



Springfield Primary school Attendance Policy Summary

September 2025

Introduction:

- Springfield Primary School is committed to fostering child-centered actions and collective responsibility for attendance as an Inclusive Attendance school.
- We follow the Inclusive Attendance Professional Development Programme, with all staff enhancing their understanding through six bespoke Learning Modules focused on attendance support.
- Our Annual Inclusive Attendance 7-Month Development Programme ensures we remain at the forefront of educational innovation, regularly reflecting on our approach to supporting children and families.

Multi-Tiered System of Support (MTSS):

- Our MTSS framework provides a comprehensive attendance intervention system that includes staff, children, parents, and external agencies, fully aligned with DfE guidelines.
 - *Tier 1:* Universal support for all children.
 - *Tier 2:* Early internal support and intervention.
 - *Tier 3:* Intensive support for children and families requiring external agency assistance.

Recognition-Based Approach:

- We promote a recognition-based model that acknowledges individual and collective achievements, fostering a positive environment and intrinsic motivation.
- Further details on this system can be found in our Attendance Policy.

Importance of School Attendance:

- Attendance is a fundamental pillar of education that influences academic success, personal growth, and future opportunities.

Safeguarding Children:

- The school prioritises student welfare. Concerns regarding attendance are promptly investigated, and unexplained or prolonged absences trigger safeguarding procedures, including home visits and communication with agencies.

Additional Policies:

- Our Attendance Policy is closely linked to other key policies such as Behaviour, Teaching and Learning, Safeguarding, Mental Health, SEND, and Pupil Premium.

Effective Interventions and Signposting:

- As a school we are always looking for successful attendance improvement programmes to support our children. Some of our successful partnerships & projects today have been Boxclever, Bedazzle, Relax kids & Art therapy.

Roles and Responsibilities:

- *Parents:* Foster a culture of punctuality and regular attendance, crucial for their child's academic and personal development.
- *School:* Monitor attendance, communicate with parents, and implement interventions to support student engagement.
- *Children:* Attend school regularly and punctually, actively engaging in learning and following attendance policies.
- *External agencies, including Governors:* Provide specialised support to overcome barriers to attendance, working collaboratively with the school to improve outcomes.

Removal from Roll:

- Detail the process for removing a pupil from the school roll, including guidelines on Elective Home Education (EHE).

School Times:

- Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.
- The school day starts at **8.30am** (nursery AM) **8.50am** (KS1), **8.55am** (KS2) & **9:00am** (reception). Pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by **8.25am** (nursery AM) **8.45am** (KS1), **8.50am** (KS2) & **8.55am** (reception).
- Registers will be taken as follows throughout the school day:
The morning register will be marked by **9:10am**. Pupils will receive a late mark if they are not in their classroom by this time.
The morning register will close at **9:25am**. Pupils will receive a mark of absence (U) if they do not attend school before this time
The afternoon register will be marked by **1:25pm**. Pupils will receive a late mark if they are not in their classroom by this time
The afternoon register will close at **1:30pm**. Pupils will receive a mark of absence (U) if they are not present
- Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Requesting Absence Leave:

- Parents must request leave in writing at least 10 school days in advance.

Reporting a Child's Absence:

- Parents will be required to contact the school office via telephone or enquiries email before **9:00am** on the first day of their child's absence – they will be expected to

provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

- Where a pupil is absent, and their parent has not contacted the school by **the close of the morning register** to report the absence, administrative staff will contact the parent by **telephone call** as soon as is practicable on the first day that they do not attend school.
- The school will always follow up any absences in order to:
Ascertain the reason for the absence.
Ensure the proper safeguarding action is being taken.
Identify whether the absence is authorised or not.
Identify the correct code to use to enter the data onto the school census system.
- The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

Definitions:

- *Persistent Absence (PA)*: Attendance at or below 90%, equating to 19 or more missed school days per year.
- *Risk of Persistent Absence*: Attendance consistently below 95%, translating to between 10 to 18 days of absence.
- *Severe Absence*: Students absent more than 50% of the time, requiring intensive support and potential flexible adjustments to facilitate regular attendance.