

Brookfield Primary School Policies – Attendance Policy for Pupils



Brookfield Primary School

Record of Policy Amendment / History

<u>Date Approved</u>	<u>Minute No.</u>
28/01/2025	3039.25



Brookfield Primary School

'Be the best you can be'

Brookfield Primary School aims to provide an educational environment of the highest quality in which we will strive to:

- To keep every pupil safe
- Develop effective and enthusiastic learners
- Value the self esteem and maximise the potential of every child
- Promote constructive attitudes and values
- Foster caring relationships in a secure environment
- Work in equal partnership with parents and carers and involve them in their children's learning

Attendance Policy

Route 77 Cluster

Brookfield Primary School Version



Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

Aims and Objectives

This attendance policy ensures that all staff, governors and parents in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Set high expectations for the attendance and punctuality of all pupils

- Promote good attendance and the benefits of good attendance
- Reduce absence, including persistent and severe absence
- Ensure every pupil has access to the full-time education to which they are entitled
- Act early to address patterns of absence
- Build strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Definitions

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by parent, an absence will be unauthorised.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

- Headteacher – Mrs Nicola Walker
- Senior Leader responsible for attendance- Mrs Louise Schofield
- Pastoral Lead– Mrs Kate Sharp
- Learning Mentor – Miss Ruth Penford
- School Business Assistant- Mrs Nina Taylor

Class teacher

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office via RM Integris

Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the School Business Assistant to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Support families to access targeted intervention and support to pupils and families

The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the Headteacher
- Working with the Pastoral Lead to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices

This role is done by the School Business Assistant and can be contacted via the school phone number.

Administration

staff

Administration staff are responsible for:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Discuss with parents the different levels of support that can be accessed from the school's

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:50 am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the school office or speaking with a member of school staff

Pupils

Pupils are expected to:

- Attend school every day, on time

Registration

Attendance register

We will keep an electronic attendance register, and place all pupils onto this register using Arbor Software.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.50 am and ends at 3.10pm.

Pupils must arrive in school by at least 8.45am on each school day. Gates open from 8:35 am.

The register for the first session will be taken at 8:55 am and will be kept open until 9:20 am. The register for the second session will be taken at 12.45pm and will be kept open until 1.00pm

Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible, by calling the school office

and leaving a message on the answer machine. Please DO NOT use Class Dojos to notify us.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Lateness

Children who are persistently late after close of register soon fall behind with their learning.

Any pupil who comes into school after 9:00 am will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school later than 9:20 am will be marked as late after close of register (Attendance code U). This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9:20 am will have the absence recorded as a medical absence (Attendance code M).

See Flow chart (Appendix 2) for the management of Persistent Lates

Absences

First Day Contact/Child Missing In Education

Where a child is absent from school and we have not received any contact from the parent, then we initiate a first day contact process. Office staff check all of the registers each morning to identify those pupils who are absent without explanation and, as a safeguarding

requirement, make contact with the parents/ all contacts of these children, by telephone, leaving voicemail messages if possible, requesting contact with school regarding the child(ren)'s absence.

If contact has not been made by the parent the school may, where appropriate, complete some/all of the following:

- Home visit (multiple attempts, if no contact has been made) A slip indicating a visit has been made will be left, requesting information about the absence.
- Safe and Well Check through the Police (101)
- After 10 days, the school will initiate the 'Child Missing in Education' Flow (see appendix 2)

Applications for Leave of Absence in Term Time

In September 2013 the government introduced new regulations making it clear that Headteachers **must not** give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a 'Request for Term Time Leave' available from the school office and handed in 20 school days before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Approval for term-time absence

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define '**exceptional circumstances**' as:

- Marriage of close family member e.g. Mother, Father, Brother or Sister
- Visit with child's parent who work/live abroad
- Special event with a terminally ill close family member – Mother, Father, Brother or Sister
- Holiday where school has supported a successful funding application e.g. family fund

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request from information given on the 'Leave of Absence Request' form.

Any request should be submitted as soon as it is anticipated and, where possible, at least 20 days before the absence, and in accordance with any 'Leave of Absence Request' form, accessible via the School Office. The Headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, or because the school premises are closed

Circumstances NOT agreed, but not limited to:

- Works 'shut down' weeks or where employees restrict employees request for leave

- Requests during the first two weeks in September or for Y6 pupils, during SATs week regardless of the exceptional circumstance.
- Minding the house
- Caring for relatives
- Awaiting repair people
- Shopping
- A birthday or family celebration.

To ensure consistency, new 'exceptional circumstances', which may arise, will be discussed between the Cluster of schools:

- Holidays requested by families with children in different schools must consult to ensure the same decision is issued.
- a 'C' code can be used for other circumstances which are not holidays

Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The Headteacher, local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before issuing a penalty notice, the following will be considered:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £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 the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period

The grounds on which a penalty notice may be issued before the end of the improvement period

The school will regularly inform parents/carers, about their child's attendance and absence levels.

Addressing Attendance Concerns

The school expects attendance of at least 96%.

It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon parents to ensure their

child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

The school will use a range of methods to encourage excellent attendance including, but not limited to:

- Certificates to recognise levels of good attendance
- Special events or activities to celebrate attendance
- Letters/ Messages of Praise
- Dojo Shop

Supporting pupils who are absent or returning to school

Pupils absent due to complex barriers to attendance or returning after a lengthy period of unavoidable absence

- Have an initial meeting with the parent when it is clear the child is ready to return
- Set out a clear package of support which may include a phased return and regular meetings to ensure a successful reintegration

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

Attendance monitoring

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) daily, weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant

- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

The school will use their pastoral support team to offer support to families where attendance has been highlighted as a concern. This may take the form of:

- Contact parents to discuss any worries or concerns preventing the child from attending
- Contact parents to review attendance and set targets which are regularly reviewed
- Offer support for the child in school which could include meet 'n' greets, and/or pastoral sessions,
- Offer of increased level of support including SEND support, medical advice, collection of children, visits to the home or Early Help Assessments
- Referral to outside agencies, if required

If a child's attendance does not improve and absences are unauthorised this may lead to consideration of parental responsibility measures which include the issue of penalty notice fines or other statutory action.

National framework for penalty notices

The new national threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised leave in term time (Attendance code G).

If your child's absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority

Appendix 1	Attendance Codes
Appendix 2	Attendance Flow Chart
Appendix 3	Letter – Attendance Monitoring Initial Letter
Appendix 4	Letter – Attendance Monitoring Parental Responsibility
Appendix 5	Letter – Attendance Monitoring Panel Meeting in School
Appendix 6	Letter – Attendance Monitoring Penalty Notice
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Appendix 12	Pupil Leave of Absence Request Form
Appendix 13	Letter – Leave of Absence Authorised Leave
Appendix 14	Letter – Leave of Absence Unauthorised Leave >5 days
Appendix 15	Letter – Leave of Absence Unauthorised Leave <5 days
Appendix 16	Letter – Leave of Absence Unauthorised (Late Application) >5 days
Appendix 17	Letter – Leave of Absence Unauthorised (Late Application) <5 days
Appendix 18	Letter – Leave of Absence Challenge (Reason Provided) >5 days
Appendix 19	Letter – Leave of Absence Challenge (Reason Provided) <5 days
Appendix 20	Letter – Leave of Absence Challenge (No Reason) >5 days
Appendix 21	Letter – Leave of Absence Challenge (No Reason) <5 days
Appendix 22	Leave of Absence Flow Chart
Appendix 23	Child Missing in Education Flow Chart

Appendix 1: Attendance Codes

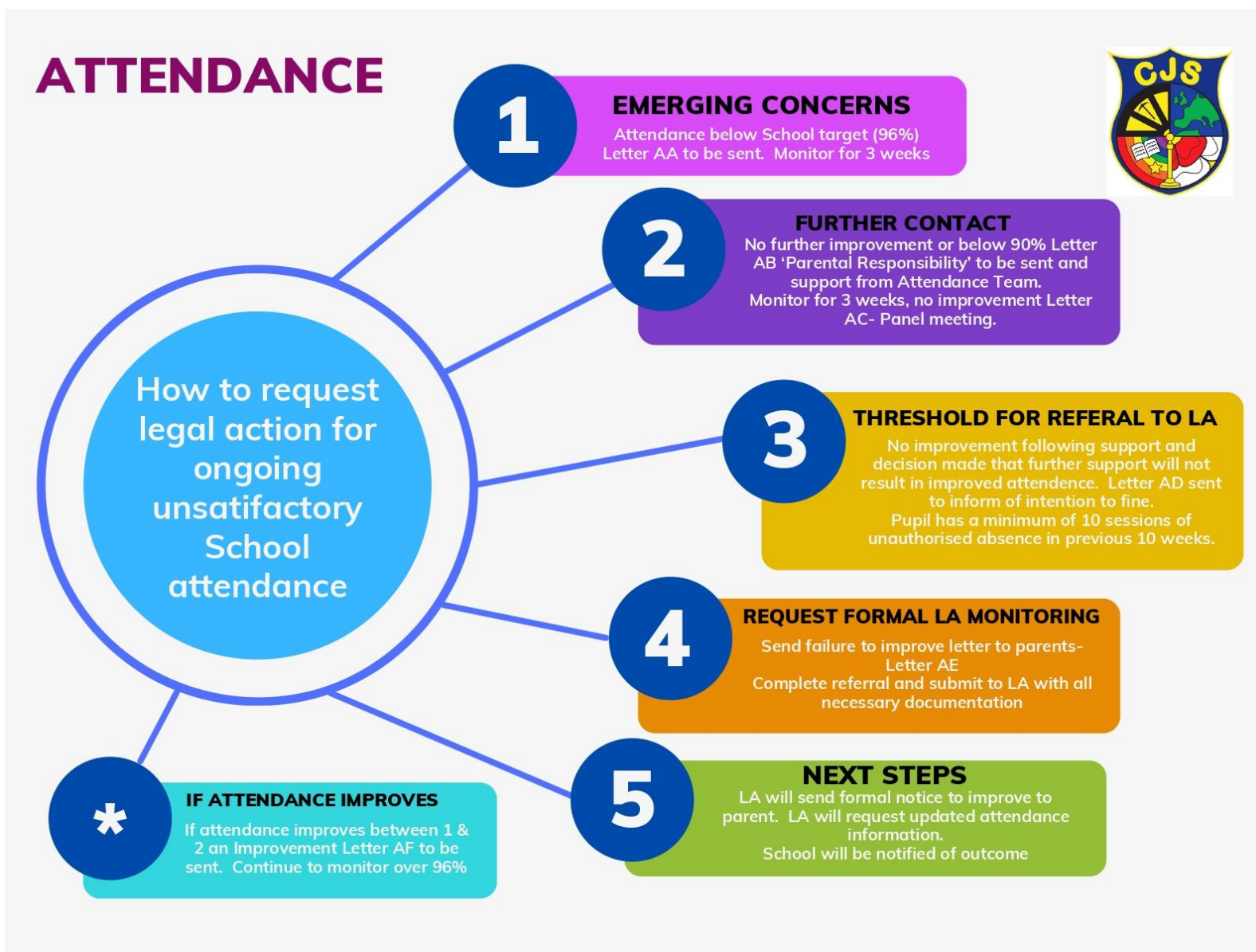
The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances

Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		

G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Attendance Flow Chart



Appendix 3: Letter – Attendance Monitoring Initial Letter

Dear Parent/Carer

Attendance

I am writing to raise our concerns regarding your child's attendance.

Your child's current attendance figure is [REDACTED]%. Our school attendance target is 96% and the government regard any child's attendance falling below 90% as being a pupil with 'persistent' absence.

It is clear that your child's current attendance figure has been hampered by illness/term-time leave delete as appropriate. Despite any mitigating reasons, we are obliged to monitor their attendance for a further half term. I fully anticipate a future improvement in the figure therefore, once the period has lapsed, the monitoring will stop.

Should you require any assistance to help improve your child's attendance, we are happy to discuss any concerns and offer support.

Yours sincerely,

Mrs Nicola Walker
Headteacher

Appendix 4: Letter – Attendance Monitoring Parental Responsibility

Private and Confidential

Date

Dear

As you are aware, I am concerned about **NAME's** school attendance. I have enclosed a copy of **HIS/HER** attendance printout for your information. Whilst the average attendance for a child of Primary age is **96%** your child's attendance is **NUMBER%**.

I am obliged to make you aware of your legal responsibilities in relation to school attendance. Under Section 444 of The Education Act 1996 a parent is guilty of an offence if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school.

If **NAME's** attendance continues to be unsatisfactory and **HIS/HER** absences marked as unauthorised then I will have no option but to refer your case to Derbyshire County Council for consideration of legal action. This may result in:

- A Penalty Notice payable up to £160 fine per child, per parent.
- Prosecution under s444 (1) Education Act 1996 where, if convicted, you may be fined up to **£1000**.
- Prosecution under s444 (1a) Education Act 1996 where, if convicted, you may be fined up to **£2500 and/or a community order or imprisonment**.

In order to support you and **NAME** to improve the situation we would like to offer you initial support with the Attendance Team. Please contact the School Office to organise a meeting.

I will continue to monitor the situation but if **NAME's** attendance does not improve then legal action may follow. If you wish to talk to me regarding this issue please do not hesitate to contact me on the number at the top of this page.

Yours sincerely,

Mrs Nicola Walker
Headteacher

Appendix 5: Letter – Attendance Monitoring Panel Meeting in School

Dear Parent/Carer

Attendance Monitoring – Family Support Worker

Further to our recent letter, we write in relation to your child's attendance which is currently [REDACTED]

As you will be aware, every day absent from school has a negative impact on a child's learning and the above figure is below the government's target of 90% which is deemed as 'persistent absence'.

After monitoring your child's absence for a further three weeks, unfortunately there has been little to no improvement, therefore I write to invite you to attend an attendance panel meeting with myself and Mrs Cross (Family Support Worker) to discuss these concerns and work together to make improvements.

The meeting will take place at Clowne Junior School on

If you are unable to attend this meeting, please contact the school office and we will be happy to rearrange.

Should you require any assistance to help improve your child's attendance, we are happy to discuss any concerns and offer support.

Yours sincerely,

Mrs Nicola Walker
Headteacher

Appendix 6: Letter – Attendance Monitoring Penalty Notice

Dear **Parent/Carer**

Re: Unsatisfactory Attendance at Brookfield Primary School
Childs Name attendance 0%

I am writing to you about **Name's** education. Their attendance record at Brookfield Primary School is unsatisfactory with some absences unauthorised. As you know, it is a parent's responsibility to make sure their children receive a regular education.

Unless there is a significant improvement in **Name's** attendance over the next **twenty** school days, I will ask Derbyshire County Council to issue you with a Penalty Notice.

Under Section 444 of the Education Act 1996 (as amended by S23.1 Anti Social Behaviour Act 2003) a fine of one hundred and twenty pounds (£120) payable within twenty-eight days, reduced to sixty pounds (£60) if paid within twenty-one days, can be imposed for this offence. Failure to pay will result in a prosecution under Section 444 of the Education Act 1996.

If **Name** has any absence over the next **twenty** school days, as a result of a medical condition or medical appointments which could not be made out of school time please provide evidence that this is the case. Medical evidence can take the form of prescriptions, appointment cards or, if your child is under the hospital, a letter from their consultant. This evidence must relate to the absences taken during monitoring period stated above.

Please do not hesitate to contact myself or Mrs Taylor on the telephone number at the head of this letter should you wish to discuss this matter further.

Yours sincerely,

Mrs Nicola Walker
Headteacher

Enc: Register Extract

Appendix 7: Letter – Attendance Monitoring Failure to Improve

Dear

As you know, **NAME's** attendance has been an ongoing concern and he/she is in the category of persistent absentee.

Unfortunately, despite our offers of support, **NAME** has continued to miss school without good reason and **HIS/HER** absences remain unauthorised.

Section 444 of the Education Act 1996 states that if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly then their parent is guilty of an offence.

Consequently, I intend to forward your case to the Local Authority for consideration of legal proceedings against you.

Please contact myself on the telephone number at the head of this letter, if you wish further clarification on this matter.

Yours sincerely,

Mrs Nicola Walker
Headteacher

Enc: Register Extract

Appendix 8: Letter – Attendance Monitoring Improvement

Dear Parent/Carer

Attendance Monitoring – Improvement

I am writing to thank you for your cooperation and hard work to improve your child's attendance.

As you are aware your child's previous attendance was [REDACTED], on [REDACTED] % and it is now [REDACTED] %. We are pleased with the uptrend in this figure and hope that it continues. We no longer feel it is necessary to monitor this weekly, however, should there be a downturn in your child's attendance then we will be obliged to reinstate the procedure.

Should you require any assistance to help improve your child's attendance, we are happy to discuss any concerns and offer support.

Yours sincerely,

Mrs Nicola Walker
Headteacher

Appendix 9: Letter – Attendance Monitoring Lateness

Dear Parent/Carer

Late Attendance

I am writing to raise our concerns regarding your child's punctuality.

Your child's current attendance figure is % and they have had 5 'lates', during this half term. This makes it a cause for concern. Children should be in school for the registers at 8:50 am and a child is considered 'late' if they arrive after that.

School accepts that there are many reasons which can contribute to a child being late for school, however, it is your responsibility to ensure they attend regularly and punctually.

We have therefore decided that your child's punctuality needs to be monitored weekly, for the next 3 weeks. If it improves then this monitoring will stop. Please endeavour to ensure your child arrives at school for 8:50 am.

If your child's punctuality does not improve during the next 3 weeks, our Family Support Worker will be in touch to arrange a meeting where this matter will be discussed further.

Should you require any assistance to help improve your child's punctuality, we are happy to discuss any concerns and offer support.

Yours sincerely,

Mrs Nicola Walker
Headteacher

Appendix 10: Letter – Attendance Monitoring Persistent Lateness

Dear Parent/Carer

Persistent Late Attendance

I am writing again to reiterate our concerns regarding your child's punctuality.

Your child's current attendance figure is [REDACTED] % and they have now had 10 'lates', during this half term. This is now having a significant impact upon their learning. As you are aware, children should be in school for the registers at 8:50 am and a child is considered 'late' if they arrive after that.

School accepts that there are many reasons which can contribute to a child being late for school, however, it is your responsibility to ensure they attend regularly and punctually.

We will continue to monitor your child's punctuality weekly, for the next 3 weeks. If it improves then this monitoring will stop. Please endeavour to ensure your child arrives at school for 8:50 am.

Our Family Support Worker, Mrs Sharp, will be contacting you soon to discuss this matter further.

Should you require any assistance to help improve your child's punctuality, we are happy to discuss any concerns and offer support.

Yours sincerely,

Mrs Nicola Walker
Headteacher

Appendix 11: Letter – Attendance Monitoring Continued Persistent Lateness

Dear Parent/Carer

Late Attendance - Punctuality

I am writing again to reiterate our concerns regarding your child's punctuality.

Your child's punctuality has not improved significantly enough despite the schools' support. This is now having a significant impact upon their learning. As you are aware, children should be in school for the registers at 8:50 am and a child is considered 'late' if they arrive after that.

School accepts that there are many reasons which can contribute to a child being late for school, however, it is your responsibility to ensure they attend regularly and punctually.

You have the next 3 weeks to show us your commitment to improving their punctuality, otherwise, we will be contacting the Local Authority to seek further guidance and advice as to our next steps. This may involve consultation regarding a penalty notice.

Should you require any assistance to help improve your child's punctuality, we are happy to discuss any concerns and offer support.

Yours sincerely,

Mrs Nicola Walker
Headteacher

Appendix 12: Pupil Leave of Absence Request Form



Clowne Nursery Infant & Clowne Junior School



APPLICATION BY PARENT(S)/CARER(S) FOR A CHILD(REN)'S LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES.

To the Headteacher

Name of child(ren)..... Class.....

..... Class.....

Name of parent(s)/carer(s)

Address.....

I/We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES.

Dates - From..... To.....

Total Number of Days

Please supply as much detail as possible, the reason for your request and why you feel it is exceptional circumstances. (Please supply written evidence from your employer of any compulsory work holidays.)

Do you have any other children at:

Clowne Infant/Junior School	
Heritage High School	

Signed: Date

Signed: Date

SCHOOL USE ONLY

Attendance %	
Date Received	
Letter Sent	
Meeting Y/N	
Approved Y/N	
Referral Y/N	

**THIS FORM SHOULD BE SUBMITTED TO THE HEADTEACHER AT LEAST 2 SCHOOL WEEKS
BEFORE THE DATE OF REQUESTED LEAVE.**

Appendix 13: Letter – Leave of Absence Authorised Leave

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am able to grant approval for your request for **NUMBER** school days on the basis that the reason given is exceptional.

Yours sincerely

Mrs Nicola Walker
Headteacher

Appendix 14: Letter – Leave of Absence Unauthorised Leave >5days

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. If your child is absent from school during the specified dates you may be issued with a Penalty Notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Mrs Nicola Walker
Headteacher

**Appendix 15: Letter – Leave of Absence
Unauthorised Leave <5days**

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Mrs Nicola Walker
Headteacher

Appendix 16: Letter – Leave of Absence Unauthorised (Late Application) >5days

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late (*expand on this if necessary e.g. quote school policy or when the application was received*) I was unable to advise you of my decision prior to your departure.

For your information, CHILD'S NAME absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term-time' and you may be issued with a penalty notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Mrs Nicola Walker
Headteacher

Appendix 17: Letter – Leave of Absence Unauthorised (Late Application) <5days

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force. These regulations make it clear that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late (*expand on this if necessary e.g. quote school policy or when the application was received*) I was unable to advise you of my decision prior to your departure.

For your information, **CHILD'S NAME** absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term-time'.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Mrs Nicola Walker
Headteacher

**Appendix 18: Letter – Leave of Absence
Challenge (Reason Provided) >5 days**

Dear

Absence from School

CHILD'S NAME was absent from school for **NUMBER** school days between **DATE** and **DATE**. You informed **SCHOOL** that **CHILD'S NAME** was absent due to **REASON**.

It is my belief that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Mrs Nicola Walker
Headteacher

Appendix 19: Letter – Leave of Absence Challenge (Reason Provided) <5 days

Dear

Absence from School

CHILD'S NAME was absent from school for **NUMBER** school days between **DATE** and **DATE**. You informed **SCHOOL** that **CHILD'S NAME** was absent due to **REASON**.

It is my belief that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Mrs Nicola Walker
Headteacher

Appendix 20: Letter – Leave of Absence Challenge (No Reason) >5 days

Dear

Absence from School

NAME was absent from school for **NUMBER** days between **DATE** and **DATE** without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

It is my belief (**or - You have since informed us**) that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Mrs Nicola Walker
Headteacher

Appendix 21: Letter – Leave of Absence Challenge (No Reason) <5 days

Dear

Absence from School

NAME was absent from school for **NUMBER** days between **DATE** and **DATE** without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

It is my belief (**or - You have since informed us**) that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position.

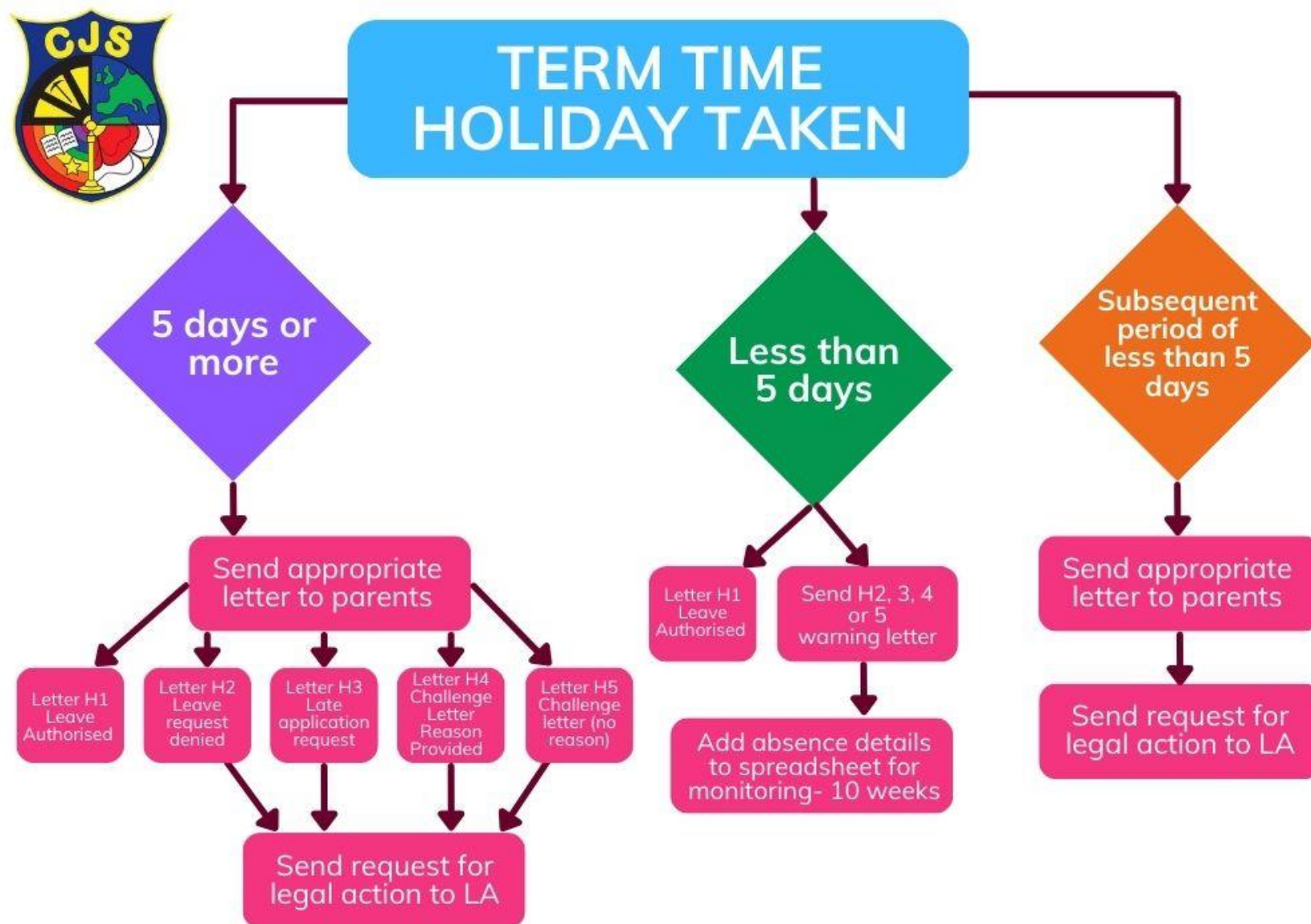
Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Mrs Nicola Walker
Headteacher

Appendix 22: Leave of Absence Flow Chart



Appendix 22: Child Missing in Education Flow Chart

CHILD MISSING IN EDUCATION

