



Attendance Policy

Date of review:

October 2025

Approved by:

Behaviour & Attitudes Committee

Date Approved:

26 November 2025

Date of next review:

October 2026



This policy is written in accordance with the guidance set out in [Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities](#) (Published: August 2024).

The Assistant Headteacher (Behaviour and Attitudes), Mr G Trusselle, has responsibility for the strategic approach to attendance and any queries about this policy should be addressed to him (tru@titussaltschool.co.uk).

Policy intent

Titus Salt School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their true potential.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels wanted and secure.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school will establish an effective system of incentives and rewards, which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives, Titus Salt School will establish an effective and efficient system of communication with pupils, parents/carers and appropriate agencies to provide mutual information, advice and support.

Our attendance systems will be based on our, and parents/carers statutory duties and best practice guidance.

1. Attendance and Punctuality Expectations for Pupils

Pupils should attend regularly and on time and aim for 100% over the whole school year. Pupils should be in the school building by 8.25am every morning and be at their form room for registration that opens at 8.30am.

Pupils who arrive after 8.25am but before registration closes at 8.50am will receive a late mark and a 30-minute detention at 3.00pm the next school day.

Pupils who arrive after 8.50am will receive a 60-minute detention the next school day. Pupils who arrive after the register closes receive a U mark which counts as an unauthorised absence.

While our aim is for our pupils to attend 190 out of the 190 school days each year, we recognise that absence is sometimes unavoidable. Pupils who are absent for more than 7 of the 190 school days in a year are missing over 40 hours of learning.

Descriptor	Threshold attendance	Actual attendance	Whole days of absence	Learning Hours Lost
Excellent	100%	190 days	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Cause for Concern	95%	180.5 days	9.5	47.5
	94%	179 days	11	55
	93%	177 days	13	65
	92%	175 days	15	75
	91%	173 days	17	85
Unsatisfactory	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165 days	25	125
Serious cause for concern	86%	163 days	27	135
Critical	85%	161.5 days	28.5	142.5
	84%	159.5 days	30.5	152.5
	83%	158 days	32	160
	82%	156 days	34	170
	81%	154 days	36	180
	80%	152 days	38	190

2. Attendance and Punctuality Expectations for Parents/Carers

Attending school regularly and on time is important and is a parent's legal responsibility.

Good attendance leads to better grades in examinations and improved success in future employment or education. Regular attendance also helps children's social relationships to develop.

We ask that Parents/Carers:

- Support their child to get to school on time every day and encourage them to develop daily routines to ensure that they are ready to learn
- Do their best to ensure that all routine medical and dental appointments are made outside of school time
- Inform school in advance of any medical and dental appointments or any other valid reason why their child will not be in school. Proof of these appointments should be sent in via EduLink or to attendance@titussaltschool.co.uk
- Inform the school by 8.15am on the day of the absence if their child is unwell. This should be done via EduLink

Religious observance: We acknowledge and welcome the multi-faith nature of our community and recognise that some families' important religious festivals may fall outside school holidays.

Government guidance says a pupil can be absent "on a day exclusively set aside for religious observance by the religious body to which the parent belongs".

Please note that no more than one day in any term will be authorised for an individual occasion of religious observance and no more than three days in any academic year. Parents/Carers should inform the school in advance of any absences for religious observance via EduLink.

Holidays: Holidays should not be booked during term time as the school will not authorise this absence unless there are exceptional circumstances. A leave of absence request form should be completed. There is a link to this form in the Attendance section of the school website. . Requests may be authorised if they are judged to be exceptional, but this is down to the

discretion of the Headteacher.

Parents/carers should be aware that where a holiday is taken without permission the school retains the right to refer this to the local authority for a penalty notice to be issued.

Penalty notices are issued per parent, per child. For example, for two parents/carers with two children a total of four penalty notices would be issued.

If their child's attendance becomes a cause for concern parents/carers should work together with the school to remove the barriers to attendance and accept support that is offered.

3. School Staff with responsibility for attendance

All staff at Titus Salt School are responsible for promoting good attendance.

The school's Senior Attendance Champion is Mr G Trusselle (Assistant Headteacher, Behaviour and Attitudes). The Attendance Safeguarding Team is Mrs C Leadbeater (Attendance Safeguarding Manager) supported by two Attendance Safeguarding Officers.

If parents/carers want to discuss day-to-day attendance matters with the school this should be done with the child's Form Tutor or the Attendance Safeguarding Team (attendance@titussaltschool.co.uk).

For more detailed support on attendance parents/carers should contact their child's Year Leader, Assistant Year Leader or the Attendance Safeguarding Team.

4. School Processes for managing attendance

When a pupil is absent from school, contact with home is vital to ensure the safeguarding of the pupil and to encourage the speedy return of that pupil to school.

The following table indicates what happens when a pupil is absent from school.

Day of Absence	1	2	3	4	5	6+	10
If message received	Nudge text		Nudge phone call		Home Visit Attempt 1	Home Visit Attempt 2	Eyes-on home visit even when valid reason for absence provided
If no message	Truancy call then phone call if no reply	Phone call Attempt 2	Home Visit Attempt 1	Home Visit Attempt 2	Home Visit Attempt 3	Home Visit Attempt by SPSO	
External agency involvement	Phone call for high risk pupils	Phone call Attempt 2	Home Visit Attempt 1	Home Visit Attempt 2	Home Visit Attempt 3	Home Visit Attempt by Safer Schools Police Officer (SSPO)	Regular Visits as agreed by SG/ CIC team

5. Promoting and incentivising good attendance

The school regularly promotes good attendance. Expectations are made clear to parents/carers when their children join the school and at the start of every year. Pupils receive regular reminders through assemblies and registration.

Form Tutors issue weekly raffle tickets to those pupils who have attended every day that week which are for a half-termly draw. Pupils also receive Class Charts positives for 100% attendance over a half term.

Half termly personalised nudge texts are sent to parents/carers reporting their child's attendance figures in days missing and hours of learning lost.

Pupils who meet our attendance targets are invited to reward events such as the Christmas Brunch, theme park trips and the Year 11 Prom.

6. Monitoring of attendance data

The school uses the Graduated Attendance Monitoring Strategy (GAMS) to monitor attendance. The aim of the GAMS is to raise the profile of attendance and to ensure that pupils and their families are supported to achieve our attendance target of at least 96%.

Attendance will be high profile throughout the school year with one registration a week being dedicated to attendance. All pupils will have their Year-to-Date attendance written in their planners, updated at least once every two weeks. The table below outlines the stages of the strategy and the support at each level.

Stage	Reason	Action
1 – Attendance Awareness (1 week)	2 or more sessions (half days) missed in the previous week	Form tutor speaks to pupil Automated email to Parents/Carers
2 – Attendance Watch (2 weeks)	2 or more sessions missed in both of the last two weeks or 8 missed sessions in previous 12 weeks	Year team to speak to pupil Automated email to Parents/Carers
3 – Attendance Concern (6 weeks – reviewed every 2)	Absence during 2 weeks of Attendance Watch or 14 missed sessions in previous 12 weeks	Automated email to Parents/Carers Attendance or Year Team to call parents to offer support.
4 – Contract - Referral to Attendance Improvement Officer (AIO)	Attendance worsens during stage three to above Fixed Penalty Notice (FPN) threshold	AIO arranges panel meeting and contract. Potential use of FPN or prosecution
Pastoral Attendance Support	Pupil's whose poor attendance is linked to health or well-being issues.	Referrals to well-being or other support agencies

7. Reducing Persistent Absence and Serious Absence

School works with pupils and their parents/carers to support pupils whose attendance is a concern. At every level of the Graduated Attendance Monitoring Strategy, we try to understand the reason for absences and do whatever we can to remove barriers to attendance. Pupils whose attendance fails to improve despite support from school and home and is linked to health or well-being issues will be moved to "Pastoral Attendance Support" where they will be assigned a key worker who will be from the Year Team, the Attendance Safeguarding Team or Bradford Council's Attendance Team. We also work closely with Bradford Council's Medical Needs and Hospital Education Service.

8. Use of Fixed Penalty Notice and other Legal Interventions

School works with Bradford Council who may choose to issue Fixed Penalty Notices when pupils meet the following criteria;

Poor School Attendance:

The pupil has 10 or more sessions of unauthorised absence in the 10 weeks (100 Sessions) prior to a notice being requested, and their attendance has not been below 80% (20 sessions of absence) in the last 10 weeks (100 Sessions) prior to a notice being requested.

or

The pupil has been stopped on a School Attendance and Exclusion Sweep (also known as Truancy Patrol) on more than one occasion in a 12-month period, with no justified reason for absence.

Unauthorised Leave of Absence during term time:

A leave of absence of five days (10 sessions) or more was taken during term time without the school's consent in the 10 weeks (100 sessions) prior to a notice being requested.

Pupil unsupervised in a public place during exclusion or suspension:

A child of compulsory school age is found unsupervised in a public place during school hours during the first 5 days of exclusion or suspension without good reason. Good reason might include attendance at a medical appointment, Youth Justice Service appointment or other appointment with a statutory or voluntary agency

The first penalty notice issued to the parent for a child will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first offence, the second notice is charged at a flat rate of £160 if paid within 28 days. There is no reduced sum available in this instance.

For more information and guidance consult:

Bradford Council's guidance on Penalty Notices: [Penalty Notices - Absences taken before 17th August 2024 | Bradford Schools Online](#)