



Cleobury Mortimer Primary School

ATTENDANCE POLICY

DATE POLICY WAS APPROVED	21/07/2026
DATE POLICY WILL BE REVIEWED	Summer 2027
MEMBER OF STAFF WITH RESPONSIBILTY FOR REVIEW	Assistant Headteacher



Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

This is a school specific policy **CLEOBURY MORTIMER PRIMARY SCHOOL**.

Where appropriate, in this Policy the term:

“CEO” includes the Chief Executive Officer.

“CFOO” includes the Chief Financial Officer.

“Trust Senior Leadership Team” includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

“Headteacher” includes the appropriate School Headteacher.

“Trustees or Trust Board” are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

“Local Academy Boards (LAB)” are appointed Governors at a local level. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Chair” responsible for leading the Board and ensuring its effectiveness.

“Stakeholders” are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents/carers, community members, LAB or Trust members, trade unions, local business leaders etc.

This Policy has been developed in line with the statutory Department for Education guidance, which schools must have regard to.

At Cleobury Mortimer Primary School we are committed to supporting all our students and young people to attend school every day as we recognise that being around friends and teachers is the best way for students to learn and reach their potential. We strongly believe that education is a right and we know that if we want to give our students the best start in life, we must ensure that we work alongside our families and other stakeholders to break down the barriers and challenges facing our young people. Being in school is important to every student's achievement, wellbeing, and wider development. Time in school keeps students safe as well as providing them with access to both ongoing pastoral and academic support.

Evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results. For example, missing just 10 days of year 11 reduced the likelihood of achieving grade 5 in English and Maths by around 50%. Similar statistics exist at primary level, for example missing just 10 days of year 6 reduced the likelihood of reaching the expected standard (at Year 6) by around 25%.



As parents/carers, you have a legal duty to ensure your child receives a full-time-education. We ask you to work with us to promote and reward good attendance and punctuality. You play a vital role in supporting your child to access their education by fostering a culture of commitment to learning. You are responsible for ensuring your child's regular and on-time attendance, which not only supports their academic progress but also instils essential life skills.

Sometimes your child may not want to attend school. We understand this and we encourage parents/carers and students to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible. For students with medical conditions or other circumstances that may at times prevent regular attendance, we will fully support each student to be able to attend as much as possible. Our school will use an individual health plan and will work alongside other relevant professionals such as health colleagues, and yourselves, to best support them.

There are a small number of statutory circumstances where a student may be permitted to be absent from school. These include:

- Illness (where your child is too unwell to attend).
- Authorised leave granted by the Headteacher in exceptional circumstances.
- Religious observance
- Where transport is unavailable and the Local Authority is responsible for its provision
- Certain travelling circumstances for families without a fixed address. This exception only applies if your child attends their usual school or another school where you are staying as often as possible. This must be 200 half days or more a year if they are aged 6 or older.

In all cases, the school will work with families to understand the reason for absence and offer support where barriers to attendance are identified.

Contact details and reporting an absence.

Attendance at our school is overseen by the following members of staff (Attendance Champions):

- Nicola Mountjoy, Assistant Headteacher

The times of the school day are shown in the table below and we ask that you support your child to be in school on time every day. We ask that if your child cannot attend school on a particular day, please contact our office on 01299 270313 or via email on admin@cmpschool.co.uk by 9.00am, to report the absence. We ask that this procedure is repeated for any subsequent days' absence in line with safeguarding requirements.

Medical, dental and other essential appointments for a student should take place outside of school hours where this is reasonably possible. Where an appointment must take place during school time, the student should attend the School for as much of the day as possible and as much prior notice as possible should be given. In cases where the school needs clarification to accurately record the absence in the attendance register, the parents/carers may be asked to provide medical evidence, such as a note from the child's doctor to support an absence for illness. If satisfactory evidence is not provided, the absence may be marked as unauthorised.

Registration session	Start time	End time
Morning	8:40am	9:00am
Afternoon	1pm	1.05PM

The school maintains accurate attendance registers in line with the Education (Pupil Registration) (England) Regulations 2006.

The morning register opens at 8:40am and closes at 9:00am. Students arriving after the register has opened, but before it closes will be recorded as late (Code L) but present as they arrived within the permitted window. Students arriving after the register has closed will be recorded as absent (Code U) unless another absence code is more appropriate. An afternoon register is also taken daily, in line with statutory requirements.

Persistent lateness/absence may be referred to the Local Authority where thresholds set out in the Local Authority's Code of Conduct are met. Families will be informed before any such referral is made.

Our office checks the registers and if a student is absent after registers have closed at 9:00am and no communication has been received then we will contact you via telephone or via text. If we cannot establish the reason for the absence, we will classify the absence as unauthorised.

Any unexplained absence is followed up promptly in line with safeguarding procedures.

This may include:

- Same-day phone calls and messages to parents/carers
- Contact with emergency contacts
- Safe and well checks or home visits
- Liaison with the Designated safeguarding Lead (DSL)

Where a student is continuously absent and the school is unable to establish their whereabouts, the school will follow Children Missing Education guidance.

We ask all parents/carers to provide us with more than one emergency contact number. This gives us additional options to contact a responsible adult to establish the reason behind the absence. Our office prioritises phone calls and home visits for key students. As part of our school's offsite/alternative provision protocols, schools make daily contact with alternative providers to ensure students have arrived at their placement. Absences are then pursued to fulfil safeguarding duties.

Where we have safeguarding concerns about a student who is absent, we will share information with other agencies as we deem necessary to ensure a student's safety and well-being. Parents/carers should refer to the Safeguarding Policy found on our website. If we are unable to work in partnership with you as parents/carers, we may refer to the Local Authority. We will only ever do this if everything else has failed.

Leave of Absence (exceptional)

Requests for leave of absence as defined in the Education (Pupil Registration) (England) Regulations 2006 will be considered in line with the DfE's statutory guidance "Working together to improve school attendance" (August 2024).

To request a leave of absence, parents/carers must make the request in advance using the form in Appendix 2 and, wherever possible, at least 4 school weeks ahead of the planned leave. Where a leave of absence is requested, the Headteacher will consider the specific facts and circumstances relating to the request. The decision:

- will be confirmed in writing
- is solely at the Headteacher's discretion and
- is final.

Where permission is granted, the Headteacher will confirm the number of days and dates of absence which are authorised. If permission is not granted and the parents/carers proceed to take their child out of the school, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority.

Holidays during term time

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances (holidays during term time are not deemed exceptional circumstances). The school's term dates are published a year in advance and are made available on our website with the expectation that parents/carers will ensure that holidays are taken during school holiday times.

Supporting you and your child

We are dedicated to child-centred actions and establishing a collective responsibility for attendance and recognise the pressure that non-attendance can put on families. We work collectively with our Trust schools, other local schools, and the Local Authority to share best practice to address attendance issues effectively, implement strategies such as early intervention, support for families, access to mental health support, as well as creating a positive and inclusive school environment. We encourage our parents/carers to communicate with us to ensure we have the right knowledge to support our young people. We are reflective and regularly review our approach and support to ensure we are providing the best possible targeted care for our students and families.

Our Multi-Tiered System of Support (MTSS) ensures comprehensive attendance intervention for all our students and young people. The system incorporates staff, students/young people, parent/carers, and external agencies and is completely aligned with Department for Education (DFE) guidelines.

Our school systems of support to remove barriers to attendance consist of three tiers:

- **Tier 1 Universal school wise strategies:** provides a universal offer to all our students and young people
- **Tier 2 Individualised strategies:** provides early internal support and intervention that may initially include personalised phone call, attendance discussion at pickup time, short follow up emails. This may expand to regular student meetings with a designated member of staff, regular contact home and support plans to consider and remove any identified barriers to attendance.
- **Tier 3 Higher needs strategies:** provides higher levels of support for students, young people, and families who require access to external agency support. Particular consideration is given to students with SEND, medical conditions, mental health needs or other vulnerabilities.

Once a student has a recorded a certain percentage of unauthorised absences above the government threshold within an academic year, they will be classified as persistently absent. The current 'Persistent Absence' threshold according to Government guidelines is 10% of the school year (i.e. an attendance figure of 90% or below). Evidence shows that, in general, the higher the percentage of sessions missed across the Key Stage, the lower the level of attainment at the end Year 6 or Year 11.

In the context of school attendance and education in the UK, the terms 'Persistent Absence' (PA), 'Risk of Persistent Absence,' and 'Severe Absence' (SA) are used to describe different levels of irregular attendance by students. Please see Appendix 1 for 'Definitions'.

Number of days missed	Tier Support Level	Category
96%+ (up to 8 days missed)	1	Excellent Attendance: celebrated; universal messaging in newsletters
9 - 14 (95 – 92%)	2A	Early Concern: informal conversation, contact and support
15 -18 (92 – 90%)	2B	Risk of Persistent Absence (PA) Attendance Concern: meeting to review, explore barriers and support
19> (below 90%)	3	Persistent Absence or rapid decline Intensive Support: formal support and wider agency involvement if needed.

External agencies play a crucial role in supporting school attendance by helping us to offer specialised services and resources to address various attendance-related challenges. They provide additional support for both students and their families, helping to tackle underlying issues such as health problems, social or behavioral difficulties, and other barriers to attendance. As a school, we proactively engage with all external agencies and where necessary pay to ensure that our students have ongoing access to the support they need. We signpost families to relevant services, including educational welfare officers, counsellors, and other local authority teams. By working together, external agencies and schools can identify and address these issues effectively, promoting improved school attendance and well-being.

Unexplained Attendance and Prosecution

The school's primary focus is to support students and families to improve attendance. We work collaboratively with parents/carers and partner agencies wherever possible.

If a student at compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parent/carers may be guilty of an offence and can be prosecuted by the local authority. Further information can be found on the [Shropshire Council website](#). We are obliged to refer any issues to the Local Authority who will decide whether to issue a Penalty Notice. A school will refer a student to the Local Authority if:

- A student's attendance declines below 90% unless appropriate medical evidence is provided to excuse absence.
- A student's attendance declines rapidly and there is little evidence of parental/carer engagement.
- A student's attendance declines rapidly, and parents/carers refuse to accept their responsibility for ensuring that their student attends the school every day and on time.
- Parents/carers condone their child's absence or truancy.
- Parents/carers remove their child from school for unauthorised absence including family holidays.

In liaison with the school, the Local Authority may issue a Penalty Notice to a parent/carer. The Government has made changes to penalty notice fines for unauthorised non-attendance at school, with effect from 19 August 2024:

- Unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first-time absence.
- If a second period of unauthorised absence occurs within a 3-year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.
- When a third period of unauthorised absence is incurred in a 3-year period and where penalty notices have been issued previously, the LA will consider prosecution under S444(1) of the Education Act 1996. Should Magistrates deem a parent guilty of this offence this can result in fines up to £1000 per parent, per child. Additional court costs may also be incurred.
- In the event that a penalty notice is issued but is not paid within 28 days, the local authority will decide whether to proceed to prosecution. The local authority also has separate powers to prosecute parents if their child of compulsory school age fails to attend school regularly.

The local authority's code of conduct states that the issuing of a Penalty Notice is considered appropriate in the following cases:

- An excluded/suspended student is found in a public place during the school hours of the first five days of exclusion.
- Overt truancy is detected (including being caught on truancy sweeps)
- Parentally condoned absence is evidenced.
- Unauthorised leave of absence has been taken (unauthorised family holidays)
- Delayed return from leave of absence without prior school agreement
- Persistent late arrival at school (after the register has closed)

The Education Act 1996 states that parents/carers must ensure their children of compulsory school age receives appropriate full-time education according to their age, ability, and aptitude. This can be by regular attendance at school, at alternative provision, or otherwise. Non-attendance and refusal to work with the school may result in a fine of up to £2500, a community order, jail sentence and a Parenting Order. We hope as parents/carers you will work with us to best support your child, so this does not need to happen.

Only the Local Authority has the power to issue Penalty Notices or pursue prosecution.

Elective Home Education and removal from a school roll

The 1996 Education Act states that *'it is the duty of parents to secure an appropriate full-time education for their children of compulsory school age'*. Parents/carers can carry out this duty by ensuring their child attends school or parents/carers may decide to take on the duty to educate their child/children themselves and educate them at home – this is called Elective Home Education.

We respect the right of parents/carers to educate their child at home, however, are aware that sometimes this is a response to dissatisfaction with school or other difficulties. We encourage parents/carers to discuss their concerns with the appropriate school leaders in order to allow the opportunity to find solutions and provide support.

Schools are permitted to remove compulsory-school-aged students from roll only under certain circumstances defined in Education (Pupil Registration) (England) Regulations 2006. Removing a student from the school roll is an important decision. Students who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm.

Where students have moved out of area, they are only deleted from the school register when the school is satisfied that the student has been added to the register of a new provider. In cases where this cannot be established, our schools will follow the 'de-rolling checklist' provided by the Local Authority. If, having completed the checks, the student's whereabouts have not been determined, our school may remove the student from roll after 20 days of continuous unauthorised absence.

After a permanent exclusion, our schools must ensure that a student's name is removed from the school admissions register if 15 school days have passed since the parents/carers were notified of the governing board's decision to not reinstate the students and no application has been made for an independent review panel; or the parents/carers have stated in writing that they will not be applying for an independent review panel.

Where an application for an independent review panel has been made within 15 school days, the school must wait until the review has been determined, or abandoned, and until the governing board has completed any reconsideration that the panel has recommended or directed it to carry out, before removing a student's name from the register.

Additional policies

This Attendance Policy should be read alongside our other Trust wide and school policies including the safeguarding policy, behaviour policy, curriculum, assessment and teaching policy, Special Educational Needs and Disabilities (SEND) policy and the student premium statement.

Appendix 1: Definitions

The terms 'Risk of Persistent Absence,' 'Persistent Absence,' and 'Severe Absence' are used to describe different levels of irregular attendance by students. They are defined as follows.

Risk of Persistent Absence:

Definition: The term 'Risk of Persistent Absence' refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.

Threshold: While there is no specific threshold for 'Risk of Persistent Absence,' it is typically used to describe students whose attendance is consistently below 95% but has not yet reached the 90% threshold for persistent absence. As the school communicates to parents/carers in days, we identify **18 days to 12 days** as risk of PA.

Persistent Absence (PA):

Definition: Persistent Absence is a term used to describe a level of student absence from school that is a significant cause for concern.

Threshold: In England, a student is persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions. For most students during the academic year this will amount to **19 days absence**.

Severe Absence (or Severe Persistent Absence):

Definition: The term 'Severe Absence' is used to describe the most serious cases of non-attendance.

Threshold: Focus will be given by all to students who are absent from school more than they are present (those missing 50% or more of school). These severely absent students may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners and potential flexible adjustments to support them further.

Appendix 2

Name Of School: Request for Pupil Leave of Absence in Term Time in Exceptional Circumstances

Headteachers can only authorise any absence when an application has been made in advance by the parent/carer with whom the child is normally resident and it is felt to be for an exceptional circumstance. An annual family holiday would not be deemed an exceptional circumstance. There are 190 school days in an academic year, leaving 175 days free for families to take holidays.

Full name of child(ren) - -	Address:
Dates:	Number of School Days:
Reason for application and dates: The Headteacher may take into account: - It is highly unlikely that the event will occur again in a child's school life. - It is necessary for the child to be in attendance at the event. - The event cannot be organised outside of the school term. - Taking part in the event will be of greater value to the child than attending school.	
Parent's full name: Parent's full name: Signature of parent(s)/carer(s): Date:	
<i>Office use only</i> ☐ Authorised ☐ Unauthorised Comments: Signed(Headteacher): Date: <b style="color: red;">WARNING If this requested period of absence has not been authorised, details will be passed to Shropshire Council's Education Access Service. The Council may, in the following circumstances, issue a formal Warning, serve a Fixed Penalty Notice or take court action in respect of non-school attendance for this and any future unauthorised absence: - Parents have not sought permission from the Headteacher before taking their child out of school for a holiday in term time - The Headteacher has refused the request but the absence occurs anyway; or - A pupil has not returned to school by the agreed date with no satisfactory explanation	