



Evolution Academy Trust
Progress through Partnership

Attendance Procedures (Appendix A)

Coldfair Green Primary School

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The following pages contain the procedures we follow, in light of our attendance policy. These are specific to each school across Evolution Academy Trust.

ROLES AND RESPONSIBILITIES

Role	Name(s)	Contact details
Senior Attendance Champion (Responsible for the strategic approach to attendance)	Tracy Sadler	t.sadler@coldfairgreenprimary.org.uk 01728 830649
Headteacher	Deb Lambert	d.lambert@coldfairgreenprimary.org.uk 01728 830649
Chair of Governors	Mark Chapman	m.chapman@evolutionacademytrust.org.uk
EAT Safeguarding and Attendance Lead	Angie Chusonis	a.chusonis@evolutionacademytrust.org.uk 01603 981213

PROCEDURES

Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations 2024 require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

We will inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements. We will also inform a pupil's social worker and/or youth offending team worker if their name is to be deleted from the school register.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 8.45am or as soon as possible by calling the school office on 01728 830649.
- If you call outside office hours, please leave a message. In the message you must leave your child's full name, year and class; and give the specific reason for absence. Please be aware that if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence before deciding as to whether the absence is to be recorded as authorised.
- Contact the school on every further day of absence, again before 8.45am
- Ensure that your child returns to school as soon as possible and you provide medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons.

If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.15am and where no reason for absence is known. We will telephone you on the first day, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to contact parents by telephone, we will telephone emergency contact numbers.
- A home visit may be made regardless of whether contact has been established as part of our safeguarding procedures.

Late Arrival at School

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

The school gates open between 8.35am and 8.45am for a ten-minute soft start to the school day, and children can enter the school via their classroom doors. The school register will be taken at 8.45am and will remain open for 30 minutes. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to provide a reason for their absence which will be recorded on their attendance record.

If their arrival is before 9.15am it will be recorded as late - L code (Late before the close of register). The school register will officially close at 9.15am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register).

The afternoon register will take place at 1.00pm. It will officially close at 1.30pm. Please note that L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session. The school day finishes at 3.15pm and pupils are expected to remain in school until this time unless agreed with Headteacher.

Promoting Regular Attendance

To promote school attendance, we will:

- Celebrate excellent attendance by displaying and reporting individual achievements.
- Reward good or improving attendance in assembly

Support Systems

We recognise that poor attendance can sometimes be an indicator that a child or family is experiencing difficulties. These challenges may arise from circumstances at home, in school, or within the wider community.

Parents and carers are encouraged to inform the school of any changes in family circumstances or emerging concerns that may affect their child's attendance, wellbeing or behaviour, such as bereavement, parental separation, or physical and mental health difficulties. Sharing this information enables the school to identify any barriers to attendance at an early stage and provide appropriate support for the child and family where needed.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

Strategies we may use to support children's attendance when there is an emerging concern include:

- Writing to you if your child's attendance is causing a concern and/or where punctuality is a concern;
- Arranging a meeting so that you may discuss the situation with our Senior Attendance Champion;
- Creating a personalised Attendance Support Plan to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;
- Offering signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment with you;
- Referring the matter to an external agency for multi-agency support, or consulting with Children's Services or the police, where there are safeguarding concerns.
- Referring to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate).
- Referring the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

We will investigate and offer support to any pupils who are at risk of becoming persistently absent (PA) and we will not wait until attendance is below 90%.

Part-time timetables

We are committed to ensuring that every pupil receives their entitlement to a suitable, full-time education. In exceptional circumstances, where a child's individual needs mean that they are temporarily unable to access a full-time timetable, the school may implement a short-term reduced timetable as part of a carefully planned package of support.

Any decision to introduce a reduced timetable will be made in the child's best interests, in partnership with parents and carers, and, where appropriate, other professionals involved with the family. A reduced timetable will only be implemented where it is safe and appropriate to do so and will never be used as a strategy to manage behaviour or as an alternative to providing appropriate support and intervention.

Reduced timetables are intended to be a short-term intervention and will not be treated as a long-term solution. A clear timescale and review process will be established from the outset, with the expectation that the pupil will either return to full-time education or, where necessary, be supported through an appropriate

alternative provision arrangement.

A reduced timetable will never be implemented without the written agreement of the parent or carer and, where appropriate, other professionals working with the child and family. The arrangement will be reviewed regularly in partnership with the pupil, their parents or carers, and relevant professionals to monitor progress, evaluate its effectiveness and plan for a return to full-time education at the earliest opportunity.

We will notify the Safeguarding and Attendance Lead of all part-time timetables as soon as a plan has been agreed; and inform the Local Authority Attendance Team in line with [Suffolk](#) guidance.

School signing out procedure

If you need to take your child out of school during the day, you will be required to sign them about following the procedure outlines below:

- Visit the school office and give a reason for taking your child out.
- Sign your child out with a school administrator.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our Leave of Absence Request Form to make these types of requests. The form should be submitted in advance of the leave of absence, via admin@coldfairgreenprimary.org.uk. You will receive a written response, to advise if the request has been granted or declined.

Reporting to Parents/Carers

The school will inform parents/carers about their child's attendance and absence levels termly at parent's evening. In addition to this, parents can check their child's attendance using Arbor.