



Newbald Primary School

Beverley Road, North Newbald, East Yorkshire, YO43 4SQ
Headteacher: Mr Paul Flintham

Newbald Primary School Attendance and Absence Policy

Introduction

Newbald Primary is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome.

At Newbald Primary School we recognise the link between regular attendance and high attainment. We expect that all pupils will attend school every day that the school is open unless there is a specific reason for the pupil not attending. We are committed to applying the core principles as set out in Working Together to Improve School Attendance, August 2024.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of the maximum attendance possible for all children. However we set high expectations that pupils have an attendance of 97% or better. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Skills. Each year the school will examine its attendance figures and compare these to both national and East Riding attendance figures. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its goals for the highest possible attendance.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

01430 827612



admin@newbaldprimary.co.uk



www.newbaldprimary.org.uk





Newbald Primary School

Beverley Road, North Newbald, East Yorkshire, YO43 4SQ
Headteacher: Mr Paul Flintham

Advice and contact list

Name	Role	Contact details	Notes
Mrs Somerset & Mrs De Luca	Member of staff responsible for day-to-day management of attendance	School Office Phone: 01430 827612 Email: admin@newbaldprimary.co.uk	Parents should contact the office to inform if their child is absent or to enquire about attendance
Mr Flintham Headteacher	senior leader responsible for the strategic approach to attendance in school	Phone: 01430 827612 Email: pflintham@newbaldprimary.co.uk	Please contact the headteacher if you are worried about your child's attendance
Mr Flintham	Designated safeguarding lead	Phone: 01430 827612 Email: pflintham@newbaldprimary.co.uk In the absence of Mr Flintham, please contact our Deputy Designated Safeguarding Lead: Mrs Taylor: ltaylor@newbaldprimary.co.uk	This should be the name of the person who parents could approach for more detailed support on attendance and / or safeguarding
East Riding Representative	Education Welfare Service	Email: education.welfare@eastriding.gov.uk	This is the local authority contact that parents and schools could contact for further assistance

01430 827612 

admin@newbaldprimary.co.uk 

www.newbaldprimary.org.uk 



Newbald Primary School

Beverley Road, North Newbald, East Yorkshire, YO43 4SQ
Headteacher: Mr Paul Flintham

Definitions and acronyms

Definition of a parent - For the purpose of this policy, as set out within 'Working Together to Improve School Attendance,' August 2024 a parent means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who has care of a child or young person (i.e. lives with and looks after the child).

DfE – Department for Education

Related legislation and guidance

'Working together to improve school attendance' August 2024

Education Act 1996

Education (Pupil registration) (England) (Amendment) Regulations 2016

'Children Missing in Education,' Statutory Guidance September 2016

'Keeping Children Safe in Education,' September 2022

'Ensuing a good education for children who cannot attend school because of health needs,' January 2013

'Summary of responsibilities where a mental health issue is affecting attendance,' February 2023

'Promoting the education of children with a social worker,' - June 2021

'Supporting Pupils at school with medical conditions,' December 2015

'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement,' September 2023

01430 827612 

admin@newbaldprimary.co.uk 

www.newbaldprimary.org.uk 



Newbald Primary School

Beverley Road, North Newbald, East Yorkshire, YO43 4SQ
Headteacher: Mr Paul Flintham

Roles, responsibilities and expectations

the table below is taken from the DfE 'Summary table of responsibilities for school attendance,' August 2024.

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Ensure school leaders fulfil expectations and statutory duties.
Only request leave of absence in exceptional circumstances and do so in advance	Accurately complete admission and attendance registers.	Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.	Ensure school staff receive training on attendance.
	Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.	
	Have a dedicated senior leader with overall responsibility for championing and improving attendance.	

01430 827612 

admin@newbaldprimary.co.uk 

www.newbaldprimary.org.uk 



Newbald Primary School

Beverley Road, North Newbald, East Yorkshire, YO43 4SQ
Headteacher: Mr Paul Flintham

School Times, Registration & Absence Recording

- It is important that your child is at school for the start of the school day. The school day is made up of two sessions, a morning, and an afternoon. Registers are taken during these sessions. School times are:
 - **Morning Registers: 8:50am**
 - **Afternoon: Registers: 1:00pm**
- The school uses Arbor to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.
- Arbor will be used by the class teacher (or a designated staff member) to take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are present or absent and national attendance codes will be used to ensure attendance and absence are monitored and recorded in a consistent way.
- Should the teacher / Office staff know the reason a child is absent they will input a note on the child's attendance record in Arbor.
- Registration in main school will be completed within 30 minutes of the class start time. Office staff will check the attendance once complete. They will contact parents of those children absent at 10:00 am if no prior contact with the school has been made. We will enter the appropriate code onto Arbor with any relevant notes.
- If your child arrives at school after the register has closed then your child will incur an unauthorised absence mark for this session unless an acceptable reason is provided, e.g. evidence of a medical/dental appointment.

Informing the school of the reason for an unexpected absence.

- You must contact the school as soon as possible to inform us that your child will not be attending school and you will be asked to provide a reason for this absence. This will ensure that the absence is accurately recorded in the register.

Contacting Home

- Should no message from parents of absent children be received, office staff will contact the parents by telephone to ask why their child is absent. Should the office staff be unable to contact parents of the absent children, the matter will be discussed with the Headteacher to ascertain if a home visit is necessary. All attempts to contact the parent will be logged onto Arbor.

01430 827612 

admin@newbaldprimary.co.uk 

www.newbaldprimary.org.uk 



Newbald Primary School

Beverley Road, North Newbald, East Yorkshire, YO43 4SQ
Headteacher: Mr Paul Flintham

Lateness & Punctuality

- The school day starts at 8:50am. However, in order to facilitate a prompt start to the day school doors are opened at 8:45am.
- Entrance doors and gates will be locked at 8.55 am. Children arriving after this time will enter the building via the main school entrance.
- The time, child's name and reason for being late will be entered into Arbor.
- Registration closes at 9.20 am. On Arbor, children arriving late before 9.20 am will be given a 'L' attendance mark (Late). Children arriving late after 9.20 am will be given 'U' mark (Late after registers close).
- Should a child arrive after 10:00 am, the child will be marked as absent with the relevant code.
- Patterns of late attendance or unauthorised absence will be investigated and may need to be referred to the school's Educational Welfare Officer if there are grounds for concern.

Requesting leaves of absence from school in exceptional circumstances.

Absence for the purpose of a term time holiday is not usually considered exceptional.

Please complete the school's form to request absence from school in exceptional circumstances. The form can be found on the school website:

https://newbaldprimary.org.uk/documents/%5B1006699%5DNew_Absence_from_School_for_Exceptional_Circumstances_request_form_including_information_to_parents_-_from_19_August_2024.pdf

or alternatively a printed holiday form can be provided on request at the school office.

If your request is not approved and your child is absent during this time then the absence will be recorded as unauthorised and the school may refer the unauthorised absences to the local authority and parents may be liable for a penalty notice (fine).

01430 827612 

admin@newbaldprimary.co.uk 

www.newbaldprimary.org.uk 



Newbald Primary School

Beverley Road, North Newbald, East Yorkshire, YO43 4SQ
Headteacher: Mr Paul Flintham

Frequent Absence & Reducing Persistent / Severe Absence

The school will use its attendance data to help it identify pupils whose attendance has fallen below 90%, making them at risk of becoming a persistently absent pupil or below 50% (at risk of becoming a severely persistently absent pupil).

The school will contact you to discuss your child's attendance if there are regular absences or if there are concerns regarding attendance.

The Business Manager and / or the headteacher will analyse absence data on a termly basis, to identify children with attendance below 90%. The Business Manager and the Headteacher will discuss all identified children on an individual basis. Each case will be closely monitored for all children where attendance falls below 90%. All cases of pupils who have attendance below 90% are discussed with the Local Authority Educational Welfare Officer on a termly basis.

In cases where a pupil begins to develop a pattern of absence, their attendance shows no improvement or there is a cause for concern, the Business Manager will meet with the Headteacher to discuss the setting up of a meeting or a phone call with the parents. Discussion will take place at this meeting to ascertain if there are any issues the school needs to be aware of and targets will be put in place to help improve the child's attendance. Where there is no improvement in school attendance and all support interventions both in school and out of school as outlined above have been offered, then the school will meet with the Local Authority's Education Welfare Service (EWS) and agree whether they will become involved and formal interventions may be considered. These formal interventions could include the use of a voluntary parenting contract, penalty notice, education supervision order, school attendance order or prosecution in the magistrate's court.

01430 827612 

admin@newbaldprimary.co.uk 

www.newbaldprimary.org.uk 



Newbald Primary School

Beverley Road, North Newbald, East Yorkshire, YO43 4SQ
Headteacher: Mr Paul Flintham

Promoting attendance

The school promotes the importance of attendance.

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education:

- The induction pack is used to promote attendance and share expectations when pupils start at the school
- Attendance is highlighted and promoted in weekly special mention assemblies
- Weekly class attendance trophy is awarded
- Annual certificates for 100% attendance
- Silver star badges are awarded to pupils who achieve 97% attendance or higher
- Gold Star badges are awarded to pupils with outstanding attendance of 99% or better
- Fun - football style attendance games shared in special mention assemblies to highlight attendance
- Regular promotion on newsletters including informing parents of school and national attendance expectations/ targets
- Informing parents of their child's attendance data at periods through the school year such as inclusion on school reports or mid year, point in time, emails.

01430 827612 

admin@newbaldprimary.co.uk 

www.newbaldprimary.org.uk 



Newbald Primary School

Beverley Road, North Newbald, East Yorkshire, YO43 4SQ
Headteacher: Mr Paul Flintham

Holidays in term time and Penalty Notices

Newbald Primary follows the Local Authority policy for holidays in term time and the school has a duty to refer any cases which may be applicable for a penalty notice to educational welfare. The Business Manager will give details of any family taking an accumulation of unauthorised absence of 5 or more consecutive days. Please note that Inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term-time leave. Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10 week period. It should be noted that Newbald Primary School does not allocate any penalty notices nor does it receive any finance from them.

More information about attendance from the local authority can be found at the following website:

<https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/attendance-in-school/#:~:text=Penalty%20Notice%20Fines%20will%20be,absent%20for%20term%2Dtime%20leave.>

The Department for Education document: Working Together to Improve Attendance can be found using the link below:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Review

This policy will be reviewed regularly and updated as necessary.

As noted in 'Working Together to Improve School Attendance,' 2024, the school will seek the views of pupils and parents as part of the review process. Parents are invited to email any views to the school office (admin@newbaldprimary.co.uk) at any time and these views will be considered when the policy is updated.

01430 827612 

admin@newbaldprimary.co.uk 

www.newbaldprimary.org.uk 