# Thornton Primary School

# Attendance Information 2026-2027

*The greater your attendance, the greater your achievement*

**What the research tells us**

Pupils with higher KS2 attainment in 2019 had lower levels of absence over the key stage compared to those with lower attainment.

Pupils who did not achieve the expected standard in reading, writing and maths in 2019 had an overall absence rate of 4.7% over the key stage, compared with 3.5% among pupils who achieved the expected standard and 2.7% among those who achieved the higher standard. Generally, the higher the percentage of sessions missed across the key stage at KS2 and KS4, the lower the level of attainment at the end of the key stage.

Regular attendance among pupils, which is essential for their academic and social development. Research consistently shows a strong link between school attendance and academic achievement. Students who attend school regularly tend to perform betters academically, as frequent absences can disrupt learning and lead to gaps in knowledge as pupils move through primary school.

**Roles and Responsibilities**

The Head of School Farah Ayub holds overall responsibility for securing good attendance and punctuality and is also the school's Senior Attendance Champion. On a day-to-day basis this responsibility is delegated to the Pastoral Manager, Hannah Rhodes who is responsible for overseeing the day to day recording and monitoring of attendance within school, ensuring that the procedures and protocols are adhered to.

The Pastoral Manager and designated member of admin staff are responsible for ensuring:

- all registers are completed on time;
- making first day contact (telephone calls);
- recording known reason for absence and attendance contact with parents
- liaising with the designated attendance lead regarding attendance issues and follow up of individual cases.
- ensuring all late arrivals register or children leaving the school site signing out via the InVentry system at the main office is the responsibility of office staff.

**Daily Routines**

The school day

| | |
|---|---|
| **Nursery**<br>Morning session<br>Afternoon session | <br>8.45-11.45<br>12.15-3.15 |
| **Reception – Y6** | 8.45-3.15 |

**Registers**

The official morning register closes at 9:00am

If a pupil arrives late, they must immediately go to the school office to sign in and provide a reason for the lateness to enable the school to establish the appropriate attendance or absence code.

**Late Arrival**

Pupils arriving between 9:00am and 9:30am will be given a late register code (the 'L' mark). This does count as a present mark towards their attendance as they have arrived before the official closing time of the morning register. Where a pupil arrives after 9:30am, they will be given an unauthorised late register code (the 'U' mark). This counts as an absence mark towards their attendance as they have arrived after the official closing time of the morning register.

Persistent lateness will be challenged. Steps will be taken to address it and appropriate strategies will be applied to challenge and support families to secure improved punctuality

All afternoon registers are taken when children return from lunch between 12.30pm and 1.15pm. The morning register mark and afternoon register mark which make up a student's attendance percentage.

**Daily Absence Procedures**

For safeguarding reasons, it is vital that school and families work in partnership so that we know why each child is absent from school on any given occasion.

When their child is unable to attend school, parents should inform us at the earliest opportunity, or by 9am at the latest, by making a phone call to the office at Thornton Primary (01274 583900).

This information will be processed by the attendance admin team so that registers are accurately recorded for the day for any child who is absent from school

After the official morning registers have been taken, we will add any late arrivals to these so we have an accurate picture of which pupils are present in school. This will enable us to quickly identify any pupils who are not in school and whose parents have not informed us of the reason why. From here, the following actions will be taken in order to find out the reason why and ensure the safety of the child:

- We will make initial contact via email shortly after 9am.
- If there is no response regarding the absence, we will make phone calls to priority contacts on the school system.
- If still no response is received, we will continue to try to make contact with the priority contacts.

- The school may consider undertaking a home visit if there are safeguarding concerns, school cannot contact the family or a child is absent from school for a length of time.
- Home visits may also be undertaken where your child's attendance is below 97% or has been persistently absent in the previous year.
- Where necessary, we may also engage with external agencies such as the Police and Children's Social Care if we are concerned that a child is at risk.

Where the absence is 5 days or longer, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

When parents are considering whether their child is too ill to attend school, they may wish to consult Is my child too ill for school? - NHS

**Planned Absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Leave of absence request forms are available from the office.

**Promoting Good Attendance and Punctuality**

- Liaise, where appropriate, between parent's school and other agencies, offering support and advice.
- Investigate irregular attendance or lateness, which may rise to concerns that a child may be at risk.
- Complete a regular weekly register check to analyse attendance data and cohorts to identify next steps
- Communication home so parents are aware of concerns and need to improve
- Student or parental meetings with key staff
- Referrals to external agencies (e.g. Early Help, CAMHS, school health Education Welfare and Children's Social Care) if targeted support is required. Provide advice and support to parents through to the initiation of Local Authority attendance procedures.
- Work with children who are experiencing problems with attendance and/or punctuality, especially those who are preparing to transfer to secondary school.
- Follow Local Authority/Government attendance procedures

THORNTON PRIMARY SCHOOL ATTENDANCE FLOW CHART

**Initial Letter**: Your child's attendance has fallen below **97%. Medical evidence must be shown for absences**

**Letter 1**: Your child's attendance has fallen below **93%**
Meeting with attendance lead and KS leader.
LISTENING AND UNDERSTANDING SUMMARY. EARLY INTERVENTION PLAN

**Letter 3:** Sent after two weeks. Your child's attendance has fallen below **90% and is classed as persistently absent.**

Meeting with attendance lead and Senior Leader.
ATTENDANCE SUPPORT PLAN.
A review meeting is scheduled. If the child's attendance has improved: continue with monitoring and support until the child reaches 96% within a half term.

**Improved**

No Further Action. Continue to monitor

No **Improvement** Consider **Penalty Notice** or Escalation to **Stage Two**

**Rewarding Good attendance**

**Daily**

- Child on time (before 9am) –house point

**Weekly**

- Friday assembly every week on attendance.
- Attendance trophy with treats
- Splat display in each classroom with prizes
- 97% and above extra playtime for the whole school
- Class reward for each class over 97% attendance
- 100% class attendance - get certificate for display on the door.

**Half-Termly Reward**

- 97% and above attendance party

**Termly**

- Attendance certificates for 97% and above
- Termly raffle for 97% and above children with a raffle prize.

**Yearly**

- 97% and above certificates
- Wear non-uniform on your birthday