



Bowburn
Primary School



AStar Attendance Solutions

Attendance Policy
Appendix
July 2026

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Next review: July 2027

Working together to improve school attendance (published February 2024) makes it clear that all parties; including schools, trusts, governing bodies, and local authorities should place a strong emphasis on maintaining high levels of school attendance.

All students are expected to attend every session. Where a student's attendance falls below the attendance threshold of 96%, our attendance procedures will be instigated according to the Staged response below:

Agreed Stage Attendance Intervention Levels

Stage	Criteria
Stage 1	1. Student currently has an attendance percentage of 96% or below. 2. Student has had an absence (coded I, O, U, G) in the previous 10 school days.
Stage 2	1. Student currently has an attendance percentage of 94% or below. 2. Student has absence (coded I, O, U, G) in the previous 10 school days and has previously been issued Stage 1.
Stage 3	1. Student currently has an attendance percentage of 90% or below. 2. Student has unauthorised absences (O, U, G) in the previous 10 school days and has previously been issued Stage 2.
Stage 4	1. Student currently has an attendance percentage of 85% or below. 2. Student has unauthorised absences (O, U, G) in the previous 20 school days and has previously been issued Stage 3.

As we strive for all students to have good attendance, our escalation route is as follows:

Stage 1

Where the student has met the criteria for Stage 1; the student's attendance falling below 96% and having an absence in the previous 10 days. A letter will be sent home to parents/carers and the student's attendance will be monitored for the next 10 school days.

The student may be moved to Stage 2 if they have further absence and meet Stage 2 criteria. If deemed appropriate Stage 2 may be initiated before the end of the 10 day monitoring period.

Should the student attend every session and have no further absence, Stage 2 will not be initiated.

Stage 2

If the student's attendance continues to be below 94% and they have subsequent absences, a Stage 2 letter will be sent to parents/carers requesting medical evidence for any future absence to be authorised. Alongside the Stage 2 letter, parents/carers will also be issued with a feedback form.

The student will be monitored for the next 10 school days. The student may be moved to Stage 3 if improvement criteria is not met. If deemed appropriate Stage 3 may be initiated before the end of the 10 day monitoring period.

Should the student attend every session and have no further absence, Stage 3 will not be initiated.

Stage 3

At Stage 3, parents/carers will be issued with a letter for an Attendance Support Meeting/ Attendance Action Plan. The student's attendance will be monitored for 20 school days. However, if the pupil has further

instances of unauthorised absence within the monitoring period, the student may be escalated to Stage 4.

If no further unauthorised absences are recorded within the monitoring period, the student will remain at Stage 3.

For student that have not had unauthorised absences during the 20 school days monitoring period, the student will be de-escalated to Stage 1 and the above criteria for the suggested Stages will be followed.

Stage 4

If a student's attendance remains a concern and they continue to have unauthorised absences, they may be escalated to Stage 4. At Stage 4, a student may be referred to the Local Authority and legal proceedings may commence. The Local Authority could take action that could include, but not be limited to, issuing parental contracts, issuing fixed penalty notices, pursuing prosecution towards potential educational supervision orders or other court sanctions.