



Attendance and Punctuality Policy

Glendale Infant School

Approved by:	Elizabeth Hancock	Date: 31 Mar 25
Last reviewed on:	11 Jun 2024	
Next review due by:	Mar 2027	

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1. Introduction

Regular school attendance is essential if children are to enjoy their education, make good progress and develop good social and life skills.

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

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

2. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all children
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every child has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure children have the support in place to attend school and/or arriving on time

3. Legislation and guidance

This policy is based on the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance](#)

[parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

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

It also refers to:

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

4. Roles and responsibilities

4.1 The governing board

The governing board is responsible for:

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

- The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific children, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data

4.2 The headteacher

The headteacher is responsible for:

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

4.3 The designated senior leader responsible for attendance

The designated senior leader also known as the 'senior attendance champion is responsible for:

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

The designated senior leader responsible for attendance is Louise Hopkins and can be contacted via telephone: 02476349672 or parents.glendale@welearn365.com – please put FAO Attendance Lead in the subject box.

4.4 The attendance team officers

The school attendance team officers are responsible for:

- Monitoring and analysing attendance data (see section 7)

- Follow the school procedure/stepped approach for contact and support to follow up any patterns of absence that give cause for concern and offer support in a timely manner (see appendix 2)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/Siobhan Barrass (authorised by the headteacher) when to issue fixed-penalty notices

The attendance team officers are Siobhan Barrass (Admin Officer), Louise Demers (Attendance Support Lead/Pastoral), Marie Lapworth (Pastoral Lead/Attendance Support Lead and can be contacted via telephone: 02476349672 or parents.glendale@welearn365.com – please put FAO and the person's name in the subject box.

4.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office during the morning and afternoon session on the day. Any evidence for absence needs to be checked by the teacher and recorded on the system, or the parent/carer needs to be directed to take the evidence to the main office for it to be checked/copied/recorded.

4.6 School admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the class teacher/attendance lead officer/pastoral support lead officer/SENDCo where appropriate, in order to provide them with more detailed support on attendance

4.7 Parents/carers

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

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

Parents/carers are expected to:

- Make sure their child attends every day, on time, that the school is open
- Call the school to report their child's absence before 9.15am on the day of the absence, with a specific reason (and each subsequent day of absence), and advise when they are expected to return
- Provide the school with **AT LEAST 2** emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any targets or attendance contracts that they make with the school and/or local authority and attend all support meetings linked to any of these

Seek support, where necessary, for maintaining good attendance, by speaking to the class teacher or speaking to/contacting Siobhan Barrass (Admin Officer), Louise Demers (Attendance Support Lead/Pastoral), Marie Lapworth (Pastoral Lead/Attendance Support and can be contacted via telephone: 02476349672 or parents.glendale@welearn365.com – please put FAO and the person's name in the subject box.

➤ 4.8 Children

Children are expected to:

- Attend school every day, on time, being in the classroom by 9am.

5. Recording attendance

5.1 Attendance register

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

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

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

Any amendment to the attendance register will include:

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

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a child is attending an approved educational activity
- The nature of circumstances, where a child is unable to attend due to exceptional circumstances

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

The school day starts at 9.00am and ends at 3.30pm.

Children must arrive in school by 9.00am on each school day. Classroom doors are open from 8.50am, so children can go straight into class from this time

The register for the first session will be taken at 9.00am and will be kept open until 9.30am. The register for the second session will be taken at 1.25pm for Reception and 1.40 pm for Year 1 and Year 2 and will be kept open until 1.55pm and 2.10pm respectively.

5.2 Unplanned absence

The child's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.15am, or as soon as practically possible, by calling the school admin staff, who can be contacted via telephone 02476349672 or email parent.glendale@welearn365.com, stating the specific reason your child is absent.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness. If the reason for absence is unclear or not believed to be authentic you may well get a follow up call or home visit.

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

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

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the child's parent/carer notifies the school **in advance of the appointment** and evidence is provided.

Parents/carers should bring the evidence to the school office when requesting leave of absence for these appointments, you will be advised at the time if this is authorised.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary. In the case of emergency medical appointments, we will ask for the same evidence as in 5.2.

The child's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

5.4 Lateness and punctuality

Being late into school can be distressing for the child and disrupts the normal morning registration process for the whole class.

A child who arrives late:

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

The attendance team will monitor lateness as part of their analysis of school attendance data. Patterns will be looked at and whether the late marks are before or after the register is closed.

If you have an issue with getting your child to school on a regular basis then please talk to a member of the attendance team, as they may be able to support or sign post to support.

If there is an isolated incident/reason for lateness, please telephone the school to inform them.

5.5 Following up unexplained absence

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

- A text or call to the child's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the child's emergency contacts, the school may carry out a home visit, if there is no response we may try and speak to a neighbour (as part of our safeguarding measures – this would be to check if they have seen yourself/the child recently,) contact will be made with the police/social care if there are significant concerns.
- Identify whether the absence is approved or not. If it is found that a leave of absence (for term time holiday) has not been submitted to avoid a penalty, this will still be classed as an unauthorised absence and it will be referred to the local authority for a penalty notice (see section 6.2 Penalty notices below)
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the child was absent – after 5 days if a reason is not given it will remain as an unauthorised absence
- Call the parent/carer on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the child's social worker/youth offending team officer

- Where appropriate, offer support to the child and/or their parents/carers to improve attendance; this may be an in school reward system, initial support meeting, attendance target with regular review meetings
- Identify whether the child needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 6.2 below), as appropriate

5.6 Reporting to parents/carers

The school will regularly inform parents/carers (see definition of 'parent/carer', as used in this policy, in section 4.7 above) about their child's attendance and absence levels, this will be via a half-termly RAG rated report, class teachers will talk to any parent/carer where the rating is Red or Amber (giving cause for concern,) if they or a member of the attendance team are not already supporting you.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

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

The headteacher will only grant a **leave of absence** to a child during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as circumstances beyond your control; valid reasons for **authorised absence MAY** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 5.2 and 5.3 for more detail)
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child's parent/carer(s) belong(s). If necessary, the school will seek advice from the parent/carer's religious body to confirm whether the day is set apart. Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs"
- Parent/carer(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the child is attending educational provision
- If a parent/carer can evidence that they will not be in receipt of any leave in the near future that coincides with school holidays

- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- To attend a wedding or funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional; Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Headteacher may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.
- If the child is currently suspended or excluded from school (and no alternative provision has been made)

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

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

Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher agrees to consult with the governing body prior to any authorisation being given to the parent/carer.

Evidence would be required in each case.

Leave of Absence Request (See Appendix 2)

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school asks that requests are submitted 4 weeks before the planned absence date. The school may also request further information on the application and supporting documentation where appropriate.

- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an “unauthorised” absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as ‘unauthorised’.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council’s Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.
- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

The law relating to Penalty Notices is due to change with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence after this date will be issued in accordance with the updated legislation.

Leave of Absence taken in the academic year 2024-25 onwards

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 school weeks before the absence, and in accordance with any leave of absence request form, accessible from the school office. The headteacher may require evidence to support any request for leave of absence and request a face to face meeting.

6.2 Sanctions

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

Penalty notices

A penalty notice may also be issued where parents/carers allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents/carers that the child must not be present in a public place on that day).

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

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

Notices to improve

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

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

They will include:

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

7. Strategies for promoting attendance

In order to promote attendance we offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, children and parents/carers.

Support is always offered and achievements and progress are celebrated:

With children;

- Attendance is celebrated in our weekly school 'celebration' assembly, the class with the highest weekly attendance receive one of our 'school attendance bears', a 'highest attendance' certificate and stickers. Classes with 'good' attendance 96% get a 'good attendance certificate'
- Certificates are displayed in classrooms, the class with the highest number of certificates in the term can choose a 'special reward'
- There is a termly attendance celebration assembly in the Autumn and Spring terms, children receive a bronze (96-97%), silver (98-99%) or gold (100%) certificate. In the summer term this is for annual attendance
- Our attendance board in the main entrance hall, which is updated weekly, celebrates the weekly achievements, and records the whole school current attendance
- Children are individually praised/rewarded for improved attendance and/or lateness if this is a difficulty for the child

- We hold unannounced monthly 'Late Gates' – children who get to school on time are congratulated and receive a sticker and verbal praise. Any parent/carer of a child arriving after 9am is spoken to and offered information and/or support on the importance of getting children to school on time and the impact it can have on a child's well-being and ability to settle to learning.

With parents/carers;

- Support parents/carers either through self-referral or from the analysis of individual children's attendance and absence records
- Give advice and support to enable children to attend school everyday or with punctuality, this might be verbal advice/support, low level action plans and attendance targets – this may be with school-based staff or with support from other agencies (a team around the family/child approach)
- Make referrals or support parents/carers in making referrals or getting additional support from external agencies (if appropriate)
- Hold regular check-ins/meetings to look at progress and celebrate this, look at any barriers if they continue and try to find other strategies to support improvement
- Where progress or engagement is limited or not working, discuss an attendance contract with parents/carers to secure engagement and progress before referring to the local authority to look to more formal routes, an attendance contract is a formal written agreement, but not legally binding

Our aim is always to work in partnership with parents/carers to improve attendance for their child and increase outcomes for the child.

We will:

- Deliver intervention in a targeted and timely way, in response to data; monitoring and analysing attendance data regularly to ensure that intervention is delivered quickly to address absence and/or punctuality
- Use attendance, pastoral and SEND staff who are skilled in supporting pupils and their families to identify and overcome barriers to attendance
- Create action plans in partnership with families and other agencies that may be supporting families, for example, children's social care and early help services. Commission or deliver interventions to improve attendance
- Monitor the impact of any intervention, making adjustments if necessary and using findings to inform future strategy, where interventions fail to address attendance issues, identify the reasons why and, where appropriate, change or adjust the intervention
- Follow local authority codes of conduct, policies and procedures and make referrals for statutory intervention when interventions have not resulted in improved attendance and relevant triggers/thresholds are met

8. Supporting children who are absent or returning to school

8.1 Children absent due to complex barriers to attendance

We will meet with parents/carers and where appropriate the child to discuss the barriers and look to agreeing a return that best supports the child, this could be, for example, a part-time timetable, a later start or earlier finish, drop off or collection from another area of school, it is not limited to these options. School will always be happy to explore other reasonable adjustments; the aim is always to improve attendance for a child and their family in a support and positive way. External advice will be acted on or sought, where/if appropriate.

8.2 Children absent due to mental or physical ill health or SEND

We will meet with parents/carers and where appropriate the child to discuss the barriers and look to agreeing a return that best supports the child, this could be, for example, a part-time timetable, a

later start or earlier finish, drop off or collection from another area of school, it is not limited to these options. School will always be happy to explore other reasonable adjustments; the aim is always to improve attendance for a child and their family in a support and positive way. We will, where appropriate, seek/use the advice of external specialist agencies/medical staff.

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

8.3 Children returning to school after a lengthy or unavoidable period of absence

We will meet with parents/carers and where appropriate the child to discuss the barriers and look to agreeing a return that best supports the child, this could be, for example, a part-time timetable, a later start or earlier finish, drop off or collection from another area of school, it is not limited to these options. School will always be happy to explore other reasonable adjustments; the aim is always to improve attendance for a child and their family in a supportive and positive way. External advice will be acted on or sought, where/if appropriate.

The key to all of this is working in partnership.

9. Attendance monitoring

9.1 Monitoring attendance

The school will regularly monitor attendance and absence data (including punctuality) at least half-termly, termly and yearly across the school and at an individual child, year group and cohort level. We will monitor more regularly (at least monthly) any individual child or groups who meet the criteria of our 'Cause for Concern' list or are receiving support from school already.

We will use data from a range of sources to analyse and compare individual child, groups and whole school data. This includes from the electronic registers (SIMS system) the school keeps itself, from data provided by the DfE and local authority and any other reliable sources. Specific child information will be shared with the DfE on request.

The school has granted the DfE access to its management information system (SIMS) so that data can be accessed regularly and securely.

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

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

9.2 Analysing attendance

The school will:

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

9.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual children, groups or cohorts that it has identified via data analysis
- Provide targeted support to the children it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 9.4 below)
- Provide regular attendance reports to the class teachers, to facilitate discussions with children and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads and the pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area (in particular we will strengthen links with feeder schools where children have siblings to look for any patterns in their attendance and absences, local authorities and other partners where a child's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific children, where appropriate)

9.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents/carers of children who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these children. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 6.2, above)

Please see Appendix 2 for the school procedure/stepped approach to support the improvement of attendance and absence, including punctuality.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, as a minimum every 2 years by Louise Hopkins – Attendance Lead. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour Regulation policy

Appendix 1: attendance codes

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

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

		timetable
C	Exceptional circumstances	Child has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent/carer travelling for occupational purposes	Child is a 'mobile child' who is travelling with their parent/carer(s) who are travelling for occupational purposes
R	Religious observance	Child is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Child is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Child 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	Child is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Child 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	Child is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Child is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every child absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Child 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	Child'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	Child 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	Child has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective child not on admission register	Child has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Leave of Absence Regulations

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

- Head teachers **shall not grant any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent *i.e. the parent with whom the child normally resides*.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

PLEASE RETURN WITH A COVERING LETTER EXPLAINING THE EXCEPTIONAL CIRCUMSTANCES, WITH THE COMPLETED FORM. PAPER COPIES OF THE FORM ARE AVAILABLE FROM THE SCHOOL OFFICE.

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN
EXCEPTIONAL CIRCUMSTANCES ONLY**

Important Information for Parents/Carers

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion:
 - It must be requested in advance by a parent who the pupil normally lives with.
 - Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
 - If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- When making an application for Leave of Absence the resident parent is advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify of their decision.
- Requests for leave of absence should be made before any arrangements confirmed or money committed.
- It is advised if you have not received notification from the school regarding the leave of absence request, it is your responsibility to ascertain if the leave is authorised prior to the start of leave.
- Failure to make a request for a leave of absence in advance will result in the absence being recorded as unauthorised.
- Any additional days taken either side of a leave of absence period, which has not been applied for, may be considered as part of the leave of absence period and be unauthorised.
- Unauthorised Leave of Absences will be referred to the Warwickshire Attendance Service upon the child's return to school for consideration of a Penalty Notice.

Please see over for important information relating to the changes in relation to Penalty Notices

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: _____ Form Group: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to school: _____

Reason for Proposed Absence – please provide reasons to support the application including evidence (see overleaf before completing):

.....
.....
.....

Total Days Requested on this occasion.

(For siblings) I have also applied to _____ School/Academy for leave of absence for
(Insert child/children's name)

Signature of resident Parent/Carer: _____

Print Name: _____ Date: _____

<p>For school use only: NAME OF CHILD: _____ Date received by school: _____</p> <p>1st date of absence requested by parents: Last date of absence requested by parents:</p> <p>Expected date of return to school (as advised by parents):</p> <p>.....</p> <p>Absence: Authorised / Unauthorised / Split (please delete as appropriate)</p> <p>The reasons for this decision are:</p> <ul style="list-style-type: none">• LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information <p>Head teacher/Attendance Lead: Date:</p> <ul style="list-style-type: none">• Copy of this completed section should be sent back to parent with letter

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996). If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
- Section 576 Education Act 1996 defines 'parent' as:
 - Any natural parent, whether married or not;
 - Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person;
 - Any person who, although not a natural parent, has care of a child or young person.
- The National threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. If the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the national threshold is met. This might apply for example, where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events. Please refer to Warwickshire County Council's Code of Conduct for non-school attendance and penalty notices for further information.

Leave of Absence taken after 1 September 2024:

The law relating to Penalty Notices has been amended and Penalty Notices issued for Leave of Absences taken after 1 September 2024 will be issued in accordance with the updated legislation.

- **First Leave of Absence offence:** The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- **Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice):** The amount of £160 paid within 28 days. No reduced amount.
- **Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice).** *A penalty notice will not be issued, and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.*

- Any Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school (e.g. 2 absent children is 2 offences under section 444 Education Act 1996).
- A Penalty Notice is an alternative to prosecution, however if the Penalty Notice expires and is not paid Warwickshire County Council will consider instigating a criminal prosecution under the Education Act 1996.
- Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted.

- Where criminal proceedings are issued and a parent is found guilty, the court could issue a sentence of a fine of up to £1,000 for a Section 444(1) conviction; or £2,500, a community sentence period or a custodial period of up to 3 months for a Section 444(1A) conviction.