



**Gamston St Peter's CofE Primary  
School**

**Attendance and Punctuality  
Policy**

**Updated October 2025**

## **Introduction**

At Gamston St Peter's CofE Primary School, we have a School Attendance and Punctuality Policy designed to:

- Provide a clear structure for responding to absences.
- Ensure consistency of practise across the school.
- Offer guidelines to new staff, students, and stakeholders.
- Enable discussion, review, and sharing of effective practices.
- Support and motivate pupils while maintaining a consistent approach.

## **Good Practise Development**

### **Parental Support:**

We recognise the crucial role of parents/carers in supporting our efforts to secure high levels of attendance. We maintain effective communication with parents, informing them of attendance regulations, school expectations, and providing regular updates on attendance data compared to targets.

## **Attendance Expectations**

- **Attendance and Punctuality Expectations:** Parents and pupils are expected to understand the school's attendance and punctuality expectations, including start and close times, register closing times, and processes for requesting leaves of absence.
- **Senior Leader Responsible for Attendance:** The Headteacher is the designated senior leader responsible for the strategic approach to attendance. Contact details are available on the school website.

## **Unauthorised Absence**

The school operates a first-day calling system. If there is no communication from home by 9:30 AM, parents will be contacted via text. If there is no response by 10:30 AM, a second text will be sent. If there is still no reply, we will attempt to contact the primary and secondary/emergency contacts listed for the pupil. If contact cannot be made, two staff members will visit the home address to ascertain the reason for the absence. Absences will be recorded appropriately in the register.

Parents are expected to notify the school on each day of absence, following the outlined procedures.

## **Lateness**

The school registers remain open for 30 minutes after the start of the school day. The school day begins at:

- **8:50 AM** for EYFS & KS1
- **8:55 AM** for KS2

The registers close at:

- **9:20 AM** for EYFS & KS1
- **9:25 AM** for KS2

Late arrivals will be recorded as follows:

- **L:** Arrived after the register was taken but before closing.
- **U:** Arrived after the register closed, recorded as an unauthorised absence.

Pupils arriving late must enter through the main entrance, where office staff will update the register and note the number of minutes late.

## **Holidays in Term Time**

The school does not authorise holiday absences during term time except in exceptional circumstances, which include:

- A parent being a member of the armed forces or police with directed leave.
- A terminal illness of a close family member.
- Religious observance (up to 3 days per year).
- Other circumstances deemed beyond the control of the parents.

Applications for term-time holidays must be made using the official form available on the school website or from the school office, at least one month before the intended absence. Failure to meet this deadline will withdraw the right of appeal against the Headteacher's decision.

## **Early Intervention**

Monitoring and encouraging attendance is integral to our school ethos. Poor attendance directly impacts individual achievement and overall school standards. The Headteacher reviews attendance registers on a half-termly basis, identifying pupils whose attendance is a concern. For problematic attendance or punctuality, a letter or meeting will be convened to discuss improvement strategies.

## **Safeguarding**

If any member of staff has concerns about a pupil's absence, they must report this to the Headteacher immediately. The school will work collaboratively with parents and external agencies to address any barriers to attendance.

## **Data Management and Reporting**

The school will regularly inform parents about their child's attendance levels, avoiding headline percentages and instead focusing on the impact of absence on learning. We will hold regular meetings with parents of vulnerable or persistently absent pupils and identify those needing support from wider partners.

## **Review of Attendance and Punctuality Policy**

This policy will be reviewed annually, or as necessary, to ensure it meets the evolving needs of our pupils and complies with DfE guidance. Feedback from pupils and parents will be sought during the review process.

The Governing Body, at their meeting in November 2025, adopted this policy. It will be reviewed in 12-months.

Signed:

\_\_\_\_\_ (Headteacher)

\_\_\_\_\_ (Chair of Governors)