Holy Family Catholic Primary Scho

Attendance strategy 2026-27

Total on roll: 206

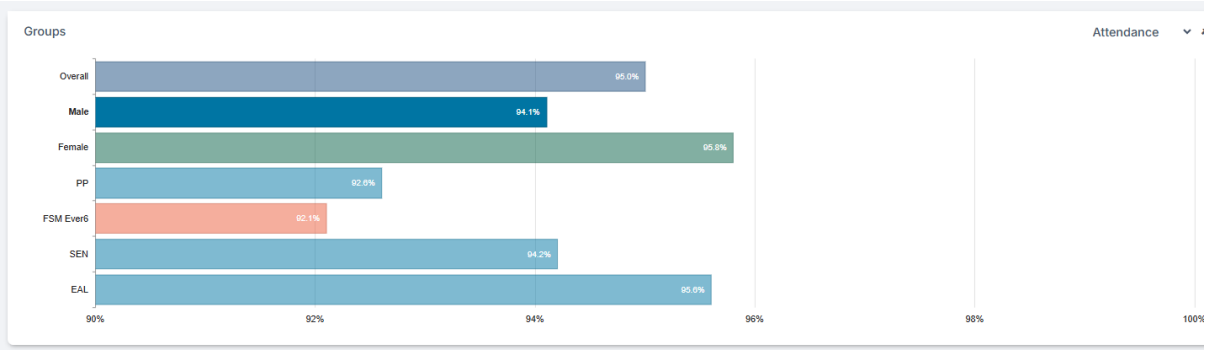
Proportion of children in receipt of FSM/pupil premium – 36.4% (74 pupils)

SEND – 17.9% (37 pupils)

At Holy Family Catholic Primary, our mission is rooted in Gospel values and the belief that every child is made in the image of God and deserves the opportunity to thrive. Through high-quality teaching, inclusive practice, and a culture of respect, we aim to remove barriers to learning so that all pupils, particularly those who are disadvantaged, achieve academic excellence, develop strong moral character, and contribute positively to our Catholic community.

Headline figures from 2025-26

Attendance	Absence	Persistent absence	Authorised	Unauthorised	Lates	Severely absent
95%	5%	12.1%	3.5%	1.5%	0.9%	0.5%



Challenges to attendance at Holy Family:

- Some of our families are struggling with severe stress, poor mental health, addiction, or lack routine in their lifestyles and therefore lack the structure or ability to maintain consistent morning routines.
- Without clear medical guidance or confidence in managing mild ailments, parents often keep children home for minor symptoms (like mild colds or headaches) that would not typically warrant a day off.
- With some of our parents, education is sometimes not viewed as a primary driver for success. Some families view attendance rules as overly rigid or punitive and see daily attendance as optional rather than foundational.

Intended outcomes:

1. Target of ≥ 95% for all pupils' attendance.
2. Reduction in persistent absence <10%

3. Reduction in severely absent

Attendance response chart:

Frequency	Time	Action	Who
Daily	08:15am	Take phone calls, check emails, check answering machine and log onto Bromcom	Office
	8.45am	Gates open	
	8.40–08:50am	Receive parents on the door and address pastoral needs	HT front gate LM back gate TA rota for doors
	9:00am	Gates close	SS
	9:00am onwards	Log any entrance through the front with times and reasons	Office
	9.05am	Reception and Y6 Registers Close – U code	Teachers
	9.05am	Register check for Years R–6 – phone call reminder made for any incomplete and unopened registers	Office
	9.10am	Prioritise vulnerable absences and call back. Link to vulnerable list. Then prioritise PA pupils call back	LM
	9.30am	Call backs for non-vulnerable	
	9:40	If Home visits are required, contact PWO.	PWO
	1.15pm	PM register	Teachers
	1.20pm	Check all PM registers have been completed and alert classes if not	
	Mon	Check N codes for the previous week	
Weekly	Mon	Review children's attendance and set up attendance appointments for children of concern. Set two-week review period.	LM
	Mon	Review children who are late and if necessary, set up meeting with family.	LM
	Mon	Register review and update of N codes with actions if still N	LM
	Wed	Attendance updates to SLT	LM

Frequency	Time	Action	Who
	Fri	Ensure notes are in place for all absences	LM
Half-termly	Last week of half term	Report attendance figures to SLT	LM
	Last week of half term	Review of attendance codes of the half term. Are all codes being used accurately? B code? I code? C code?	LM
	Last week of half term	Issue attendance letters to those children lower than 95%	LM
	Last week of half term	Review the attendance of families where meetings have taken place.	LM

Attendance Graduated Response

Stage	Actions & Description	No. of Days Absence
EXPECT	• Our school is a place where every child belongs. • We create a welcoming culture and environment that allows all children to gain a sense of belonging and ultimately achieve their potential through good and regular school attendance.	
STEP 1 MONITOR	• Concerning levels of child absence. • Use attendance data to identify patterns of poor attendance. • Stage 1 letter sent to parents. • Early intervention considered as a preventative measure. • Early Help considered and offered.	**4 DAYS**
STEP 2 LISTEN & UNDERSTAND	• Serious concerns regarding attendance. • Stage 2 letter sent to parents. • Meeting with Attendance Lead. • Explore barriers and implement a plan to remove them. • Early Help offered or reviewed.	**7 DAYS**
STEP 3 FACILITATE SUPPORT	• High risk of Persistent Absence. • Stage 3 letter sent to parents. • Meeting with Attendance Lead. • Review of Early Help and intervention plan. • Consider the support of external services.	**10 DAYS**
STEP 4 FORMALISE SUPPORT	• Serious risk of Persistent Absence. • EWO to send formal warning notice sent to parents. • Continued internal and external plan of support. • Parenting contract or supervision order considered at this stage. • A multi-disciplinary approach to be considered and offered.	**13 DAYS**

Stage	Actions & Description	No. of Days Absence
STEP 5 ENFORCE SUPPORT	• Attendance enforced through statutory interventions or legal proceedings to protect the child's right to an education. • EWO takes the lead. • Lack of engagement in support or support exhausted. • Consider attendance contract or education supervision order. • All support, and offers of support, to be reviewed and recorded.	**16 DAYS**
STEP 6 ENFORCE	• The child is now considered a persistently absent child. • Safeguarding referrals can be made at this stage. • Statutory intervention or prosecution to protect the child's right to education – when other options have been exhausted. • Community, child and family support. • All support, and offers of support, to be reviewed regularly.	**19+ DAYS**