



Sedgeberrow CE First School Attendance Policy 2026/27

Reviewed April 2026
Review Date April 2027
Full Governing Body

Our vision is to ensure that every child achieves happiness, emotional and physical wellbeing and the opportunities to develop an understanding of their own spirituality. Through this vision our children flourish with kindness as individuals and achieve their best. All children will grow a lifelong love of learning, a love for others and our world and a love for themselves.

*'Love each other as I have loved you'
John 15 :12*

Together We shine Brighter

1. Vision and Core Principles

Sedgeberrow CE First School promotes excellent attendance as essential for safeguarding, wellbeing and achievement. In line with DfE statutory guidance Working Together to Improve School Attendance (Aug 2024), we foster strong relationships with families and remove barriers to attendance. We follow Worcestershire LA guidance.

2. Legal Framework

This policy complies with the Education Acts, the School Attendance (Pupil Registration) (England) Regulations 2024, and the National Penalty Notice Framework 2024. DfE guidance sets legal expectations for registers, leave of absence, and data sharing.

3. Roles and Responsibilities

Senior Attendance Champion: Phil Croke. SENDCo: Miss Ioannides. All staff promote good attendance. DSL monitors safeguarding risks linked to absence. Worcestershire LA provides support and targeted intervention.

4. Start of Day, Registers & Daily Processes

Registers open at 8:45 and close at 9:05. Afternoon register follows DfE rules. First-day calling is used, escalating to home visits where necessary. Registers follow 2024 national attendance codes.



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5. Attendance Monitoring & Thresholds

Mixed approach: supportive first, formal when required. Alerts at 95%, concern at 92%, persistent absence at 90%, severe absence at 80%. Patterns monitored termly.

6. Interventions, Support & Escalation

Early help, pastoral support, family meetings, attendance plans. Escalation includes attendance contracts, Notices to Improve, penalty notices, and prosecution where required.

7. Leave of Absence & Exceptional Circumstances

Leave granted only in exceptional circumstances. Holidays not authorised. Requests must be made in advance.

8. Pupils with SEND, Medical or Mental Health Needs

A graduated response ensures reasonable adjustments, phased returns, and partnership with health services. SENDCo oversees tailored plans.

9. Rewards & Positive Reinforcement

Termly 100% attendance rewards and celebrations. Positive reinforcement prioritised.

10. Data Sharing, LA Collaboration & Safeguarding

Daily attendance shared with DfE. Worcestershire LA receives required returns. Absence may indicate safeguarding concerns and is followed up promptly.

11. Penalty Notice Framework (2024)

Penalty notices issued at 10 unauthorised sessions within 10 weeks. Max two per child per parent in 3 years. Escalation may lead to prosecution.

12. Review Cycle

Policy reviewed annually



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