



CROXBY PRIMARY SCHOOL ACCESS TO EDUCATION SCHOOL-BASED PROCEDURES

Effective Date: September 2025

Date of minuted approval by the Board of Governors: June 2025

Review Committee: Board of Governors

Review Date: July 2026

This document is written in conjunction with the following Consortium Academy Trust policies, which are available on the Trust website [The Consortium Academy Trust - Policies](#):

- Attendance Policy
- Behaviour Policy

School based roles

Attendance Team	The attendance team plays a crucial role in ensuring that students attend school consistently, supporting both academic performance and overall well-being. • Nichola Moore (Operations Manager) • Rebecca Wright (Assistant Head – Attendance, Behaviour and Personal Development) • office@croxbyprimaryschool.co.uk
Safeguarding Team	The safeguarding team at Croxby is dedicated to ensuring the safety, welfare, and protection of all students. The attendance team is part of the wider safeguarding team. The role within this team is to create a secure environment where students are safe, have a sense of belonging and are happy. • Claire Neighbour (Designated Safeguarding Lead) • Kerry Mason (Deputy Designated Safeguarding Lead) • Rebecca Wright (Deputy Designated Safeguarding Lead) • Nichola Moore (Operations Manager) • Helen Burton (Child Protection Officer)

Rationale

Under the Education Act 1996, parents are legally required to ensure their child attends school regularly and on time. We view consistent attendance (96% and above) and punctuality as essential life skills that directly impact student achievement.

This policy outlines the procedures the school follows to promote excellent attendance and punctuality, as well as the statutory responsibilities of both the school and Local Authority in supporting students. We aim to raise awareness about the importance of good attendance and provide support, such as from the Education Welfare Service, Educational Psychologist, and SEN Support, to address any identified challenges.

Attendance and punctuality will be reflected in any school reference, and the Operations Manager and safeguarding team will regularly monitor and review attendance procedures.

Aims

At Croxby Primary School, we aim for the highest possible attendance to support academic success, with 96% set as the benchmark for “good” attendance. We believe that regular attendance is key to unlocking a child's full potential. It supports not only academic progress, but also the development of strong friendships, self-confidence, good routines, and a positive attitude to learning.

Regular attendance aims to help pupils:

- Keep up with their learning and avoid gaps in knowledge
- Build and maintain friendships
- Develop resilience, independence, and responsibility
- Establish consistent routines that support emotional and social well-being
- Prepare for future education and employment

We believe that aspirations and attendance are intricately linked — pupils who are present and punctual are best placed to aim high and succeed. Aiming high begins with being here.



“Building Community,
Nurturing Success”

Attend to
➔ **Achieve**



Attendance and Punctuality

Attendance and Punctuality are essential to good academic outcomes, social development, and positive life skills. We provide targeted interventions for pupils with poor attendance and closely monitor those at risk to ensure every child has the opportunity to thrive. Attendance thresholds are set by the Local Authority, with interventions beginning when a child's attendance falls below 95%. Any pupil whose attendance drops below 90% is classed as a 'persistent absentee', and action will be taken by the school to address this.

Promoting Excellent

- We celebrate pupils achieving 100% attendance with a termly certificate.
- We also celebrate the highest, weekly class attendance in our Friday assembly.
- A weekly text or email is sent to parents to keep them informed about their child's attendance.
- Across the school attendance is shared on Academic Reports sent home to parents and carers to explicitly make the link between academic progress and attendance.
- The school celebrates a HERO award in each Friday celebration assembly, recognising pupils who are Here Every day, Ready to learn, and On time.

Recording Attendance

- Learner attendance and punctuality is recorded electronically using Arbor.
- Staff receive regular reminders about accurately marking registers, which are statutory documents for recording both absence and lateness.
- Pupils are recorded daily in the morning session and the afternoon session
- Absence codes used in line with DFE can be found on the [The Consortium Academy Trust - Policies](#):
- Registers will close up to 30 minutes after the main session begins and the register is taken. As a result, learners registering after 9.25am and 1.20pm will be marked as a U and given an unauthorised absence mark for that session.
- At Croxby Primary School, it is the responsibility of parents/carers to ensure their child arrives on time. The school makes session times clear, and if punctuality becomes a concern, parents will be asked to meet with the Head of School to discuss any challenges.

Absence Guide

- Day 1 of absence – Inform the school before 9:00am of the reason and expected date of return of your child. Any medical advice given or visits made.
- Day 3 of absence – Update the school on your child's progress, any medical advice given and confirmation of when your child will return to school especially if the condition worsens.
- Day 5 onwards – Update school on your child's progress regularly. Medical

evidence will be requested for five days of absence or more.

- Medical evidence may sometimes be requested to support a child's absence for less than 5 days.
- Medical appointments – if your child is absent due to a medical appointment, you will be required to provide an appointment card or letter from the practice.

Monitoring Attendance - Daily Monitoring

- Parents and carers are frequently reminded of the need to inform the school if their child is legitimately absent on the morning of the first day of absence. This is communicated via the school website, newsletters, and half termly emails
- Attendance is checked at least twice daily by the Operations Manager. The Operations Manager will contact the parent/carers on the first day of absence if a message has not been received. If contact cannot be made, then an email and SMS will be sent by 9.30am. If a response to the email/SMS is not received within 7 working days, the absence will be recorded as unauthorised, and parents/carers will be notified via email.
- Whenever a learner's absence is recorded as unauthorised, parents/carers will be sent an email explaining that this has been done and providing an opportunity to discuss the absence further (Appendix 1)
- When a learner has 10 unauthorised absence sessions in a 10-week period a referral will be made to the Local Authority who will consider issuing a Penalty Notice

Monitoring Attendance – Longer Term

- The Operations Manager and Headteacher/Assistant Headteacher will review attendance for pupils at regular intervals and analyse weekly attendance patterns and trends
- Pupils with 90%-95% Attendance, a monitoring letter and attendance certificate will be sent to parents/carers. (Appendix 2).
- If attendance drops below 90%, a cause for concern letter will be issued (Appendix 3).
- The monitoring of the 90% or lower learners will continue at regular intervals.
- Attendance support plans will be created when necessary.

Support Plan Meeting:

- If attendance does not improve, a support plan meeting with a senior leader will be arranged.
- The reasons for absence will be discussed, and support offered.
- Medical evidence will be requested for pupils with under 90% attendance, until attendance is sustained above 95%.

Referral to Education Welfare Service:

- If attendance remains below 90% after interventions, the Operations Manager will refer the case to the Education Welfare Service.
- The service will compile the case for the legal team (Local Authority responsibility).

The school acknowledges that some groups of pupils (PPG/SEN for example) may have barriers to achieving a regular attendance pattern, in the Senior Staff monitoring we will take particular note of tracking attendance of these groups of pupils.

Absence from school for Exceptional Circumstances - Information for Parents

- Under the Education Act (1996), parents must ensure their child attends school regularly.
- Headteachers have discretionary power to authorise absences in exceptional circumstances, but this is not an entitlement.
- Absences will only be authorised in line with the East Riding Behaviour & Attendance Partnership Policy and if deemed not detrimental to the child's education.
- Term-time holidays are no longer authorised by law. [Holidays during term-time and authorised absence from school](#)
- If an exceptional absence is approved, parents are responsible for ensuring their child catches up on missed work, as the school is not obligated to provide it.
- Unauthorised absences will be recorded and may result in legal action, including a Penalty Notice or Magistrates' Court proceedings.
- Under the Anti-Social Behaviour Act (2003), schools and local authorities can address poor attendance and unauthorised absences, including those not approved by the Headteacher or without a valid explanation.
- Penalty Notices may be issued as a deterrent for issues such as truancy, persistent lateness, and unauthorised term-time holidays. Parents will first receive a warning via email. More information regarding penalty notices can be found on the East Riding of Yorkshire website [Attendance in School](#)

We regret to inform you that NAME has a recorded unauthorised absence on DATE as no reason for absence has been provided.

As you are aware from the regular reminders sent to parents/carers, the school closely monitors absences as a poor attendance record not only has a negative impact on educational attainment but is also a breach of the Education Act (2003). It is therefore important that NAME does not receive further unauthorised absences.

Please do not hesitate to contact the school should you wish to discuss this matter further.

Appendix 2

Monitoring Letter

As you will be aware from the attendance information emailed to parents/carers each half term. Croyby Primary is committed to improving achievement through attendance of all registered pupils. Any pupil whose attendance is falling or shows a clearly deteriorating pattern will be monitored, and as a parent I

am sure you will agree that your child must attend the school regularly to ensure that the maximum benefit is obtained from the education provided.

We enclose a copy of your child's school attendance record as the current attendance percentage has triggered the first stage of the school enforcement procedure. You will see that the attendance is 88.5% which is below our minimum expectation of 95%.

We will continue to monitor your child's attendance, and, with your cooperation, we anticipate a gradual improvement. If you wish to contact us to discuss this matter further, please do not hesitate to contact us via the office email.

Appendix 3

Persistent Absentee Letter

Pupils who have a school attendance of over 95% are more likely to achieve national expected standards in English and Maths.

As you may be aware the Department for Education (DfE) reduced the Persistent Absence (PA) threshold to 10% from September 2015. The DfE defines persistent absentees as school-age pupils missing more than 10% of sessions in a school year.

We are writing to inform you that NAME has been identified as a persistently absent pupil and his/her attendance in the academic year 2025/2026 is currently 80.00%.

NAME attendance will be monitored, and we are hopeful that significant improvement will be made. However, if there is insufficient improvement you will be required to attend a meeting to ensure we are all able to work together to support NAME in improving her attendance.

If there are any concerns arising from this letter or you require further advice or support, please do not hesitate to contact the school.