



Azbuka ATTENDANCE

PERSON RESPONSIBLE:	Head Teacher
Approved by:	Governors of AZBUKA Foundation
Approved:	September 2025
DATE OF NEXT REVIEW:	September 2026

Policy statement

Azbuka Primary School is committed to providing each pupil with a full and effective education. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of full attendance for all children in the school. Every opportunity will be used to convey to pupils and their parents/carers the importance of regular and punctual attendance. School attendance is subject to various Education Laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Each term the school will examine its attendance figures and set attendance/absence targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals. This policy will contain within it the procedures that the school will use to meet its attendance targets. School Procedures Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Headteacher, Governors or designated member(s) of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Register and late arrivals

Late Morning registration will take place at the start of school at 9:00 am. The register closes at **9:05am**. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation at the discretion of the head teacher. In cases where the absence at registration was, for example, due to attending an early morning medical appointment, the appropriate authorised absence code will be recorded.

First Day Absence

Parents are expected to contact the school (using school telephone number or school e-mail) on the first day of their child's absence with an explanation. If the school receives medical evidence for this absence the absence will be recorded as authorised, however, if no medical evidence is provided the absence will be recorded as unauthorised.

The Attendance Officer (currently the head teacher or the deputy head) will telephone/text the parent/carer on the first day of absence if no contact has been made. If the parent cannot be contacted, an e-mail will be sent asking for an explanation for the absence. If a suitable explanation with medical evidence is not received, the absence will be recorded as unauthorised.

Absence (non-medical)

In very serious cases some absences can be authorised. Parents are expected to contact the school by e-mail 2 weeks before the expected absence, explaining the reason clearly. The School and governors will consider the situation, decide if the absence can be authorised and get back to the parents with their decision.

Absences below 95%

If a child's attendance falls to 95% or below the school will send a letter to the parent/carer depending on the authorisation status of the absences. Persistent Absence (below 90%) Where absence falls to 90% or below, a second letter will be sent explaining the seriousness of the absence and to offer support from the school and to reinforce the school, AZBUKA Foundation and the Borough Attendance Policies. The parent/carer will be informed that if there are any more unauthorised absences from this point, the school will have to send the parent/carer the relevant Governors Letters.

Penalty Notices

If unauthorised absences persist during the 15 day period after the warning letter has been sent, the school will issue the relevant penalty notices.

Children Missing in Education (CME)

Children Missing Education (CME) after ten days continuous absence and the school has been unable to ascertain the whereabouts of a pupil, they will refer the child's details to the Local Authority to perform further checks that are not available to school. If after 20 days continuous unauthorised absence, their whereabouts cannot be traced, they will be removed from the school roll, and will have to apply for the school place again.

Vulnerable Children

Children who are Looked After (CLA), subject to a Child Protection Plan (CP) or Children in Need (CIN) will be treated with highest priority and will be known to the Head Teacher. Any unexplained absence will be followed up immediately by a telephone call or a same day home visit.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

Recording Information

All information regarding a child's attendance is kept in the child folder.

Promoting attendance (Hierarchy of Actions)

The school will use opportunities as they arise to remind parent(s)/carer(s) that it is their responsibility to ensure that their children receive an education.

- Policies
- Home/school agreement
- Newsletters
- Meetings
- School reports
- Action plans