



Attendance Policy

Approved by:
B.Suddhi

Date: February 2026

Last reviewed on: February 2026

Next review due by: February 2027

This policy was developed through a process of consultation with the following stakeholders;

Stakeholder name	Stakeholder role	Stakeholder responsibility
Mrs Bindy Suddhi	Senior Leader responsible for Attendance	To ensure that all children attend school regularly. To strategically monitor, evaluate and report on attendance related issues to all key stakeholders.
Miss Lauren Wilkins	Attendance Champion	To monitor the attendance of individual children on a daily basis. To work alongside all key stakeholders to offer support and advice in relation to attendance. To lead key school initiatives in relation to the promotion of regular attendance.
Derby City Council	Educational Welfare Officer	To raise the level of attendance of those children identified as being at risk of persistent absence. To ensure that the welfare of all children is at the forefront of attendance related issues.
Mrs Ewa Wolinska	School Governor (Chair of governors)	To regularly monitor and evaluate school procedures in relation to attendance.

Signed by:

Headteacher

Date: February 2026

Chair of governors

Date: February 2026

Statement of Intent

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them to become lifelong learners. It is imperative that our most vulnerable pupils receive additional support and guidance to attend school regularly.

At Pear Tree Infant and Nursery school we address issues in relation to attendance by operating a policy with which staff, pupils, parents, the local community and Educational Welfare Services can work in close partnership. The school community actively encourage an adherence to the attendance policy and strive to foster a culture of regular attendance.

Good attendance is seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all.

Our aims

- To recognise and value our diverse social and cultural settings
- To ensure inclusiveness is integral to all school practices
- To ensure that all pupils have access to quality first education on a regular basis through regular attendance
- To create a culture in which good attendance is fully embedded and valued by all stakeholders
- To consistently implement sanctions in collaboration with the Education Welfare Officer

Our actions of intent

- To ensure that pupil voice is paramount in all attendance related issues through collaborating closely with school council representatives
- To work with parents as partners in addressing attendance issues
- To ensure that all staff members play an active part in the promotion of regular attendance
- To ensure that the Attendance Champion is supported wholeheartedly in carrying out attendance procedures
- To consistently implement effective working relationships with the Education Welfare Service through reporting half-termly figures
- To respect and be fully aware of children's social, cultural and religious beliefs and, where possible, take these into considerations with regard to attendance.

Our targets

- To administer an effective and robust means of collating and monitoring attendance information
- To regularly liaise with the Education Welfare Officer to scrutinise attendance related data
- To agree specific targets in a context of all known relevant factors
- To write a report for the Governors at the end of each term, detailing all aspects of attendance for that term
- To target resources and implement them where most appropriate and to undertake this within a reasonable time frame

- To keep parents, pupils and Governors informed of policy and practice
- To ensure that the school is aware of government targets which may have been set for some vulnerable groups, such as looked after children or children from certain ethnic origins.

Parents as partners

Communication with parents regarding our attendance policy will be disseminated:

- In initial meetings for new starters
- Through our home/school agreement contract
- Regularly during teacher parent conferences
- On our school website
- Via email/text through our parent communication tools

Our children

Children as our most valued stakeholders will be regularly notified of attendance related issues through;

- Weekly assemblies
- Daily through dialogues within the classroom regarding the importance of regular attendance
- Key information sharing from school council representatives
- Through our school mantra 'I'm at school every day, at 10 to 9 I'm on time! I'm a Smooth Schooler'

Our procedures

All children should attend school and nursery for 190 days of the academic year, unless there is a valid reason for absence. Absence is clarified under two discreet headings:

- Authorised (where school has approved absence under the direction of the Head Teacher)
- Unauthorised (where the school will not approve absence)

In cases of illness parents are informed to contact school on the first day of absence. Parents are encouraged to either ring or contact the school via the school app to communicate their child's absence. The school may ask for medical verification of illness to support an authorised absence.

If contact explaining the child's absence fails to be made the absence will be marked in the register as unauthorised. The Attendance Champion will continue to contact the family, if contact fails to be made a home visit may be conducted. If a child continues to be absent without contact, a home visit will be made to the home address. If deemed necessary, and contact has been made, a home visit may still be conducted, especially where children's attendance has been declining.

Where children's attendance falls below 96%, parents will be notified by letter that their child's attendance is being monitored. If absence rates continue to fall, you may be referred to the Education Welfare Officer.

Completion of school registers

The twice daily requirement ((infants only, nursery each session) to register pupils is an opportunity for the school to receive the children formally from home and serve as an introduction to the learning session.

Registers provide the daily record of attendance of all pupils and are legal documents that may be required in a Court of Law, for example as evidence in prosecutions for non-attendance.

Registers are completed electronically by each class. Registers are reviewed and coded as necessary by the Attendance Champion on a daily basis.

All registers are marked using codes as advised by Derby City Council.

The Governing Body is responsible for registering with the Data Protection Registrar under the Data Protection Act 2018.

In event of lateness

Our school day begins at 8.50 am. All pupils are actively encouraged to be in school for registration. The school gate is closed promptly at 9am daily. In the event of lateness, parents are advised to bring children to the main entrance to register and discuss the reason for lateness with the Attendance Champion. Pupils will then be marked as late on the register denoted with a L mark. Pupils who arrive at school after 9.30am will be marked as U which denotes arriving after the close of registration.

At Pear Tree Infant school, there are some circumstances where parents may take their child home for lunch i.e., medical needs. The afternoon session begins at 1.15pm (Infant school only). Any children arriving after this time will be marked as late on the register.

Where persistent lateness gives cause for concern further action will be taken by the Head Teacher and Attendance Champion.

All children must be collected by an adult at the end of the school day.

Unauthorised absence during term time

There is a strong correlation between good school attendance and academic achievement. Parents are advised strongly to refrain from taking their child on holiday during term time.

In England, under Section 444 of the Education Act, parents are responsible for ensuring their child attend school 'regularly'. Failure to do so is an offence under section 444 of the Education Act 1996. Schools cannot grant leave of absence during term time unless there are explicit exceptional circumstances.

Pear Tree Infant and Nursery school have a zero-tolerance philosophy to holidays taken during term time and any holiday taken will be regarded as unauthorised and reported to the Education Welfare Officer at Derby City Council and will result in a penalty notice fine.

For Nursery school children with unauthorised absence for the period of 10 days or above, they will be removed from school roll.

For Infant children with unauthorised absence for the period of 20 days or above they will be referred to Derby City Council for processing as a Child Missing In Education.

Parental wishes for their child to remain at either school will need to go through the Derby City Council admissions process which adheres to waiting list procedures.

What parents need to do

- Ensure that the school knows as soon as possible why your child is absent
- Where-ever possible make medical appointments out of school hours
- Ensure that your child attends school regularly unless suffering from a medical condition
- Ensure that family holidays are booked during school holidays

If parents have any concerns or queries regarding our attendance policy, they are advised to speak to the Attendance Champion or Head Teacher.

In developing this policy, we have taken into account the fact that Pear Tree Infant Nursery school serve ethnically diverse communities. Our practice and policy guards against disadvantaging any sections of the community. Schools are aware and take into account the need for all public authorities to re-examine and make changes to their practice in promoting genuine multi-racial partnership.

The school understands the need for ongoing communication with parents/carers and pupils regarding this policy, particularly those new to the school.