

	Offley Endowed Primary School and Nursery	Reviewed November 2025 Next Review November 2027	
Policy Title:	Attendance Policy		Users: Staff, Governors Parents

1. STATEMENT OF INTENT

1.1 At Offley Endowed Primary School and Nursery, we want the whole school community – governors, staff, parents and pupils to be committed to high standards of attendance and punctuality

1.2 The Governing Body believes that good attendance helps our children in the school community to maximise their learning

1.3 Offley Endowed Primary School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality

1.4 Offley Endowed Primary School aims to encourage excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them

2. TARGET SETTING

2.1 The Governing Body expects overall attendance to stand at 96% as a minimum.

2.2. The annual target is the total absences expected in the school year, expressed as a percentage of the total possible attendance by pupils at the school. This includes both authorised and unauthorised absences

3. EXPECTATIONS

3.1 The responsibility for good attendance is shared between school, parents and pupils

3.1.1 The expectations for Offley Endowed Primary School and Nursery include:

- School will provide a safe learning environment
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis
- Offley Endowed Primary School and Nursery will follow up all instances of absence by 9:30am on every day of absence.

3.1.2 The expectations for parents include:

- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
- Parents will inform school of the reason for the absence on a daily basis.
- Parents will maintain regular communication with school staff where necessary.
- Parents will ensure that schools are informed of any changes of contact details



3.1.3 The expectations for pupils include:

- All pupils are expected to attend school regularly and punctually
- Pupils must remember to hand any note giving reasons for absence to the relevant person
- Pupils are expected to be ready to learn

4. Relevant information

4.1. Start

- The school bell rings at 8.45am

4.2 Registration

- Registers are called at 8.50 am and also filled in during afternoon session. Registers close at 8.55 am. Registers are marked consistently by staff
- Registers are marked in accordance with statutory guidance.

4.3 Lateness

- Any pupil arriving late should report to the office. Their parents/care will be asked to sign the late book.

4.4 Absences

- Notification must be provided for all absences from school for whatever reason.
- Absences are only authorised by the Headteacher in exceptional circumstances.

4.5 Leaving and returning to School during School Day.

- When pupils leave or return to school during the school day, the Office Manager must be notified
- If a pupil has to leave the school, the absence book (signing out book) in the school office should be signed by the parent collecting the pupil. The pupil should also be signed in on their return if this is in the same school day

4.6 Term Time Holidays

- The School will not authorise pupils taking family holidays during term time. A pupil's education is interrupted for more than the period of absence.

4.7 Working with the Attendance Improvement Officer (A.I.O)

- The School works in partnership with the allocated A.I.O. to improve attendance for individual pupils and the whole school
- The Headteacher meets the A.I.O on an agreed schedule
- The School works with individual pupils and their parents to improve poor attendance



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- When attendance does not improve sufficiently, and after discussion with the A.I.O they have the authority to take this further. This does not prejudice the school's right to make a separate referral through Children, Schools and Families

4.7 Publication of Information

- School attendance information is available and is reported in the SEF and the termly Head's report.
- Absence figures are discussed with the Hertfordshire Improvement Partner
- Issues as they arise are discussed with Governors
- The School shares information on individual pupils' attendance as necessary with parents, pupils and staff