Staffordshire County Council

www.staffordshire.gov.uk

Attendance Assembly

Education Welfare Officer

Vikki Cobb
East Staffordshire

Reasons for the assembly:

Christ Church Primary School have brought in the support and guidance of the Education Welfare Service. This includes the presence of the Education Welfare Officer for Late Gates, Assemblies and Attendance Clinics through out the academic year.

True or False?

- 90% attendance is a good attendance level.
- Children can catch up everything at home.
- Being late by 10 minutes doesn't matter.
- Attendance can affect future employment.
- School can help if attendance is becoming difficult.

Definition of Persistently Absent:

Persistent absence is generally defined as missing 10% or more of school time in an academic year—equivalent to roughly 19 days of absence or attendance below 90%.

Definition of Severely Absent:

Severe absence means that at least half of a pupil's possible school sessions have been missed.

Key Information

Gate opens 8:35

Lates logged 8:45

Registration closes 9:15

Parents are expected to call into school on each day of absence. If a reason for absence is not reported this goes down as unauthorised absence.

All appointment cards need to be shared with school

Medical information needs to be shared with school

Just 10 Minutes Late...

Late each day	Lost learning in a year
5 mins	Nearly 3 days
10 mins	Nearly 6 days
15 mins	Nearly 10 days
30 mins	Nearly 19 days



Registration isn't just about being present.

The first part of the day often includes reading, phonics, spellings and key instructions.

What Does One Day Missed Mean?

One day missed may mean missing:

- New maths method
- Guided reading session
- Science investigation
- Class discussion
- PE lesson
- Time with friends



Catching up isn't just one lesson.
Children often miss learning, confidence and friendships.

Attendance Myth Busting

Myth	Reality
"One day won't matter"	Small absences quickly add up
"We're only away for a holiday"	Learning continues every day
"My child can catch up"	They often miss explanations and discussions
"They're fine if work is sent home"	Attendance is about belonging as well as learning

Reasons for absence from school

Authorised absences include:
Illness supported by medical information
Medical appointments supported by medical information
Funerals (for immediate family)
Religious observances but can only use 4 R codes an academic year

Unauthorised absence include:
Trips to theme parks
Having birthday off
Parental illness
Unauthorised Leave in Term time

Attendance Coding

Authorised absences:

I code – for illness that is supporting by medical information or is not a regular pattern in absences

C code- For exceptional circumstances such as a funeral

M code- Medical appointment that cannot be taken outside of school hours, appointment letters should be shared with school

L code – Arriving late to school, lates logged after 8:45am

Unauthorised absences:

G code- Unauthorised Leave in Term time

O code- If medical information is not provided, if school are not contacted on the day of the absence, if the reason for absence is such as missing school due to celebrating a birthday, visiting family, going to Alton Towers for the day

U code – Arriving to school after the register has been closed.

Working Together to Improve School Attendance

New government legislation that came into practice August 2024

Referral to Education Welfare can be made by schools for 10 unauthorised absences in 10 week period. This is a rolling 10 weeks.

Penalties are per parent, per pupil

First referral will open a three-year window of attendance monitoring

Example: If you go on a holiday (unauthorised leave in term time) October 2026,

Your three-year window is open until October 2029

First referral- Penalty Notice £160 but if paid in 21 days reduced to £80

Second referral- Penalty Notice £160 Fixed

Third referral – Magistrates Court – Fine up to £1000 and a DBS offence

The Most Common Attendance Challenges

❌ "My child doesn't want to come."
❌ "We're always rushing in the mornings."
❌ "They missed because they were tired."
❌ "It's only one day."

So what can you do?

✅ Speak to school early.
✅ Ask for support.
✅ Create routines.
✅ Prepare uniform and bags the night before.

Attendance Certificate

Summary (01 Sep 2026 - 31 Aug 2027)		
Attendances	53	72.6%
Authorised absences	18	24.7%
Unauthorised absences	2	2.7%
Possible attendances	73	

Including		
Approved educational activity	0	0.0%
Late before register closes	1	1.4%
Late after register closes	2	2.7%
No reason given	0	0.0%

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Attendance Certificate

Summary (01 Sep 2026 - 31 Aug 2027)		
Attendances	65	89.0%
Authorised absences	7	9.6%
Unauthorised absences	1	1.4%
Possible attendances	73	

Including		
Approved educational activity	0	0.0%
Late before register closes	1	1.4%
Late after register closes	1	1.4%
No reason given	0	0.0%

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Support offered by school to these pupils:

- Meetings to support attendance, pupil reluctance to attend. Personalised reward charts for pupil in the class to encourage good punctuality.
- Family Liaison support - to encourage positive behaviours at home, completing of daily reading, homework, support around establishing good bedtime routines, build stronger relationship between school & home.
- Family new to area, sharing information with family of what support is available around the area.
- Uniform donations

SEN pupils

Some children face additional challenges that can make coming to school more difficult.

These might include:• Autism • ADHD • Anxiety • Sensory needs • Social, emotional and mental health difficulties • Medical needs

We recognise that good attendance can look different for different children, and support should be personalised.

Number of schools	Number of pupils	Overall attendance	Persistently absent pupils	Severely absent pupils
408	125,628	94.8%	18,762	1,678

Number of schools	Number of pupils	Overall attendance	Persistently absent pupils	Severely absent pupils
408	16,193	92.3%	3,491	511

❌ Refusing school
❌ Late arrival
❌ Distress at the gate
❌ Frequent absences

✅ Anxiety
✅ Sleep difficulties
✅ Sensory overload
✅ Friendship worries
✅ Changes in routine
✅ Communication difficulties



Small Changes Can Make a Big Difference

The right support can help children feel safe, confident and ready to learn.

🏫 Familiar routines
🗓️ Visual timetables
😊 Trusted adults
🚪 Calm arrivals
🧸 Transitional objects
🤝 Good communication between home and school

SENDIASS - Contact us | Staffs IASS

Support and guidance

Schools in Staffordshire are all supported with resources and trained to support you encourage your child into school. Please ensure you speak your child's school and ask for a meeting to discuss your concerns

Little Heroes Stickers

Certificate presented in Assembly

Class Awards

Letters showing attendance levels

Pastoral support for pupils with poor attendance.

Christ Church Primary School participates in Little Hero Assembly initiative. Little Heroes is a Staffordshire County Council initiative to support attendance.

This campaign compromises of certificates and stickers which are used to reward and celebrate children that demonstrate good school attendance or who have been making an improvement.

The second part of the campaign is called Helpful Heroes and provides resources for children that are struggling with their emotional health or anxiety about coming to school.

Reminders and updates in assemblies



Each half term pupils who have 100% attendance will be entered into a draw to receive an Amazon £50 voucher

Little Heroes half term certificate for 100% attendance are awarded to pupils by Mr Archer

Within school : Class Teacher, Mrs Dunn, Headteacher Mr Archer Malachi, Early Help, Social Services
Parenting courses at East Staffordshire Family HUB
School Nurse 0-19 Health Team
GP
Action for Children
CAMHS
Community groups such as Beyond Black Belt, Burton Albion Community Trust, Guiding Association, Dance groups
Department for Education
School attendance and absence: Help with getting your child to go to school - GOV.UK (www.gov.uk)
https://www.staffordshire.gov.uk/Education/Education-welfare/FAQs/FAQs.aspx
Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

