All Saints Church of England

Infant and Nursery School

Selston Church of England

Infant and Nursery School

Attendance Policy

Opening hearts and minds through the grace and love of God

Reviewed: September 2026

Next Review Date: September 2027

ALL SAINTS CHURCH OF ENGLAND INFANT AND NURSERY SCHOOL

SELSTON CHURCH OF ENGLAND INFANT AND NURSERY SCHOOL

VISION STATEMENT

Opening hearts and minds through the grace and love of God

At All Saints Church of England Infant and Nursery School and Selston Church of England Infant and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Vision Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at All Saints and Selston to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

Policy:	Attendance Policy
Approved by:	SNMAT Board of Directors and Board of Governors (pending TBC)
Date:	September 2026
Review cycle:	Annual

VERSION CONTROL			
VERSION	**DATE**	**AUTHOR**	**CHANGES**
2026	10.9.26	LT	Updated to reflect Department for Education statutory guidance (July 2026): 'Working Together to Improve School Attendance' and other relevant legislation and guidance.

1. Purpose

This policy sets out how Selston Church of England Infant and Nursery School and its sister school All Saints Church of England Infant and Nursery School, Huthwaite, will promote, monitor and improve attendance and punctuality. It is designed to support whole-school cultures in which pupils want to attend, families understand expectations, barriers are identified early and support is provided before formal or legal intervention is considered.

2. Aims

Our aims are to:

- Set high expectations for attendance and punctuality for all pupils, while recognising individual circumstances and barriers
- Promote the benefits of regular attendance for learning, wellbeing, relationships, safeguarding and wider development
- Identify and address absence and poor punctuality early, before patterns become entrenched
- Work positively and respectfully with pupils, parents/carers and partners to understand and remove barriers to attendance
- Provide additional support and reasonable adjustments for pupils with SEND, mental or physical ill health and other vulnerabilities
- Reduce persistent absence (attendance below 90%) and severe absence (attendance below 50%)
- Ensure accurate, timely and lawful attendance recording and follow-up
- Use formal support and legal intervention proportionately where support has not worked, has not been engaged with, or is not appropriate.

3. Legislation and guidance

The Department for Education's (DfE) statutory guidance 'Working Together to Improve School Attendance' (July 2026).

The School Attendance (Pupil Registration) (England) Regulations 2024.

The Education (Penalty Notices) (England) Regulations 2007, as amended.

Education Act 1996, including the parental duty to secure regular attendance.

'Keeping Children Safe in Education' (KCSIE) official statutory guidance issued by the DfE

Children missing education: statutory guidance for local authorities and schools.

Guidance on supporting pupils at school with medical conditions and education for children with health needs who cannot attend school.

Equality Act 2010, including the duty to make reasonable adjustments where applicable.

DfE guidance on providing remote education, where relevant.

4. Roles and responsibilities

Governing Board /Trust: Promote attendance as a strategic priority; hold leaders to account; review and challenge attendance data and trends; ensure staff receive appropriate training; ensure the policy is implemented and reviewed; and ensure attendance improvement work is appropriately resourced.

Headteacher: Implement this policy; set high expectations; oversee attendance systems; monitor school-level attendance and punctuality; ensure appropriate support and escalation; liaise with the local authority; and ensure statutory duties and safeguarding responsibilities are met.

Senior Attendance Champion: Lead and champion attendance; set the vision and strategy; oversee systems and data analysis; coordinate support and interventions; build productive relationships with families; liaise with external agencies and monitor the impact of interventions.

Attendance and Pastoral Lead: Maintain day-to-day attendance systems; follow up unexplained absence and poor punctuality; liaise with families and partners; provide attendance information to staff and leaders; support intervention plans and advise the Headteacher on escalation.

All staff: Understand the importance of attendance; record attendance accurately and promptly; communicate consistent, supportive messages; notice emerging patterns and share concerns with the Pastoral Lead/Senior Attendance Champion.

Class teachers: Take and submit morning and afternoon attendance using the correct national codes; monitor punctuality and emerging concerns and work with families and leaders where support is needed.

Parents/carers: Ensure their child attends every session they are expected to attend, arrives on time, notify school promptly of absence and the reason for it, provide updated emergency contacts, seek support where needed, and make appointments outside school hours wherever possible.

Pupils: Attend school regularly and punctually, engage with learning, and tell a trusted adult when something is making attendance difficult.

5. School day and registration

Selston Church of England Infant and Nursery School

School day: **8:35am to 3:05pm.**

The morning attendance register is taken at **8:35am** and closes at **8:45am**.

Register closure is 10 minutes after the start of the session and within the statutory maximum 30 minutes schools are allowed to keep registers open from the time registration begins.

A pupil arriving between **8:46am and 09:05am is recorded as late** *(a code 'L').*

A pupil arriving from **9.06am onwards when the register has closed is recorded as an absence** using the appropriate code. This is normally a 'U' for 'unauthorised' where a pupil has arrived after registration has closed but before the end of the teaching session. *For other codes see below**

The afternoon register is taken at **12:55pm.**

The same register-closing period applies to every session.

End of school day **3.05pm**

All Saints Church of England Infant and Nursery School, Huthwaite

School day: **8.50am to 3.20pm**

The morning attendance register is taken at **8:50am** and closes at **9am**.

Register closure is 10 minutes after the start of the session and within the statutory maximum 30 minutes schools are allowed to keep registers open from the time registration begins.

A pupil arriving between **9:01am and 09:20am is recorded as late** *(a code 'L').*

A pupil arriving from **9.21am onwards when the register has closed is recorded as an absence** using the appropriate code. This is normally a 'U' for 'unauthorised' where a pupil has arrived after registration has closed but before the end of the teaching session. *For other codes see below**

The afternoon register is taken at **1.10pm**

The same register-closing period applies to every session.

End of school day **3.20pm**

Regular attendance

At both schools **'regular'** attendance means children attending all sessions for the full duration, except where a statutory reason for absence applies.

6. Unplanned absence

Selston Church of England Infant and Nursery School

Parents/carers should contact the school **before 8:35am on the first day of absence**, or as soon as reasonably practicable, giving the reason and, where known, the expected date of return.

All Saints Church of England Infant and Nursery School, Huthwaite

Parents/carers should contact the school **before 8:50am on the first day of absence**, or as soon as reasonably practicable, giving the reason and, where known, the expected date of return.

Schools' absence reporting policy

To help us keep all children safe, we ask parents and carers to **contact school every day** their child is absent.

If we don't hear from you:

- **We will call you** to check everything is OK.
- If we can't reach you, **we will send a message** asking you to get in touch.
- If there is still no response, we will **try the other contact numbers** you have given us.
- If we cannot reach anyone, we may **carry out a home visit/and or welfare check** or involve other appropriate agencies to make sure you and your child are safe.

This process helps us make sure children are safe and supported, and that we can act quickly if a family needs help.

Absence due to illness will normally be recorded as authorised using code 'I' where the school is satisfied that the pupil is genuinely unwell. Medical evidence will not routinely be required. The school may request proportionate evidence where there are genuine reasons to question the reason for absence or where evidence is necessary to understand and support a pupil's needs.

Where a pupil has, or is likely to have, a prolonged health-related absence, the school will work with the family and relevant professionals to plan support, reasonable adjustments and reintegration. Remote education will only be considered as a last resort where attendance is not possible and will not be treated as an alternative to attending school.

7. Planned absence and leave of absence

We are a school which aims to be approachable and welcoming and a place where there is mutual trust in our partnership with families and would always urge you to have a conversation with us about any planned term-time absence rather than worry about it or feel you can't be open with us.

We also appreciate, as all parents and carers of young children do, that they will talk about their family's holiday plans at school because they are excited so it is likely we will become aware of plans and would rather you let us know using the simple form outlined below.

Parents/carers must request planned leave of absence in advance using the school's process by requesting a form from the school office and returning **it no less than four weeks before the planned leave**. Leave cannot be authorised retrospectively.

Headteachers may grant leave of absence only where one of the statutory grounds applies, including exceptional circumstances, regulated performance/employment abroad, interview, study leave, and a temporary, time-limited part-time timetable where appropriate.

Each request for exceptional leave is considered individually, taking account of the specific facts, circumstances and relevant background. The school will not operate blanket rules that automatically grant leave for particular events or circumstances.

A holiday or leisure trip during term time will generally not be considered an exceptional circumstance. Parents should not assume that family holidays will be authorised – see below:

Examples of commonly accepted 'exceptional' circumstances:

- **Bereavement or serious illness:** At the time of the death of a close family member or critical illness of a close family member.
- **Exceptional work commitments:** Where a parent is in the emergency services or armed forces and cannot take leave during school holidays.
- **Service personnel leave:** Families of armed forces returning from long, dangerous operational tours.
- **Specific, infrequent events:** A child attending their own parent's wedding.
- **Religious observance:** Significant religious occasions.

- **Housing crisis:** An immediate housing emergency such as a fire or flood

Examples of circumstances which are generally not accepted:

- Family holidays or weddings abroad
- Cheaper flights or tickets during term time
- To take advantage of 'quieter' or 'less busy' travel times during term time, including for children with SEND
- Birthdays, visiting relatives or day trips

Leave of absence will not be granted for protest activity during school hours.

Medical and dental appointments should, wherever possible, be arranged outside school hours. Where this is not possible, the pupil should be absent for the minimum time necessary and the school should be informed in advance.

We request you bring your child to school before any appointment which has to be attended during school hours and return to class afterwards, where practically possible. It does not disrupt the school day and prevents your child missing a full day of learning.

Religious observance may be authorised where the day is exclusively set apart for religious observance by the relevant religious body.

For pupils of non-compulsory school age, code 'X' may be used for sessions they are not timetabled to attend.

It is important to note that as soon as a child is enrolled on our nursery or school even before they have reached compulsory school age, we as the school where they are registered still have responsibility for ensuring all children on our roll attend continually.

If not, we're obliged to offer support to improve attendance and to account for any unauthorised absence where it is not clear why any child on our roll is not in school for each day they don't attend.

8. Attendance support and intervention

Our graduated approach:

- Expect – we expect continual, punctual attendance every day during term
- Monitor
- Listen and understand
- Facilitate support
- Formalise support

- Enforce where appropriate

The school's approach is support-first: Expect, Monitor, Listen and understand, Facilitate support, Formalise support, then Enforce where appropriate.

Attendance concerns will be addressed as early as possible. The school will consider absence of all severities, not only persistent or severe absence.

The school will listen to pupils and families, identify barriers, agree practical actions and review whether interventions are working. Support may include pastoral support, a trusted adult, family meetings, attendance plans, reasonable adjustments, referrals to local services, early help, health or SEND support and reintegration planning.

The school may use its ATTEND Framework - an early intervention tool to support families and children with attendance - as a structured conversation and action-planning approach. Where formal support is required, this may include an attendance contract with the school and/or the local education authority, Nottinghamshire County Council.

Where attendance remains poor despite support, or support is not engaged with or is not appropriate, the school will work with the local authority to consider appropriate legal intervention.

Where safeguarding concerns are present, attendance concerns will be addressed through safeguarding procedures and, where appropriate, children's social care involvement.

Any intervention will be monitored for impact and adjusted where necessary.

9. Persistent and severe absence

Persistent absence is attendance below 90%. Severe absence is attendance below 50%.

The school will identify pupils at risk of persistent or severe absence early and will not wait for a pupil to reach a particular percentage before providing support.

For pupils who are persistently or severely absent, the school will meet with parents/carers and, where appropriate, the pupil, to understand barriers, agree actions, explain available support and explain potential consequences if attendance does not improve.

The school will consider safeguarding risks, SEND, mental and physical health, young caring responsibilities, children with a social worker, disadvantaged pupils and other relevant cohorts when analysing attendance.

Where necessary, the school will work with the local authority and other partners through targeted support arrangements.

10. Monitoring, data and information sharing

Attendance will be monitored at least weekly, with analysis at individual pupil, year group, cohort and whole-school level.

Analysis will include patterns in absence, punctuality, days of the week, attendance codes and, where relevant, particular groups of pupils.

The school will benchmark attendance against local, regional and national data and use the findings to identify priorities and evaluate interventions.

Attendance information will be shared with governors/trust leaders, the local authority and other partners where required or where sharing is necessary and lawful to support the pupil.

The school will make statutory attendance, new-pupil, deletion and other returns in accordance with the regulations and local authority requirements.

Attendance and admission register entries will be retained for 6 years from the date of entry. The school will not retrospectively delete attendance or admission-register entries and will only delete a pupil's name where a statutory ground is met.

Parents will receive regular, understandable information about their child's attendance. Communications will normally focus on days, sessions or time missed and the impact on learning rather than relying only on headline percentages.

11. Communication with families

The school will communicate attendance expectations and the benefits of regular attendance at the start of each year and throughout the year.

Communication will be warm, inclusive, practical and non-judgemental wherever possible, while becoming more formal and factual if a case progresses to formal intervention.

The school will assume positive intent, listen to families, celebrate improvement and tailor communication for SEND and other vulnerable pupils.

Where families have language, literacy or accessibility needs, the school will use appropriate adaptations such as simple language, translation, visual information or face-to-face communication.

Parents will be reminded of who to contact for day-to-day attendance queries and who can provide more detailed attendance support.

12. Sanctions and legal intervention

Legal intervention applies only to pupils of compulsory school age.

All state-funded schools must consider whether a penalty notice is appropriate when the national threshold is met.

The threshold is **10 teaching sessions** (*equivalent to 5 school days)* of unauthorised absence **in a rolling period of 10 school weeks**. The threshold can be met by any combination of unauthorised absence, including arriving after the register has closed.

The school will not operate a blanket policy of issuing or not issuing penalty notices. Each case will be considered individually, including whether support is appropriate, whether it has been provided and engaged with, whether a penalty notice is the best tool to change behaviour and Equality Act considerations.

Where support is appropriate but has not worked or has not been engaged with, a Notice to Improve will usually provide a final opportunity to improve attendance before a penalty notice, unless the circumstances make a Notice to Improve inappropriate.

A Notice to Improve will normally specify an improvement period of 3–6 weeks, the support offered, what sufficient improvement looks like and the circumstances in which a penalty notice may be issued sooner.

Penalty notices are £160 per parent per child, reduced to £80 if paid within 21 days, for a first notice. A second notice to the same parent for the same child within 3 years is £160 with no reduction. A third notice cannot be issued within the 3-year rolling period; alternative action, often prosecution or another legal intervention, will be considered.

Penalty notices must be issued in accordance with the local authority's current Code of Conduct. The school will liaise with Nottinghamshire County Council before issuing a notice where required by the local process.

Penalty notices are not used as a first response to attendance difficulties where support is appropriate. The school will consider attendance contracts, education supervision orders, prosecution or other legal interventions where these are more appropriate.

Penalty notice letters

If parents or carers apply for a leave of absence during term-time using the request form as described in Section 7, school will post a penalty notice (PN) letter home explaining the process to be taken in accordance with the particular situation as set out on the form.

Each parent or carer with parental responsibility will receive a separate letter addressed to them in the post and, in the case of siblings, will receive one posted letter for each child included in the request for absence.

PNs are formal legal fines issued by the local authority as an alternative to criminal prosecution under Section 444 of the Education Act 1996 and PN letters for are posted to parents' or carers' home addresses to ensure formal legal delivery to the person with parental responsibility.

Schools follow this process in line with this national legislation and Nottinghamshire County Council's local code of conduct. Any PNs issued are issued per parent, per child.

Fixed period or permanent exclusions

During the first 5 days of a fixed-period or permanent exclusion, a separate penalty-notice regime can apply if a parent allows the pupil to be present in a public place without reasonable justification after being notified. The applicable penalty is £120, reduced to £60 if paid within 21 days.

13. Children missing education and safeguarding

Unexplained or prolonged absence may indicate safeguarding concerns or that a child is at risk of becoming a child missing education.

The school will follow its safeguarding and Children Missing Education (CME) procedures and will make appropriate referrals to the local authority and other agencies.

Where a pupil's name is added to or removed from the admission register outside the usual academic year transition times, the school will work with the local authority to facilitate and oversee the transition.

The school will work with families and partners to locate pupils, understand circumstances and ensure children are safe and receive suitable education.

14. Supporting specific needs

Pupils with SEND, mental or physical ill health, children with social workers, young carers and other vulnerable pupils may face particular barriers to attendance.

The school will consider reasonable adjustments and individualised support, in partnership with the pupil, family and relevant professionals.

Where an Education, Health and Care Plan (EHCP) is involved and attendance difficulties relate to the pupil's needs, the school will communicate with the local authority as appropriate.

Where a pupil returns after a lengthy or unavoidable absence, the school will provide a proportionate reintegration plan, support confidence and address learning or social gaps.

15. Part-time timetables

A part-time timetable will only be used where it is in the pupil's best interests, is temporary and time-limited, and forms part of a clear plan to return to full-time education.

The school will record the arrangement correctly, agree it with the pupil and parents/carers, monitor its impact and review it regularly. A part-time timetable will not be used as a long-term solution to attendance difficulties.

16. Attendance codes

Code	Definition	Scenario
Present / late		
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or

		sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Absent – unauthorised absence		
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
G	Holiday not agreed by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
Administrative codes		
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered

17. Review and approval

This policy will be reviewed at least annually and sooner where statutory guidance, legislation or local authority requirements change. The school will seek the views of pupils and parents/carers when reviewing the policy. **The policy will be approved by *(pending - TBC)*** the full governing board/trust governance body in accordance with the school's governance arrangements.

Appendix A – Key contacts

Role	**Named person**	**Contact**
Senior Attendance Champion:	**Headteacher** - Kathryn Woods	01773 780131 or 01623 459199 kwoods@huthwaite.snmat.org.uk
Attendance Officer:	**Pastoral Lead** – Liz Tomes	01773 780131 or 01623 459199 ltomes@huthwaite.snmat.org.uk

School Offices:	**Selston C of E Infant** and Nursery School	01773 780131 office@selston.snmat.org.uk
	All Saints C of E Infant and Nursery School	01623 459199 office@huthwaite.snmat.org.uk

Appendix B – Key national attendance thresholds and process

Attendance status	**Policy position**
Persistent absence:	Below 90% attendance.
Severe absence:	Below 50% attendance.
Penalty-notice threshold:	10 sessions of unauthorised absence in a rolling period of 10 school weeks.
Notice to Improve:	Usually 3–6 weeks where support is appropriate but has not worked or has not been engaged with.
First penalty notice:	£160, reduced to £80 if paid within 21 days.
Second penalty notice:	£160, payable within 28 days; no reduction.
Third penalty notice:	Not permitted within 3 years for the same parent and child; alternative action considered.
Register closing:	No later than 30 minutes after the start of the session.

Appendix C – Sources used for this policy update – September 2026

- Department for Education: 'Working Together To Improve School Attendance' July 2026 (statutory guidance).
- Department for Education 'Communicating With Parents About School Attendance' - updated August 2026.
- Department for Education: 'Children Missing Education: Statutory Guidance for Local Authorities and Schools' - updated September 2025.

- School Attendance (Pupil Registration) (England) Regulations 2024.

- Nottinghamshire County Council: Improving School Attendance Toolkit – Attendance register codes and attendance FAQs - September 2026.

Links with other policies

This policy links to the following school policies:

- Child protection and safeguarding policy
- Behaviour policy