



Glenwood Primary School

Attendance Policy

'Together we aim to develop confident, compassionate, and resilient learners who are equipped to thrive in an everchanging world'.

Policy update:	Nov 2025		
Policy to be reviewed by:	Nov 2027		
Signed by Principal:		Date:	
Signed by Chair of Governors:		Date:	

***Reviewed on Aug 26**

Ethos statement

Glenwood Primary School is a nurturing and enriching environment where we foster a culture of kindness, empathy and mutual respect. Together we build a safe and caring school where everyone belongs and thrives.

Vision

At Glenwood Primary School we are dedicated to fostering an empathetic and inclusive atmosphere where every student is valued, inspired, and challenged to achieve their fullest potential.



We help live our ethos and vision through the Glenwood Way

Move Calmly - Speak Nicely - Listen Carefully - Act Kindly - Do Your Best

Glenwood **WISDOM** qualities

TEAMWORK
RESILIENCE
RESPECT
KINDNESS
CURIOSITY
COMMITMENT

Introduction

Regular attendance is essential for every child to reach their full potential. At Glenwood Primary School, we believe attendance is a shared responsibility between home and school.

We also recognise that families in our community may face a range of circumstances that can make regular attendance challenging. Our approach is therefore rooted in understanding, support, and partnership. We aim to remove barriers, provide help early, and celebrate progress — no matter how small.

Good attendance helps children to achieve academically, maintain friendships, and feel connected to school life

Rights Respecting Schools

Glenwood is a Rights Respecting School and good attendance is referenced in **Article 28** of the **UN Convention of the Rights of a Child**:

“all children have the right to an education”

If pupils are not attending school on a regular basis they are being denied their right to an education.

Aims

It is our aim at Glenwood to provide a caring and supporting ethos which promotes a positive culture and encourages good attendance.

We aim:

1. To improve/maintain the overall attendance of pupils at Glenwood Primary School.
2. To encourage and reward those children with good and improved school attendance.
3. To work closely with families to understand individual circumstances and reduce barriers to attendance.
4. Based on data from 2025-26, increase whole-school attendance from current baseline levels to at **90% in 2026-2027**, with a focus on continuous improvement and reducing barriers for pupils with additional or medical needs. (Review this target every year to help increase attendance rate.)
5. To develop a framework that defines roles and responsibilities in relation to attendance.
6. To provide advice, support and guidance to parents/guardians and pupils.
7. To promote good relationships with the Education Welfare Service (EWS).
8. To raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
9. To establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
10. To establish a procedure of dealing with unauthorised absences.

The Importance of Attendance

- ❖ Children have a right to education (UNCRC Article 28).
- ❖ Regular attendance supports continuity of learning, confidence, and social development.
- ❖ Positive attendance habits build life skills and resilience.
- ❖ Consistent attendance helps children feel safe, included, and part of our Glenwood community.

Roles and Responsibilities

All members of the school community have a responsibility for identifying trends in attendance and punctuality.

Individual class teachers are responsible for:

- Recording attendance on SIMS **on a daily basis** using correct code
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/carers.
- Contacting parents/carers if a child has been off **one** day with no explanation given. The class teacher will then notify the vice-principal or SLT if they are unable to make contact; if the response given is unsatisfactory; if the pupil does not return to school after assurances have been given.
- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Discussing attendance issues at consultation afternoons as necessary.

The principal and the vice-principal are responsible for:

- Overall monitoring of school attendance.
- Trends in authorised and unauthorised absence.
- Contacting families when concerns are raised about absence including arranging meetings to discuss attendance issues.
- Monitoring individual attendance when concerns have been raised
- Making referrals to the EWS service.
- Providing reports and background information to inform discussion with the

school's Educational Welfare Officer (EWO).

- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

Parents/Carers are responsible for:

- Have a legal duty to ensure regular attendance.
- Inform school promptly about any absences.
- Avoid appointments and absences during school hours where possible.
- Work with the school to address any barriers affecting attendance.

Role of Pupils

- Attend school each day and arrive on time.
- Engage positively with their learning and with the school community

The Board of Governors are responsible for:

- Review attendance data and support the school's work to promote attendance and wellbeing.

The Role of the Education Welfare Service (EWS)

- Support the school and families to improve attendance.
- Take further action only when other approaches have not led to improvement.

Promoting Regular Attendance

At Glenwood, we believe encouragement is key. We celebrate not only high attendance but also improvement and effort. Rewards may include certificates, class recognition, and end-of-year acknowledgements.

We keep families informed about attendance in a positive and supportive way, with a focus on working together.

Authorised and Unauthorised Absence

Authorised absences include:

- Illness
- Medical/dental appointments that cannot be taken outside school hours
- Religious observance
- Exceptional family circumstances (e.g. bereavement)

Unauthorised absences include:

- Holidays during term time (except in exceptional cases)
- Birthdays, shopping trips, or similar events

****Parents should always inform the school of the reason for any absence as soon as possible.****

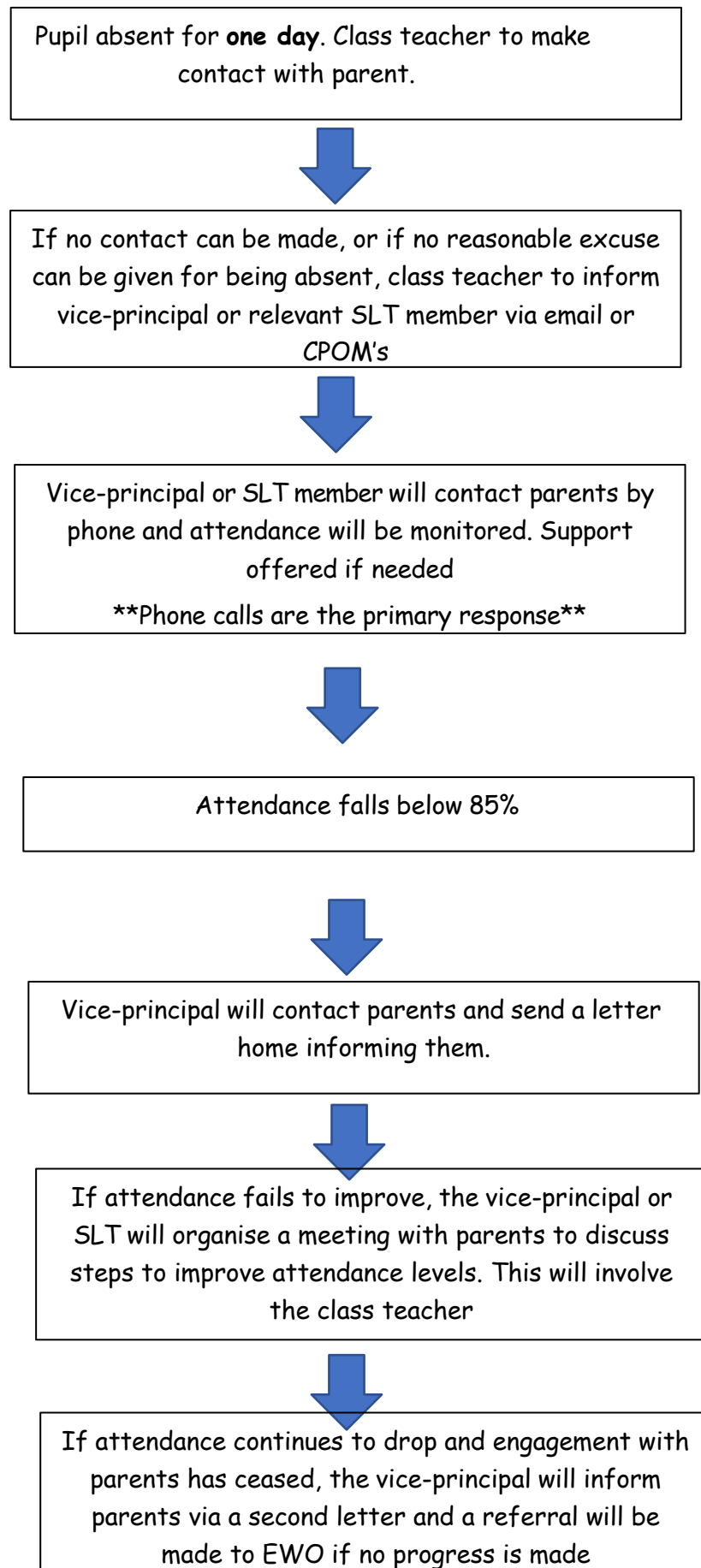
Term-Time Holidays

Absence from school should be avoided wherever possible as it causes disruption to the child's education and may affect their relationships within school. If a holiday is planned during term-time, the child will miss part of their education and may miss important tests or exams.

Parents should discuss this with the principal in exceptional circumstances, but at Glenwood Primary School we consider that all term-time holidays will count as absences.

Procedures for Non-Attendance

1. Initial Contact: Parent informs school of absence on first day.
2. Class teacher contact home if there has been no communication – class dojo and telephone call.
3. SLT/Vice Principal Follow-Up: If contact cannot be made or no valid reason is provided, the Vice Principal or SLT follows up and monitors attendance.
4. Letter 1: Sent when attendance falls below 85%, offering support and inviting discussion.
5. Letter 2: Sent only if there has been no improvement following Letter 1 or if attendance continues to be inconsistent, inviting a meeting to discuss next steps.
6. Referral: Where improvement is not achieved after school support, a referral may be made to the Educational Welfare Officer (EWO), who will work with the family

Attendance Procedures Flowchart

Date: _____

Re: _____

Dear _____,

I'm getting in touch as our records show that _____'s attendance has fallen below 85% this year. Regular attendance is so important for your child's learning, progress and wellbeing, and we want to make sure they are supported to attend as often as possible.

We understand that absences can happen for a range of reasons, and we are here to help. If there are any difficulties or circumstances affecting attendance, please contact the school so we can discuss how best to support you and _____. Please remember to inform class teacher/office of reasons for absence please.

Thank you for your continued support in helping your child get the most from their time at Glenwood.

Warm regards,
Mrs Ritchie
Vice Principal

Date: _____

Re: _____

Dear _____,

Further to our previous letter and conversations about _____'s attendance, we have continued to monitor their attendance pattern. Unfortunately, we have not yet seen an improvement, and we would like to offer further support.

We completely understand that there can be challenges or circumstances that make regular attendance difficult, and we want to work together to find solutions that help _____ attend more consistently.

Regular attendance supports children's confidence, learning, and wellbeing. Our records currently show _____'s attendance at ____%.

If you feel it would be helpful to meet and discuss what support might make a difference, we would be happy to arrange a time to agree on a plan together. Please note that if attendance continues to cause concern, our Educational Welfare Officer may also become involved to provide further guidance.

Thank you for your continued cooperation and partnership.

Warm regards,
Mrs Ritchie
Vice Principal

Date: _____

Re: _____

Dear _____,

Further to our previous letter and conversations about _____'s attendance, we have continued to monitor their attendance pattern. Unfortunately, we have not yet seen an improvement, and we would like to offer further support.

We completely understand that there can be challenges or circumstances that make regular attendance difficult, and we want to work together to find solutions that help _____ attend more consistently.

Regular attendance supports children's confidence, learning, and wellbeing. Our records currently show _____'s attendance at ____%.

A day-to-day summary of attendance is detailed below:

Monday:	%
Tuesday:	%
Wednesday:	%
Thursday:	%
Friday:	%

We would like to meet with you to discuss what additional support might help, and to agree on a plan together. Please note that where attendance continues to cause concern, our Educational Welfare Officer may also become involved to provide further guidance.

Thank you for your continued cooperation

Warm regards,
Mrs Ritchie
Vice Principal

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