



PUPIL ATTENDANCE POLICY



Woodston
Primary School

WOODSTON PRIMARY SCHOOL

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1. Aims

The OWN Multi-Academy Trust recognises that positive behaviour and good attendance are essential for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, and on-time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently
- For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. **It is an expectation of our trust that pupils must attend every day, unless the pupil is too unwell to attend or there are exceptional circumstances, and it is the headteacher not the parent, who can authorise the absence.**

2. Legislation and guidance

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

This policy is based on the Department for Education's (DfE's) statutory guidance on "[Working together to improve school attendance](#) and [school attendance parental responsibility measures](#) and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding
- ensure every pupil has access to the full-time education to which they are entitled
- ensure that pupils succeed whilst at school
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

It has been developed in consultation with our key stakeholders. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

In addition, all schools follow the DfE's statutory safeguarding guidance, [Keeping Children Safe in Education](#), which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

3. Roles and Responsibilities

For details of the roles and responsibilities with regards to attendance, please read the [Summary of Roles and Responsibilities](#).

4. Strategies for promoting Regular Attendance

At **Woodston Primary School**, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing

The name and contact details of the senior leader responsible for the strategic approach to attendance in our school) is:

Name: **Mr Neil Reilly and Mr Collin Marks**
Email address or contact details: **office@woodstonprimary.org.uk**

The OWN Trust CEO is responsibility for monitoring attendance and reporting this to the Trust Board.

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To promote attendance, we will:

- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools
- Create a safe, nurturing and fun environment where pupils want to come to school every day
- Build strong relationships and work jointly with families
- Give parents/carers details on attendance in our newsletters
- Promote the benefits of high attendance
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence as required by law
- Recognise good or improving attendance and celebrate excellent attendance by displaying and reporting individual and class achievements
- Report to parents/carers regularly on their child's attendance and the impact on their progress
- Contact parents/carers should their child's attendance fall below the school's target for attendance of 95%.
- Work with parents to improve attendance where there are concerns

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

5. Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised Absences

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness, medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes, (however this list is not exhaustive):

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- absences which have never been properly explained
- children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however, is counted as an absence for the session
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays

- holidays taken during term time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends
- day trips
- other leave of absence in term time which has not been agreed.

5.1 Persistent Absenteeism (PA) and Severe Absenteeism (SA)

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

5.2 Recording Absence

We monitor and review all pupils' absence, and the reasons that are given, thoroughly.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence **before 9.15 am, when our register closes**
- The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence before making a decision as to whether the absence is to be recorded as authorized
- Contact the school on every further day of absence, again before 9.15am
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons. When determining whether a child is too ill to attend school, both parents and school staff can consider advice on the NHS website.

If your child is absent (and contact with the school has not been made) we will:

- Telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers to make every effort to ensure your child is safe. If we are unable to make contact a home visit may be made, in the interests of safeguarding. Where we continue to have concerns, we may contact the police or follow local safeguarding procedures.
- A referral will be made to the Local Authority if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education."

5.3 Lateness and Punctuality

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

The times of the start and close of the school day for all pupils at Name of School are:

Gates open: 8.35am
Registration starts: 8.45am
Registration closes: 9.00am
End of the school day: 3.15pm

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good timekeeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

A pupil who arrives late:

- Before the register has closed - Children are required to come into school via the school office. If accompanied by a parent/carer, they must sign child/ren into our 'late book' and provide a reason for lateness. The child/ren will then be taken down to class and will go straight into their lesson.
- After the register has closed - In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them as unauthorised absence.

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with Mr Marks or Mr Reilly (Intermin Executive Headteachers), but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage

good punctuality by being good role models to our children and, as a school, we celebrate good class and individual punctuality

5.4 Addressing attendance concerns

OWN Trust schools will monitor attendance levels every half-term (and more regularly where required). During this monitoring we will identify any pupils where attendance or punctuality is causing concern. We encourage parents to talk to us and share any barriers that may be preventing their child from attending regularly or on time. In the event where concerns are identified, staff will:

- Have an initial discussion with parents if they note that pupils are regularly having time off school or arriving late into class. The idea of this discussion is to identify any barriers or concerns to your child attending regularly or on time
- If attendance concerns persist, we will write to you if your child's attendance is below 95% or causing concern and/or where punctuality is a concern
- Arrange a meeting so that you may discuss the situation with the relevant staff member.
- Create a personalised action/support plan, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child
- Offer or signpost you to support from other agencies or services, if appropriate
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

6. Supporting pupils who are absent or returning to school

6.1 Understanding barriers to attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support.

We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

6.2 Pupils absent due to medical or physical ill health or SEND

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils; however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

See Annex A for links to summary tables of responsibilities for school attendance.

The name and contact details of the school staff member pupils and parents should contact for more detailed support on attendance is:

Name: Lucinda Robinson and Rachael Tomlin
Email address or contact details: office@woodstonprimary.org.uk

7. Local Authority attendance support services

The Local Authority Attendance Service work strategically by offering support to schools, to reduce persistent absence and improve overall attendance.

Parents are expected to work with the school and local authority to address any attendance concerns. Parents should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful.

If difficulties cannot be resolved in this way, the school may consider providing more formal support and/or referring the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice (see Peterborough City Council's Penalty Notice Code of Conduct) or prosecution in the Magistrates Court.

8. National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10-school-week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school-week period can span different terms, school years or education settings.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance.

Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and also that all parents who are on the holiday are allowing the leave.

Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Peterborough's Code of Conduct, in respect of each parent believed to have allowed the absence.

8.1 Penalty notices

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence).

A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child.

If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court.

If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

At Woodston Primary School 'exceptional circumstances' will be interpreted as:

...being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

The headteacher/school may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

8.2 Deletion from Roll

For any pupil leaving any of our OWN Trust schools, other than at the end of year 6, parents/carers are required to inform the school. Parents should provide the following information:

- Child's name
- Class
- Current address
- Date of leaving
- New home address
- Name of new school
- Address of new school

This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our pupils, even those who leave us.

Under Pupil Regulations 2006, all schools are now **legally required** to notify their Local Authority of **every new entry** to the admission register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as

the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

8.3 Absence data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024. Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every 3 years. At every review, the policy will be approved by the full governing body.

10. Annex

Annex A – DfE guidance Summary table of responsibilities for school attendance. From 19th August 2024:

https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance__applies_from_19_August_2024_.pdf

Annex A – Illness Absence Guidance

<https://assets.publishing.service.gov.uk/media/626669cb8fa8f523b7221b98/UKHSA-should-I-keep-my-child-off-school-guidance-A3-poster.pdf>

[DfE external document template \(childrenscommissioner.gov.uk\)](https://www.childrenscommissioner.gov.uk/external-document-template/)

11. Appendices

11.1 Application for Leave Of Absence

Application for Leave of Absence from School during term time

Dear Applicant,

All schools and Academies **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(s) who the pupil normally lives with.
- **Evidence must be provided** with the leave of absence form which supports the reason for the leave under exceptional circumstances.
- Schools / Academies 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 / Academy will determine the number of days a student / pupil can be absent**.
- 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 / Academy **cannot** grant a leave of absence retrospectively. If the parent(s) did not apply in advance, the leave of absence will not be granted
- Where this guidance refers to a parent(s), the school / Academy and/or local authority will need to decide which adult(s) is most appropriate. Generally, parents include:
 - All biological 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 / Academies are expected to regularly inform parents about their child's attendance and absence.

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
<p>A single consistent national threshold for when a Penalty Notice must be considered by ALL schools in England, this is:</p> <ul style="list-style-type: none">• 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• <u>For example</u>, 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?
<ul style="list-style-type: none">• Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school• <u>For example</u>, 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines
First Offence
<p>The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:</p> <ul style="list-style-type: none">• £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)
<p>The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:</p> <ul style="list-style-type: none">• £160 per parent, per child – payable within 28 days
Third Offence and Any Further Offences (within 3 years)
<p>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</p> <ul style="list-style-type: none">• 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

Please be aware, as per our Academy's attendance policy and the Peterborough Local Authority's published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the head teacher / Principal 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(s) 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.

Pupil's Full Name:			
Pupil's Date of Birth:			
Year Group:		Tutor / Class:	
Student's Full Address and Postcode:			
If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below			
Sibling Name	School Name		

<i>Main Parent(s) / Legal Guardian(s) / Carer(s)</i>			
Title:		Title:	
Surname:		Surname:	
First Name:		First Name:	
Date of Birth:		Date of Birth:	
First written language if not English:			
<i>Additional Parent / Legal Guardian / Carer (Please complete if live separately)</i>			
Title:		Full Address and Postcode:	
Surname:			

First Name:			
Date of Birth:			
First written language if not English:			

Start date of absence:	
Last date of absence:	
Date of return to school:	
Number of school days absent:	

Reason for request including why you believe your circumstances to be exceptional: (with evidence attached, types of evidence can include, medical letters, certificates, invitations, flight bookings)

I/We understand that a penalty notice, or legal action may be issued if this request is denied and my/our child is absent during this period.

(All parents / legal guardians / carers to sign where appropriate)

Signed:		Signed:	
Full Name:		Full Name:	
Relationship to child:		Relationship to child:	
Date:		Date:	

To be completed by the school, keeping the originals:

Date application received by school:	
Total number of days (sessions) requested:	

School response to parent/s request for leave of absence AGREED / DECLINED for the following reason/s:	
Number of requested days (sessions) authorised:	
Number of requested days (sessions) unauthorised:	
Date student required to return to school:	
Headteacher Signature:	
Headteacher Name:	
Date:	

Has this student had any previously recorded unauthorised leave of absence? (Since Sept 2024)	
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 student and/or a sibling/child for whom they hold parental/day to day care and responsibility? (FPN number)	

11.2 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		
CI	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

Code	Definition	Scenario
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

Code	Definition	Scenario
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <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

11.3 Attendance Roadmap

Attendance Roadmap

In line with the DfE Statutory Guidance (in force from 19th August 2024) we offer a supportive, stepped, attendance approach. We will offer a welcoming ethos with high expectations for all. We will assess data to identify absence trends & use preventative discussions/meetings with families to listen, understand & support to remove barriers. Where needed, we will formalise support to nurture improvement with Attendance Contracts & as a last resort we will consider intensifying support &/or enforce legal sanctions.



Did you know, arriving after the register has closed (30 mins from school starting) = an absence?



Did you know, 90% attendance = approx. 95 missed lessons/hours of learning?

Roadmap by Sharon Templeman



Did you know, good attendance increases academic success?



STEP 1 – Identify, Assess & Prevent

Our daily actions & processes aim to promote relationship building with children & families to prevent absence. This involves monitoring data trends & absence patterns to inform our conversations with you (& your child where age allows). The trigger for conversations is where absence is at risk of reaching the new National Threshold (**10 sessions (10 half days/5 days) within a 10 week rolling period**). Other daily actions involve promoting attendance positively, using praise & incentives, swift absence follow up, email &/or letter communication to raise your awareness of emerging concerns, processing requested or unrequested 'Term Time Exceptional Absence' & doing Home Visits to meet our safeguarding duties as required.

STEP 2 – Early Absence Support

We move to this step if the National Threshold for absence is met (authorised or unauthorised) to prevent further absence occurring. Discussions & meetings will be offered to identify if early support or reasonable adjustments are needed. This will be done using discussions &/or meetings to create a supportive action plan. An Early Help Assessment (EHA) may be required for some support to be accessed along with a Team Around the Family (TAF) Meeting Process

Please talk to us about how we can support you &/or your child at any time.

STEP 3 – Formalised Support

Where absence continues & initial support needs to be increased an Attendance Contract (AC) will be offered to formalise support. This is a 3-6 month nurturing plan of improvement to prevent further escalation. Achievable & individual targets will be set & reviewed regularly. Medical &/or other information will be actively sought at this point if required to work collaboratively with you & other agencies. An AC can run alongside other meetings e.g., TAF meeting.



Did you know, 90% attendance = 4 weeks of absence over a year?

STEP 4 – Warnings - Concerns Remain

Where STEP 2 or STEP 3 support has been unsuccessful &/or declined, a 'Formal Warning' if AC has failed, or a 'Notice to Improve' Letter if no AC appropriate, will be issued to reinforce the need for immediate improvement. A Family Court Order such as an Education Supervision Order will also be considered as an alternative to prosecution.

STEP 5 – Legal Action - No Improvement

Legal action (Penalty Notice or Prosecution) MAY be requested from the Local Authority (LA) if Unauthorised Term Time Absence is taken, or if overall absence continues to occur & reaches or exceeds the National Threshold for absence, despite STEPS 1-4 being attempted. Statutory Guidance States a Referral to Children's Social Care for children with 'Severe Absence' (less than 50%) should be considered to obtain 'Intense Support'.

PENALTY NOTICES & LEGAL ACTION

1st Offence (after 19th August 2024) of Term Time Leave &/or Irregular Attendance (10 sessions of Unauthorised Absence or more) = Fine of £160 per parent, per child if paid within 28 days. If paid within 21 days fine is reduced to £80 per parent, per child.
2nd Offence within 3 years (from 19th August 2024) = Fine of £160 per parent, per child payable within 28 days, no reduction available.
3rd Offence within 3 years (from 19th August 2024) NO PENALTY NOTICE considered. The case will be presented to **Magistrates' Court** under s444(1) or (1a) of the Education Act. If found guilty, a fine of up to £2500 per parent, per child can be issued. Convictions for s444(1a) offences will show on DBS record.