



ARCHBISHOP OF YORK'S CE JUNIOR SCHOOL
ATTENDANCE AND PUNCTUALITY POLICY



Date Adopted Jan 2026	Kerry Davies Headteacher	Signature 
Date of review Jan 2027	Timothy Andrew Chair of Governors	

The Full Governing Body will be responsible for evaluating and reviewing this policy.

1.0 Aims

- To raise awareness amongst pupils, parents, staff and governors of the importance of good attendance and punctuality;
- To raise and maintain good levels of attendance in school amongst pupils.

It is written with reference to:-

- The Education Act 2022- Sections 444
- The Education (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024
- City of York Code of Conduct for the use of Education Related Penalty notices (updated August 2024)
- Working Together to improve school attendance (August 2024)
- Summary table of responsibilities for school attendance (August 2024)

2.0 Principals and Expectations

- I. At Archbishop of York's C.E Junior School, we strive for the highest level of attendance from every pupil in order that they develop to their full potential during their time at school. By coming to school every day, on time, children receive the best start in life by having a good education. We expect all children on roll to attend on time, every day, when the school is open, as long as they are fit and healthy to do so.
- II. We do all we can to encourage the children to attend; we believe that the most important factor in promoting good attendance is the development of positive attitudes toward school. To this end, we strive to make our school a happy, safe and rewarding place for everyone.
- III. We also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- IV. Under the Education (Pupil Registration) Regulations 2024, the Governing Body are responsible for making sure that we keep an attendance register that records which pupils are present at the start of both the morning and afternoon sessions of the school day. This register also indicates whether an absence was authorised or unauthorised.

3.0 Definitions

I. Authorised absence

An absence is authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent/carer. For example, if a child has been unwell and the school receives a phone call /email.

Only a school can make an absence authorised. Parents/carers do not have this authority. Consequently, not all absences supported by parents/carers will be classified as authorised e.g. if a parent was to take a child out of school to go shopping during school hours.

II. Unauthorised absence

An absence is unauthorised when a child is away from school without the permission of the headteacher.

Authorised and unauthorised absences are reported to parents annually and to the Department for Education three times a year. These are held on a pupil's school record throughout their schoollife.

The headteacher will consult with the Local Authority regarding the action to take over unauthorised absences.

4.0 Absence Notification

If a child is absent, **parents/carers** should inform school of a child's absence and the reasons for the absence by:

- making a phone call prior to 8:50am on the day of a child's absence explaining the child is ill;
- completing a form (Appendix 2- Medical Appointment Form) in advance advising of a medical appointment.

If a child is absent, the class teacher will record the absence in the register, which informs the school office of the absence.

Office staff will endeavour to contact the parent/carer if the school has not already received notification – this is to establish the whereabouts of the child and therefore ensure his/her safety. For this reason, a written note on the day of a child's return to school is not acceptable.

5.0 Requests for Leave of Absence

At Archbishop of York's C.E Junior School, we believe that children should be in school for all sessions, so that they can make the best possible progress with their learning. However, we do understand that there are, very occasionally, circumstances where a parent/carer may legitimately request leave of absence.

Time off for leave of absence for any reason, including family holidays is not an automatic right. Only exceptional circumstances warrant a leave of absence being granted. The headteacher will consider each application individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Schools have to decide whether absences are authorised or unauthorised.

Unauthorised absences include:

- being absent for a holiday in term time, unless agreed with the school
- minding the house
- looking after siblings or parents
- going shopping
- celebrating a birthday
- oversleeping
- arriving late for school

Authorised absence may include:

- illness
- medical appointments
- days of religious observance
- leave granted in exceptional circumstances

Headteachers should only grant leaves of absence in exceptional circumstances, it is unlikely a leave of absence will be granted for the purpose of a family holiday. Schools are expected **not to authorise** requests for **family holidays** unless there are **exceptional** circumstances.

Parents / carers should contact school in advance to request any leave of absence. At Archbishop of York C.E Junior School, we ask that at least 14 days' notice is given in order for your request to be processed by the school office.

Whilst the application must be made by the parent(s) that the child normally resides with, there is no restriction on who the leave is taken with. This is a matter for the parent(s) not the school.

Term-time leave of absence requests should be made using the school's Leave of Absence Request Form, available from the school office or downloadable from the school website. (See Appendix 1 – Absence Request Form and Appendix 2 – Medical Appointment Form).

The Headteacher may invite parents in to discuss any proposed leave of absence in term time.

Where a leave of absence request is not approved, the Headteacher will write to parents explaining the reasons and potential consequences. (Appendix 3 - Unauthorised absence less than 10 sessions)

Under the statutory guidelines, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons (Appendix 4 – Unauthorised absence more than 10 sessions)

Archbishop of York's C.E Junior School has a strong universal offer for attendance. Where issues arise, schools will use the City of York Council Graduated Response to engage with early help strategies and multi-agency partners, as well as offering enhanced support in school:

1. If your school is worried that your child is not coming to school regularly, you may receive a warning letter
2. The school will get in touch with you and will offer to talk to you about what you and they can do to help your child to school every day

3. The school will review attendance 4 weeks later to see if your child has been at school regularly
4. If they are still not going to school regularly, your school will work with you through an Attendance Panel to set a target for when your child's attendance needs to improve
5. If they don't meet this target, then the school can request that the local authority consider issuing a fixed penalty notice
6. The local authority may then issue a fixed penalty notice following a request by the school

Since August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. This cost is per child, and so will be charged for each child involved in an unauthorised absence. If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you are prosecuted and attend court because your child has not been attending school, you could be fined up to £2,500.

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

(Information from the CYC website – <https://www.york.gov.uk/attendance-truancy/attendance-truancy-1>)

6.0 Long Term Absence

If the absence is expected to continue for an extended period or is likely to occur repeatedly, we will explore available arrangements, which may include the child receiving tuition outside of school, either remotely or in person.

7.0 Repeated Absence

Pupils with attendance rates of below 90% are categorised as **persistent absentees**.

We will send attendance reports to all parents at the end of each term (Appendix 5 - Termly Attendance Letter to Parents)

If a child has a growing number of absences, we will invite parents/carers in to school to discuss the problem and will use the City of York Council Graduated Response to engage with early help strategies and multi-agency partners, as well as offering enhanced support in school. The impact of this support will be reviewed after four weeks.

If the situation does not improve, an attendance panel will be convened and improvement targets set. Fixed penalty Notices can be requested where attendance targets are not met.

8.0 Attendance Targets

The government expects all schools to promote good attendance and reduce absence, including persistent absence. The school therefore sets attendance targets each year. The targets should be challenging but realistic and based on attendance figures of previous years. Some consideration is made of attendance figures of similar schools.

9.0 Punctuality

From September 2025, the school hours will be as follows:

KS2 SCHOOL HOURS	
8:50a.m. to 12.00 noon Registration 8:50-9:00am	Please be on time - but better late than never.
12 noon- 1.00 p.m. lunch	Please do not arrive at the playground too early, especially in cold or wet weather; arriving five minutes before the start of the school day is sufficient. The gates will not open until 8:35am.
1:00p.m. to 3:20 p.m. Registration 1:00-1:05pm	
6 hours 30 minutes daily.	

Children in Archbishop of York's C.E Junior School should arrive at school between 8:35 and 8:50am, no earlier as staff will not be available. Registration times are detailed above.

If children arrive after registration time at 8:50am and beyond until afternoon registration, they will be marked as late. We monitor the number of late arrivals, and appropriate action will be taken where lateness becomes persistent, as this can cause difficulties for the child, the class, and the teacher. Parents are therefore asked to ensure that their child arrives on time for the start of the school day.

10.0 Roles, Rights and Responsibilities

Parents / Carers

It is the parents/carers responsibility to:

- do all they can to ensure their child attends school regularly. They should monitor their child's attendance rate (data can be obtained from the school office) and ensure that it does not fall below acceptable levels.
- to inform the school before 8:50am on the first day of absence, provide an expected date of return, and continue to inform the school on a daily basis (before 8:50am) until the child returns to school.
- Provide details of medical appointments/ medication If a child's attendance falls below certain levels.

Class teacher

It is the class teacher's responsibility to:

- mark the register and record all known absences using the appropriate code
- discuss frequent absences or patterns of absence with the headteacher/ parents and carers
- encourage pupils to maintain good levels of attendance and punctuality at all time

Headteacher / Attendance Leader

It is Headteacher's responsibility to:

- set attendance targets each year;
- review attendance and take appropriate action;
- oversee and monitor whole school attendance and punctuality;
- report levels of attendance to governors in the Headteacher's Report;
- access IT platforms to collect information on whole school, class or individual attendance;
- monitor and tackle low attendance and refer any children with attendance concerns to the local authority;
- develop home-school links and meet with parents if there is concern over a child's attendance.

Office staff

It is the responsibility of office staff to:

- check the register is completed and absences are recorded with the appropriate code
- seek to contact parents/carers of absent children to establish their location of a child and reasons for absence
- if no response from parents/carers advises the senior leadership team/Headteacher so that they can take the matter forward

Governing Body

It is the responsibility of the Governing Body to:

- monitor overall attendance as attendance rates are communicated in every Headteacher's Report so they can monitor this closely.
- approve the school's Attendance Policy

Local authority

City of York LA monitors attendance data provided by primary schools in a bid to tackle poor attendance amongst children aged 5 to 11. There are termly meetings about school attendance and where appropriate will meet with the headteacher to discuss incidents of poor attendance and the school's response.

11.0 – Appendices

- Appendix 1 – Absence Request Form
- Appendix 2 – Medical Appointment Form
- Appendix 3 – Unauthorised Holiday less than 10 sessions
- Appendix 4 – Unauthorised Holiday 10 sessions or more
- Appendix 5 – Letter to parent