

In exceptional circumstances, a temporary reduced timetable may form part of a planned intervention where it is considered to be in the pupil's best interests.

Any arrangement will be time limited, regularly reviewed, have a clear purpose and plan for returning to full-time education, and follow current DfE and Birmingham City Council guidance.

19. Monitoring Attendance

Attendance will be monitored regularly at individual, class, group and whole-school level.

The school will consider:

- overall attendance;
- authorised and unauthorised absence;
- persistent and severe absence;
- declining attendance and broken weeks;
- repeated illness;
- punctuality;
- attendance of vulnerable groups and pupils with SEND; and
- the impact of interventions.

The school's attendance watch list will be reviewed regularly so that emerging concerns can be addressed promptly.

Attendance information will be reported regularly to the Governing Board.

20. Working with Parents and Carers

We aim to work positively and respectfully with families while maintaining high expectations for attendance.

Where concerns arise, communication may include telephone contact, letters, meetings, agreed support plans, Formal Attendance Meetings and Attendance Contracts.

Parents and carers will be kept informed of concerns, support available and the actions required to improve attendance.

21. Promoting Good Attendance

The school will promote attendance through a positive whole-school culture, including:

- communicating high expectations;
- helping pupils understand why attendance matters;
- recognising positive attendance and improvement appropriately;
- maintaining positive relationships with families;
- identifying and addressing barriers;
- ensuring pupils feel safe, welcomed and included; and
- supporting pupils positively when they return following absence.

Attendance recognition will be handled sensitively so that pupils are not made to feel responsible for absence arising from circumstances outside their control.

22. Attendance Codes

The school will use the current statutory national attendance and absence codes in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and current Department for Education guidance.

The appropriate code will be determined by the school according to the circumstances of each absence.

23. Attendance Records

The school will maintain its admission and attendance registers electronically in accordance with statutory requirements.

Attendance information will be recorded accurately and retained in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 and applicable data protection requirements.

24. Monitoring and Review

This policy will be reviewed annually, or earlier where changes to legislation, Department for Education guidance or Birmingham City Council procedures require it.

The Senior Attendance Champion will ensure that school procedures remain consistent with current statutory requirements and Birmingham's attendance arrangements.

The Governing Board will approve the policy and monitor its implementation.

Appendix 1 – Our Graduated Approach to Improving Attendance

Birmingham Support First | Parent and governor overview

1. Identify and monitor

Review attendance and punctuality; identify emerging concerns early.

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2. Listen and understand

Speak with the pupil and family; consider the child's voice and barriers to attendance.

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3. Facilitate support

Agree proportionate school-based support, adjustments or Early Help, and review its impact.

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4. Formalise support

Where concerns continue, follow Birmingham procedures, including a Formal Attendance Meeting and Attendance Contract where applicable.

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5. Review progress

Evaluate attendance, engagement and support. Continue or adapt support where improvement is made.

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6. Refer where necessary

Where unauthorised absence continues, consider referral to Birmingham City Council under its current procedures.

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7. Local authority decision

Birmingham City Council determines whether a Notice to Improve, penalty notice or other intervention is appropriate.

Unauthorised term-time leave may follow Birmingham's separate Leave of Absence legal process. Formal action will always follow current DfE guidance and Birmingham City Council procedures.