



Evergreen Primary Academy

PUPIL ATTENDANCE

HANDBOOK

2026- 27

Review date-September 2027

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ATTENDANCE PROCEDURE

Action	When	By Whom	Roles, Responsibilities and Guidance
Information provided about attendance expectations when a child starts Evergreen in reception As an in-year transfer	July On going	Early Years Team and Attendance Lead Admin team Attendance Lead	Letter of importance including term dates and INSET days. Meet with prospective new students and explain importance of attending school daily and breakfast club support. Include a pictorial representation – attendance ladder. Meet with new families 2 weeks after starting Evergreen to explain role
Information provided to all parents / careers	Termly newsletter	Attendance Lead and/or Senior Attendance Champion (JV/TD)	Letter on importance of attendance and punctuality to all parents/carers. Should include that routine medical and dental appointments will not be authorised; treatments or consultations can only be authorised when on an emergency basis. Included with the letter should be: BCC School Attendance Leaflet Penalty Notice information
Speak to parents about attendance during parents evening	October February July	Class teacher	Reinforce the school expectation. Record absence online so it can be shared at parents evening detailing the learning missed. Teachers to use attendance triangle. Attendance is reported at each session. Link to research that poor attendance is linked to poor attainment.
AM and PM Registration, this is a <u>legal requirement</u> of a teacher.	Twice a Day	Teaching staff	AM register to be completed by teachers by 8.50 am and 1.15 pm. Absences to be coded N. If Bromcom is not working send for paper register within first 5 mins
Flagging absence of vulnerable pupil. List provided termly by DSL	Twice a Day	Class teacher DSL to email list to class teachers	Attendance checked immediately post AM / PM registration. Notification to the DSL / Principal if absent.

Response to flag for vulnerable pupil	As required	DSL / VP/Principal (JV/ TD/KC)	Contact home and escalation via emergency contacts including a home visit if no response. Alert appropriate emergency service / early help if required.
First day texting For pupils who have been marked absent on AM register	Daily by 9:30 am	Attendance Lead (JV)	Text home to pupil's parent/carer to obtain reason for absence or to make parents/carers aware of absence. If not response from parent/carer by escalate to all additional contacts until a response is received. If no response flag to Principal Registers to be updated when response received from parent.
Missing child	Daily as necessary 9:30 am – 10:30 am	DSL /Principal (JV/KC)	Two members of staff to make a home visit. If still no response alert appropriate emergency service / early help / LA tracking & CME. Home Visit RA to be completed. Record on CPOMs.
Monitoring and reporting on attendance	Weekly Meetings on Friday, actions on Monday	Attendance Lead/Senior Attendance Champion (JV/TD)	Update pupil tracker. Meet with attendance team to agree final list for escalated communication on attendance.
Monitoring and reporting on attendance	Weekly	Attendance team (KC/TD/JV)	Monitor all pupils' attendance including all key groups. Work with teachers, parent support work, DSL and Admin to address persistent absences and those of high concern. Review CPOMs to ensure absence information has been recorded, including conversations, texts, letters and home visits. Assess whether EPA parent languages can access and understand communiqués and work to provide improved access. Provide an Inclusion context to all work supporting attendance.

< 97% Text home T1	Weekly	Attendance team	Attendance team to send text to those pupils with less than 97% attendance based on tracker. This text is a helpful reminder that their child's attendance could be improved (no more than one text per term).
<97% Text home: T2	Weekly	Attendance team	Attendance team to send text to those pupils with no improvement and still less than 97% attendance based on tracker as follow
First day calling For pupils who have already had T1 and T2	Daily	Attendance team (JV)	Phone call home to pupil's parent/carer to obtain reason for absence or to make parents/carers aware of absence. If not response from parent/carer by escalate to all additional contacts until a response is received. If no response flag to Principal Registers to be updated when response received from parent.
< 96% Class teacher informed	Weekly	Attendance Lead (JV)	Attendance Lead to email class teacher to notify them that they need to speak to child and parent about attendance. Discuss the learning that has been missed and how this has impacted on their progress/peer relationships/achieving greater depth If below ARE share a child's book of what they could achieve if in everyday Inform JV - Record on CPOMs
< 95% Letter sent home: A1 + Yellow leaflet: "School Attendance; what careers and parents need to know"	Weekly	Attendance Lead (JV)	JV to send a letter home inviting them into a meeting to discuss barriers to attending. Copy of Attendance Certificate must also be attached. A target and review date with be set in 4 weeks. Inform JV - Record on CPOMs that letter A1 has been sent.

< 95% Phone call home for those families having had a SAM Continue to monitor for the term unless escalated to PAC	Weekly follow up	Attendance Lead (JV)	Phone call home to inform parent/carers of their child's attendance. Praise or remind them that if their child's attendance has fallen below 95% and must be improved as if they fall to 90%, they will be classified as a persistent absentee
< 95% Pupil conferencing (KS2 children)	Weekly	Attendance Lead (JV)	JV to meet with children to discuss barriers and impact on attendance. Review to show percentage increase/decrease.
< 94% Letter home: A2	Weekly	Attendance Lead (JV)	Letter to go home as attendance has fallen further Include the request for parents to complete attendance plan. Copy of Attendance Certificate must also be attached. Record on CPOMs that letter A2 has been sent.
< 93% PAC meeting: P1	Weekly	Attendance team (KC/TD/JV)	A parent attendance contract will be drawn up and signed. Targets set and a review date in 4 weeks. Copy of Attendance Certificate must also be attached. Record on CPOMs that letter has been sent.
< 93% Phone call for those families having had a PAC Continue to monitor	Weekly / as necessary	Attendance team (KC/TD/JV)	Contract to include daily call from named member of staff (SLT member etc) and how will follow up. Record objectives on CPOMS.
A4 successfully improved attendance. A3	As necessary	Attendance team (KC/TD/JV)	Attendance team agrees ready to recognise improved attendance. Send letter A6. Record on CPOMS letter A6 sent
A4 – no improvement	As necessary	Principal (KC)	Escalate to persistent absence procedure

Persistent Absentees

Missing Students

Interventions to continue whilst process outline below is taking place where appropriate

Action	By Whom	Roles, Responsibilities and Guidance
Investigate missing students: school-based action	Attendance Lead (JV)	If we are unable to contact parents and consider the pupil to be missing, then we must undertake School Based Actions (see checklist)
Home visit to be carried out by day 3 by school staff or EWO (Day one for named vulnerable children)	Pastoral support team and/or Educational Welfare Officer (JV)	Any student who is part of a Child Protection Plan must automatically be treated as a high priority, liaise with DSL immediately. (We have 10 days to research at our end – emergency contacts / other students / external agencies / neighbours) Complete Pupil Referral Tracking Form if student remains missing and CME (with Admin).
Report missing student to local authority—Pupil Tracking Referral Form	Attendance Lead (JV)	After 10 days send fully completed Pupil Tracking Referral Form to Local Authority Local Authority has 10 days to investigate After 20 days EWO allows us to take student off roll

Inadequate response to previous interventions

Interventions to continue whilst process outline below is taking place where appropriate

Action	By Whom	Roles, Responsibilities and Guidance
Identification of low-level intervention: Fixed Penalty Notice	Principal / Senior Attendance Champion/Attendance Lead (KC/TD/JV)	After letters, parental attendance contract attendance is still unsatisfactory Principal initiates next step; Fixed Penalty Notice
Evidence for Fixed Penalty Notice submitted to local authority	Attendance Lead (JV)	Full information gathered by JV and request a fixed penalty notice from local authority.

Prosecution preparation for disposal meeting 444/1 or 444/1A	Attendance Lead (JV)	If contract has been continuously broken and all other procedures have been followed, then prosecution will need to be initiated Principal will make decision paperwork to be signed off by Principal Forms and witness statements will need to be filled in electronically by Admin and sent to the Local Authority Preparation for Disposal Meeting held by Local Authority
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Absence Requests

Action	By Whom	Roles, Responsibilities and Guidance
Absence Request (inc Holiday) Phone call home + letter (A8)	Principal / Senior Attendance Champion/ Attendance Lead (KC/TD/KC)	Form handed out with clear explanation on reverse Only educational visit or exceptional circumstances are authorised Principal will refuse absence if it doesn't fit into one of these categories. Only the Principal can authorise an absence request. If authorised, then teacher is informed / work collected; form on file and Bromcom updated. Unauthorised then Principal puts form on file; Parent to be contact by phone and advised if student taken out of school, anyway, may lead to Fixed Penalty Notice. Recorded on CPOMS Authorised and unauthorised absence requests to be confirmed by phone by Parent support advisor and followed up by a letter A8 (admin to send). Parent / carer may appeal to principal.

ATTENDANCE LETTERS

All letters to be sent via Senior Admin Officer/Attendance Lead

T1 Attendance Text

Your child missed school last week. This has impacted their progress. If you would like support, contact the school.

T2 Attendance Text

Your child has missed further days of school. This has impacted on their progress. We look forward to seeing this improving.

A1 Attendance Concern

Our records show that [pupil name] is missing more school than their classmates.

Since September [pupils name] has missed [no of days] of school this year.

When [pupil name] misses school, they fall behind. It can be hard to catch up and can affect friendships.

Whilst their absence may have been unavoidable, it has meant that their attendance at the Academy has become a concern. For this reason, I would like to invite you to a school attendance meeting where we can discuss it further.

It will be on (insert date) at (insert time) with myself (insert name of parent support advisor)

You should be aware that regular attendance is a legal requirement under the Education Act 1996.

Please find enclosed a copy of [pupil name]'s attendance record. I will also continue to monitor [pupil name]'s attendance, and I look forward to meeting you.

Yours sincerely

A2 - Attendance Concern

I am very concerned that [pupil name]'s attendance has fallen further.

Since September [pupil name] has missed [no of days of absence] of school resulting in [percentage] attendance and is at risk of becoming a Persistent Absentee.

You should be aware that regular attendance is a legal requirement under the Education Act 1996. It states that **'it is the duty of the parents / responsible adults to ensure the regular attendance of their children at school'**. This means that [pupil name] must be in attendance every time the Academy is open. The only exception to this is if they are unable to come in due to illness or other unavoidable causes.

You also need to be aware that if [pupil name] has between 8 and 20 sessions (4 to 10 days) of absence in a 10-week period, you could be issued with a Fixed Penalty Notice. Please see the enclosed leaflet for more details.

You can have a big impact on helping [pupil name] to attend. Please complete the attendance plan below to advise how you are helping [pupil name] to attend and return to our reception by **[day and date]**. If [pupil name]'s attendance does not improve, I will contact you to arrange an attendance meeting.

Please find enclosed a copy of [pupil name]'s attendance record. I will also continue to monitor [pupil name]'s attendance, and I look forward to seeing a notable improvement.

If you would like to discuss ways of doing this, please speak to the class teacher or contact [academy telephone number] to make an appointment with [name of attendance lead], Attendance Lead.

Yours sincerely

Principal

Please think about why [pupil name] hasn't attended school in the past few months and make a plan to help them attend if that happens again. For example, if the usual transport wasn't working how else might they get to school?

Reason	Plan
<i>e.g. they were ill</i>	<i>Call the school absence number in the morning</i>
<i>e.g. the bus wasn't running</i>	<i>See if there are friends who are driving to school who could take them.</i>

Signature of parent / guardian:..... Date:

P1 – Confirmation of attendance meeting

Further to my telephone call today I can confirm that a meeting will take place on [day and date] at [time] with [Principal's name] to discuss [pupil name]'s attendance.

A4 – Attendance Contract

Pupil Name:

Year:

Class:

Attendance A2 letter sent to parents on:

Attendance when A2 letter sent:

Current Attendance to date:

Meeting Attendees:		Date	
Date attendance plan provide:		Challenges of plan:	
Updated plan			
Reason	Plan	Parent actions	Academy actions
Review Date & Time			

As parent/carer of I understand that the failure to meet these targets may result in further action being taken, which could include legal proceedings against me.

Parent / carer signature:	
Principal signature:	

A5 – Attendance Contract Follow-up

Thank you for attending the meeting on [day and date]. During the meeting we discussed ways we could work together to help [pupil name] to attend every day.

I have included a copy of the plan we created during the meeting. If you have any questions or require any further support, please contact me on [telephone number].

I look forward to seeing [pupil name] every day. As agreed, we will meet again on [day, date and time]. To review progress.

Yours sincerely

Principal

A6 Attendance Improved

I am delighted that [pupil name]'s attendance has improved with it now at [percentage] attendance.

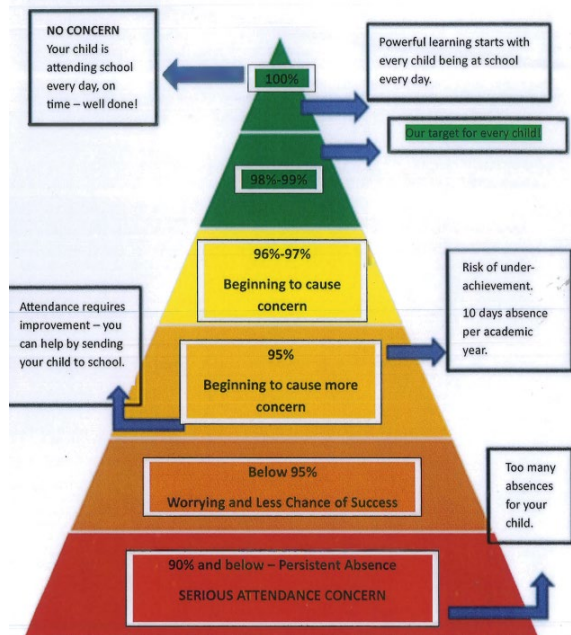
By working together, we have ensured that [pupil name] can make good progress in class and maintain their friendships.

The support in place will be carried on for [pupil name] and you. I will continue to monitor [pupil name]'s attendance, and should we, or you have any more concerns, we will arrange another meeting.

Yours sincerely

Principal

Attendance Triangle



A7 Example Home Visit Calling Card / no response letter

I am contacting you to talk about [pupil name]'s poor attendance, but you have so far not taken up my invitation/s to attend meetings.

From previous experience it has been established that the better the link between home, school and parent the more chance there is of pinpointing problems and putting the relevant support in place for [pupil name].

The Academy has a variety of support packages to offer pupils who are experiencing problems but to access these, we need to be able to meet with parents and gain their permission before putting them in place. By failing to engage with the Academy you are potentially denying [pupil name] of this opportunity.

Without your full cooperation and willingness to communicate, I am unaware of the steps you may be taking to resolve poor attendance or how I can help. So that I have a better understanding of what you are doing to get [pupil name] to school regularly, would you please complete the section attached and return to me in the stamped addressed envelope provided by....*insert date*.

In the light of this letter I hope that, when invited to the next meeting, you will feel that your presence is essential and that you could contribute to resolving the problem of [pupil name]'s attendance.

Please do not hesitate to contact me if you wish to discuss it further.

I am taking the following steps to get [pupil name] to school regularly:

Please think about why [pupil name] hasn't attended school in the past few months and make a plan to help them attend if that happens again. For example, if the usual transport wasn't working how else might they get to school?

Reason	Plan
<i>e.g. they were ill</i>	<i>Call the school absence number in the morning</i>
<i>e.g the bus wasn't running</i>	<i>See if there are friends who are driving to school who could take them.</i>

Signature of parent / guardian:..... Date:

Yours sincerely

Principal

A8—Absence Request Outcome

We have received your request for absence for [pupil name].

May I take this opportunity to remind you that the Academy does not authorise absence unless it is for educational purposes or in exceptional circumstances. This is defined as rare, significant, unavoidable, and short. We also take into consideration the following:

The student's age and stage of Education (The academy will not authorise any absence in Year 6)

The timing of the absence

The nature of the absence

The overall attendance pattern of the pupil

The progress of the pupil

I am writing to say that on this occasion, the school will **not authorise** the absence.

Whilst we understand some parents have no choice about when to take holidays, the law requires attendance at school and unauthorised absence may result in a Penalty Notice, which is a fine of £80 if paid within the first 21 days and £160 if paid within 28 days per parent / carer. If the fine is not paid within 28 days, parents could be prosecuted.

If you require any further information, please contact [pupil name]'s class teacher or me.

Yours sincerely

Principal

GENERAL INFORMATION

Why is student attendance important?

All schools have a responsibility to ensure that the whereabouts of all children are known. All schools have a 'duty of care' to follow up all absences in accordance with the regulations. Monitoring and improving attendance is not just about pupil safety, though this is of course paramount. Good attendance also enables pupils to achieve well - **attendance is the single most influential factor on achievement.**

"Our aim is to ensure that every child and young person has the opportunity to fulfil their potential, and no child slips through the net".

DfES, 'Every Child Matters: Next Steps', 2004

Important Legislation

The Education Act 1996 Para 444 Subsection (1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence Subsection (1A) If, in the circumstances above the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so, he is guilty of an offence.

Attendance Targets and Guidelines

97% and above – pupils are meeting Academy target

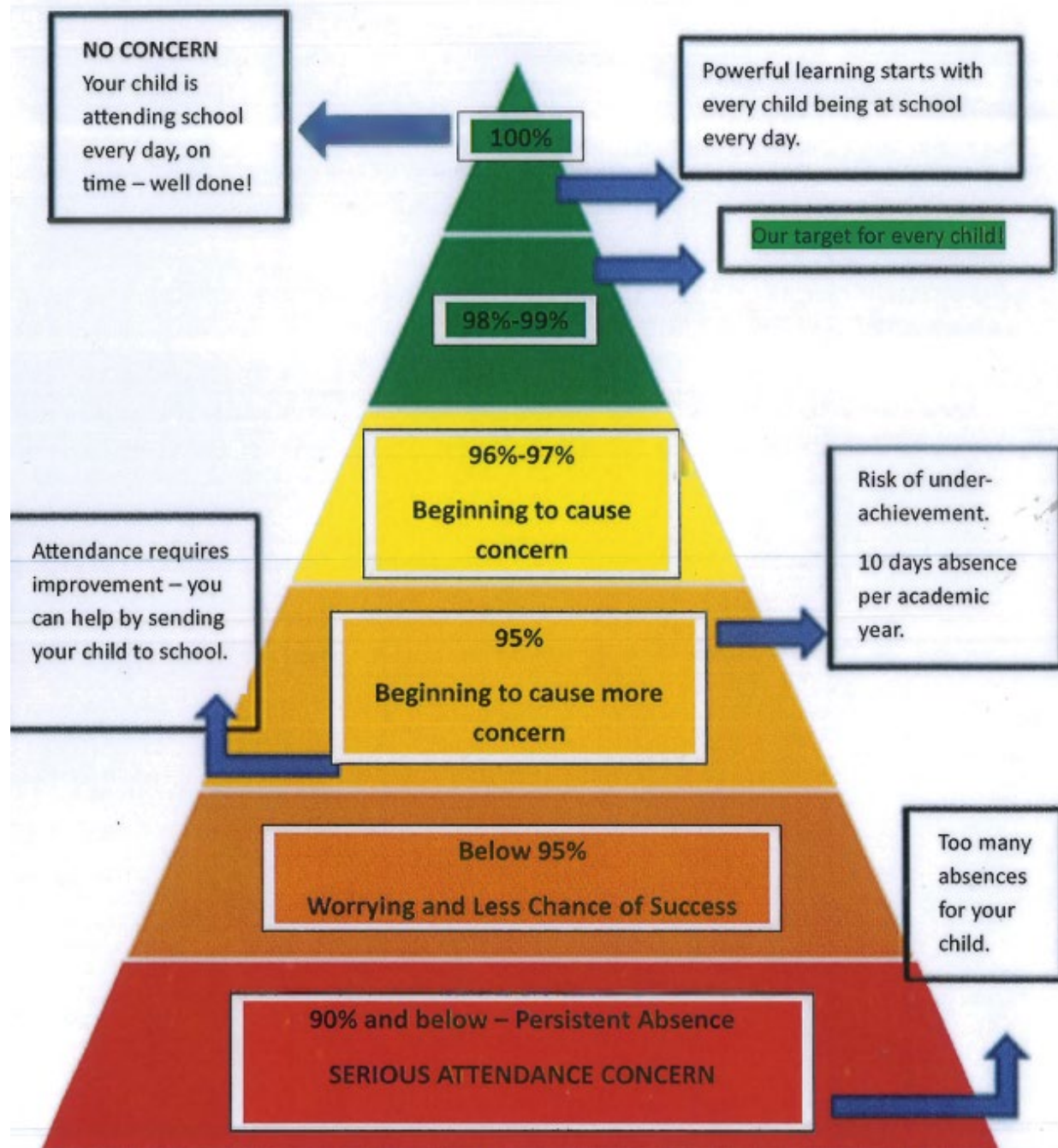
95 - 96% - pupils below target.

94 - 95% - pupils are significantly below target.

91 - 93% - pupils are in danger of "persistent absentees".

90% and below – pupils are officially "persistent absentees".

Attendance Triangle



What do the percentages and/or days mean?

Percentage Attendance	Number of days lost learning in a year	Equivalent to
100%	0	0
95%	9	1 day's absence every 4 weeks
90%	19	1 day's absence every 2 weeks
85%	28	1 day's absence every 6 th day
80%	38	1 day's absence every week or one whole school year missed over 5 years.

KEY TO ROLES AND RESPONSIBILITIES

Senior Administrator	Safia Duale	Checking registers are taken accurately. Checking attendance of vulnerable students for AM register. First day call / texting for pupils with N marks—by 10:00 am daily. Chase missing registers and report any outstanding registers weekly to VP Supporting with administration of attendance including sending all correspondence, completing paperwork for fines, LA tracking and CME referrals. Supporting with the monitoring of attendance. Updating CPOMs
Vice Principal	Toni Dorse	Attendance Tracking. Supporting teachers and family support worker in their roles. Signing off paperwork / correspondence Overall Academy responsibility for meeting attendance targets. Monitoring CPOMs to ensure being updated.
Attendance Lead/Parent Support Advisor	Julie Vincent	Monitoring attendance of pupils, in particular vulnerable pupils and persistent absentees. Supporting teachers to manage attendance. Managing attendance of pupils below 95% including having parent meetings and setting up attendance plans. Supporting interventions put in place for pupils at risk of becoming persistent absentees. Ensuring appropriate correspondence to parents is sent. Updating CPOMs
Teachers	All Teaching Staff	Monitoring attendance of pupils in their class. Having regular contact with parents whose children's attendance is in danger of going below 97% to discuss concerns. Discuss attendance at parents evening Updating CPOMs

GETTING THE MOST OUT OF IT GUIDANCE

First day phone calls / follow up phone calls.

Introductions: Use the parents / carer name. Advise them that you are calling from Evergreen Primary Academy. Introduce yourself using your full name and job title.

Purpose: Make the purpose of the conversation clear. Advise them that you are concerned about their child's attendance. If they are currently off school check that they are safe and determine with the parent / carer the reason for the absence.

Discussion: Explain why their child's attendance is important and try to determine what is causing the high level of absence. Find out what they think we could do to support their child to attend school.

Agree Next Steps: Summarise what you have agreed will happen next and confirm that you will continue to monitor their child's attendance. If you have agreed to contact them again confirm the date / time and how you will do this.

Parent Attendance Plan meeting.

Attendees should be—Vice Principal, Attendance Lead, Parent / Carer, pupil.

Preparation: Have all the documents you need ready including an up-to-date copy of the attendance certificate, copy of the attendance plan provided by the parent (A3) and the blank attendance plan (A4) plus any other relevant documents. Ensure you know what communication has taken place since the last meeting.

At the meeting: The VP chairs the meeting. Introduce all attendees and summarise the reason for the meeting. Review plan parent provided and challenges they have had in actioning the plan. Acknowledge all successes with the pupil.

Agree new attendance plan with actions for parent/carers and academy.

Home Visit

There must be two members of staff on a home visit.

Preparation: Complete a calling card (A7) in case no-one is in. Take a copy of the attendance certificate, and any other relevant information.

At the visit

Purpose: outline the purpose of your visit, making it clear that you are checking everyone is alright. Make sure you are speaking with a listed contact. Ensure you see the pupil (if they are currently off school), if necessary, explain this is a legal requirement.

Discussion: Explain why their child's attendance is important and try to determine what is causing the high level of absence. Find out what they think we could do to support their child to attend school. Check the information on the pupil file is accurate and update as necessary.

Agree Next Steps: Summarise what you have agreed will happen next, confirm the expectations of parents/carers to be contactable. Summaries support / interventions that will be put in place. Set a time and date for a meeting in school.

On return: Give meeting notes to Admin Officer and arrange for them to send text confirming meeting (T2).

If no answer: Leave the calling card (A7).

Attendance Codes: Descriptions and Meanings

Code	Who	Description	Meaning	Guidance
/	All	Present for AM Registration	Present	
\	All	Present for PM Registration	Present	
B	Admin	Off-site education activity (Not dual registered)	Present	Used for students who are involved in a special project, are at CLF Nest, attending another educational establishment. This mark is given by the Admin Officer once it is confirmed they are attending at the other establishment.
C	Admin	Authorised absence other than medical / illness	Absent	Exceptional circumstances absence agreed by the principal. <i>This is counted as an authorised absence.</i>
D	Admin	Dual Registration—at another educational establishment	Attendance not required	Pupil is not expected to attend as they are attending a different school where they will be registered.
E	Admin	Excluded	Absent	Pupil has been excluded for a fixed period or permanently. <i>This is counted as an authorised absence.</i>
G	Admin	Family Holiday—not agreed or days more than agreement	Absent	The academy does not authorise family holidays, all pupils who are absent and we believe it is for a holiday will be given this mark by Admin. <i>This is counted as an unauthorised absence.</i>

I	Admin	Illness (Not medical apt)	Absent	Will only be used if the parent has confirmed that the pupil is ill via a phone call. Teacher should have a follow up conversation on their return. <i>This is counted as an authorised absence.</i>
L	Admin	Late arriving	Present	To be used for pupils who arrive after 8:40 am. This will be input by Admin after 8:40 am.
M	Admin	Medical Appointment	Absent	Used for pupils who have attended a medical or dental appointment. Admin team should follow this up requesting a note from home or a copy of the appointment card / letter. Only emergency appointments or appointment with specialists should be made during school time. <i>This is counted as an authorised absence</i>
N	All	Student is not in the class	Absent	This mark is made by the teacher when taking the register if they are not in the classroom. This will be updated once contact has been made with the parent by Admin or teacher. All Ns should have been accounted for before the end of the week. <i>This is counted as an unauthorised absence</i>
O	All	Unauthorised Absence	Absent	Pupil is absence from school for any purpose other than those listed here. <i>This is counted as an unauthorised absence</i>
P	Admin	Participating in a supervised sporting activity	Present	Pupil is representing the academy in a sporting activity or are taking part in a coaching session. Activity must be being supervised by some authorised by the academy.
R	Admin	Religious observance	Absent	Pupil is absent to observe a religious event that is set apart for religious observance by the religious body to which the parents belong. <i>This is counted as an authorised absence.</i>
T	Admin	Traveller Absence	Absent	Used when a pupil from a Traveller family is absent whilst family is travelling for occupational purposes. <i>This is counted as an authorised absence.</i>

U	Admin	Late after registration closed 9.10 am and 1:30 pm	Absent	Pupil arrived after the AM or PM register closed. <i>This is counted as an unauthorised absence.</i>
V	Admin	Educational visit or Trip	Present	Pupil is on a school organised trip or attending an educational activity from an approved organisation authorised by the principal.
X	Admin	Non-compulsory school age	Attendance not required	<i>Used to record the absence of a pupil who is not of compulsory school age (i.e. under 5 or over 18). Only applicable to Primary and Post 16.</i>
Y	Admin	Enforced Closure	Attendance not required	Used to record attendance when academy has been forced to close or practically close due to unavoidable circumstances (i.e. adverse weather, building being unsafe). Also used if the pupil can't attend due to unavoidable circumstances.