



# Churchmead School

*Life in all its fullness*

JOHN 10:10

## ATTENDANCE POLICY

Headteacher  
Mr C Tomes BA (Hons), MA

Approval Date: September 2025  
Review Date: September 2026

## **Ethos Statement**

“Life in all its fullness” John 10:10 – Churchmead C of E School builds on the strengths of the individuals to enable them to reach their full potential and become caring, resilience and tolerant citizens of the future.

## **Aims and Values**

The School staff, alongside the local authority, know that all students benefit from regular school attendance. To this end we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted upon promptly.

The school has a duty in law to refer any absence of 5 days or more where they been unable to contact the parent/carer/child or have general concerns about the absence to the local authority/ Education Welfare Team and/or Social Care.

The school recognises that attendance and achievement are obviously linked. Encouraging regular, punctual attendance is essential as well as a statutory requirement. The majority of students achieve a high rate of attendance, which will be formally recognised through the rewards system. The School will be vigilant in its approach to those who display a broken attendance record or whose absence is unauthorised.

## **Attendance Targets**

Churchmead School follows the recommended attendance targets of:

**Attendance: 96%**

## **Expectations**

We expect that all students will:

- Attend school regularly;
- Attend school punctually;
- Attend school appropriately prepared for the day;
- Discuss promptly with their Form Tutor, Head of Year, Senior Staff or SENCO any problems that deter them from attending school.
- Bring a letter from home on their return to explain any absences, unless a parent/guardian has telephoned, emailed, text etc.

We expect that all parents/carers/persons have day to day responsibility for the children and young people will:

- Encourage regular school attendance and be aware of their legal responsibilities;
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day;

- To contact the school on the first day of the child's absence by 11am and send a letter or other means of explanation if the absence is continued, on their return to school;
- Ensure that they contact the school in advance whenever the child/children is/are unable to attend school for medical or other reasons;
- It is expected that parents will make every effort to arrange absences such as students' medical treatment, holiday, etc outside school hours so that the disruption to their learning is kept to a minimum.
- Contact the school promptly whenever any problem occurs that may keep the child away from school.

We expect that school staff will:

- Organise the computerised first day contact home, made by the designated member of the Attendance Staff between the hours of 9 - 11am, when a student fails to attend and where no message has been received to explain the absence; the phone call will be logged;
- Place the absence note in the student file and or log parental phone call.
- Keep regular and accurate records of attendance for all students
- Monitor students' attendance at registration and in all subject lessons;
- Complete lesson monitor for every lesson by subject teachers
- Encourage good attendance;
- Provide a welcoming atmosphere for children;
- Provide a safe learning environment;
- Provide a sympathetic response to any student's concerns;
- Provide appropriate opportunities to discuss the importance of good attendance in PSHE/tutor time.
- Tutors to follow up all unexplained absences within a period of three school days either by obtaining a letter to explain the absence or by checking the Home contact log;
- Make initial enquires of parents/guardians of students who are not attending regularly, express concern and clarify the school's and the LA's expectations with regard to regular school attendance. Provide support for Parents/guardians where necessary;
- Refer irregular or unjustified patterns of attendance to the Head of Year on a weekly basis.
- Each Tutor/Head of Year must read and use weekly attendance analysis data for their tutor group/year group.
- The Pastoral Team and or the Attendance Officer have regular weekly meetings with the Education Welfare Officer to discuss attendance issues.
- A termly check to identify broken attendance is carried out by the Education Welfare Office and appropriate action agreed via the Heads of Year.

## Registration System

**All Form Tutors are to log onto Arbor and complete the morning registration by 08:50am**

**All Form Tutors are expected to collect their form folders from Student Reception, this is to make sure they are sharing key notes or information with their tutees.**

All Form Tutors are expected to promptly chase absences with parents, via email or phone calls and inform the attendance officer.

Registration folders are to be returned to Student Reception every morning.

All subject teachers must complete their lesson register each lesson. Each subject teacher must complete their period 5 register.

### **Rewards/Monitoring of Good Attendance**

- Each Form Tutor is to encourage excellent attendance for their tutees.
- Improved attenders will be congratulated by Form Tutor and Head of Year.
- Students with 100%- 96% attendance will be praised and supported. Rewards and encouragements will be handed out accordingly.

### **Monitoring Attendance (KS3 and KS4)- Target for all students is 96% or above.**

Students attendance will be regularly reviewed, and the following actions could happen to support students attendance.

Student who maybe more vulnerable and have attendance concerns will be targeted first at all stages and support put in place.

At all stages we want to work with parents/carers to support their child's attendance. The below actions work as guide only and different support methods may be more suitable for some students.

Churchmead School will follow the guidance by the Department of Education Working Together to Improve Attendance 2024. Churchmead School uses a traffic light intervention system for student attendance monitoring, each stage is as follows:

- 95% and below = green warning letter
- 90% and below = amber warning letter
- 85% and below = red warning letters and support plans to help improve and support parents and students with attendance. Referrals to the local authority for early support maybe actioned. Education welfare will be notified and will monitor along with the school.
- 50% and below = A formal referral to Education Welfare Services will be completed. Formal meetings/ support plans and formal notices to improve attendance will be formally issued

This could result in fixed penalties notices / court proceedings.

Please see the chart below.

## Green Attendance Intervention (below 95%)

School will intervene and offer support utilising some/ all of the following:

Communication to raise awareness with student/carers about attendance concerns, usually a Green Attendance letter will be sent home via post or email. Other communication via phone call and meetings in person may also be completed.

Form Tutor/ Head of Year will monitor attendance.

## Amber Attendance Intervention (below 90%)

Communication with student/carers about attendance concerns, a Amber Attendance letter will be sent home via post or email. Other communication via phone call and meetings in person also be completed. (If a in person attendance meeting is missed, a absence note will be recorded on school systems).

Form Tutor/ Head of Year/ Attendance Officer will activated formal support for attendance. This could be attendance reports, personal support plans for attendance catered to the individual family, referrals to external agencies for support. Students attendance will be closely monitored and disused on a weekly basis.

## Red Attendance Intervention (below 85%)

Communication with student/carers about attendance concerns, a Red Attendance letter will be sent home via post or email. A Red attendance concern meeting in person will be arranged and be completed. (If a in person attendance meeting is missed, a absence note will be recorded on school systems).

**Education Welfare Service will be notified. This could result in education welfare warning letters.**

Students will be placed of medical evidence. School will ask to have evidence from doctors as to the reason why the student has missed time from school due to illness.

Form Tutor/ Head of Year/ Attendance Officer will activated formal support for attendance. This could be attendance reports, personal support plans for attendance catered to the individual family, referrals to external agencies for support, for example Early Help and Social Care.

Planned or Unannounced Home visits completed, if appropriate.

## Formal Referrals to Education Welfare Services

If attendance does not improve. A formal referral to Education Welfare Service will be completed.

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Risk of fixed penalty noticed/ court proceeding and legal action.

## Fixed Penalty Notices

Fixed Penalty Notices will be considered when absence meets the following threshold:

- 10 sessions, including illness, have been missed in 10 weeks (1 day = 2 sessions)
- 5 consecutive days of term time leave have been taken

All fixed penalty notices are issued directly from the local authority and payments are due to The Royal Borough of Windsor and Maidenhead as per the letters received.

**First Offence:** The first time a penalty notice is issued for unauthorised term time leave or irregular attendance, the amount due will be £160 per parent, per child. If paid within 21 days, this reduces to £80 per parent per child.

**Second Offence:** If a second penalty notice is issued within three years of the first offence, the amount due will be £160 per parent per child if paid within 28 days. There is no reduction for early payment.

**Third Offence onwards:** Within 3 years of the first offence The third time an offence is committed for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued and the case will be presented straight to the magistrates court. Fines can be around £2500 per parent, per child. Cases found to be guilty in the magistrate's court can show as a criminal record and on a parent's DBS, due to failure to safeguard a child's education.

## Absence

Parents/Carers have legal duty to ensure that their child attends school each day on time. Parents/Carers are asked to contact the school on the first day of absence and to send their child back into school as soon as possible. Written information for continued absence must be provided detailing reasons and dates. If truancy is suspected, the parents/guardian will be contacted by the Tutor/Head of Year /Attendance Officer.

Where absence information has not been received a school absence text message will be generated automatically and sent home by the Attendance officer.

Absence can only be authorised by the Head Teacher, within the boundaries set by the Department of Education.

Head Teachers may not authorise leave during term time except where the circumstances are exceptional.

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue), family holidays are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with a safe and familiar background during times of uncertainty.

In the rare event that an absence has been authorised. All subject staff must provide appropriate work during a period of **authorised absence**.

### **Religious Holidays or Cultural Activities**

The school will take these into consideration, but a written request will need to be made by parents.

Parents and students are encouraged to make a medical appointment after school, where this is not possible students must return to school if this is in the morning and if it's the afternoon, they are to come into school in the morning.

### **Broken Attendance**

Any student with a broken pattern of attendance in a term will be identified by Form Tutors, Head of Year or Attendance Officer. Those individuals identified will be discussed with the Education Welfare Officer for possible referral.

### **Late Attendance**

Regular and punctual attendance is to be encouraged and failures will be sanctioned as follows:

- Students arriving late to school (i.e. after 8.30am) will have their name taken at the gate by member of staff and will attend a detention at break time (unless they have a valid written explanation or medical appointment card).
- Students that arrive late to the gate but still within their tutor registration time, should report immediately to registration for their late mark, their form tutor will then issue a sanction for lateness to Form Time.
- Students arriving after registration must report to the school Main Reception to sign in using our electronic sign in system. This will sign the student in on Arbor and make staff aware. They will be added to the late detention list for break time detention.

Late arrival at lessons will be monitored by the subject teacher and a sanctions issued if needed. Support plans and other sanction maybe issued if lateness continues.

Persistent lateness to more than one subject will result in the student being monitored by their HOY/Tutor and placed on a Punctuality or Attendance Report.

Where a student has had a number of medical appointments, Head of Year or Form Tutor will contact home and discuss the issue.

## **Student Returning after Absence**

All staff to encourage continued attendance by providing a caring and welcoming learning environment and by responding promptly to a child's or parent's concerns about the school or the other students.

The Form Tutor will welcome back the student and instigate re-integration with the form.

Subject teachers should ensure provisions are in place to enable students to catch up on many missed work.

## **Truancy**

Students out of lessons must have an 'Hall Pass' permission slip from the relevant member of staff. Only one student is allowed out at any given time.

A specific check needs to be kept on students who have previously truanted. Subject teachers will inform lesson support of any students known to be truant from their lesson. Lesson support/ Head of Year or SLT will check, First Aid Room, Learning Resource Centre, etc. If student is still "missing" Lesson support/ Head of Year or SLT will inform parents/guardians immediately by telephone. Head of Year to follow up truancy by placing on report and/or issuing detentions. If a student has truanted a whole day, parents are to be informed and the student must be put in the Internal Exclusion –Head of Year or SLT to monitor in line with safeguarding procedures.

## **Holidays**

The school holiday dates are published a year in advance and we strongly advise parents/guardians to book their family holidays during the school holidays. Churchmead does not permit any term time holidays as according to DFE requirements.

The Headteacher/Assistant Headteacher - Student Support will decide whether or not to authorise absences in extenuating circumstances will be considered:

- The child's record of attendance;
- That the break does not exceed the maximum of ten school days in any one year
- The time of the break, ensuring that it would not prevent the child missing any important examinations/assessments. Fixed Penalty Notices may be issued.

## **Changing Schools/Home Educated**

It is important that if families decide to send the child/children in their care to a different school that they inform the Headteacher/Head of Year or Attendance Officer as soon as possible in writing. A student will not be removed from the school's roll until the following information has been received and investigated:

- Contact from the new school to confirm enrolment

- The date the student will be leaving this school and starting at the next;
- The address of the new school;
- The new home address, if it is known.

The student's school records and U.P.N. will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to the Education Welfare Service and a Child Missing in Education referral will be made.

Any parent who decides to home education their children, must put it in writing with date of home education. The school will inform Education Welfare Services and relevant external agencies if needed.

### **Emotionally Based School Avoidance**

Where parents are engaging proactively with school to improve a student's attendance, but the student is reluctant to attend due to emotional barriers such as anxiety and worry, challenging thoughts, emotions and self-care. The school will make sure support is in place in line with the Local Authority.

There are resources available for Parents and Carers to support their child's attendance due to Emotionally Based needs: [Afcinfo website - Windsor and Maidenhead :: Community Information / Information and advice / Schools and education / Educational support services / Emotionally Related School Avoidance \(ERSA\)](#)

The school will only consider moving to past the Red Interventions Stage if a Parent/Carer fails to engage appropriately with efforts to improve their child's attendance.

### **Children Missing from Education (CME)**

As a school, we are concerned about any child or young person who may be missing education because in addition to their educational development their safety and wellbeing may be at risk.

The Royal Brough of Windsor and Maidenhead's Missing from Education (CME) team works jointly with schools in respect of pupils on roll at school, who are absent from school and their whereabouts is unknown'.

This might be:

- A child who is not at their last known address and:
- has 5 or more days of continuous absence from school without explanation, or:
- has left school suddenly and their destination is unknown.

This policy does not cover those children not receiving education due to a family not taking up an offer of a school place from the School Admissions Service.

## **Sixth Form**

Not all sections of this policy apply to Sixth Form. However, as young adults, members of the Sixth Form are expected to take greater personal responsibility for ensuring their regular attendance in School. Sixth Form students must sign in and out at the main reception to ensure Health and Safety requirements are met. Failure to do so will result in an after-school detention and meetings with Head of Sixth Form. Unexplained absences will be followed up by Tutors and Head of Sixth Form as necessary. Sixth form students must fill in an open day permission form and have it signed by all subject staff.

All Sixth Form students should be available on school site from 8:30am to 3:00pm.

On joining the Sixth Form, students sign up to a Sixth Form Code of Conduct. As part of this, and to ensure that students make good progress in their studies, excellent attendance is essential. The attendance target for the Sixth Form, in line with the rest of the school, is 96%.

As part of the Sixth Form Policy students are expected:

- To attend all timetabled lessons
- To attend all registration sessions, tutor periods and assemblies
- To report to any lessons where a staff member is absent unless they have been told otherwise
- To arrive punctually for registration and lessons
- Not to arrange routine medical appointments during lesson time
- Not to take driving lessons in school time
- Not to miss school for any reason related to part time work
- To follow the procedures laid out in the school Attendance Policy regarding lateness, absence, illness, and leave of absence. Failure to do so may result in absences being recorded as unauthorised.

Students in Year 13 are expected to continue to attend lessons up until study leave for exams commences. Failure to do so may result in students being withdrawn from exam entries.

## **Roles and Responsibilities**

In order for the school's Attendance Policy to be successful every member of staff must make attendance a high priority and convey this to the students at all times. Parents/guardians need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

**Headteacher, Governors and Attendance Officer and designated member of school staff with overall responsibility for attendance are to:**

- Adopt the whole policy and set whole school attendance targets.
- Send a letter home to all students at the beginning of each academic year to reinforce the importance of regular attendance.
- Give regular updates on attendance league results for each year group.
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided;
- Ensure that parents/ carers are contacted on the first day of absence.

- Ensure that Assistant Headteacher-Student Support/Head of Year have time-tabled periods for liaison and follow-up work with the Attendance Officer and appropriate access to attendance data
- Consult and liaise closely with the EWS on a regular basis and take responsibility for ensuring appropriate students are identified and referred without delay; – School Attendance Officer to attend all meetings.
- Institute an attendance award scheme with assemblies, certificates and rewards.
- Offer training to develop staff skills to promote good attendance.

**Head of Year will:**

- Rigorously monitor the registration/punctuality process and ensure that registers are completed accurately and punctually by Tutors;
- Initiate interventions for attendance that support the needs of individual students and families.
- Liaise with the Attendance Officer/ Assistant Headteacher who oversees attendance and Education Welfare Service.
- Re-enforce good practice at year group meetings termly;
- Share the Form Tutor
- Contribute to the attendance award scheme.

**Form Tutors will:**

- Complete form registers accurately using lesson monitor and return the registration folder to the Office every day.
- Follow up any un-explained non-attendance/lateness.
- Inform the Head of Year of attendance concerns:
- Be alert to early signs of disaffection, which could culminate in non-attendance and to report these concerns as soon as possible to the Head of Year.

**Subject Teachers will:**

- Keep an accurate subject register for every class.
- Follow up unexplained non-attendance to lesson.
- Impose sanctions for lateness to lessons, in line with Behaviour Policy.
- Issue the 'Hall Pass' Permission Slip to one student at a time if they need to leave the lesson.
- Keep Head of Department/Head of Year informed of concerns.

**Monitoring Whole School Attendance**

- Weekly monitoring of Form attendance by Form Tutor using given data.
- Weekly monitoring of Year/House group attendance by Head of Year using given data.
- Weekly monitoring of whole school attendance.
- Termly monitoring of absence and unauthorised statistics by Head of Year and Attendance Officer.
- Termly monitoring of attendance statistics by Education Welfare Services/ Assistant Headteacher and Attendance Officer.
- Termly monitoring of attendance by Governance.

## Attendance Codes and Certificates

Present Codes	
/\	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)