

Attendance and Punctuality Policy

Headteacher: Miss S Wright

Date Implemented: Sept 2026

Date of Review: Sept 2027

Every Day Matters

At Bowness Primary School, we believe that excellent attendance is fundamental to achieving our vision:

- Every Child a Reader
- Every Child a Writer
- Every Child Numerate
- Every Child the Chance to Shine and is prepared for a future of possibilities

As "the small school doing big things", we want every child to feel happy, safe and successful in school. Regular attendance enables children to develop friendships, build confidence, make strong academic progress and fully participate in the wider life of our school.

We are committed to creating a culture where attendance is everyone's responsibility. We work in partnership with families to remove barriers to attendance and ensure that every child receives the education they deserve.

Aims

This policy aims to:

- Promote excellent attendance and punctuality for all pupils.
- Ensure every child attends school regularly and on time.
- Develop strong partnerships with parents and carers.
- Identify attendance concerns early.
- Remove barriers to attendance wherever possible.
- Reduce persistent and severe absence.
- Support vulnerable pupils, including disadvantaged pupils and those with SEND.
- Ensure statutory attendance procedures are followed.
- Celebrate and reward good attendance.
- Support the school's attendance improvement priorities within the School Development Plan.

Roles and Responsibilities

Governing Board

Governors will:

- Monitor attendance data and trends.
- Hold leaders accountable for attendance outcomes.
- Ensure statutory attendance duties are fulfilled.
- Receive regular attendance reports.

Headteacher

The Headteacher will:

- Lead the strategic approach to attendance.
- Ensure attendance remains a whole-school priority.
- Monitor attendance data and trends.
- Support families experiencing difficulties.
- Liaise with the Local Authority where necessary.

Attendance Lead

The Attendance Lead will:

- Monitor attendance and punctuality daily, weekly and termly.
- Identify pupils at risk of persistent absence.
- Work closely with families to understand barriers to attendance.
- Coordinate attendance interventions and support plans.
- Liaise with Bolton Local Authority and external agencies where necessary.
- Use the Bolton Attendance Toolkit to support attendance improvement strategies.
- Monitor the attendance of vulnerable groups, including disadvantaged pupils, pupils with SEND and those known to social care.
- Evaluate the impact of attendance initiatives and report findings to senior leaders and governors.

Staff

All staff will:

- Promote positive attendance.
- Welcome pupils warmly each day.
- Record attendance accurately.
- Raise concerns about attendance promptly.
- Support pupils and families where barriers are identified.

Parents and Carers

Parents and carers are expected to:

- Ensure their child attends school every day wherever possible.
- Ensure their child arrives punctually.
- Notify the school on the first day of absence and each subsequent day.
- Work in partnership with school to address attendance concerns.
- Avoid requesting leave during term time.

Pupils

Pupils are encouraged to:

- Attend school every day.
- Arrive on time and ready to learn.
- Take pride in their attendance.
- Speak to trusted adults if they are experiencing difficulties attending school.

Attendance Expectations

At Bowness Primary School, we promote the message that every day counts.

Attendance Percentage	Description
98-100%	Excellent attendance
96-97.9%	Good attendance
95.9% and below	Attendance causing concern
Below 90%	Persistent absence
Below 50%	Severe absence

The school monitors attendance carefully and will provide support where attendance begins to decline.

Promoting Good Attendance

We believe attendance improves when children:

- Feel safe, happy and valued.
- Have positive relationships with staff.
- Experience engaging learning opportunities.
- Feel a sense of belonging.
- Receive support when difficulties arise.

The school will:

- Celebrate good attendance regularly.
- Share attendance information with families.
- Contact families early when concerns emerge.
- Work collaboratively with external agencies where required.
- Take a supportive and child-centred approach to attendance improvement.

Registration and Punctuality

- School gates open at **8:45am**.
- School gates close at **9:00am**.
- Registration begins promptly at **9:00am**.
- Registers close at **9:20am**.
-

Any pupil arriving after 9:00am must enter through the main office and be signed in.

Pupils arriving after 9:20am without an authorised reason may receive an unauthorised absence mark in line with statutory guidance.

Patterns of lateness will be monitored and addressed with parents and carers.

Absence Procedures

Parents and carers must notify the school by telephone before **9:30am** on the first day of absence.

Parents should continue to update the school on each day of absence.

Where no reason for absence has been received:

- The school will contact parents on the first day of absence.
- Follow-up actions will be taken where concerns remain.
- Home visits may be conducted if it is felt necessary.
- Appropriate safeguarding procedures will be followed if the school is unable to establish a child's whereabouts.

Attendance Monitoring and Early Intervention

The school adopts a graduated approach to attendance support.

Attendance Below 95%

Parents/carers may receive:

- A text message, email or telephone call.
- Attendance information and guidance.
- An opportunity to discuss any barriers affecting attendance.

Attendance Below 90%

(Persistent Absence)

Parents/carers will:

- Receive a formal attendance letter.
- Be invited to meet with school leaders.

- Discuss barriers and support strategies.
- Agree attendance improvement targets where appropriate.

Attendance Below 85%

Parents/carers will be invited to a formal attendance meeting and:

- An Attendance Action Plan may be implemented.
- Regular reviews will take place.
- Additional support services may be involved.
-

Attendance Below 50%

(Severe Absence)

The school will work closely with:

- Parents and carers.
- The Local Authority.
- Health professionals.
- Other relevant agencies.

An intensive support plan will be implemented to improve attendance.

Pupil Engagement and Attendance Support

At Bowness Primary School, we recognise that improving attendance is most effective when pupils understand the importance of being in school and are actively involved in finding solutions to any barriers they may face.

Where attendance concerns arise, school staff may work directly with pupils using approaches and resources from the Bolton Attendance Toolkit. This may include:

- Discussions with pupils about attendance and punctuality.
- Attendance mentoring and supportive check-ins.
- Identifying barriers to attendance from the child's perspective.
- Attendance passports or pupil voice activities.
- Setting attendance goals and celebrating improvements.
- Personalised support plans to encourage regular attendance.
-

We believe that listening to pupils and involving them in attendance improvement is key to helping them feel successful, supported and connected to school.

Attendance Action Plans

Where attendance concerns persist, an Attendance Action Plan may be developed.

This may include:

- Identification of barriers.
- Agreed actions for home and school.
- Support from external agencies.
- Review dates.
- Attendance targets.

The purpose is to support families and secure improved attendance outcomes.

Supporting Pupils with Additional Needs

Bowness Primary School recognises that some pupils may experience additional barriers to attendance.

This may include:

- Special Educational Needs and Disabilities (SEND).
- Medical conditions.
- Mental health and wellbeing needs.
- Bereavement.
- Family circumstances.
- Social or emotional difficulties.

The school will work closely with parents, carers and relevant services to identify and remove barriers wherever possible.

Attendance support will be individualised and proportionate to need.

Medical Appointments and Illness

We encourage all appointments, where possible, to be arranged outside school hours.

Where pupils must attend appointments during the school day:

- Evidence may be requested.
- Pupils should attend school before and after appointments whenever possible.

Where a pupil's attendance is significantly affected by illness or medical appointments, the school will work alongside families and health services to provide appropriate support.

Where attendance falls below 80% due to medical concerns, a referral may be made to the School Nursing Service following discussion with parents or carers.

Leave of Absence During Term Time

The law states that Headteachers may only authorise leave of absence during term time in exceptional circumstances.

Parents should submit requests in writing before making any arrangements.

Each application will be considered individually.

Bowness Primary School interprets exceptional circumstances as situations of unique and significant emotional, educational or spiritual value that outweigh the loss of learning time.

Holidays taken during term time will not normally be authorised.

Rewards and Recognition

We believe that attendance should be celebrated.

The school may use:

- Weekly class attendance recognition.
- Attendance certificates.
- Attendance raffle rewards.
- Half-term attendance celebrations.
- End-of-year recognition.
- Attendance updates within newsletters.

Our aim is to encourage positive habits and reinforce the importance of attending school every day.

Working with Other Agencies

Where attendance concerns continue despite support, the school may seek advice and assistance from:

- Bolton Local Authority.
- School Nursing Service.
- Early Help Services.
- Attendance Officers.
- Other relevant agencies.

The school will always seek to work positively with families before considering formal intervention.

Where appropriate, the Local Authority may consider legal measures in line with current legislation and statutory guidance.

Monitoring and Evaluation

Attendance is monitored regularly by senior leaders and reported to governors.

Attendance information will be analysed to:

- Identify trends.
- Monitor vulnerable groups.
- Evaluate the impact of interventions.
- Reduce persistent absence.
- Improve outcomes for all pupils.

Attendance remains a key priority within the School Development Plan and forms part of our commitment to ensuring every child can achieve their full potential.

Conclusion

At Bowness Primary School, we believe that every day in school provides opportunities to learn, achieve and thrive. Through strong relationships, high expectations and effective support, we aim to ensure all children attend regularly, arrive punctually and have every opportunity to reach their full potential.