



St Cuthbert's Catholic Primary School

School Motto

*In love with Christ: Be the best I can. Be kind to one another.
Amen*



Mission Statement

*As missionaries of our faith, our school community strives to embody the Christian values of St Cuthbert sharing in humility, spirituality, tolerance and kindness.
Each individual is nurtured and celebrated within our inclusive and equitable setting; appreciating and embracing diversity within the world around them.*

Attendance & Punctuality Policy September 2025



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Attendance & Punctuality Team

Chair of Governors	Patrick Moloney
Headteacher	Claire Bellis-Knox
Designated Attendance Lead & Team	Claire Bellis-Knox (DAL & DSL) Donna Radburn (SBM & Deputy DSL) Clair Knisz (Attendance & Family Liaison) <i>Safeguarding Team:</i> Danielle Garvey (Deputy DSL) Kate Lunt (Deputy DSL) Holly Delahunty (Deputy DSL) Lauren Murphy (Deputy DSL)

1 Introduction

St Cuthbert's Catholic Primary School recognises the link between the attendance and attainment of pupils. The aim of this policy is to encourage the highest possible levels of attendance and punctuality for pupils at St Cuthbert's to support both learning and achievement.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding. It is important to see our children every day and provide an educationally safe and secure environment.

To gain the greatest benefit from their education it is vital that all children attend regularly and on time. Children should attend every day that school is open. As a school we set a target for all children to aim for 100% attendance, with the expectation that at least 97% attendance will be achieved.

As a school we define regular attendance as 97% or above.



St Cuthbert's Catholic Primary School recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, behaviour and inclusion.

This policy demonstrates our commitment to meeting the requirements laid out in the Department for Education statutory guidance "Working Together to Improve School Attendance" (Statutory Guidance from August 19, 2024).

2 Aims

- Provide a framework to support building strong relationships with families to ensure children have the support in place to attend school.
- Raise the profile of attendance and punctuality amongst the school community.
- Set high expectations for the attendance and punctuality of all children.
- Reduce the number of pupils who are persistently absent (90% or below) or severely absent (50% or below).
- Ensure every pupil has access to a full-time education.
- Have clear procedures for the maintenance of accurate registration for all children.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data is in place.
- Ensure there is a proactive whole school approach that embeds consistency of practice.
- Continue to promote effective partnerships with the Local Authority, Children's Services, School Health and other partner agencies.

3 Legal Framework

This policy is based on the Department for Education statutory guidance 'Working Together to Improve School Attendance'

The guidance is based on the following legislation

- The Education Act 1996
- The Education and Inspections Act 2006
- School Attendance Pupil (Pupil Registration) Regulations 2024
-

4 Roles and Responsibilities

4.1 Governance:

The governing board is responsible for:

- Making sure leaders fulfil expectations and statutory duties.
- Ensuring that the school has high aspirations.



- Regularly analysing attendance data and reviewing the school's performance.
- Ensuring all staff receive adequate training on their role in supporting pupil attendance and punctuality.
- Holding the headteacher to account for the implementation of the attendance policy.
- Attendance is an agenda item at each of the 6 governor meetings per academic year.

4.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy.
- Reporting school level performance data to governors.
- Ensuring effective communication between school and the local authority.
- Ensuring effective communication with **parents* and carers for all children where there are barriers to attendance.

** Section 576 of the Education Act 1996, the definition of a parent under education law defines "parent" as:*
(a) All natural (biological) parents, whether they are married or not;
(b) Any person who, although not a natural parent, has parental responsibility for a child or young person;
(c) Any person who, although not a natural parent, has care of a child or young person.

4.3 The role of the Designated Attendance Lead - Claire Bellis-Knox (Head Teacher)

The designated attendance lead is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance and punctuality improvement.
- Ensuring all staff are aware of their role in supporting pupil attendance.
- Evaluating the effectiveness of the school's process and procedures for managing attendance and punctuality.
- Implementing specific strategies to address poor attendance and poor punctuality identified through the analysis of data.
- Coordinating targeted intervention and support to pupils and families.

5 Promoting regular Attendance at St Cuthbert's Catholic Primary School

This is everybody's responsibility, all members of staff, parents / carers and children.

To help us all focus on this, St Cuthbert's Catholic Primary School will ensure:

- There is a designated attendance lead (DAL) for championing and improving attendance and punctuality.
- Effective strategies are in place to support all children to arrive on time for school.
- An engaging curriculum is provided.



- High quality teaching and learning is delivered throughout the school (2YO – Y6).
- Children are provided with appropriate support from school and partner agencies to ensure regular attendance at school.
- Children who experience difficulties in attending school or being punctual are provided with effective support at the earliest opportunity; attendance and punctuality are monitored rigorously.
- Effective partnerships with parents / carers are encouraged through regular contact and communication.
- Parents / carers are kept informed of pupil attendance and punctuality through the school's attendance procedures, inclusive of half termly Panel Meetings when required. Whole school attendance updates are provided within: daily X (formerly Twitter), weekly Dojo messages, weekly newsletters and Parent Notices.
- Good attendance and punctuality are rewarded through individual and class incentives for improvement and achievement.
- Attendance and punctuality are regularly discussed with children in assemblies.
- Attendance roles and responsibilities are clearly defined. Staff maintain focus in order to ensure that these are adhered to.

6 Safeguarding

A child inconsistently attending, not attending school, persistent lateness, or children missing from education may be considered a safeguarding issue if this places the child at risk of harm. Therefore, information about the cause of any absence from school is required.

To safeguard all of the children in our care, it is important that parents and carers provide the school with their current contact details and provide additional contact numbers in case of an emergency.

More information on safeguarding and the protection of children can be found in the schools Safeguarding and Child Protection Policy.

Statutory Policy Link: stcuthberts.school/school-information/dfe-statutory-policies/

7 Expectations of Parents / Carers

- Ensuring your child's regular attendance and consistent punctuality at school is a parent / carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.
- Ensure your child arrives for school on time – morning gate opens at 8.35am and [learning starts at 8.45am](#).
- Telephone school if your child is going to be late – [0151 228 4137](tel:01512284137).
- Routine non-emergency medical and dental appointments should be made wherever possible outside of school hours. Confirmation of the appointment should be provided.



Where possible, children are encouraged to attend school before and return after appointments.

- Contact school (by telephone or Dojo) by 8.00am on the first day of absence if your child is unable to attend, giving an indication of the expected duration and return date to school.
- If a dojo message is sent, phone call is made or voice message left by school due to your child's absence, it is important that you respond to ensure your child is appropriately safeguarded.
- Contact a member of the Senior Leadership Team if the reason for absence requires a more personal discussion.
- In case of emergency, school must have up to date contact numbers. Please ensure you inform us of any changes especially to mobile telephone numbers. (As a school we request the details of at least three emergency contacts are provided).
- Requests for exceptional circumstances leave of absence must be in writing to the headteacher and can only be authorised by [Claire Bellis-Knox \(Head Teacher\)](#). Reasons such as a close family bereavement or taking part in a significant religious event would be acceptable for short absences. Unacceptable reasons for missing school, include general holidays, weddings, shopping trips, concerts and birthdays.

7.1 If a child is absent, we will:

- Telephone and Dojo parents/carers on the first day of unexplained absence immediately after registration.
- If no response is received, two members of school staff may conduct a home visit.
- If at the Home Visit no response is received, a letter will be posted requesting the parents / carers to make immediate contact with school.
- School will continue to attempt to make contact throughout the school day via telephone calls, dojo messages and where appropriate additional home visits.
- If families are non-contactable and safeguarding concerns are prevalent school will submit a MARF to CASS.
- If a pupil's absence continues, the parent or carer will be invited to meet the headteacher and any barriers to the child attending school can be discussed allowing for timely and appropriate support to be put in place.

This may include:

- reintegration support packages
 - Family Help assessment or referral to appropriate support services
 - Time limited reduced timetable
 - Support tailored to the child's and / or family's personal circumstances
- If the parent/carers does not attend the meeting or engage in any of the support school has offered and the child has accrued 10 sessions of unauthorised absence in a 10-week rolling period, the parents may be issued with a Notice to Improve, in accordance with the Liverpool



City Council's Penalty Notice Local Code of Conduct and in agreement with the Education Welfare Service.

- If unauthorised absences persist the headteacher will discuss actions with the school's Education Welfare Officer.

8 Understanding types of Absence

St. Cuthbert's Catholic Primary School must legally record the reason for all individual pupil absence. Therefore, it is important for parents/carers to directly inform school of the reason for absence, on the first day of absence.

8.1 Authorised Absence

- Authorised absence will be recorded when school accepts the explanation offered, for absenteeism, as satisfactory.
- If no explanation is received, absences cannot be authorised.
- It is the headteacher, not parents or carers who make the decision to authorise absence from school.

8.2 Unauthorised Absence

Unauthorised absence will be recorded when school has not received a reason for absence or has not approved a child's leave of absence following a parental request.

This includes but is not exclusive to:

- Parents/carers giving their children permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings.
- Truancy before or during the school day.
- Absences which have not been explained.
- Children who arrive 30 minutes after the close of registration will be coded with a U – unauthorised absence.

This type of absence may lead to the use of penalty notices or other legal interventions from the Local Authority. St Cuthbert's Catholic Primary School, in agreement with the Education Welfare Service, may issue a Notice to Improve to parents (in accordance with the National Framework for Penalty Notices and the Local Authority Code of Conduct) where their child has accrued 10 sessions of unauthorised absence in a 10-week rolling period.

The Notice to Improve period will cover 20 school days. If the child has any unauthorised absence during this time, the school will refer the case to the Local Authority requesting a penalty notice be issued.



8.3 Persistent Absence

Children are defined as persistent absentees by the Department for Education (DfE) if their attendance falls below 90%. This is for any absence whether authorised or unauthorised. The DfE expects schools to intervene early to prevent pupils becoming a persistent absentee (PA).

Whilst we understand that pupils can be absent from school because they are ill, sometimes they may be reluctant to attend. If a pupil is reluctant to attend or a parent / carer has concerns, it is important that contact is made with school at the earliest opportunity in order to gain support and to work together to gain a resolution.

Parents / carers are asked to contact the school office in the first instance.

8.4 Severe Absence

Pupils who miss 50% or more of school are classified as being severely absent by the Department for Education (DfE). This cohort of pupils are a priority group for St Cuthbert's Catholic Primary School and additional support may be required from the Local Authority and partner agencies to support your child and improve their attendance. It is essential that parents / carers work in partnership with school and its partners, to ensure their child receives the support they require to overcome any barriers that are preventing them from attending school.

9 Why regular attendance is important

- Any absence affects education and regular absence will seriously affect pupils' learning.
- Pupils who have regular time off often find it difficult to catch up and do well.
- 90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year.

Ensuring your child's regular attendance at school is your legal responsibility and permitting your child to have any absence without a good and valid reason from school is an offence in law (The Education Act 1996) and may result in legal action.

10 The Education Welfare Officer (EWO)

The Education Welfare Officer (EWO) – will work with parents / carers to support their child in overcoming any barriers in attending school, The EWO will always try to resolve any issues by working in partnership with the school and family. If a resolution cannot be achieved to improve the child's attendance and where unauthorised absence persists and the parent / carer has refused or not engaged with support that has been offered, the local authority will be required to consider the instigation of legal proceedings.



10.1 Penalty Notices

- Liverpool City Council (LA) on receipt of a request from St. Cuthbert's Catholic Primary School will issue a Penalty Notice to parents / carers for the unauthorised absence of their child.

Before issuing a penalty notice the LA will consider:

- If the national threshold for considering a penalty notice has been met, 10 sessions of unauthorised absence in a rolling 10-week period.
- If issuing a penalty notice is the best available tool to improve the attendance of the child.
- If appropriate support has been put in place.
- Consideration of the obligations that the school has under the Equality Act 2010 that would make issuing a penalty notice inappropriate.
- Each parent / carer who is liable can be issued with a penalty notice, but this will usually be the parent / carer who allowed the absence.
- The first penalty notice issued to a parent / carer in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil in the rolling 3-year period is charged at £160 if paid within 28 days. There is no opportunity to pay a reduced amount.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

The Local Penalty Notice Code of Conduct is published on Liverpool City Council's website: liverpool.gov.uk/schools-and-learning/school-attendance-behaviour-welfare/

11 Leave of absence in Term Time

The Law does not give any entitlement to parents / carers to take their child on holiday during term time.

Parents / carers can receive a penalty notice for taking unauthorised leave in term time without prior consent from school. Consent cannot be given retrospectively.

Any application for leave in term time must be in exceptional circumstances only and the headteacher must be satisfied that the circumstances warrant the granting of leave. The headteacher will determine the number of school days a child can be away from school if the leave is granted.



12 Lateness

Poor punctuality is not acceptable. If a pupil misses the start of the day, they can miss work and late arriving pupils disrupt lessons. It can be embarrassing for the pupil arriving late and can encourage future absence.

12.1 How we manage lateness

The school day, at St Cuthbert's Catholic Primary School, starts at 8.45am when registers are taken by the class teacher and registration closes at 8.50am. children will receive a late mark if they are not in their class by that time. School recommends that pupils arrive by 8.40 am.

- If a child arrives late to school on a regular basis parents / carers will receive a dojo message informing them that their child's punctuality is being monitored. If there is no improvement parents / carers will be requested to attend a supportive Panel Meeting in school.
- Late arrival to school following the close of registers is classified as an absence. If children arrive half an hour after the register closes, attendance will be coded as U (Code U is an unauthorised absence code). If a pupil is persistently late after the official close of the register and there are no barriers preventing the child from arriving on time, the school may request the local authority issue a penalty notice. 10 U codes will automatically result in a penalty notice (an £80 fine which will increase to £160 if not paid within 28 days).
- The official close of registration for St Cuthbert's Catholic Primary School is 8.50am.

If a parent / carer has any problem getting their child to attend school on time, they should contact the headteacher or school office who will offer support to resolve the problem.

13 People Responsible for Attendance at St Cuthbert's Catholic Primary School

All governors, school staff, parents / carers and pupils need to work as a team to support the attendance, punctuality, safeguarding and achievement of children. This continued support therefore is vital in making every pupil's journey through school a success.

See attached appendices

14 Removal from Roll

From the 1st of September 2016 changes were introduced to the Pupil Registration Regulations 2016. These amendments affect all non-standard transitions; this is whenever a child, of compulsory school age, leaves a school before completing the school's final year.



As a school we are now required to: Inform the LA in *every* circumstance when deleting a pupil's name from the admission register. Inform the LA of the child's destination school and home address if the pupil is moving to a new school.

All schools must complete an Exit form and submit to the CME@liverpool.gov.uk inbox.

All schools must provide information to the LA when registering new children, including the child's address and previous school.

If your child is leaving our school parents / carers are asked to:

- Provide the attendance officer with comprehensive information about their plans, including, any date of a move, new address and telephone numbers, your child's new school and the start date when known. This should be submitted to school in writing.
- If a child leaves and we do not have the above information, then your child may be considered to be a child missing in education. This requires schools and local authorities to carry out investigations to try to locate your child, which may include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Appendices - Working Towards Best Practice

Attendance and Punctuality Roles and Responsibilities Guidance

When	Whom	Actions Expected
DAILY	Pupils	• Arrive on school site by 8 40am • Be in class on time for registration at 8 45 am
	Class Teacher	• Registers are completed on the MIS system each day on time • Ensure attendance and punctuality have a high profile in class • Discuss absence and lateness with parents/carers upon arriving / returning to school • Welcome late arrivals into class sympathetically • Welcoming long-term absentees back into class
	Pastoral Staff	• Ensuring staff have completed AM/PM registers • Ensuring input of accurate attendance marks in the register via MIS • Identify children who are absent from school without reason (before 10am) • Log on MIS, parental voicemails, Dojo messages and emails regarding student absences and lateness • Ensure the parents / carers of arriving pupils are spoken to ensure that their attendance is entered on to MIS • First day absence phone contact with parents / carers, following up unexplained absences where no Dojo message/phone call have been returned • Liaison with SLT and class teachers with regards to specific attendance and punctuality queries when action is required • Supporting staff with registration queries, support the interventions of the class teachers • Logging attendance of all children going out for / returning to school for medical, dental or visits • Daily liaison with other settings for children educated off site to ensure AM and PM registers are provided within set time parameters and children who fail to attend with reasons unknown are followed up through the first day contact systems • Daily late process, log and send actions for relevant staff • Daily attendance googledoc (including reason for absence, vulnerabilities and historic attendance concerns) is accessible to SLT and Teachers and can be updated by all • Reports shared with Governors

	Designated Attendance Lead	- Monitoring and tracking of staff not completing registers in line with Safeguarding requirements - Liaison with EWO and Pastoral staff regarding support strategies and interventions needed for identified children and families.
	EWO/HT/SLT	- Safeguarding home visits as required - Focused casework interventions with persistently absent children and families - Phone call contact with parents / carers - Home visits - Instigation of legal proceedings (EWO) - Tracking of actions and interventions and feedback to pastoral staff
When	Whom	Actions Expected
WEEKLY	Class teacher	- Ensure all members of the class know the school target and their current attendance - Update information on attendance displays - Support pupils to catch up on missed work due to prolonged absence
	Pastoral Staff	- Informing SLT and EWO of pupil patterns of absence and lateness - Provide weekly pupil attendance and punctuality figures including PA and minutes late report - DAL to share attendance via Dojo, weekly newsletter, X (formerly Twitter) and parent noticeboard - Discuss punctuality concerns with the parents/carers of identified pupils - Pupil rewards – Golden Attendance Stars / Termly Class Rewards (Treat Vote) / Individual Awards (Vouchers for a store of choice)
	Designated Attendance Lead	- Monitoring and tracking of staff not completing registers in line with Safeguarding requirements - Liaison with EWO and pastoral staff regarding supportive interventions implemented to support the families of identified children - Determine priority actions for the following week

When	Whom	Actions Expected
HALF TERMLY	Designated Attendance Lead	• Maintain a high profile of attendance and punctuality as a significant contributor to a child's achievement • Use attendance and punctuality data to identify and act to improve the attendance and punctuality of vulnerable children • Ensure that all teaching staff focus on attendance and punctuality in planning and pedagogy • Determine priority actions for the next half term
	Pastoral Staff	• Monitor and track attendance SA / PA / PL • Produce half termly reports of vulnerable groups for action and information • Liaise with EWO to share information and agree joint actions re action plans and children causing concern • Host Panel Meetings - meet with parents/carers face to face for all PA pupils or pupils whose attendance is a concern to offer support • Meet with parents / carers face to face for all pupils who have a punctuality concern to offer support

TERMLY	Designated Attendance Lead	• The importance of attendance and punctuality is underpinned by awareness of safeguarding issues for all children both in school and those attending off site provision • School attendance review alongside the EWO • Ensure attendance and punctuality is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance and punctuality • Ensure that the attendance policy is implemented across the school and systems are operating effectively • Report to SLT on attendance and punctuality matters • Ensure school welcome information, website, Dojo class story, X (formerly Twitter) and school newsletters promote attendance and punctuality • Ensure attendance and punctuality feature at ALL parent / carers evenings & meetings • Determine priority actions for the next term
	Headteacher	• Ensure that attendance and punctuality maintain a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance and punctuality data in conjunction with SLT and Governors

St Cuthbert's Catholic Primary School

Policy Written:	September 2025
Shared with governors:	September 2025
Next review:	September 2026
Staff Responsible:	Claire Bellis-Knox