



ATTENDANCE POLICY

Document Status	
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Date of origin	April 2023
Version	V2 July 2024
Review requirements	Every 3 years
Date of next review	July 2027
Approval Body	SLT
Publication	10.9.24

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

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

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- 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 in consultation with the school attendance officer and/or authorizing the Deputy Head Teachers 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

3.3 The designated senior leader responsible for attendance

The designated senior leader or "Attendance Champion" is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Working with the attendance officer to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices
- Providing regular attendance updates to school staff on individual children who hit attendance triggers

The designated senior leader responsible for attendance is Gemma Grossman at Kestrel Way, and Sarah Horne at Derwent Road and can be contacted via 01525 385356 and 01525 371735 respectively, office@greenleas.net

3.5 Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office on the same day.

3.6 School office staff

School office staff will:

- Take calls from parents and carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the designated senior leader for attendance where appropriate in order to provide them with more detailed support on attendance.

3.7 Parents/carers

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/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence 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 designated senior leader for attendance who can be contacted at office@greeneleas.net or 01525 371735 Derwent Road and 01525 385356 Kestrel Way.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register and place all pupils onto this register.

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:

- Whether the absence is authorised or not
- The nature of the activity if 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 8.45 am and ends at 3.30 pm.

Pupils must arrive in school by 8.45 am on each school day.

The register for the first session will be taken at 8.45 am and will be kept open until 8.55 am. The register for the second session will be taken at 1pm for Reception and KS1 and 1.30 pm for KS2 and will be kept open until 1.10 pm and 1.40 pm respectively.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by as soon as practically possible by calling the school office (see also section 7).

School Office: 01525 371735/385356.

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

Where there are doubts about the authenticity of the illness, or if attendance has dropped below 90% the school may 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. Parents/carers will be notified by phone call and/or letter.

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

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Parents should give as much advance notice as possible, alongside proof of the appointment for example, hospital letter, appointment text message etc.

However, we encourage parents/carers 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/carer 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.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

For persistent lateness parents/carers will be contacted by a member of the Senior Leadership Team to understand how improvements in punctuality can be made.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Message the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason via text. This is followed up with a phone call. If the school cannot reach any of the pupil's emergency contacts, this is referred to the Senior Leadership Team.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an school attendance officer or where appropriate the police or the Local Authority.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful or not engaged with issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

Following up includes making reasonable enquiries about pupils who

- Haven't returned to school for 10 days after an unauthorised absence **or**
- Who have been absent for more than 20 days without authorisation

To safeguard these children against becoming Children Missing from Education or CME. Making 'reasonable enquiries' is a joint responsibility with the LA and includes **1 or more** of the following:

- Contacting parents, relatives and neighbours using known contact details
- Checking local databases within the LA, or the DfE's Key to Success or school2school systems
- Following local information sharing arrangements, making enquiries to:
 - Other local databases and agencies
 - Agencies known to be involved with the family
 - Checking with UK Visas and Immigration and/or the Border Force
 - Checking with the LA and school from which your pupil moved from originally, or any past LAs or schools that have educated your pupil
 - Checking with the LA where your pupil lives, if it's different from the one where the school is
 - In the case of children of service personnel, checking with the Ministry of Defence Children's Education Advisory Service
 - Conducting a home visit, following your own policies and risk assessment procedures. If appropriate, making enquiries with neighbours and relatives

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels. This information can be checked at any time on the School Gateway App and is reported via interim and end of year reports.

5. Authorised and unauthorised absence

5.1 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:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- 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.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

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 or other leisure and recreation.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office or the school website at <https://www.greenleas.net/leave-of-absence-forms/>. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (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

- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 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 (or someone authorised by them), 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 school will consider the individual case, including:

- 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

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).

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 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. This action may include a court hearing and a fine of up to £2,500 or up to 3 months in prison and a criminal record. Once a penalty notice has been issued, there is no right of appeal, although there are circumstances in which we may withdraw the notice.

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

6. Strategies for promoting attendance

Attendance is monitored regularly in collaboration with the Local Authority. When attendance drops below 96% the class teacher will notify the parents by telephone to make them aware that they are at risk of a notice to improve. The school will then follow the attendance trigger flow chart as laid out in the appendices.

7. Attendance monitoring

See appendix 9

7.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) 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.

The school has granted the Local Authority access to its management information system so the data can be accessed regularly and securely.

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.

Pupil-level absence 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 compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- 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

7.3 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 (see section 7.4 below)
- Provide regular attendance updates to class teachers and other school staff, to facilitate discussions with pupils and families
- 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

7.4 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 (see section 5.2, above)

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years by the SLT. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

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	Every pupil absent as the school is closed

	closed	unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • 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: Letter 1 Notice to Improve

Date

Dear Parents and Carers of XXXXXX,

Attendance

Following a conversation with the class teacher, I am writing to you with reference to the attendance of your child. The attendance register (copy enclosed) shows that either:

- their attendance currently stands at less than 90% or has not improved from 90-95% in the past term and has been flagged as a cause for concern.
- the national threshold has been met of 10 sessions of unauthorised absence in a rolling 10 week period

We are required to closely monitor your child's attendance as it is essential that pupils form good habits of punctual attendance at school from the earliest age. There are only 190 days in the school academic year, and we aim for children to be present for every one of those days. We fully appreciate that there will be certain occasions when children will miss school, but we strive to reduce these to an absolute minimum.

Children with less than 90% attendance or less than 96% for one term or more are missing the equivalent of 1 day per fortnight. Setting habits for good attendance is important, as it helps children access the learning, they need to earn the qualifications they deserve, and it promotes important behaviours for future employment. You can keep track of your child's current attendance record through the School Gateway App. If you would like to discuss this matter, please do contact me.

Many Thanks

Miss Gemma Grossman /Sarah Horne
Deputy Head Teacher

Appendix 3: Letter 2 – Request for Medical Evidence

Date

Dear Parents and Carers of XXXXXX,

Request for Medical Evidence

I am writing to you with reference to the attendance of your child. The attendance register (copy enclosed) shows that their attendance currently stands at xxx% which is below 90% or has been previously flagged as a cause for concern. Their absence includes xxx sessions of absence and on xxx occasions where your child has been reported as sick.

For all future sickness absence, we will now require medical evidence of illness which should be available from your doctor. Types of medical evidence can include: GP/Dental appointment card with date of appointment attended, a medical appointment letter, a prescribed medication packet with dispensing label attached, a copy of prescription, a medical letter from GP or medical professional advising that the child is unfit to attend school or a medical certificate.

This will be used in routine discussions with the School Attendance Officer who requires proof of illness for children whose attendance falls below 90%.

Setting habits for good attendance is important, as it helps children access the learning, they need to earn the qualifications they deserve, and it promotes important behaviours for future employment.

If you would like to discuss this matter, please do contact me.

Many Thanks

Miss Gemma Grossman / Sarah Horne
Deputy Head Teacher

Appendix 4: Letter 3 - Request for Absence in Term Time

Date

Dear Parents and Carers of XXXXXX,

Request for Absence in Term Time

Thank you for your application for xx's leave of absence for the purpose of xx. On this occasion, I am only able to authorise x of the x requested days. This is to ensure that your child's attendance remains above the Government's national attendance expectation of at least 96% and does not exceed 10 sessions in a rolling 10 week period. The remaining x days will be recorded as unauthorised absences and noted in your child's records.

A holiday taken without the school's permission will be recorded as an unauthorised absence. The school and the Local Authority take the issue of school attendance very seriously and you should be aware that your application will be reviewed by the School Attendance Officer as part of their routine monitoring. At this meeting the decision may be taken to issue a Fixed Penalty Notice of £80 per parent per child if paid within 21 days, increasing to £160 per parent per child if paid within 28 days. I need to advise you that should you receive a second fine for the same child within any three-year period, this will be charged at the higher rate.

With regard to holidays in term time the law states parents do not have a legal right to take their child out of school in order to go on holiday. Schools can only authorize absence if the request is made at least four weeks in advance and when there are exceptional circumstances. Central Bedfordshire guidelines clearly state that the following are not to be considered exceptional circumstances:

- The availability of cheap holidays
- The availability of the desired accommodation
- Adverse weather during the school holiday period
- An overlap at the beginning or end of the school term.

We also take into consideration your child's attendance record, the length of school time that will be missed, and whether any previous leave of absence requests have been made. Our records show that xxx has attended school on xxx out of xxx sessions. xxx other leave of absence request has been made this academic year.

Whilst I understand the benefits to your child of this experience from your perspective, under the published guidelines your request does not constitute exceptional circumstances. If you wish to discuss this matter further, please feel free to make an appointment to see me or speak to me by telephone.

Yours sincerely,

Rebecca Clarke
Head Teacher

Appendix 5: Letter 4 - Request for Absence in Term Time – Fixed Penalty Notice

Date

Dear Parent and Carers of xxxxxx,

Request for Absence in Term Time – Fixed Penalty Notice

Further to your request for an authorised absence in term time, this application has now been reviewed by the School Attendance Office. I am writing to inform you that a Fixed Penalty Notice will be issued by Access and Inclusion of £80 per child per parent, to be paid within 21 days. After this period the fine increases to £160.

Access and Inclusion will be in touch in due course with details of how to make payment directly to the Local Authority.

Yours sincerely,

Rebecca Clarke
Head Teacher

Appendix 6: Letter 5 - Fixed Penalty Notice

Date

Dear Parents and Carers of xxxxxx,

Fixed Penalty Notice

Attendance: xxx%

Working together to improve school attendance 2024 states that when a child has 10 sessions of unauthorised absence in a rolling period of 10 school weeks, parents are at risk of receiving a Fixed Penalty Notice. https://www.centralbedfordshire.gov.uk/info/4/pupil_support/526/non-school_attendance

xxx has been late to school (after the register has closed at 8.50am) for a total of xxx days over the xxx term and also has xxx further sessions of unauthorised absence.

We now have no alternative but to request a fixed penalty. This notice is £80 per parent within 21 days of contact from Access and Inclusion. If this is not paid within 21 days, the amount rises to £160. This is not a decision that we take lightly.

Access and Inclusion will make contact with you shortly regarding the penalty notice.

We hope you will support us in improving X's attendance.

Yours sincerely

Miss Gemma Grossman / Sarah Horne

Deputy Head Teacher

Appendix 7: Letter 6 - Fixed Penalty Notice

Date

Dear Parents and Carers of xxxxxx,

School Attendance

I am writing to you with reference to the attendance of your child. Recently your child's absence was discussed with the School Attendance Officer. Due to a total of more than 10 sessions of unauthorised absence (including a holiday) over the last rolling 10 week period they have recommended we issue a Fixed Penalty Notice.

The attendance register (copy enclosed) shows that their current attendance stands at xxx%. We would like to work with you to improve your child's attendance and avoid a FPN but to do this their attendance needs to be above 96% by the end of the year. This means that this year they can only have xxx more sessions (xxx days) off school.

For all future sickness absence, we will require medical evidence of illness which should be available from your doctor. Types of medical evidence can include: GP/Dental appointment card with date of appointment attended, a medical appointment letter, a prescribed medication packet with dispensing label attached, a copy of prescription, a medical letter from GP or medical professional advising that the child is unfit to attend school or a medical certificate. This will then inform future discussions with the School Attendance Officer. Please be aware that if your child's attendance falls below 96% without authorisation a FPN will be issued.

Setting habits for good attendance is important, as it helps children access the learning, they need to earn the qualifications they deserve, and it promotes important behaviours for future employment. Evidence shows that children with regular attendance learn better and earn better qualifications. Additionally, it is the law for children to attend school.

If you would like to discuss this matter, please do contact me.

Many Thanks

Miss Gemma Grossman / Sarah Horne

Deputy Head Teacher

Appendix 8: Letter 7 - Persistent Lateness

Date

Dear Parents and carers of xxxxxx,

Persistent Lateness

I am writing to inform you that your child xxx is persistently late for school.

Between xxx and xxx they were late on xxx occasions.

The law requires pupils to attend school regularly and this includes arriving on time each day.

When a pupil arrives late to school, there are many consequences:

- They miss out on essential instructions given at the beginning of lessons – in fact, arriving 5 minutes late each day adds up to missing 3 entire days of school by the end of the year.
- Pupils might feel awkward and embarrassed going into the classroom when everyone else is already settled.
- When one person arrives late everyone loses out – the class is disrupted and the teacher must take time away from the other pupils to explain what is going on for the lesson.

There are also very serious legal consequences for parents and carers when children are persistently late. Further lateness may result in you being served with a Fixed Penalty Notice (this notice is £80 per parent within 21 days of contact from Access and Inclusion. If this is not paid within 21 days, the amount rises to £160) or a summons to Magistrate's Court.

The School Attendance Officer may be in contact with you about this matter.

Meanwhile, if anything can be done to support xxx getting to school on time, please do not hesitate to contact me.

Yours sincerely

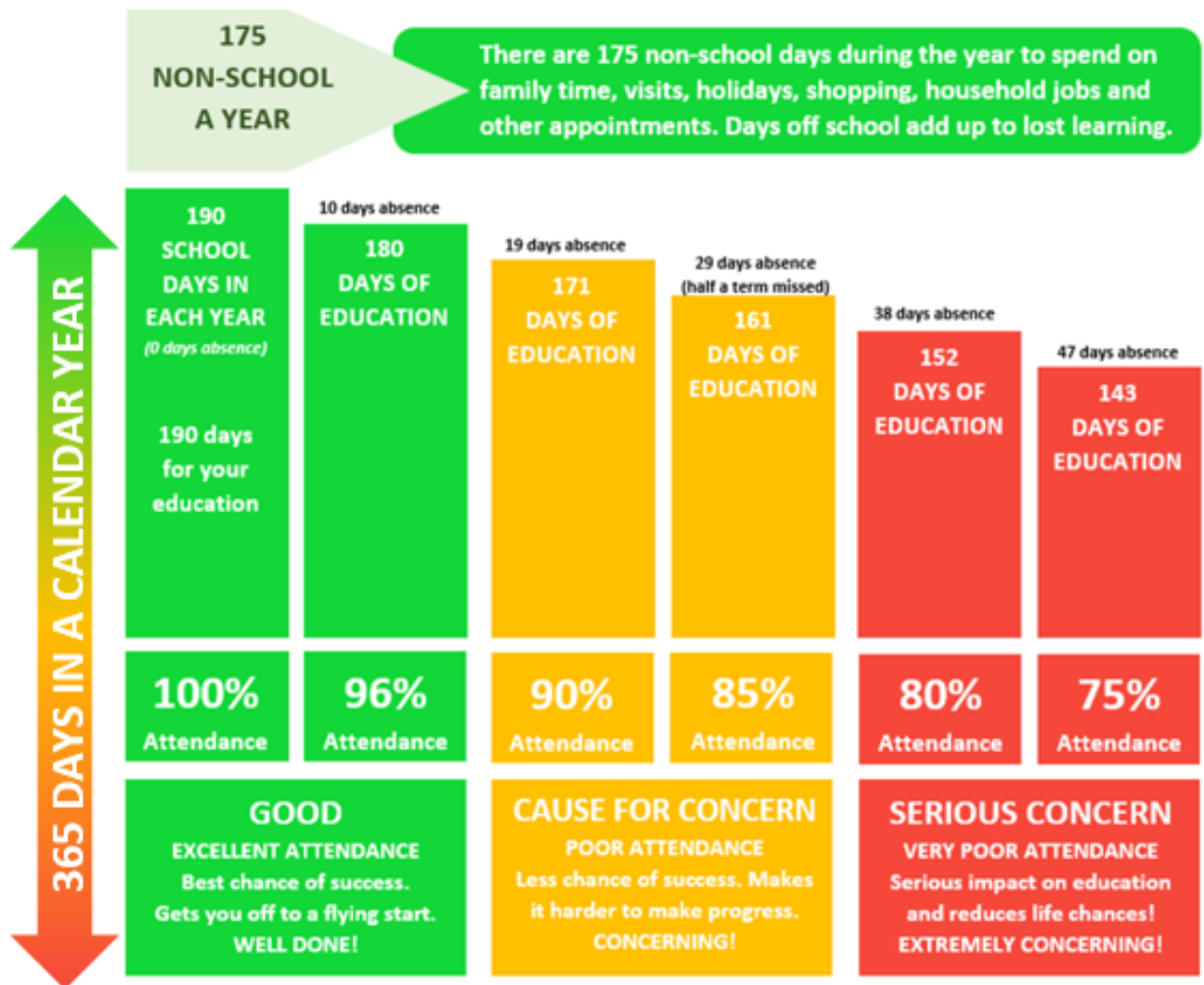
Rebecca Clarke

Head Teacher



Every School Day Counts

Don't miss out on the education you deserve.



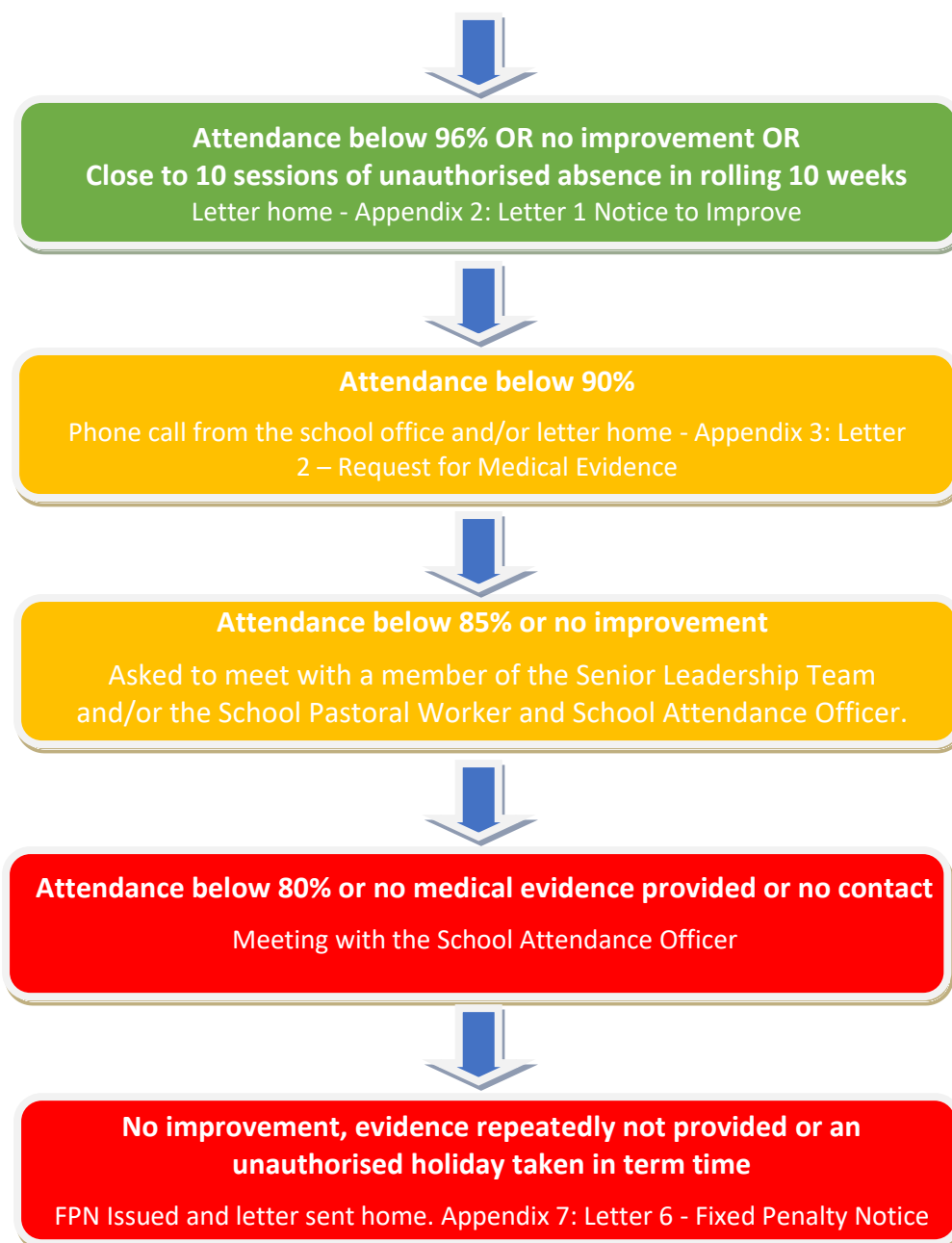
Great Attendance means being in school at least 96%.

Did you know? A two-week holiday in term time means that the highest attendance you can achieve is 94.5%

Appendix 9: Attendance Trigger Flow Chart

All percentages are proportionate to the point in the school year. For example, 2 days absence may have greater significance in September.





Children whose attendance falls below (96%) will not receive authorised leave of absence, even if that absence has previously been approved. This may lead to a Fixed Penalty Notice. Parents of children for whom a regular pattern of absence is identified e.g. Fridays, Monday after the half term, etc. will also be notified.

Alongside attendance, punctuality will also be reviewed. Patterns of lateness or regular lateness will be identified and parents will be contacted.