



Attendance Policy

Signed by

H. P. Side Headteacher

Date: Sep 24

Chair of Governors

Date: Sep 24

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Version Control

Version	Page/ Section	Date of Amendment	Amended by	Summary of amendments
1.2	1.1	Dec 23	H. Bide	KCSIE updated to 2023 to reflect latest documentation.
1.2	3.5	Dec 23	H. Bide	Missing education definition added.
1.2	5.4	Dec 23	H. Bide	New paragraph added to reflect updated safeguarding practices: The Designated Safeguarding Lead has a list of 'key' children which is shared with office staff. In the event that any of the 'key' children are not in school, for ANY reasons, the DSL should be informed immediately that the office become aware of the absence (before any efforts are made to contact the parent).
1.2	6.3	Dec 23	H. Bide	Updated to reflect that attendance registers are now taken electronically through Integris. Removed: Attendance codes can be found on the front page of each register and replaced with 'Attendance codes can be found on the drop down tab in Integris'.
1.3	1.1	Sept 24	H. Bide	Updated to latest version of working together, KCSIE, CME and added 'Providing Remote Education' and 'Summary table of responsibilities for school attendance'
1.3	6.1	Sept 24	H. Bide	Updated to reflect that staff now enter attendance information directly into Integris.
1.3	13	Sept 24	H. Bide	Added "Penalty notices and" to the subheading
1.3	13.4 – 13.8	Sept 24	H. Bide	Complete new bullet points to reflect the change to the guidance.
1.3	13.10	Sept 24	H. Bide	Complete new bullet point to reflect the change to the guidance.
1.3	14	Sept 24	H. Bide	Whole new section to reflect the updated guidance with regard to ESOs
1.3	17	Sept 24	H. Bide	Whole new section to reflect the updated guidance
1.4	App B	Sept 24	H. Bide	Forms updated to reflect new guidance

Contents:

Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Definitions](#)
4. [Attendance expectations](#)
5. [Absence procedures](#)
6. [Attendance register](#)
7. [Authorising parental absence requests](#)
8. [SEND- and health-related absence](#)
9. [Truancy](#)
10. [Missing children within the school day](#)
11. [Attendance intervention](#)
12. [Working with parents to improve attendance](#)
13. [PA](#)
14. [Legal intervention](#)
15. [Monitoring and analysing absence](#)
16. [Training of staff](#)
17. [Monitoring and review of this Policy](#)

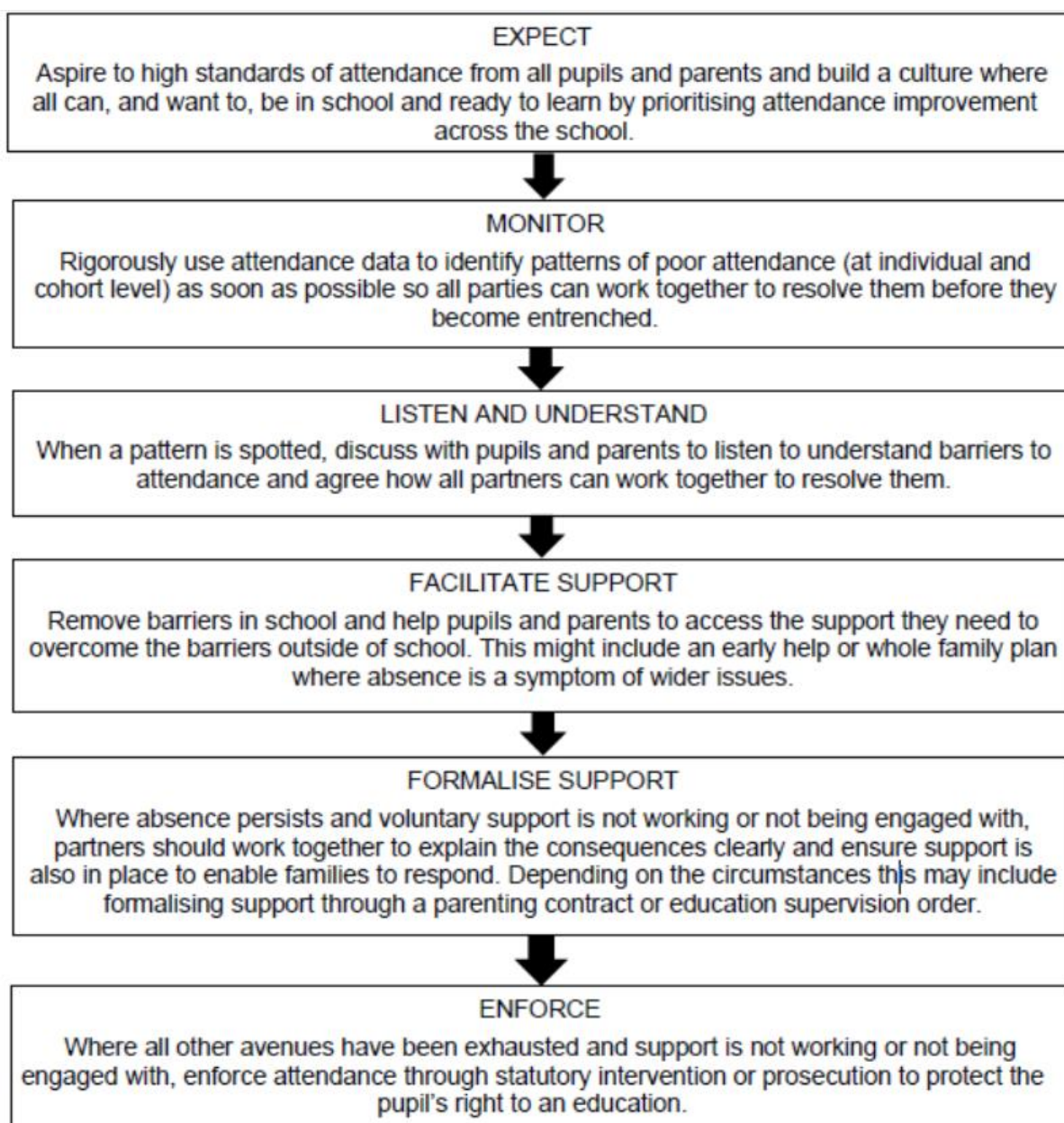
Appendices

- A. [Attendance Monitoring Procedures](#)

Statement of intent

Osbournby Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

The Government states that an attendance rate of less than 95% will have a detrimental effect on a child's education. It is therefore Osbournby Primary School's aim for each pupil to have an attendance rate as high as possible. Our target for attendance 97% for the academic year unless there are exceptional circumstances out of the child's control. If a pupil's attendance looks like it might fall below 95% by the end of the academic year, the school will support that child and their family to ensure that their attendance rate is as high as it can possibly be, working in partnership with external agencies to provide support where necessary. The school will and all partners will work together to:



We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support

The school's attendance officer is the headteacher, Mrs Heather Bide and can be contacted via enquiries@osbournby.lincs.sch.uk

Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

1. Legal framework

1.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

1.2 This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children with Health Needs that Cannot Attend School Policy
- Suspension and Exclusion Policy

2. Roles and responsibilities

2.1 The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Regularly reviewing attendance data and helping school leaders focus support on the pupils that need it.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

2.2 The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role if they do not take on the role of attendance officer themselves.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

2.3 The attendance officer (or Headteacher where it is the same person) is responsible for:

- overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance. (Appendix 1 Attendance Flow Chart, Appendix 5 Cumulative absence)
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

2.4 Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Raising concerns they have in relation to a child's attendance with the Attendance Leader/HT, informing them of any absence which appears irregular, shows regular patterns, is unexplained or unauthorised.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

2.5 Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Telling a member of staff about any problem or reason that is affecting their attendance.

2.6 Parents are responsible for:

- Providing accurate and up-to-date contact details.

- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Ensuring that their child attends every day and punctually.
- Promoting good attendance with their children.
- Notifying the school by 9:00am whenever their child is unable to attend, giving details of the reason for the absence and the expected length of time the child will be away. This should be done by calling the school office on 01529 455375.
- Contacting the school in confidence whenever any problem occurs that may affect their child's attendance in school by calling the school office.
- Only requesting leave of absence in exceptional circumstances and do so in advance by completing a term time leave request form
- Book appointments around the school day where possible.
- Accepting an invitation to meet with a school leader to construct an Attendance Support Plan (See Appendix 1) and proactively engaging with the support offered to increase the attendance of children who are persistent absentees.

3. Definitions

The following definitions apply for the purposes of this policy:

3.1 Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

3.2 Authorised absence:

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

3.3 Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

3.4 Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

3.5 Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

4. Attendance expectations

4.1 The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

4.2 Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

4.3 The school day starts at 9:00am, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site between 8:45am and 8:55am. Pupils will have a lunch break at 12:30pm, which will last until 1:30pm – pupils will be expected to have returned from lunch break and be ready to recommence learning at the stated times.

4.4 Registers will be taken as follows throughout the school day:

- The morning register will be marked by 9:20am. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by 1:35pm. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at 1:45pm. Pupils will receive a mark of absence if they are not present

4.5 Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Absence procedures

5.1 Parents will be required to contact the school office via telephone before 9:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day. Parents are required to continue to inform school on each day of their child's absence if this exceeds more than 1 day, with the exception of sickness/diarrhoea which requires an absence of 48 hours from the last bout of illness.

5.2 Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

5.3 The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

5.4 Please be aware that when a parent telephones the school with information that their child is unable to attend, due to illness or other circumstances, this may not be automatically authorised. The previous attendance will be taken into consideration. Keeping your child off school with minor ailments such as a sore throat or slight cold is not acceptable.

The Designated Safeguarding Lead has a list of 'key' children which is shared with office staff. In the event that any of the 'key' children are not in school, for ANY reasons, the DSL should be informed immediately that the office become aware of the absence (before any efforts are made to contact the parent)

5.5 If a parent is not able to be contacted, the emergency contact list has been exhausted or if the reason for the absence is not authorised, the Designated Safeguarding Lead (DSL) or in their absence the Deputy Designated Safeguarding Lead (DDSL) will be informed. They hold all the safeguarding information for the school. In some instances, if the DSL /DDSL may decide that a home visit may be required straight away. If they are unable to raise any response at the home, they may request that the police carry out an immediate 'safe and well' check to the property.

5.6 Where the DSL/DDSL do not have urgent concerns, if there is no response by 12:00, staff members will make a home visit at this point. If they are unable to raise any response at the home, they may request that the police carry out a 'safe and well' check to the property.

5.4 The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 85 percent, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

6. Attendance register

6.1 The school uses the Integris system to ensure that attendance records are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

6.2 Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

6.3 The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. Attendance codes can be found on the drop down tab in Integris.

6.4 When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

6.5 All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

6.6 Every entry received into the attendance register will be preserved for three years.

7. Authorising parental absence requests

7.1 Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

7.2 The school will only grant a pupil a leave of absence in exceptional circumstances. Application for a term -time leave of absence must be made at least two weeks in advance by the parent with whom the child normally resides on the form headed "Application of leave of absence in Exceptional Circumstances" which is available from the school office. Parents will be notified within 7 school days as to whether the request has been authorised or unauthorised.

7.3 Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school.

7.4 Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods

- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

7.5 If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Family Holidays

7.6 Parents/carers should not take pupils on holiday during the school term. If a request is not granted and the parents/carers takes the child on holiday, the absence will be recorded as unauthorised and this may be referred to Lincolnshire County Council and could result in a Fixed Penalty Fine under Section 444(b) of the Education Act 1996.

<https://www.lincolnshire.gov.uk/council-business/fixed-penalty-notices-code-conduct/2>

7.7 Where a pupil was removed from school for a holiday during the previous academic year, and then is absent due to a holiday in the current year, the case may be automatically be referred to Lincolnshire County Council for a Fixed Penalty Fine.

7.8 Where a pupil fails to return within 10 school days of a previously notified dates schools have the power to remove the child from the school roll and report them to Children Missing Education at Lincolnshire County Council.

Illness and healthcare appointments

7.9 Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible. Where this is not possible, an appointment card/letter must be shown to the school office. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office. Pupils will be expected to attend school before and after the appointment wherever possible.

Performances, Sport and activities, including paid work

7.10 The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

7.11 Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

7.12 The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and

- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

7.13 Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 97 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

Religious observance

7.14 Parents will be expected to request absence for religious observance at least two weeks advance.

7.15 The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

7.16 The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

7.17 Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

Young Carers

7.18 The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity. A caring and flexible approach will be taken to the needs of the young carer and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

8. SEND- and health-related absences

8.1 The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

8.2 In line with the SEND Policy and Children with Health Needs that Cannot Attend School Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

8.3 Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. Where non-attendance may be related to mental health issues the Lincolnshire 'Emotionally Based School Avoidance' (EBSA) pathway will be followed to ensure that the child is correctly supported.

8.4 If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

8.5 The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

8.6 To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.

- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

9. Missing children within the school day

9.1 Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - The hall
 - The school grounds including the EYFS area and sheds.
- Available staff will begin a search of the area immediately outside of the school premises, and will take a walkie talkie with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

9.2 The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

9.3 The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

10. Attendance intervention

10.1 In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Having a weekly attendance review.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.

10.2 The school will use attendance data, in line with the [‘Monitoring and analysing absence’](#) section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

10.3 The school will acknowledge outstanding attendance and punctuality in the following ways:

- By awarding LA Excellent Attendance certificates to individual children who get 100% attendance for the whole academic year (September to July).
- By awarding LA Good Attendance certificates to those who achieve 98+% attendance and have no unauthorised absence

11. Working with parents to improve attendance

11.1 The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

11.2 The school will ensure that there are at least two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

11.3 The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

11.4 If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

11.5 Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

12. Persistent Absence

12.1 There are various groups of pupils who may be vulnerable to high absence and persistent absence, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

12.2 The school will use a number of methods to help support pupils at risk of persistent absence to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading regular check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan, IHP or EBSA Plan may be appropriate.

- Considering what support for re-engagement might be needed, including for vulnerable groups.

12.3 The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

12.4 Where a pupil at risk of 'Persistent Absence' is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe 'Persistent Absence' following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

13. Penalty Notices and Legal intervention

13.1 The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

13.2 Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

13.3 Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

13.4 Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

13.5 A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

13.6 Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

13.7 A penalty notice of £120 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 five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

13.8 Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

13.9 Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

13.10 Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

14. Education Supervision Orders (ESOs)

14.1 Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

14.2 Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

14.3 Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

15. Monitoring and analysing absence

15.1 The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of Persistent absence
- Pupils known to safeguarding e.g. pupils in TAC, pupils subject to a Child Protection Plan.

15.2 The attendance officer will conduct a thorough analysis of the above data on a half termly basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

15.3 The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

15.4 The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

15.5 The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

16. Training of staff

16.1 The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

16.2 The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

16.3 Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

16.4 The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

16.5 Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

17. Deletions of names from the admission register

17.1 The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will

never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

17.2 The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

17.3 When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

17.4 Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

18. Monitoring and Review of this Policy

18.1 This policy will be reviewed bi-annually by the headteacher and approved by the full governing body.

18.2 Any changes made to this policy will be communicated to all relevant stakeholders.

Appendix A

Child is absent from school

Is this the first day of absence?

Yes

Have we had communication from the parent by 9:30?

No

Have we had communication from the parent?

No

Inform DSL that a child is absent.

Have we heard by 12:00am?

Yes

Are we happy the reason for absence is valid e.g. illness?

No

Is this the 10th day of absence?

Yes

Ensure absence is recorded in the register with the correct code.

No

Request a safe & well check by the police

No

DSL or DDSL to visit the house. Were the child/ren seen?

Yes

Contact SCS. PNAR/ CME

Appendix B

Dear Applicant,

All schools by law must follow the Department for Education's statutory guidance relating to school attendance. They must use the appropriate national attendance or absence code, and follow the criteria set out within the guidance. The statutory guidance states:

- A leave of absence **must not be granted unless there are exceptional circumstances and must be requested in advance**
- A leave of absence must be requested **in advance** by a parent who the pupil normally lives with
- Schools must judge **each application individually**, considering the specific facts and circumstances and relevant background context behind each request
- Where a leave of absence is granted, **the school will determine the number of days a pupil can be absent from school**
- **A need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance**
- A school **cannot** grant a leave of absence retrospectively. If the parent did not apply in advance, the leave of absence should not be granted
- Where this guidance refers to a parent, the school and/or local authority will need to decide which adult(s) is most appropriate. Generally, parents include:
 - All natural parents, whether they are married or not;
 - All those who have parental responsibility
 - Those who have day to day responsibility for the child

Please note all schools are expected to regularly inform parents about their child's attendance and absence.

Taking your child out of school during term time could be detrimental to their educational progress. If the absence is not authorised and the leave is taken, schools may refer to the Local Authority for legal action. Please find attached information regarding Penalty Notice Fines for School Attendance.

Helping Parents understand Penalty Notice Fines for School Attendance
From 19 August 2024, there is a National Framework for Penalty Notice Fines
being issued for unauthorised absences recorded by schools

National Threshold

A single consistent national threshold for when a Penalty Notice must be considered by ALL schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence
- For example, a 5-day unauthorised leave of absence would meet the national threshold
- The 10-school week period can span different terms or school years

Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school
- For example, 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines

First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- £80 per parent, per child if paid **within 21 days**
- If **not paid within 21 days**, the fine will increase to **£160 per parent, per child**, payable between the 22nd and 28th day

Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- £160 per parent, per child – payable within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed, a Penalty Notice WILL NOT be issued, and the case will be presented straight to the Magistrate's Court

- **Prosecution** can result in **criminal records** and **fines of up to £2,500**
- Cases found **guilty** in a **Magistrates Court** can show on the parent's future DBS certificate (Disclosure and Barring Service) due to a **'failure to safeguard a child's education'**

Application for Leave of Absence from School during term time

(This form consists of 4 pages – please include all pages to parents and in response(s))

Dear Headteacher,

I would like to request permission for leave of absence for my child, a pupil registered at your school for the reasons detailed below (*further information can be attached if required*).

Pupil's full name	
Pupil's Date of Birth	
Year Group	
Class / Registration	
Pupil's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	

Please be aware, as per our school's attendance policy and the Lincolnshire published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the head teacher to take their child out of school during term time. The law states permission can only be granted if:

1. An application has been made in advance by the parent the child normally lives with;
and
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher.

**Reason for request including why you believe your circumstances to be exceptional
(Further details may be attached to this form)**

--

Full name of person making request (note requests must be made by a parent who the pupil normally lives with)	
Relationship to child	
Full address and postcode (if different from child's above)	
Signature	
Date	

Application for Leave of Absence from School during term time OFFICE USE

INFORMATION FOR THE HEADTEACHER

Date received	
Current attendance %	
Number of sessions absent this academic year (total)	
Number of which are authorised?	
Number of which are unauthorised?	
Last year's attendance %	
Has this pupil had any previously recorded unauthorised leave of absence?	
Was a penalty notice fine requested as a result?	
Are you aware of <u>any</u> penalty notice fines that the parent or parents may have previously received for this pupil and/or a sibling/child for whom they hold parental/day to day care and responsibility?	

HEADTEACHER DECISION

Exceptional circumstances accepted	YES/NO
Signature	
Print name	

ACTION

Date parent informed	
----------------------	--

Dear Mr & Mrs

Address

Child's name / DOB

Thank you for your application for exceptional pupil's leave of absence from _____ to _____ (XX days off school). This has been considered carefully with reference to our Attendance Policy (September 2024) which can be found on our school website.

I have now had the opportunity to consider your request, and have decided that unfortunately, this family holiday is not considered an exceptional circumstance and cannot be authorised.

If <<firstname>> should take the proposed time off for a holiday, <<his/her>> absences will be marked as unauthorised and you will be issued with a Fixed Penalty Notice. A Fixed Penalty Notice is a strategy used by schools/academies to address the unacceptable levels of attendance of children at their school/academy under the following legislation:

Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child received efficient full-time education by regular attendance at school or otherwise

Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.

In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty Notice of either £60.00 or £120.00.

Please don't hesitate to contact me should you wish to discuss this matter further.

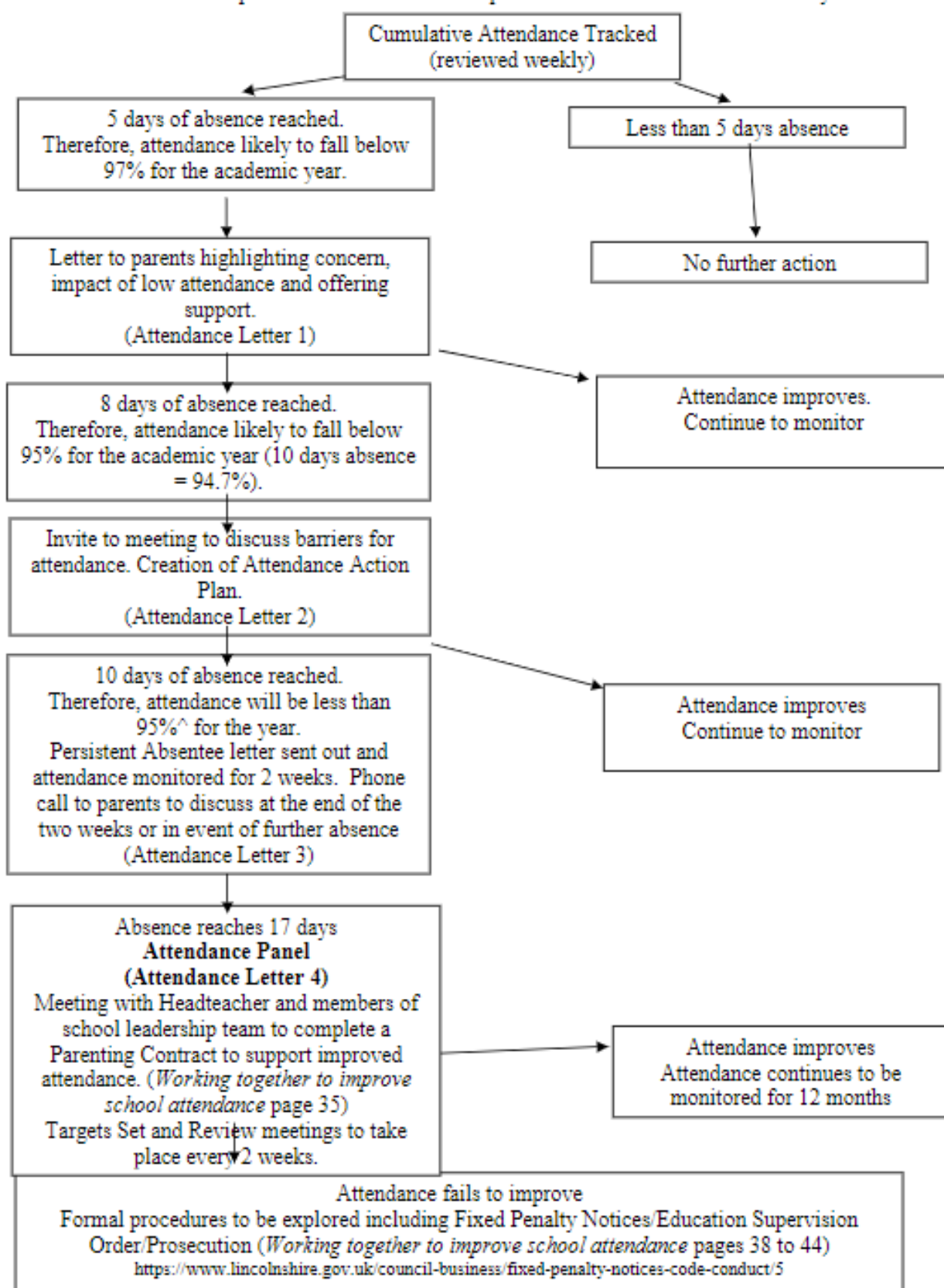
Yours sincerely

Mrs H Bide

Headteacher

Appendix C

Each attendance case will be reviewed on its individual merits, along with medical referrals/reports and advice from other professionals involved with the family



Appendix D - Attendance letters

Attendance Letter 1

Absences from school

Dear Mr and Mrs...

I'm writing to express my concern at [name's] high levels of absence from school. So far this academic year they have had 5 days of absence which means that if they miss one more day they will fall below our expected attendance of 97% for the whole academic year.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child. Our pupils' welfare is of paramount importance to us and we know that regular attendance throughout the year is essential for their success and fulfilment. We want to make sure that we can support their education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.

Please find attached a copy of our Attendance Policy. Please also refer to the Department of Education publication Working together to improve school attendance which can be found here: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> .

Should your child reach 8 days of absence we will write to you again and ask you to a meeting in which we can put together an Attendance Action Plan so we can work closely together to support your child's learning.

Yours sincerely,

Headteacher

Attendance Letter 2

Dear Mr and Mrs...

I am writing to express our continued concern that your child's absence has increased to 8 days this academic year. We wrote to you on [date] to raise our concerns about attendance reaching 5 days. They have now had more time off school and reaching 10 days absence will mean they have missed two weeks of school and will have an annual attendance of no more than 94.7%. This is below expectations and is considered as requiring improvement.

We would like to work with you to support their learning by ensuring they are in school. Please call to arrange a meeting with myself and our support team to put in place an Attendance Action Plan.

The format of this can be found in the attached Attendance Policy document under Appendix 2. You should also refer to the Department of Education publication Working together to improve school attendance which can be found here: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>.

If we have not already phoned you to arrange a meeting please contact the school office on 01529 455375 as soon as you can so we can find a mutually convenient time to meet. It is essential that we work together to improve your child's attendance and future opportunities that can be greatly inhibited by missing school.

Yours sincerely

Attendance Letter 3

Dear Mr and Mrs...

Your child has been absent from school for 10 days this academic year. This is means they are at risk of 'persistent absence' (less than 90%) and means they will have an overall attendance of less than 95% for this academic year. There is a high risk of them falling behind in their learning and social development.

We will be monitoring their attendance weekly and would like to meet with you to review their Attendance Action Plan which we put in place when we met on [date]

You should also refer to the Department of Education publication Working together to improve school attendance which can be found here:
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> .

If we have not already phoned you to arrange a meeting please contact the school office on 01529 455375 as soon as you can so we can find a mutually convenient time to meet. It is essential that we work together to improve your child's attendance and future opportunities that can be greatly inhibited by missing school.

Yours sincerely

Headteacher

Attendance Letter 4

Dear Mr and Mrs...

Your child has now missed 17 days of school which means their overall attendance by the end of the year will be no higher than 90%. You are invited to attend an Attendance Panel meeting on [date] with the school's leadership team.

At the meeting a Parenting Contract will be discussed in line with guidance from the Department of Education's publication Working together to improve school attendance (page 35) which can be found here:
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> .

If you would like to be accompanied at the meeting by a representative, supportive family member or friend then please let us know.

We are gravely concerned about the amount of time your child has been off school this year and the effect it is having on their progress and development. Their attendance will be monitored closely and we will continue to communicate with you about what measures we have in place and how things are working at home.

Further absences will result in legal action with the Local Authority –if this has not already been the case. We will confirm your attendance at the Attendance Panel meeting by phone.

Yours sincerely
Headteacher

Appendix E

Cumulative absence example for a school year (2022-3)

Days absent	Sessions absent	68 Term 1	138 Term 2	194 Term 3	254 Term 4	310 Term 5	380 Term 6	
1	2	97.1	98.6	99.0	99.2	99.4	99.5	
2	4	94.1	97.1	97.9	98.4	98.7	98.9	
3	6	91.2	95.7	96.9	97.6	98.1	98.4	
4	8	88.2	94.2	95.9	96.9	97.4	97.9	
5	10	85.3	92.8	94.8	96.1	96.8	97.4	
6	12	82.4	91.3	93.8	95.3	96.1	96.8	Reaching 6 days absence at any point in the year will mean overall attendance will not be over target of 97%
7	14	79.4	89.9	92.8	94.5	95.5	96.3	
8	16	76.5	88.4	91.8	93.7	94.8	95.8	
9	18	73.5	87.0	90.7	92.9	94.2	95.3	
10	20	70.6	85.5	89.7	92.1	93.5	94.7	Reaching 10 days of absence at any point in the year will mean overall attendance will not be over 95%
11	22	67.6	84.1	88.7	91.3	92.9	94.2	
12	24	64.7	82.6	87.6	90.6	92.3	93.7	
13	26	61.8	81.2	86.6	89.8	91.6	93.2	
14	28	58.8	79.7	85.6	89.0	91.0	92.6	
15	30	55.9	78.3	84.5	88.2	90.3	92.1	
16	32	50.5	75.6	82.6	86.7	89.1	91.1	
17	34	44.4	72.6	80.5	85.1	87.8	90.1	Reaching 17 days of absence will mean attendance is at 90% - this is 'PERSISTENT ABSENCE'
18	36	37.7	69.3	78.2	83.3	86.3	88.9	
19	38	30.1	65.6	75.5	81.3	84.7	87.5	
20	40	21.6	61.4	72.5	79.0	82.8	86.0	

Appendix F – Attendance Improvement Plan

Child's Name:		Date of Meeting: 20/01/22	
Absence Data	Period: X- X	Attendance Recorded: X% XX sessions (XX auth XX un-auth XX late)	
What's working well?		What are we worried about?	
•		•	
Reasons for absence/lateness			
•			
What needs to happen now?			
Action	Time scale	We will have been successful if...	Review
Child agrees to... •			
Parent/carers agree to... •			
School agrees to... •			
Other professionals agree to... •			
Review Meeting Date:			

