

Attendance Policy 2026



School Name: Platt Bridge Community School

Address: Rivington Avenue, Platt Bridge, Wigan, WN2 5NG

Headteacher: Mr. Stephen Wallace

Policy Written By: Mr. Stephen Wallace

Date of Policy: September 2026

Review Date: September 2027

1. Vision, Ethos & Legal Framework

At Platt Bridge Community School, we believe that regular and punctual attendance is essential to unlock every child's full potential, facilitate high-quality teaching and learning, and promote social and emotional well-being. Pupils cannot achieve their full academic potential or thrive socially if they do not attend school consistently.

In alignment with Wigan Local Authority's driving ambition, "Every Child. Every Day. Every Opportunity," our school adopts a relational, support-first approach to securing excellent attendance. We recognise that securing good attendance requires a whole-school effort connecting our curriculum, pastoral care, Special Educational Needs and Disabilities (SEND) support, behaviour standards, and multi-agency partnerships.

Under Section 7 of the Education Act 1996, parents and carers have a legal duty to ensure that their child of compulsory school age receives efficient, full-time education suitable to their age, ability, aptitude, and any special educational needs they may have, either by regular attendance at school or otherwise. Our whole-school attendance target is 96%.

2. Key Roles & Contact Information

We encourage families to communicate openly with our dedicated staff team regarding any attendance concerns, medical needs, or barriers to learning as early as possible:

Role / Responsibility	Staff Member	Contact Details
Senior Attendance Champion (Strategic Lead)	Abigail Harmer	aharmer@plattbridge.atctrust.org.uk Tel: 01942 558656
Daily Attendance & Pastoral Lead (Day-to-Day Operations)	Jane Sargent	jsargent@plattbridge.atctrust.org.uk Tel: 07826 462393
School Office & First-Day Calling (Reporting Absences)	Attendance Office Team	School Office Tel: 01942 487999 (Report before 9:00am)

Emergency Contacts Requirement: Parents and carers must provide the school with a minimum of two up-to-date emergency contact numbers for each child and notify the school office immediately of any changes in contact details or address.

3. Daily School Timings & Absence Reporting

School Day Timings & Punctuality

8:55am - Registration Begins: Pupils arrive and enter classrooms. Morning registration is taken promptly.

9:00am - Morning Register Closes: Pupils arriving after 8:45am but before 9:00am are marked as Present. Pupils arriving after 9:00am must sign in at the main reception. Arrival between 9:00am and 9:30am is recorded as Late ('L' code). Arrival after registration closes at 9:30am is recorded as an Unauthorised Absence ('U' code).

1:15pm - Afternoon Register Closes: Afternoon registration is taken. Pupils not present by 1:15pm receive an absence mark.

First-Day Absence Procedures

If a pupil is unable to attend school due to illness or unforeseen circumstances, parents/carers must notify the school office via telephone before 9:00am on the first day of absence, providing a clear reason and an estimated return date.

Daily Escalation & Follow-Up Flow

To ensure pupil safety and robust safeguarding, the school operates a strict daily follow-up procedure for unannounced absences:

Step 1 (First-Day Call & Text): If no absence notification is received by registration close, an automated text message is sent to the primary contact.

Step 2 (Telephone Follow-Up): If the text message is unacknowledged, school staff call all provided emergency contacts to establish the child's whereabouts.

Step 3 (Second-Day Unacknowledged Absence): If a child is absent for a second consecutive day without contact, a higher-level alert text is issued, emergency contacts are alerted, and a home visit may be conducted by the pastoral team.

Step 4 (Home Visit & Card): Where contact cannot be established, pastoral staff conduct a home visit. If no answer is received, a calling card is posted through the door requesting immediate contact. Unexplained absences are recorded as Unauthorised ('O').

Medical Absences & Healthcare Appointments

Parents should make medical or dental appointments outside of school hours wherever possible. Where unavoidable, appointments should be arranged so the child misses the minimum possible amount of school time.

Medical Evidence Policy: The school does not routinely request medical evidence (e.g., GP appointment cards or notes) for standard short-term illnesses. However, school reserves the right to request evidence in a minority of cases where attendance is below 90%, where there are frequent/recurring medical absences, or where genuine doubt exists regarding the authenticity of the illness.

4. Graduated Response

Platt Bridge Community School follows the DfE statutory framework, Expect, Monitor, Listen & Understand, Facilitate Support, Formalise Support, and Enforce, alongside Wigan Local Authority's "Attendance Through Belonging" framework.

Monitoring Thresholds & Attendance Bandings

Attendance Band	Impact / Days Missed per Year	Action & Intervention Level
96% – 100% (Good Attendance)	Less than 7 days missed (0 – 13 sessions)	Green / On Track: Praised & celebrated through school attendance rewards.
90.1% – 95.9% (Cause for Concern)	7 to 19 days missed (14 – 38 sessions)	Amber / Early Action: Weekly data tracking; supportive letter issued when falling to 96.5%; informal chat with Attendance Lead.
Less than 90% (Persistent Absence)	20 to 38 days missed (40 – 76 sessions)	Red / Targeted Intervention: Formal APDR (Assess, Plan, Do, Review) contract meeting; multi-agency support plan.

50.0% or Below (Severe Absence)	38+ days missed (76+ sessions)	Purple / Intensive Support: Urgent multi-agency case conference, LA Attendance Team involvement, statutory intervention.
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Multidisciplinary Team & EBSA Support

Our dedicated Attendance team meets regularly to review qualitative and quantitative data. We recognise that non-attendance is often linked to Emotionally Based School Avoidance (EBSA), anxiety, or unmet neurodivergent needs. We utilise Wigan LA's EBSA guidance and other tools to identify push/pull factors, establishing tailored return-to-school support plans.

5. Safeguarding Integration & KCSIE Standards

In accordance with statutory guidance Keeping Children Safe in Education (KCSIE), Platt Bridge Community School maintains an attitude of "it could happen here." All school staff read Part One of KCSIE in full and understand that persistent or unannounced absence is a critical early warning sign of safeguarding risks, including neglect, domestic abuse, child sexual exploitation (CSE), child criminal exploitation (CCE / county lines), mental health crises, or children missing education.

Information Sharing

Proactive Information Sharing: Under Section 16LA of the Children Act 2004 and statutory information-sharing duties, UK GDPR and data protection laws do not prevent sharing information to keep children safe. Staff share attendance and welfare data proactively with Children's Social Care and multi-agency partners without delay.

6. Term-Time Leave & Legal Penalty Notices

In accordance with the Education (Pupil Registration) (England) Regulations, Headteachers may not grant any leave of absence during term time unless exceptional circumstances apply. Term-time holidays, family celebrations, cheaper travel rates, or overlapping work commitments do not constitute exceptional circumstances. Applications must be submitted to the Headteacher at least two weeks in advance using the school's official Leave of Absence Request Form.

National Framework for Penalty Notices

Statutory Legal Intervention Threshold (National Framework):

Trigger Threshold: A Penalty Notice must be considered when a pupil reaches 10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period.

First Offence: Charged at £160 per parent, per child. This is reduced to £80 if paid within 21 days.

Second Offence (within 3 years): Charged at a flat rate of £160 per parent, per child, with no option for the reduced £80 rate.

Third Offence (within 3 years): A third Penalty Notice cannot be issued. The case will progress directly to prosecution in the Magistrates' Court under Section 444 of the Education Act 1996 (fines up to £2,500, community orders, or imprisonment).

Please visit the Wigan Council website for more information regarding penalty notices.

<https://www.wigan.gov.uk/Resident/Education/Schools/School-Attendance/Legal-Proceedings-for-Non-Attendance.aspx>

7. Policy Approval & Review

This Attendance and Absence Policy is approved by the Governing Board of Platt Bridge Community School and is reviewed annually. For further details, supporting forms, or confidential attendance guidance, please visit our school website at www.plattbridge.atctrust.org.uk or contact our Attendance Team.