



Farington Moss St. Paul's C.E. Primary School

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September 2025

Attendance

Dear Parent/Carer,

I hope that you had an enjoyable Summer and that your child is ready for a new school year at Farington Moss St Paul's. We have many exciting enrichment opportunities for the children to experience, building on their resilience, curiosity and enjoyment for learning.

This Academic year, the attendance target for pupils at St Paul's is 97%.

National research has proven a correlation between high rates of absence and students reporting low moods, friendship/relationship issues and a range of mental health challenges. Pupils with high attendance are usually happier, more confident and demonstrate greater resilience.

Excellent attendance is the foundation for good progress for all our pupils. The link between attendance and progress is evident in our internal data. Pupils with high attendance, through teacher direction, support and individual practice build the knowledge needed to apply their understanding and access future learning, while periods of absence lead to knowledge gaps, misconceptions and low moods, all of which act as a barrier to future progress and fulfilment.

Over the coming academic year, everyone at Farington Moss, St. Paul's will be working hard to support our pupils and their families to avoid absences and maximise the children's progress and wellbeing. This support will include:

- Rewards to recognise high and improving attendance
- Support to help a pupil to catch-up after a long period of absence
- Pastoral support from class teachers and the School's Family Support Worker to help tackle any barriers to attendance
- Regular communication with parents to help them to keep track of their child's absence rate
- Local authority support to work with low attending students and their families to minimise absence.

The full attendance policy is available on the school website.



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Attendance 2025-2026

A summary for families

Legal Duties and Responsibilities

All children are entitled to receive an education that allows them to reach their full potential and live a fulfilling life. Parents are responsible for ensuring that their child has access to a suitable full-time education. Schools are legally required to record and monitor attendance and where necessary, to intervene to minimise absence from the Early Years through to Year Six.

The Importance of Attendance

Good and consistent attendance is the first step towards achievements within and beyond the classroom. National data demonstrates a clear link between attainment and attendance. Pupils with attendance below 90% typically attain lower academically. Research also shows a strong connection between attendance and wellbeing. High attending pupils are more likely to self-report that they feel happy, are confident in themselves and are positive attitude.

Reporting Absence

All schools are required, by law, to maintain an accurate record of attendance. Parents are expected to contact the school each day that their child is absent from school either by phone or email by 9:30am at the latest. If no reason is provided, the absence will be recorded as unauthorised.

Medical Appointments and Illnesses

Where possible, medical appointments should be made outside of the school day. If a medical appointment cannot be scheduled out of school hours, parents should only take their child out of school for the minimum amount of time. The school office staff will request evidence of the medical appointment or illness. Acceptable evidence includes appointment cards/letters/text messages and copies of prescriptions. If medical evidence is requested, but not received, the absence will be recorded as unauthorised.

Leave of Absence

Leave of absence are only authorised in exceptional circumstances by the Head Teacher. In accordance with government and LA guidelines, the school does not authorise holidays or family visits. Parents who wish to apply for a leave of absence must complete the official form (available at the school office and online). Where possible, requests should be submitted to school at least six weeks in advance of any proposed absence.

Any period of time taken without agreement of the school, or in excess of that agreed, will be classed as unauthorised and may result in a Penalty Notice. Penalty Notices are issued when a pupil misses 10 school sessions (5 days) due to unauthorised leave during a single academic year.

Pupil Tracking

The attendance of all our pupils is closely monitored. Staff track a number of different attendance measures, including the pupil's overall attendance, patterns of missed sessions and the frequency of broken weeks.

Attendance Interventions

When necessary, action is taken to support a pupil after a period of absence and/or to assist future attendance. Before any intervention is actioned, the pupil's individual circumstances will be considered. In some cases, a pupil's medical or Special Educational Needs may require a refinement of school procedures and implementation of a bespoke support plan.

Falling attendance will result in an Attendance Review with the class teacher and Attendance Lead. Parents/Carers will be notified of this meeting and invited to attend. The meeting is not a sanction and is intended to be supportive.

When a pupil's attendance starts to cause concern, Parents/Carers will receive regular communications from school, alerting them to their child's absence rate. Communication will occur through formal letters.

If a pupil's attendance declines further, Parents/Carers will be invited in for a meeting with the Attendance Lead and the Family Support Worker and begin strategies to work together to improve attendance through appropriate support.

Legal Action

When a pupil fails to regularly attend school, the parents may be guilty of an offence and can be prosecuted by the Local Authority. As a school we are reluctant to initiate legal proceedings against families and will only ever action legal measures as a last resort if 'in school' interventions have failed to deliver the required improvement in attendance.

Pupils who are persistently absent (attendance is below 90%) without a valid reason, are supported by our Attendance Lead and Family Support Worker. The Attendance Lead is charged with making sure parents fulfil their legal responsibilities for ensuring their child receives a full-time, age appropriate education. Our Attendance Lead will work closely with pupils and their family facing potential legal action to try and negate the need for this formal measure. Parents will receive clear communication from school at all stages. The potential of legal action will be clearly stated to ensure no surprises.

Children Missing from Education

Absent pupils who can not be contacted and/or who are known, suspected, to be out of region (or who have left the country) will be registered as 'Missing from Education' (CME) with the Local Authority. This will trigger an investigation into the pupil's whereabouts and can result in the pupil being removed from our roll.

Thank you for your understanding in this matter.

Mrs S Napier
Attendance Lead