



Great Marsden St John's Primary School

Church of England Academy

Headteacher
Mrs M Underwood
BA Hons | QTS | NPQH

Trent Road, Nelson, Lancashire, BB9 0NX T: 01282 615055 F: 01282 697750
E: gmsjoffice@cidari.co.uk | www.stjohnsnelson.co.uk

Attendance Policy Summary for Great Marsden St John's Primary - C of E Academy 2025/26.

- **Policy Overview:** This policy outlines the attendance expectations, procedures, and legal obligations for pupils, families, the school, and Lancashire County Council.
- **Responsibilities:**
 - **Families:** Ensure regular attendance, communicate absences, and provide up-to-date contact information.
 - **School:** Maintain accurate records, address attendance concerns, and work with families to remove barriers to attendance.
 - **Lancashire County Council:** Provide support and legal interventions for attendance-related issues.
- **Types of Absence:**
 - **Authorised:** Absences for acceptable reasons such as illness or medical appointments.
 - **Unauthorised:** Absences without reasonable justification.
 - **Persistent Absence (PA):** Missing 10% or more of school.
 - **Leave during Term Time:** Not allowed except in exceptional circumstances with the Headteacher's approval.
 - **Religious Absence:** One day per religious festival is authorised.
 - **Sporting Events:** Leave may be granted at the Headteacher's discretion.
 - **Performances:** Leave may be granted if a local authority license is obtained and it does not negatively impact the child's education.
- **Registration:**
 - Morning registration is between 08.50 am and 08:55 am.
 - Afternoon registration is between 1.00 pm and 1.05 pm.
 - Registers close at 9.25 am and 1.15 pm.
 - Lateness is recorded, and pupils arriving after the register closes are marked as an unauthorised absence.
- **Attendance Procedures:**
 - The school will contact parents on the first day of absence.
 - Attendance concerns will be addressed through meetings, contracts, and potential

referrals to external agencies.

- Pupils with medical needs will be supported to attend school as much as possible.
- The school does not accept "school refusal" and will work with parents to address the issue.
- Good attendance will be promoted and incentivized.
- Penalty notices may be issued for unauthorised absence.
- Penalty notices will be issued for unauthorised holidays if the threshold is reached.
- **Alternative Provision:** May be required for excluded pupils, those with medical needs, or those needing improved behavior support.
- **Local Authority Notifications:** The school must notify the local authority of admissions, leavers, pupils who fail to attend, pupils on part-time timetables, and children missing education.
- **Legal Framework:** The policy is governed by various legislations and guidelines, including the Education Act 1996 and The School Attendance (Pupil Registration) (England) Regulations 2006.