


Policy:	Attendance Policy	
	May 2025	
Status:	Statutory	
Review Date:	Annually May 2026	

REMEMBER: If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

Introduction

Regular school attendance is essential if children are to enjoy their education and make good progress.

At St.Botolph's CE Primary School, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Some pupils find it harder than others to attend school. This policy sets out how school staff will work with pupils, parents, and partners to promote, encourage and support regular attendance at school and remove any barriers to attendance.

Aims

- To set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality.
- To improve children's attainment through good attendance.
- To make attendance a priority for everyone.
- To ensure there is a clear process to identify and address emerging attendance concerns
- To work effectively with parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance.

To achieve these aims for our pupils, we are committed to the following:

- a welcoming, stimulating and safe learning environment;
- for all staff to feel happy to come to school to work with pupils, developing them to their full potential;
- listen to parents and pupils to understand barriers to attendance
- build trusted relationships with parents and pupils where attendance concerns can be discussed, understood.
- high expectations of our pupils and all staff;
- a broad, balanced and relevant curriculum;
- recognise and celebrate achievements in all areas of school life;
- equal access to all aspects of the curriculum and school life;
- high quality teaching using a variety of teaching strategies;
- a range of resources that are effectively used to support and challenge learning;
- provide experiences, which will develop our pupils' spiritual, moral and cultural understanding;
- support, guidance and training for all those who teach and work with our children;
- foster and maintain links with our wider community

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The Importance of good school attendance

The Importance of School Attendance School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects, making it an indispensable aspect of any educational system.

Regular attendance to school can have a significant impact on:

- **Academic Achievement:** Regular attendance directly links with academic success. Children who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.
- **Knowledge Acquisition:** School is where children gain knowledge and skills that are crucial for their personal and professional growth. Missing days means missing out on valuable learning opportunities.
- **Social Development:** School provides a vital social environment for our children to interact with their peers, develop friendships, and learn essential social skills. Consistent attendance ensures children remain connected to their peer group.
- **Building Routine:** School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.
- **Teacher Interaction:** Regular attendance allows for meaningful teacher-child interactions. Teachers can provide personalised support, address questions, and assess individual progress more effectively when children attend regularly.
- **Preventing Knowledge Gaps:** Frequent absences can lead to significant knowledge gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.
- **School Engagement:** Children who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.
- **Legal and Parental Responsibility:** Parents or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- **Community Well-being:** High levels of school attendance contribute to the overall well-being of communities.

Attendance Partnership Expectations

We expect the following from all of our pupils:

- To attend school regularly.
- To arrive on time and appropriately prepared for the day
- To talk to a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- To ensure their children attend school regularly and punctually;
- To ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend;
- To ensure that their children arrive in school well prepared for the school day, having eaten breakfast.
- To talk to a member of school staff about any problem or reason that may prevent them from Attending school.

Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing good reason
- Regular, efficient and accurate recording of attendance
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.

- Follow up support if needed.

Roles and responsibilities for attendance

- Nicola Robe and Allison Lawley are the school Attendance Champions. They can be contacted on 01509 503387 or can be messaged using the school communication system - Weduc.
- Initial point of contact is class teachers.
- All members of school staff have responsibility for attendance issues in school.

Role	Responsibilities
<p><u>The Attendance Team</u> Emma Pepper - Headteacher (DSL) Allison Lawley - Deputy Head (DDSL) Nicola Robe - Family, mental health and Wellbeing Lead (DDSL)</p> <p><u>Attendance Champions</u> Allison Lawley - Deputy Head Nicola Robe - Family, mental health and Wellbeing Lead</p> <p>Definition DSL - Designated Safeguarding Lead DDSL - Deputy Designated Safeguarding Leads</p>	<p>For the team:</p> <ul style="list-style-type: none"> • Compliance with relevant legislation • Authorising/unauthorising absences • Ensuring there are clearly defined roles and responsibilities for attendance • Ensure all staff have appropriate training and support • Overview of clear and escalating interventions • Promoting school attendance • Responsibility for links with LA Statutory team • Following policy and procedure consistently • Creating a supportive and welcoming learning environment • Point of contact for professionals to discuss concerns <p>Attendance champions</p> <ul style="list-style-type: none"> • Providing early warning of attendance concerns • Implementing school policy and leading on whole school approach • Evaluation of interventions • Data analysis and strategic plan for attendance. • Points of contact for parents to discuss initial concerns (alongside class teacher) •
School Governors	<ul style="list-style-type: none"> • Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers) • Reviewing school attendance • Agreeing & reviewing school policy
Class teachers	<ul style="list-style-type: none"> • Marking registers • Promoting the importance of regular school attendance • Positive role modelling • Following policy and procedures consistently • Point of contact for parents to discuss concerns • Creating a welcoming environment • Provide early warning of attendance concerns
School Office All office staff:	<ul style="list-style-type: none"> • Following policy and procedures consistently • Maintaining registers • Calling/messaging to identify reasons for absence • Identifying children whose absence needs further follow up action in line with school absence procedure

Office Manager:	<ul style="list-style-type: none"> • Registering late arrivals &, where necessary, confirming absence with class teachers • Responding to leave of absence request • Administration of school attendance letters, leave of absence letters etc • Producing requested attendance reports
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- Attendance matters are reviewed by the Head and Attendance team.
- Attendance is reported, on a minimum termly basis, to the Governing Body.
- School will liaise with the Local Authority Attendance Team when support and assistance is required. We will also participate in training offered. Details: 0116 305 6743, attendanceteam@leics.gov.uk

Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.

98-100%	Excellent. Accessing all learning opportunities
96-97%	Good. Very few learning opportunities missed
94-95%	Risk of underachievement Up to 50 missed lessons Up to 10 school days absent in an academic year
92-93%	Risk of underachievement Up to 75 missed lessons Up to 15 school days absent in an academic year.
90-92%	Severe risk of unde achievement Up to 100 missed lessons Up to 19 school days absent in an academic year
90% and below	Extreme risk of underachievement over 100 missed lessons Pupil is persistently absent upwards of 22 school days absent in an academic year
50% and below	Extreme risk of underachievement Pupil is severely absent At least half of all lesson and days missed

Support First

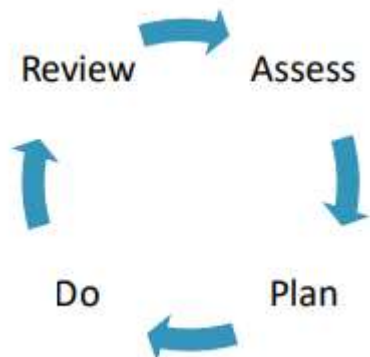
At St.Botolph's, we follow a 'support first' model approach. Expectations are set out by the Department for Education in the guidance Working Together to improve school attendance (September 2024).

Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual approaches for children with specific needs.
- Formal Statutory Interventions where support has not been effective or engaged with.
- We will use attendance data, daily, weekly, half termly and termly to identify children whose attendance is declining and any concerning patterns of attendance.
- We will support pupils' parents and carers by working together to address any in-school barriers to attendance.
- Where barriers are outside of the school's control, we will discuss and offer support to parents, carers

and pupils also signposting to the right voluntary support.

- Some students find it harder than others to attend school and will need targeted or specialist support.
- Any attendance intervention will consider individual needs.
- We will use a Graduated Response - Assess, Plan, Do, Review, to inform all plans of intervention at each stage including offers of support either formal or informal



Attendance interventions and strategies will be reviewed and where improvements haven't improved and barriers to attendance continue plans will be reviewed to understand the reasons for lack of change.

- Records will be kept of attendance interventions and action plans

School day and punctuality

It is important that pupils are punctual so they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session. If a pupil arrives late to school every day over a school year their learning begins to suffer. Below is a graph showing how being late to school each day over a school year adds up to lost learning time.



Registration

Registration at St.Botolph's is as follows:

Our school gates and doors are open at 8:40am for a staggered drop off. We ask that parents ensure their children arrive as close to this time as possible. Gates and doors are closed just before 8:50am. School registers are open between 8:40-8:50am.

Children arriving after 8:50am and before 9:00am will need to enter through the main Reception door. They will be signed in and will be marked as late ('L' code).

Children arriving after 9:00am will need to enter through the main Reception door. They will be signed in and will be marked as late ('U' code). This is an unauthorised late absence unless an acceptable reason is given.

Afternoon registers are taken as follows due to our staggered lunchtimes:

FS/KS1- 1:00-1:10pm
LKS2 - 1:10-1:20pm
UKS2 - 1:20-1:30pm

Parent/carers of pupils who are persistently late will be contacted by the Head teacher and will be asked to address the problem. We will make our best efforts to work with families to make sure the situation improves. If not, school may make a referral to the Leicestershire Attendance Team who will make contact with the parent/carers.

**If a pupil is absent
(See Appendix 3 for morning procedures)**

Parent/carers should inform the school on the morning of the first day of absence either by telephone on 01509 503387 or via Weduc, clearly stating the reason for the absence and the expected duration of illness. Office staff record reported absences on a daily log that is accessible to teaching staff so they can see who is absent and why. Parents are expected to maintain contact with the school throughout the absence.

When a pupil is absent unexpectedly, the class teacher will record the absence in the register, which will inform the school office. If the office has not already been informed of the reason for a pupil's absence, they will then contact a parent/carer by telephone.

As part of our Safeguarding Procedures, the school office will endeavour to contact the parent/carer and other emergency contacts if no message has been received regarding the reason for the absence to check on the safety of the pupil.

Office staff must contact parents/carers by 9:30am to check on any unexplained absences.

It is imperative that up-to-date contact numbers and details are provided to school.

Schools are required to hold more than one emergency contact per child (KCSIE 2024) Emergency contact numbers should be provided and updated by the parents with whom the pupil normally resides.

If a year 6 child walks to school alone and is absent, teachers will make sure the office is aware so their absence can be followed up straight away if no reason has been given.

When the pupil returns to school, parents/carers must ensure that a Weduc message or verbal confirmation is provided to explain the reason for the absence.

A Weduc message must be sent to the school prior to the day of absence, e.g. if a pupil has a medical appointment. Parents/carers are encouraged to provide the appointment card/letter.

If there is any doubt about the whereabouts of a pupil, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent/carer, in order to check on the safety of the pupil.

Where the school has concerns about a pupil's safety the DSL will be contacted and a 'Safe and Well' check will be carried out.

Medical appointments - We ask that parents try to avoid scheduling routine medical and dental appointments during the school day. It is useful for parents/carers to provide the school with the appointment card and/or letter for any medical appointment. All medical appointments will be coded as an 'M' which does equate to an authorised absence.

Repeated unauthorised absences

The school will contact the parent/carer of any pupil who has an unauthorised absence. If a pupil has a repeated number of unauthorised absences, the parent/carers will be asked to a meeting at the school to discuss the problem and offer support. We will work with the family in an effort to resolve any issues and provide support before taking the matter further.

If the pupil continues to accrue unauthorised absences the school will make a referral to the Leicestershire Attendance Team, who will make contact with the parent/carers to seek to ensure that the parent/carers understand the seriousness of the situation.

Where required, legal action will be sought and the Attendance Team will submit the case before the Local Authority for a Penalty Notice and /or prosecution. The Education Act 1996 (Section 444) states:

'If a child of compulsory school age who is a registered pupil at school fails to attend regularly at the school, the parent/carer is guilty of an offence'. The school reserves the right to consider taking legal action against any parent/carers who repeatedly fail in their responsibility to send their children to school on a regular basis.

Late collection at the end of the school day (or after school events)

If you are unexpectedly delayed and are unable to collect, or will be late collecting your child from school at the end of the day, please contact the school office immediately. If you arrange for another adult to collect your child, you must let the school know the details of that person.

If contact has not been made within an hour of school ending, a telephone call will be made to social services, informing them of the situation and providing them with the necessary details including:

- Child's name
- Date of birth
- Gender
- Address
- Parents' name and address
- Telephone contact details
- Any previous incidents of not being collected from school
- Any current or previous child protection concerns
- Any SEND/SEMH or medical needs.

In the event that the child is in immediate need of protection, the school will follow its Safeguarding and Child Protection policy.

Illness

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school they should follow the above absence process.

If your child has symptoms of a respiratory infection and has a temperature or is too unwell to attend school, they should stay at home and avoid contact with others until they no longer have a temperature and are well enough to attend school. We also ask that children who have sickness or diarrhoea stay away from school until 48 hours from the last time they had an episode.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes.

If you are unsure if your child should attend school, please contact the school for advice and guidance for signposting to the relevant service.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

The types of scenarios when medical evidence may be requested include:

- Child is absent and there are frequent odd days absences due to reported illness
- Child is absent and the same reasons for absence are frequently repeated
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence.
- Where there is a medical problems and school may need evidence to seek additional support/provide support
- There are conflicting reasons for absence

Requests for leave of absence including family holidays

Any time missed from school is detrimental to progress and has a negative impact on a child's achievement. At our school we view regular school attendance should be at **96%** and encourage all

parent/carers to support us in ensuring that their child's attendance does not fall below this level.

Government guidelines prevent Head teachers from granting **any** leave of absence during term time, unless there are exceptional circumstances. For example, a family holiday during term-time does **not** fall under the category of 'exceptional circumstances' and the school is therefore unable to grant leave of absence.

It remains the policy of the school to only sanction non-attendance during term time in exceptional circumstances.

We do understand that there are exceptional circumstances under which a parent/carer may legitimately request leave of absence for a child, e.g. a family crisis. We expect parents/carers to contact the school and request the leave of absence on the official school form. The Head teacher will respond to the request as soon as possible.

In order to request a family holiday for 'exceptional circumstances', Parents/carers must complete a 'leave of absence' form, outlining the reason and the specific dates when leave is required. The Head teacher and appropriate Governor committee will consider the request on a case by case basis, and inform the Parent/carers of their decision in writing. Holidays taken without permission will be recorded as 'unauthorised absence' – family holiday not agreed ('G' Code).

When a child has had at least 5 days/10 continuous sessions of holiday unauthorised absence (coded G) the school has a duty to make a referral to the Local Authority.

Issuing a penalty notice

If a pupil has been recorded as reaching the National Threshold of having 10 unauthorised sessions (equivalent to 5 school days) within a ten week period school will need to consider whether further support is appropriate or the case is escalated.

Unauthorised family holidays will be referred to the Local Authority for a penalty notice.

The parent(s) of any pupil who has absences recorded as a result of persistence absence or an unauthorised family holiday, may each receive a penalty notice of £80 which must be paid within a 21-day period.

Failure to pay the penalty notice within this timescale, will result in the penalty notice being doubled to £ 160, which will need to be paid within 28 days of the original notice being issued.

If the penalty notice remains unpaid after the full period of 28 days has expired, parents may face legal action for non-attendance under Section 444(1) of the Education Act 1996.

Additional penalty notices

If the threshold is met a 2nd time in three years and a 2nd Penalty notice is issued to the same parent in relation to the same child – this will be a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution

Supporting pupils with SEND, disabilities and those who face additional barriers to attendance

At St. Botolph's we work in partnership with our families and strive to build strong trusting relationships. Our aim is to assist all children to access their legal entitlement to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.

We understand that some children face barriers to attendance for a number of reasons. For example, they may have a disability, have additional needs or they could be children who struggle with EBSA (Emotionally Based School Avoidance). Where this is the case, we are keen to make formal reasonable adjustments in order to support families and children. We work with the local authority and other agencies where external support is needed, including, where applicable, ensuring the provision outlined in the pupil's education, health and care plan is accessed.

These adjustments are reviewed regularly by school and parents to ensure best efforts are being made to reflect any changes and to promote the best possible attendance.

Part-time timetables

In very few cases, we work collaboratively with families to create a temporary part-time timetable for a pupil. The Attendance, Safeguarding and SEND teams work together with families to ensure we are working towards reintegration. We set dates with families for review pursuant to building up, where possible, to full-time education in school. If the child has an EHCP, we work with the Local Authority to ensure the support package is reviewed if necessary. If a child with a social worker is in need of a part-time timetable, the social worker would be informed.

Long-term absence

When pupils have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work. This work must be completed and returned to school so that the school can monitor the pupil's progress.

Where it is deemed that a pupil is unable to return to school due to chronic medical or other medical reasons the school will make a referral to the LA Attendance Team to ascertain if any alternative provision for education can be requested. Parents/carers will have to provide medical evidence that clearly states a pupil is unable to return to mainstream education.

Parents/carers must provide the school with medical evidence when their child is going to be off from school for long periods but alternative provision is not being sought.

Reintegration of Long-Term Absentees

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles

- We should always keep in touch with a student/and his/her family during a long absence.
- We should always make sure he/she is welcomed back
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.

Head Teacher, Attendance team and SENDCo to consider a phased return where appropriate. Consideration needs to be given to any special needs the pupil may have and appropriate support identified. Consideration must be given to providing a mentor (staff member/student)

Class teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Attendance targets

The school sets its own attendance targets each year. These are set by the governors at a termly full governors meeting. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

Attendance data will be analysed half-termly to monitor the attendance of all children and to identify those children who are at risk of poor attendance. We will look at individual cases to see what barriers are preventing a child from good attendance and provide support or signposts to assist in the first instance.

We keep parents informed of their child's attendance using our RAG charts at parents' evenings (Oct & Feb) and providing parents with letters following each half-termly review as recommended by the LA Attendance Team.

Parents are provided with a formal registration certificate containing information about their child's attendance as part of their end of year report. Issues can also be raised during parent/teacher meetings. More urgent action can be taken where necessary.

Tracking attendance

Prevention of poor attendance through good whole school attendance management	All - Universal	Consistent application of policy and whole school approach Setting high expectations for all through positive promotion of attendance
	96 -100%	Excellent Accessing all learning opportunities Rewards and incentives
	95 – 96%	Pupils at risk of lower-than expected attendance identified through robust weekly tracking and half-termly meetings. Contact with parent and pupil by class teacher to explore if any barriers to attendance If necessary, contact then made from attendance team with parents advising of attendance
Early intervention to reduce absence before it become habitual	93 – 95%	Lower than expected levels of attendance and concerning patterns identified through tracking Telephone contact or meeting with parents to understand barriers to attendance and agree support/actions. Pupil voice Letter 1 sent expressing concerns that attendance level has fallen below 95%
	90 – 93%	Continue working with parent/pupil and review any actions/support. Explore Early Help and signpost to agencies
Targeted reengagement of persistent and severely absent pupil	Persistent absence	Pupil is persistently absent and concerning patterns of attendance identified through tracking. Letter 2 sent Meeting with an Attendance Champion Consider further in School Support/SENCO, Early Help Create a formal attendance plan/contract Where there is a lack of parental engagement in support isn't effective, referral to the LA Attendance Team -follow formal procedures and send letter 3
	Severe absence	

Monitoring and review

It is the responsibility of the governors to monitor overall attendance, and they will request a termly report from the Head teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that attendance figures are as high as they should be.

We expect high standards of attendance from all pupils and we will work with other agencies to improve attendance across the school.

Class teachers will be responsible for monitoring attendance and punctuality in their class, and for following up absences in the appropriate way. If there is concern about a pupil's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular pupil, this will be reported to the Head teacher and Attendance Team, who will contact the parent/carers.

The Head, Deputy and Family & Mental Wellbeing Lead will monitor attendance on a half-termly basis to identify any pupils who are persistently absent or who continually arrive late and will take action where this falls below a satisfactory level or where we identify patterns of poor attendance. Parents/carers will be informed by letter and will be expected to address this, otherwise the LA Attendance Team will be informed. In instances where attendance and punctuality are of concern, or where a pattern is spotted, parents will be informed by way of a letter. We will discuss this with parents and seek to understand any barriers which are preventing good attendance, facilitating support (e.g. Early Help) where absence is a symptom of wider issues.

Parents are expected to co-operate with the school and attend any meeting when requested to do so by the school.

Where absence persists and support is not working, or parents fail to engage with the support, formal action will be taken.

The school will keep accurate attendance records on file for a minimum period of three years after the register ended.

The rates of attendance will be inspected by OFSTED who will make a judgement about the school's attendance in their inspection report.

Safeguarding Statement

At St.Botolph's CE Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St.Botolph's CE Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

GDPR Statement

The school has arrangements in place to ensure that all personal data records held by the school are obtained, processed, used and retained in accordance with the eight rules of data protection (based on the Data Protection Acts).

Equality Impact Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Where the term "parent" is used, this includes carers and anyone with legal responsibility for the child.

Responsibility - THE LAW and School Attendance

The law entitles every child of compulsory school age to a full time education suitable to their age, aptitude and any special educational need they may have.

Parents

- It is a parents' duty to ensure their child attends school regularly (unless they have chosen for their child to receive an education other than at a school).
- It is the parents' responsibility to ensure their child attends every day that school is open, except in a small number of circumstances (e.g. being too ill to attend or being given permission for an absence in advance from the school).
- It is a legal requirement that parents/carers ensure that the school has at least two current contact details and it is the parents/carers responsibility to keep school informed should these details change.

School

- School will have appropriate procedures in place to monitor attendance.
- The Head teacher and all staff work to ensure a high level of enjoyment and commitment to learning as a means of ensuring regular attendance.
- It is a statutory duty for class teachers to call and maintain accurate registers. Class teachers are legally responsible for marking their class attendance register twice per day at the start of each session. Teachers may delegate this task to another member of staff. Registers are legal documents, and may be called for as evidence by the court.

Governors

- Under the Education (Pupil Registration, England) Regulations 2006 it is the governing body's responsibility for making sure that admissions and attendance registers are kept. Unless stipulated each regulation applies to all schools in England.
- School governors are bound by the statutory requirement under Section 538 of the Education Act 2006 which requires governing bodies to provide information requested by the Secretary of State. This includes absence data that is collected termly through the School Census.
- Where school attendance problems occur, the school will endeavour to work with parents/carers in the interests of the child to achieve a resolution.
- Attendance is recorded and data stored and analysed using the SIMS Attendance module.

Appendix

Appendix 1 National Attendance and Absence Codes -

Code	Meaning	Statistical Value
/	Present at school AM	Attending (Present)
\	Present at school PM	Attending (Present)
L	Late arrival before register closed	Attending (Present)

K	Attending Education provision arranged by the LA	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	Attending an approved educational activity (present)
W	Attending Work Experience	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity	Attending an approved educational activity (present)
D	Dual Registered at another school	Not a possible attendance (neither present or absent)

C1	Leave of absence - performance or regulated employment abroad	Authorised absence
M	Leave of absence for medical or dental appointment	Authorised absence
J1	Leave of absence for interview	Authorised absence
S	Leave of absence for studying for public examination	Authorised absence
X	Non-compulsory school age pupil not required to attend school	Not a possible attendance
C2	Leave of absence - compulsory school age pupil subject to part time/reduced timetable	Authorised absence
C	Leave of absence in exceptional circumstances	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious Observance	Authorised absence
I	Illness (not medical appointment)	Authorised absence
E	Suspended or Permanently excluded with no alternative provision made	Authorised absence
G	Leave of absence not granted by the school, e.g. family	Unauthorised absence

	holiday	
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived in school late after registration closed	Unauthorised absence

Q	Unable to attend school because of lack of access arrangements (travel)	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to travel due to widespread travel disruption (eg. train strikes)	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed (eg. RAAC)	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed (eg burst water mains)	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice system	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law (eg Covid, Strep-A)	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance

Appendix 2 - Definitions

Persistently absent - Attendance that falls below 90%

Severely absent - Attendance that falls below 50%

Authorised Absence

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised Absence -

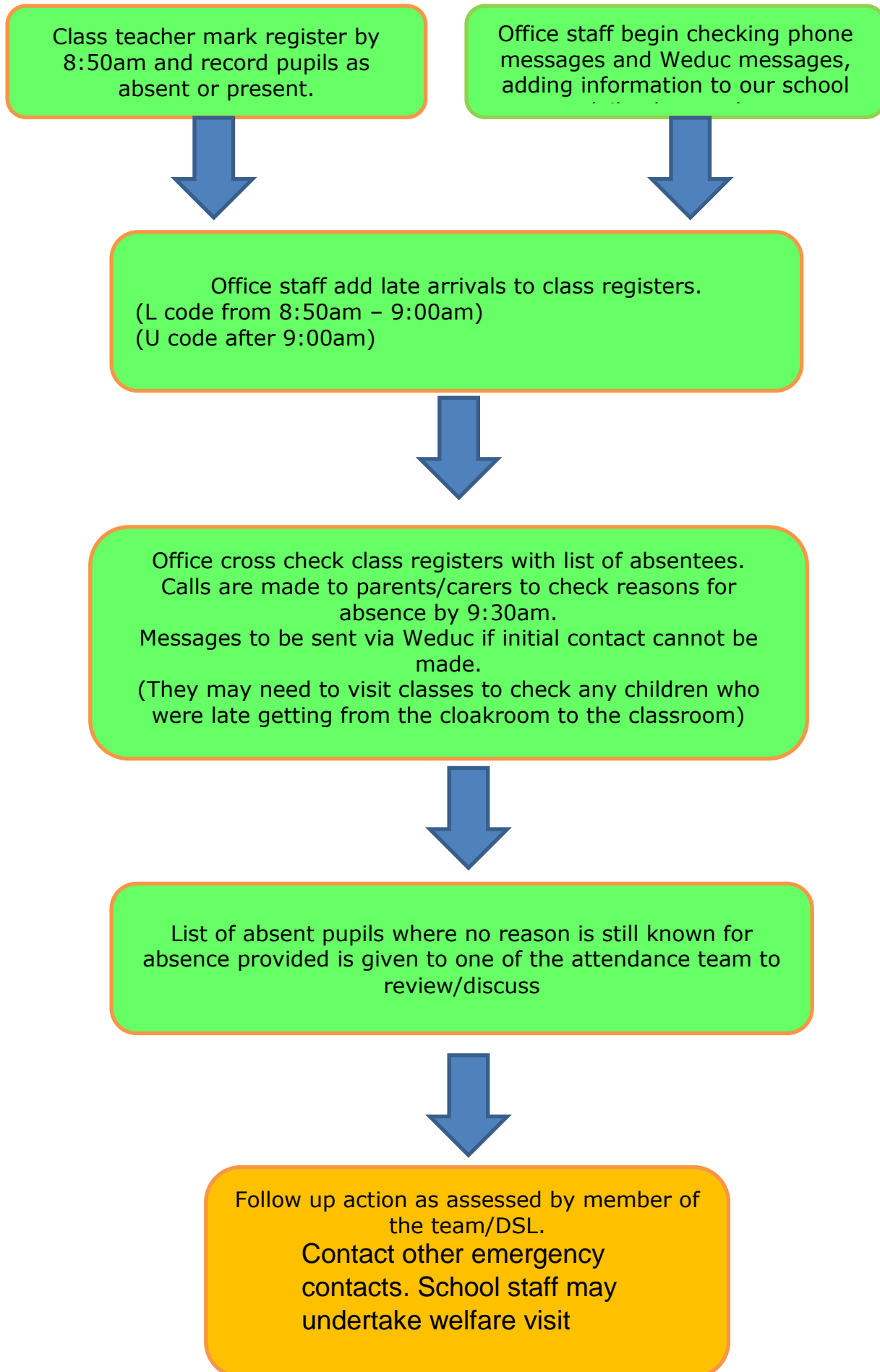
- Parents keeping children off school unnecessarily or without reason.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to day trips, birthdays and holidays in term-time which have not been agreed
- Leaving school for no reason during the day
 - Parent/carers keeping pupils off school because they themselves are ill
 - An absence will also be coded as unauthorised if a parent/carer fails to provide medical evidence when requested to do so.
 -

The school may also make a referral to our Designated Safeguarding Lead/Deputies if there is a concern about a pupil's welfare or safety. Parents/carers will be contacted to ascertain if further action needs to be taken.

Parents/carers are expected to co-operate with the school and attend any meeting when requested to do so by the school.

*See appendix 1 for key to codes for unauthorised absences.

Appendix 3 - Morning procedures



Appendix 4 – Leave of Absence request

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Name of child:		Class:	
Date of requested absence:	From:	To:	
<p><u>PLEASE NOTE:</u></p> <p>Since 1st September 2013, schools are no longer allowed to grant leave of absence during term time unless there are exceptional circumstances.</p> <p>All requests are reviewed by the Head Teacher and the Governors.</p> <p>As parents you place yourself at risk of the Local Authority issuing you with a Penalty Notice should the Head Teacher not approve your request for absence and you disregard their decision.</p> <p>For unauthorised leave of absence from August 2024, Penalty Notices will increase to £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court.</p> <p>If Penalty Notices are not paid, parents may face legal action through the Magistrates Court and if found guilty receive a criminal record and fine of up to £1000.</p> <p>You must submit requests for leave of absence at least two weeks prior to the first day your child will be absent. If you have a child who attends a <u>different school</u>, please provide their details below:</p> <p>Childs name: _____ School: _____</p>			
<p>Please indicate the exceptional circumstances as to why this holiday could not take place in the course of the normal school holiday pattern:</p> <p style="text-align: right;">Please continue overleaf if necessary</p>			
Signed:		Parent/Carer/Legal Guardian	Date:
<p><i>For Office Use only</i></p> <p>Approved/Not approved (delete as appropriate)</p> <p>Signed: _____ Head Teacher _____ Chair of Governors _____</p>			