KEYINGHAM PRIMARY SCHOOL
ACCESS TO EDUCATION SCHOOL-BASED PROCEDURES

Effective Date: September 2026
Date of minuted approval by the Board of Governors:
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. • Charlotte Turnbull (DDSL and Attendance Officer) • Lucy Richardson (Operations Manager) • admin@keyinghamprimary.co.uk
Safeguarding Team	The safeguarding team at Keyingham 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. • Mike Copley (Headteacher and Designated Safeguarding Lead) • Tracy Lawson (DDSL Child Protection Manager) • Charotte Turnbull (DDSL and Attendance 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

Keyingham Primary School is committed to ensuring all its pupils receive a full-time education which maximises opportunities and achievement for all. For pupils to gain the most from their time at Keyingham Primary School, it is vital that they maintain excellent attendance and punctuality and we are committed to supporting pupils and their parents/carers in sustaining this throughout their time at school. In doing so, we will:

- Set high expectations for the attendance and punctuality of all pupils.
- Ensure that all pupils access full-time education which meets their needs and allows them to reach their potential.
- Strive to provide a welcoming, caring and safe environment where each student can engage in all opportunities offered
- Promote good attendance and punctuality and discourage unjustified absence
- Act early to address patterns of absence
- Commit to building strong relationships with families to ensure pupils have the support in place to attend school
- Early intervention and working with other agencies to ensure the health and safety of our pupils
- Continue to emphasise that it is everyone's responsibility to improve attendance and punctuality
- Reward regular attendance

KEYINGHAM PRIMARY

THE CONSORTIUM ACADEMY TRUST





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 half termly letter 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.

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.
- The morning register opens at 8.45am and closes at 9.00am. The afternoon register opens at 1.00pm and closes at 1.15pm.
- 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 9.15am and 1.15pm will be marked as a U and given an unauthorised absence mark for that session.
- At Keyingham 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 Headteacher to discuss any challenges.

Absence Guide – Daily Monitoring

- Parents are required to inform the school on the first day of absence before 9:00am of the reason and continue to do so daily via a text message, email (admin@keyinghamprimary.co.uk), or a phone call to school.

- An Arbor message will be sent at 9.00am to the parent of any child who has not reported their child's absence.

- A phone call will be made to the parent of any child at 9.30am who has not yet reported their child's absence.

- If contact cannot be made by 11.45, then a home visit will take place and a letter will be

issued. If no response to the letter is received within 7 days, the absence will be recorded as unauthorised.

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

- Whenever a learner absence is recorded as unauthorised, parents will be sent a message 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.

- We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

- Where there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as doctor's note, prescription, appointment card or other appropriate form of evidence. Schools will not ask for medical evidence unnecessarily.

When attendance becomes a concern

- The Safeguarding Team will analyse attendance and absence data at regular intervals to identify early deterioration, patterns and pupils requiring additional support.
- Attendance letters are sent to parents/carers every half term to notify them of their child's current attendance.
- Pupils with 95% and above Attendance letter
- Pupils with 90%-94.9% Attendance letter
- Pupils below 90% Attendance letter; 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 Attendance Officer 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-timeand 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 met.