

Crawley Ridge Junior School Attendance Policy

Review Schedule:

This policy will be reviewed annually by the Governing Body.

Last reviewed: September 2025.

Next review: 30th September 2026.

Introduction:

Crawley Ridge Junior School, part of The Alliance Multi-Academy Trust (TAMAT), is committed to promoting excellent attendance in partnership with parents, pupils, governors, Surrey County Council, and other relevant agencies. Regular attendance underpins pupil welfare, safeguarding, and learning outcomes.

Attendance Above 97%: less than 6 days absence a year - These young people have every chance to make really strong progress at school.
95%: Attendance 10 days absence a year - These children benefit from strong overall attendance and are well placed to make good progress at school.
90% Attendance: 19 days absence a year - Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best.
85% Attendance: 29 days absence a year - Young people in this group are missing six weeks of school per year; there is a real risk that this lower attendance will hinder children’s progress. This level of absence is seen as persistent absenteeism.
80% Attendance: 38 days absence a year - Young people in this group are missing a year of school over five years of education and are not benefitting from their entitlement to an education.

Minutes later per day	= days of learning lost per year
5	3
10	7
15	10
20	13
30+	19+

Key Contacts:

Name	Role	Contact
Vicky Egan	Attendance Champion (SLT)	school@crj.tamat.org.uk
Karen Chapman	Attendance Advice Officer	kchapman@surreycc.gov.uk
Abi Summers	Named Governor for Attendance	asummers@crj.tamat.org.uk

All attendance queries should be directed to the Attendance Champion.

Roles and Responsibilities

Governing Board:

- Monitor and review attendance policy and data.
- Promote attendance through the school's ethos.
- Ensure staff training and safeguarding compliance.

Headteacher (Vicky Egan):

- Manage day-to-day attendance policy implementation.
- Ensure parents are aware of attendance expectations.
- Address patterns of absence early.

Staff:

- Follow policy and model good attendance.
- Take registers accurately and escalate welfare concerns.

Attendance Champion:

- Lead attendance strategy, monitor data, communicate with parents, and follow up persistent absences.
- Liaise with the LA on statutory interventions and pupil deletions.

Parents/Carers:

- Ensure child attends school punctually.
- Notify school promptly of absences and provide updated contact details.
- Engage with attendance support and request leave only in exceptional circumstances.

Pupils:

- Attend lessons and activities punctually and follow support provided.
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Attendance Definitions

- **Authorised Absence:** Illness, medical appointments, religious observance, family emergencies approved by school.
 - **Unauthorised Absence:** Truancy, unexplained absence, late arrivals after register closes, holidays in term-time without permission.
 - **Persistent Absence (PA):** Missing $\geq 10\%$ of schooling.
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Attendance Expectations

- School day: 8:45am–3:05pm.
- Registers: 8:45am and 1:00pm.
- Late arrival: Marked ‘L’ before 9:15am, ‘U’ after 9:15am.

Absence Procedures:

- Parents must notify the school by 9:00am on the first day of absence.
- Follow-up calls are made if no notification is received.
- For absences exceeding 3 days or 10 days per term, written explanations are required.
- Medical evidence may be requested if absence is frequent or attendance $< 90\%$.
- Attendance below 85% triggers formal meetings with the Attendance Champion.

Leaving School During the Day:

- Pupils must be signed out/in by a parent with prior permission.
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Leave of Absence & Exceptional Circumstances

- Requests must be submitted in writing at least 2 weeks in advance.
 - Leave will only be granted in exceptional circumstances; holidays in term-time are not usually authorised.
 - Requests will be denied during statutory assessments or if attendance $< 90\%$.
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SEND & Health-Related Absences

- Reasonable adjustments and pastoral support plans provided for pupils with SEND or health conditions.
 - Liaison with LA and external agencies for extended absence.
 - Reintegration plans support phased returns, small group support, or tailored timetables.
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Truancy & Missing Pupils

- Truancy is any absence without parental notification.
 - Immediate parental contact, warnings, and potential penalty notices for repeated incidents.
 - Missing pupil procedures include staff searches, parental notification, and police involvement if necessary.
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Legal Intervention & Penalty Notices

- Surrey LA may issue penalty notices (£160 reduced to £80 if paid within 21 days) for unauthorised absence ≥ 10 sessions in 10 school weeks.
 - Non-compliance may lead to prosecution (up to £2,500 fine) or Education Supervision Orders (ESO).
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Monitoring & Reporting

- Attendance monitored by cohort, year group, demographic, and vulnerable pupils.
 - Half-termly, termly, and annual analysis identifies trends, barriers, and interventions.
 - Governors benchmark data locally and nationally, sharing best practice across TAMAT.
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Staff Training

- Induction and ongoing training for all staff on attendance importance, legal requirements, and supporting pupils at risk.
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Deletion from Registers & Changing Schools

- Pupil names removed only per regulations; off-rolling is prohibited.
 - In-year transfers require parent notification and LA procedures.
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Policy Review

- Attendance target: 96%.
 - Monitored throughout the year; policy reviewed annually by Headteacher.
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Please also refer to:

DfE Guidance (2024) [DFE guidance on Working together to improve attendance](#)