



Greenhill Primary School Attendance Policy 2026-27



1. Introduction

At Greenhill Primary School, we are committed to promoting and ensuring regular school attendance for all our pupils. We believe that attending school regularly is essential for effective learning, personal growth, and wellbeing, and it aligns with our school values of **kindness, respect, honesty, resilience, and engagement**. Our approach to attendance supports the Department for Education (DfE) guidance, the Bury Local Authority model policy, the statutory framework in the Education Act 1996, and the values outlined in UNICEF's Convention on the Rights of the Child (UNCRC), particularly the right of every child to education (Article 28).

2. Purpose

The purpose of this policy is to:

- Encourage consistent and punctual attendance among all pupils, which demonstrates **respect** for learning and each other.
- Outline procedures for monitoring, recording, and improving attendance in a way that is **honest** and transparent.
- Support pupils and families in addressing barriers to regular attendance by fostering **resilience** and **engagement**.

3. Legal and Statutory Framework

This policy operates in accordance with:

- **The Education Act 1996**, which places a legal responsibility on parents to ensure their child's regular school attendance.
- **The DfE's School Attendance Guidance** (most recent version), which outlines expectations for schools in promoting, monitoring, and improving attendance.
- **The Children and Families Act 2014**, which includes provisions on attendance as part of a child's right to an inclusive and suitable education.
- **Bury Local Authority Attendance Model Policy**, providing local guidance and support structures.

4. UNICEF Rights of the Child

Greenhill Primary School upholds **Article 28 of the UNCRC**, affirming every child's right to education. We believe that regular attendance supports educational progress as well as social, emotional, and personal development, aligning with UNICEF's commitment to children's rights. In keeping with our values of **kindness** and **respect**, we approach attendance with understanding and support for each pupil's unique circumstances.

5. Roles and Responsibilities

- **Parents and Carers:** Parents/carers have a legal duty to ensure their child attends school regularly and punctually, demonstrating **respect** for their child's right to an education.
- **School Staff:** Teachers and staff monitor attendance daily, support pupils in maintaining attendance, and address any issues as soon as they arise, showing **kindness** and **engagement** in every interaction.
- **Headteacher and Attendance Officer:** Responsible for overseeing the implementation of the attendance policy, monitoring attendance records, and engaging with families where attendance issues arise, modelling **honesty** and **resilience** in supporting families.
- **Bury Local Authority:** Provides support and guidance to schools and families in cases where attendance falls below expected levels.

6. Attendance Expectations

- **Attendance Target:** Greenhill Primary School aims for an overall attendance rate of at least 96%, aligning with DfE expectations.
- **Authorised and Unauthorised Absence:**
 - **Authorised Absence** includes illness, medical appointments, or exceptional circumstances that have been approved by the school, showing **kindness** in recognising individual needs.
 - **Unauthorised Absence** occurs when a pupil is absent without a valid reason or without the school's permission. Persistent unauthorised absence will be followed up in line with the school's procedures and may involve the Bury Local Authority.

7. Monitoring and Promoting Good Attendance

- **Daily Monitoring:** Attendance is recorded daily, and absences are followed up immediately. Parents are expected to inform the school by 9:00 AM on each day of their child's absence.
- **Weekly Review:** The Attendance Officer reviews attendance weekly to identify patterns of absence and potential issues early on.
- **Support for Families:** For pupils with emerging attendance issues, the school provides support through meetings, referrals to the school's pastoral team, and guidance on addressing barriers to attendance in a way that encourages **resilience** and **engagement**.

8. Response to Poor Attendance

- **Early Intervention:** If a pupil's attendance falls below 95%, the school will contact parents and work collaboratively to develop a plan for improvement. Persistent

absenteeism will lead to a more formal intervention with support from the Bury Local Authority.

- **Attendance Improvement Plan:** For ongoing attendance concerns, the school will implement an Attendance Improvement Plan (AIP) that includes specific goals and timelines, demonstrating **honesty** in tracking progress.
- **Legal Action:** In cases where attendance does not improve, the school may involve the Bury Local Authority, which can take legal action under the Education Act 1996.

9. Punctuality

- **Morning Registration:** Registration is at 8:50 AM. Pupils arriving after 8:50 AM will be marked as late. If they arrive after the official close of registers at 9:20 AM, they will be marked as an unauthorised absence for the morning session.
- **Follow-Up on Lateness:** Repeated lateness will be addressed with parents and may be escalated if it becomes a persistent issue, ensuring that every pupil understands the importance of **respect** for school timings.

10. Attendance Rewards

To promote attendance, Greenhill Primary School celebrates high attendance with:

- **Celebration Assemblies:** Recognition of attendance achievements to foster a culture of **engagement** and school pride.

11. Support and Inclusivity

Greenhill Primary School acknowledges that some pupils may face challenges that impact their attendance, including health conditions, family situations, or additional needs. We aim to provide support and flexible arrangements wherever possible, in line with the **Children and Families Act 2014**, to ensure every child's right to education is upheld and in keeping with our values of **kindness** and **respect**.

12. Policy Review

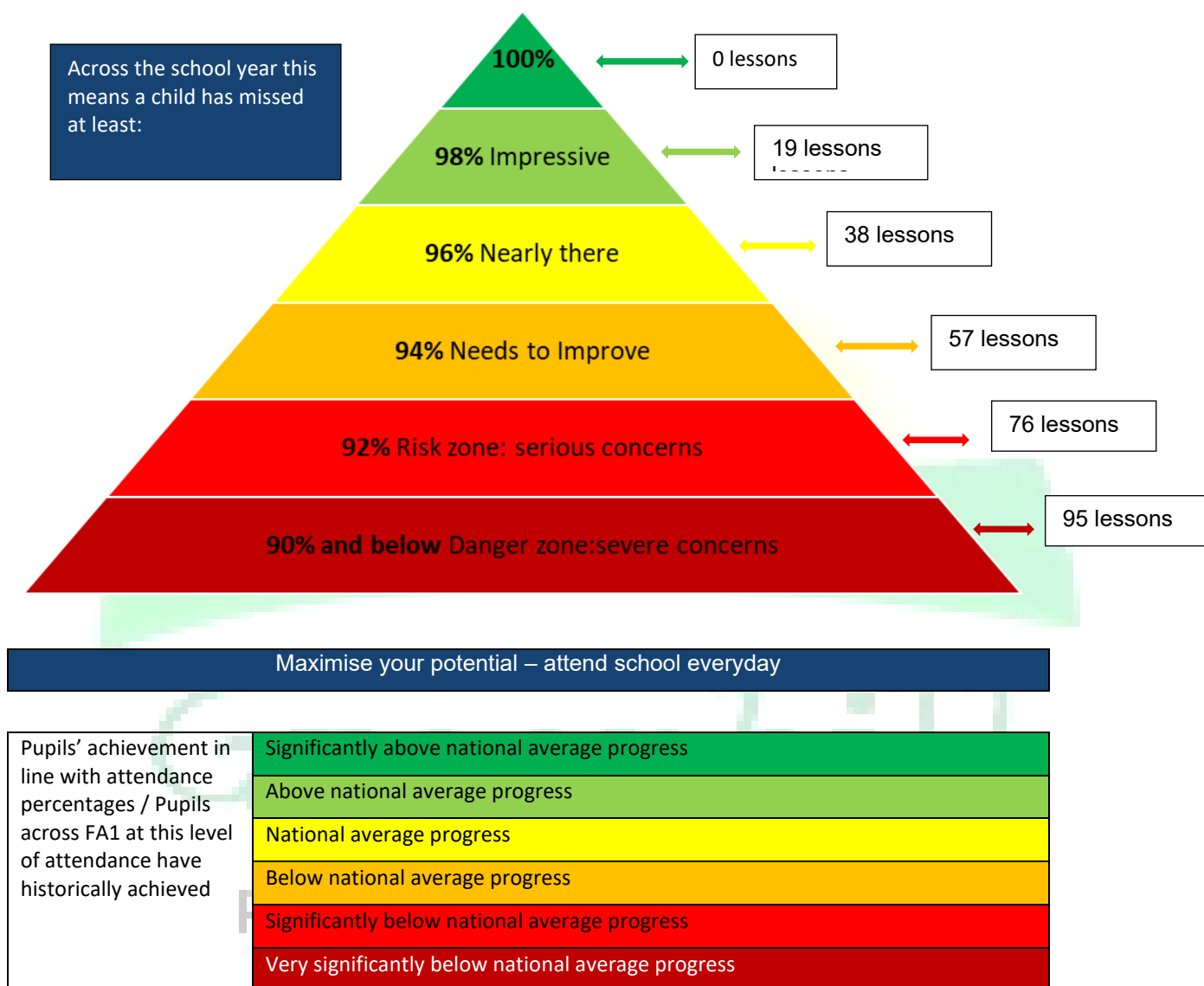
This policy will be reviewed annually to ensure compliance with updated DfE guidance, Bury Local Authority recommendations, and feedback from our school community. Our values of **honesty** and **resilience** guide us in this ongoing improvement process.

Policy Approval and Review

Approved by: Headteacher and School LAB

Next Review Date: 31/08/27

This policy underscores Greenhill Primary School’s commitment to a supportive, inclusive approach to attendance, aligning with national and local standards, the fundamental rights of every child, and our core values of **kindness, respect, honesty, resilience, and engagement**.



Working together