



Attendance Policy

Updated: June 2026

Update Required: June 2027

Introduction

Regular school attendance is essential if children are to achieve their full potential. Education is the cornerstone of liberty, it opens up opportunities and provides the knowledge and skills for a child to belong in the world.

Jordans School pupils with strong attendance make fast academic progress, are emotionally resilient, confident and competent. Parents who support their child to attend school every day with good punctuality are modelling a responsible lifestyle, helping them to grow to be adults who are able to fully realise their potential and make a positive contribution to their community.

Jordans School values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties, taking advice and support from external agencies, as required.

The government directs parents by stating 'You must make sure your child gets a full-time education that meets their needs.'

Overview: <https://www.gov.uk/school-attendance-absence>

If you need help with getting your child to school, the following government guidance offers advice:

<https://www.gov.uk/school-attendance-absence/help-with-getting-your-child-to-go-to-school>

Jordans School recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning.

Purpose and Principles

Regular attendance is essential for every child's learning, wellbeing and long-term life chances.

Jordans School believes that every day counts: pupils with strong attendance make rapid academic progress, develop emotional resilience, and build the confidence needed to thrive in their community.

This policy reflects the statutory DfE guidance *Working together to improve school attendance* (updated June 2026) and sets out how Jordans School, families and external partners work together to secure excellent attendance for all pupils.

2. Legal Framework

Attendance at Jordans School is underpinned by:

- Education Act 1996
- Education (Pupil Registration) (England) Regulations 2006
- Equality Act 2010
- Human Rights Act 1998
- Statutory DfE Guidance (2026)

Parents must ensure their child receives full-time education suitable to their age, ability and any SEND needs. A child is of compulsory school age from the term after their 5th birthday until the last Friday in June of the school year in which they turn 16.

3. Daily Attendance Expectations

- School gates open at 8:45am.
- Registers open at 9:00am and close at 9:15am.
- Pupils arriving after 9:00am are marked Late (L).
- Pupils arriving after 9:15am are marked Unauthorised Late (U) unless evidence of an acceptable reason is provided.

Jordans School submits daily attendance data to the DfE, as required by statutory guidance.

4. Categorising Absence

Absence is either authorised or unauthorised. Only the school can authorise absence.

Parents must contact the school on the first day of absence, giving the reason and expected return date.

4.1 Authorised Absence

- Illness (medical evidence may be requested for repeated absence)
- Medical/dental appointments (proof required; pupils should attend before/after where possible)
- Religious observance (up to 1 day per festival; maximum 3 days per year)
- Exceptional circumstances approved in advance by the Headteacher
- Exclusion (no alternative provision)

4.2 Unauthorised Absence

Examples include:

- Term-time holidays
- Oversleeping
- Birthday celebrations
- Shopping
- Haircuts
- Sibling school closures
- Absence where the child is considered well enough to attend

Each day of absence equals five missed lessons.

5. Attendance Codes (2026 Update)

Jordans School uses the full set of DfE attendance codes, including updated 2026 clarifications:

- / \ – Present
- L – Late before register closes
- U – Late after register closes
- I – Illness
- M – Medical appointment
- C – Exceptional circumstances
- E – Excluded
- R – Religious observance
- T – Traveller absence
- Y – Unable to attend due to exceptional circumstances
- Q – No suitable education provision (statistical code)
- C2, Y6, Y7 – Updated statistical categories (2026)

6. Leave of Absence and Holidays

Term-time holidays will not be authorised.

Parents must request leave in advance. Retrospective requests cannot be approved.

Exceptional circumstances are considered individually, taking into account:

- Purpose and length of leave
- Attendance history
- Educational impact
- Pupil's age and needs
- Previous term-time leave

Unauthorised leave may result in a Penalty Notice.

7. Traveller Families

Traveller absence (Code T) is authorised when:

- The family is travelling for work
- The child attends as regularly as the trade permits
- The family maintains communication with the school

Jordans School remains the base school if the child has attended within the last 18 months.

8. Support Systems

Jordans School recognises that poor attendance may reflect wider challenges. We work with families to identify barriers and provide support, including:

- Attendance meetings
- Pastoral support
- SEND and inclusion support
- Family Support Service referrals
- Reintegration plans
- Friendship groups and learning mentors
- Use of DfE RISE resources and Attendance Hubs

Support is planned collaboratively with parents and pupils.

9. Monitoring Attendance

- Attendance is reviewed every six weeks.
- Patterns, trends and concerns are identified early.
- Data is shared with the Local Authority as required.
- Persistent absence (below 90%) triggers targeted intervention.

10. Escalation and Legal Intervention

Where attendance does not improve:

1. School concern letter
2. Attendance meeting with parents
3. Parenting Contract (voluntary but recorded)
4. Penalty Notice (£80 rising to £160)
5. Prosecution under Section 444 of the Education Act 1996

The school provides all required evidence to the Local Authority.

11. Deletions from the Register

Pupils may only be removed from roll in line with the Education (Pupil Registration) Regulations 2006, including:

- Transfer to another school
- Elective home education
- Permanent exclusion
- Failure to return from extended leave after LA investigation
- Death of a pupil
- End of compulsory school age

Jordans School follows the Buckinghamshire Child Missing in Education Protocol when a pupil's whereabouts are unknown.

12. Policy Review

This policy is reviewed annually or sooner if required by changes in legislation or guidance. Attendance trends are reported termly to Governors in the Headteacher's Report.