CROXBY PRIMARY SCHOOL
ACCESS TO EDUCATION SCHOOL-BASED PROCEDURES

Effective Date: September 2026
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Review Committee: Board of Governors
Review Date: July 2027

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. • Rebecca Wright (Headteacher) • Nichola Moore (Operations Manager) • Heather Rushton (Assistant Head – Behaviour and Culture) • 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. • Rebecca Wright (Headteacher) • Claire Neighbour (Designated Safeguarding Lead) • Carmel James (Deputy Designated Safeguarding Lead) • Heather Rushton (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.

CROXBY | THE CONSORTIUM ACADEMY TRUST | "Building Community, Nurturing Success"





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 recognise strong and improved attendance, engagement and pupils who overcome individual barriers to attendance.
- We also celebrate the highest, weekly class attendance in our Friday assembly.
- Attendance recognition and rewards will be applied sensitively, fairly and consistently.
- 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 attendance is recorded daily both for 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.

- Medical evidence will be requested if your child is absent for five school days. We can also request medical evidence at other times, during a child's absence.
- Medical appointments – if your child is absent due to a medical appointment, you will be required to provide the appointment confirmation from the practice in advance sent to the office email.

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/carer 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. Where there are safeguarding concerns, action will be taken immediately in line with the school's safeguarding procedures.
- 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.
- 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.

When attendance becomes a concern

- The Operations Manager and Headteacher/Assistant Headteacher will analyse attendance and absence data at regular intervals to identify early deterioration, patterns and pupils requiring additional support.
- Pupils with 90%-95% Attendance, a monitoring letter and attendance certificate will be sent to parents/carers.
- Communication about an attendance concern will set out the sessions or days missed, lost learning time, the impact on the pupil's education, any emerging patterns and the support available.
- If attendance drops below 90%, a cause for concern letter will be issued.
- The monitoring of the 90% or lower learners will continue at regular intervals.
- Attendance support plans will be created when necessary.

Graduated response

- Where attendance does not improve, the school will work with the pupil and family through a graduated, support-first response. This may include discussion with the class teacher or attendance team, a meeting with a senior leader, agreed reasonable adjustments, an attendance support plan and referral to appropriate internal, early-help or external services.
- The reasons and barriers affecting attendance will be discussed, support will be agreed with the family, and the plan will include clear actions, named responsibilities, timescales and regular review points. Relevant professionals will be involved where appropriate.

Formalisation checkpoint:
Where voluntary support has not secured sustained improvement, or has not been engaged with, the school will hold a formalisation checkpoint with the family and, where appropriate, the Local Authority. The school will review the barriers, support and reasonable adjustments offered, the pupil's voice, progress against the attendance support plan and whether further or different support is required. The outcome and next steps will be recorded. Where the national threshold is met and support is unsuccessful, not engaged with or not appropriate, the school will consider a Notice to Improve, penalty notice or other legal intervention in line with the Trust policy and Local Authority arrangements.

Referral to Education Welfare Service:

- Following the formalisation checkpoint, the Operations Manager may refer the case to the Education Welfare Service where additional Local Authority support or statutory intervention is required.
- 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.
- Holidays during term-time and authorised absence from school
- There is no longer a provision in law for head teachers to authorise an absence for the purpose of a term-time holiday as a term-time holiday is not an exceptional circumstance.
- Absence requests relating to exceptional circumstances will be considered on an individual basis. The relevant form and evidence should be completed at least 5 days before the absence and emailed to the school office
- 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.
- Attendance in School Penalty notices may be issued in line with the National Framework and the Local Authority code of conduct, including where the national threshold of 10 unauthorised sessions within a rolling period of 10 school weeks is