

Winwick Church of England Primary School



Policy for Attendance and Punctuality

Date:	April 2025
Ratified by Governing Body:	09.05.24
Review Cycle:	Annually

In God's love, aspire and achieve to be the best.
1 Corinthians 16:14 'Do everything in love.'

Contents

1.	VALUES AND PURPOSE	3
2.	OVERALL AIMS.....	3
3.	RIGHTS AND RESPONSIBILITIES FOR ATTENDANCE/PUNCTUALITY	3
	a. The Legal Framework:	3
	b. Roles & Responsibilities.....	4
4.	STRATEGIES FOR PROMOTING EXCELLENT ATTENDANCE	7
5.	MONITORING AND RECORDING ATTENDANCE & PUNCTUALITY.....	7
	a. Class Registers	7
	b. Morning Register	8
	c. Afternoon Register	8
	d. School Attendance Letters	8
	e. Punctuality Folder	8
	f. Monitoring First Day Absence	8
	g. Attendance Meetings.....	9
6.	CHILDREN MISSING IN EDUCATION.....	9
7.	SUMMARY OF PROCEDURES TO PROMOTE GOOD ATTENDANCE	11
8.	ATTENDANCE STRATEGY	13
9.	EXTENDED HOLIDAYS	14
10.	OTHER INFORMATION AVAILABLE	14
11.	APPENDICIES	
	a) Attendance Codes	
	b) Letters that may be sent by the Attendance Officer	
	c) Notification of Planned Absence During Term Time Form	

1. VALUES AND PURPOSE

At Winwick Church of England Primary School, our vision 'In God's love, aspire and achieve to be the best' supports the importance of strong attendance to enable our pupils to flourish and enable this vision to come to fruition.

'Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is calm, orderly safe and supportive environment where all pupils want to be and are keen and ready to learn.

Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and nonteaching staff in school, the governing body, the local authority, and other local partners.'

Working together to improve school attendance, DfE August 24

Winwick CE expects the highest attendance and punctuality from all pupils, at all times. We support pupils and their families to ensure that excellent attendance is achieved.

Since August 2024, The Government has changed the attendance regulations. The Headteacher no longer has the authorisation to approve leave for holidays.

At Winwick CE, we are continuously working towards our goal of 100% attendance for all pupils.

2. OVERALL AIMS

To ensure that every child is safeguarded and their right to education is protected.

To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.

To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality.

To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.

To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.

To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and their families and to address them with a collaborative approach.

To work with external agencies, in order to address barriers to attendance and overcome them. To comply with the latest statutory requirements for attendance.

3. RIGHTS AND RESPONSIBILITIES FOR ATTENDANCE/PUNCTUALITY

a. The Legal Framework:

The law on school attendance and right to a full-time education

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 legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of exceptional circumstances such as being too ill.

This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided. Research has shown associations between regular absence from school and a number of extra-familial harms. This includes crime (90% of young offenders had been persistently absent)³ and serious violence (83% of knife possession offenders had been persistently absent in at least 1 of the 5 years of study).

Working together to improve school attendance, DfE August 2024

b. Roles & Responsibilities

The roles and responsibilities have been set out by the Government:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

In addition, the following apply:

Senior Leadership Team (SLT):

- To challenge and support parents to enable them to fulfil their statutory duty to ensure their child attends school every day
- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for extended leave in line with Government policies and procedures.
- To have a named Senior Attendance Champion

Safeguarding Team:

- To challenge and support parents to enable them to fulfil their statutory duty to ensure their child attends school every day.
- To lead on attendance/punctuality, on a day-to-day basis, working with the wider staff team including liaising with/responding to parental enquiries;
- To oversee the analysis of/analyse data and respond to findings;
- To monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality;
- To hold attendance meetings to case manage pupils causing concern;
- To liaise with external agencies such as the Local Authority Attendance Team and make referrals for prosecution where necessary;
- To ensure that rewards and incentives for attendance and punctuality are being used;
- Work with the teachers, to plan for the reintegration of pupils after long-term absence;
- Work with the Mental Health and Wellbeing Lead (TAs with specific role) to support attendance;
- To revise and amend the policy, as required.

Attendance Team:

- To challenge and support parents to enable them to fulfil their statutory duty to ensure their child attends school every day.
- To carry out and record the outcome of first day calls, when a child doesn't arrive at school when no reason has been received;
- To monitor fortnightly attendance data for each year group;
- To check the school's answer phone and take messages from parents/carers about pupil absence;
- To promptly inform the DSL, if there are any concerns relating to attendance/punctuality;
- To produce weekly/termly/yearly data for SLT to analyse;
- To record reasons for absence and updating class registers;
- To implement the daily checking of registers after the morning and afternoon registration sessions;
- To contact parents/carers by letter, following 3 instances of lateness or absence;
- To maintain attendance records in line with this policy.
- To liaise with and report to outside agencies such as the Local Authority Attendance Team;
- To maintain clear communication with the SLT regarding attendance and punctuality within each year group.
- To support SLT with the promotion of good attendance and punctuality, through finding/organising incentives.
- To ensure staff are following the registration systems and structures in this policy;
- Inform parents of school procedures, when parents have failed to inform the school;
- May request a written explanation of absence, including dates of absence on the first day of their child's return to school.

Mental Health and Wellbeing Lead/SENDCo:

- To challenge and support parents to enable them to fulfil their statutory duty to ensure their child attends school every day.
- To contact parents whose children are identified as potential persistent absentees, to influence their attendance proactively.
- To promote positive mental health for those not in school by looking for access to support from peers e.g. online meetings.
- To support communication from class teachers in the provision of a shadow curriculum for absent pupils
- To liaise with those staff who have specific responsibilities for those with EHCP /medical funding to support education when absent.

Teachers:

- To challenge and support parents to enable them to fulfil their statutory duty to ensure their child attends school every day.
- Take a formal register of all children twice a day. This is done on the school's system by 9.00 am and 1.15 pm;
- To keep accurate and up-to-date daily records of attendance through the register system;
- To complete the daily class attendance and punctuality chart for fire purposes, with the pupils'.
- To promptly inform the AHT, of children who persist with poor attendance;
- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs;

- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children;
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs;
- To regularly remind children and parents about the importance of good attendance;
- To feed back to parents about attendance and punctuality regularly and at Parents Evenings;
- If required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection;
- Work with children and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these.

Parents:

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school as soon as possible.

If a child has a minor illness e.g. mild headache, stomach-aches etc. parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away, to collect them.

If a child has a dental, clinic or hospital appointment, parents must let the school know and provide evidence of the appointment. If evidence is not provided, the absence will be recorded as unauthorised. Children should be in school prior to an appointment and be brought back to school after appointments; wherever possible medical appointments should be made outside of school hours.

Pupils should miss as little teaching time as possible.

Therefore, parents are expected to:

- **Ensure their child attends school and arrives on time every day;**
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform;
- Not arrange medical and dental appointments in school time wherever possible;
- Telephone to inform the school in the morning on each day of absence for their child;
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning.

The Local Authority

A Service Level Agreement is in place with the Local Authority. This provides an allocated attendance officer, unlimited attendance advice, fast track prosecution meetings, and half-termly meetings. The Local Authority Attendance Team will:

- Support the school in improving attendance, through whole school initiatives and individual pupil interventions;
- Work with families and other agencies to remove barriers to good attendance;
- Ensure that parents are informed of their responsibilities in relation to attendance;
- Uphold and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection.

4. STRATEGIES FOR PROMOTING EXCELLENT ATTENDANCE

Breakfast Club

Daily Breakfast Club is available for all pupils on a paid basis. This supports parents by allowing them to drop their children off from 7.45am, ensuring they are on time for school. The Breakfast Club is supervised by members of school staff.

Attendance Award

Classes who achieve 100% attendance each week will receive the Attendance Award. Weekly attendance figures for classes are shared on the school newsletter, with successes celebrated.

The School Learning Environment

A welcoming, organised learning environment, which supports and celebrates its learners, is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT, to ensure this.

Staff Promoting Good Attendance

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and this is celebrated.

Parent/teacher Consultations

The attendance data is given on a report termly for parents evening.

The parents evening provides an opportunity for class teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance. Where necessary parents may be asked to meet with a member of the Attendance Team to discuss how we can support parents and pupils to improve attendance. The Attendance Team then monitors this. If there is no improvement in attendance/punctuality parents may be asked to meet with a member of the SLT.

5. MONITORING AND RECORDING ATTENDANCE & PUNCTUALITY

a. Class Registers

Class registers are recorded using Arbor. The system ensures that no children are missed and that pupil information can be shared quickly and securely. Paper registers will only be used if there is a need to due technical difficulties. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

b. Morning Register

The gates open at 8:45am, children must be in school for 8:55am. Class registers are taken at the beginning of the registration period at 9:00am. At that point, the teacher must submit their final register and close down. The teacher may submit the register as many times as they wish before 9.05 am (e.g. if a mistake has been made or a child has arrived slightly late) but at 9.00 am the register must be correct and submitted. The official register close is 9.20am.

From 8.55am the school playground gates are closed. Children arriving late will need their parents to sign in using our late system. This is to ensure that no children are missed on the register due to arriving in school late.

The School Administrator officer then checks that the children who have arrived late have been populated into Arbor.

The School Administrator officer will send an electronic message by 9.45am requesting parents to contact school to provide a reason of absence. Where no response is received the Office Team then begins first day absence calls. Parents / carers of children on the Vulnerable Children's Register will receive a call by 10:00am with all other parents / carers being called by 10.15am.

c. Afternoon Register

Registers **must** be submitted by teaching staff straight after lunch before afternoon lessons commence. They should be completed by 1.15pm.

d. School Attendance Letters

The school sends out letters, to communicate with parents about attendance and punctuality where these become a concern. (Copies of all standard letter formats are included at the end of this document.)

e. Punctuality

The Attendance Team and the DSL monitor the punctuality of pupils fortnightly. This may involve speaking to parents directly, or via a phone call. Letters regarding the school's concern over lateness may also be sent; to explain how much learning pupils are missing. If it does not improve, parents are invited in to school, to discuss the concerns with the Attendance Team/DSL and plan a way forward.

If lateness does not improve following the meeting, then the family will be referred to a member of the SLT who will contact parents warning them that further action may be taken.

IMPORTANT: Child Protection and safeguarding concerns must be acted on immediately, in line with the school Child Protection and Safeguarding Policy.

STRATEGY FOR REDUCING PERSISTENT AND SEVERE ABSENCE.

f. Monitoring First Day Absence

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. We follow this system:

- 9:45am electronic message sent requesting reason for absence.
- 10:00am If no response to text sent to pupils identified as vulnerable, office will phone parents' contact number(s).
- 10:15am If no response to text all other pupils, office will phone parents' contact number(s).
- Repeat this during the first morning of absence if no response.
- Phone emergency contact number(s) to get an up-to-date contact number for the parent/carer and update the school system accordingly.

In God's love, aspire and achieve to be the best.
1 Corinthians 16:14 'Do everything in love.'

- Office/Attendance Team speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers.

The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded on Arbor.

The Attendance Team must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the Attendance Team has not been able to contact parents after 2 days then a letter will be sent requesting that parents provide a reason for absence. If this is not provided the pupil's absence will be recorded as unauthorised (O). If the child is on the Vulnerable Children's Register the Attendance Team and another member of staff will undertake a home visit on the second morning of absence.

g. Attendance Meetings

The Attendance Team/DSL monitor individuals, classes, year groups, different ethnic groups, SEN and FSM pupils fortnightly. They identify patterns and trends in absence/punctuality, including persistent absence.

The Attendance Team/DSL will also liaise with the SENDCo, which together with the fortnightly meetings, means that we can quickly and precisely identify individual pupil's needs or barriers to attendance.

We work closely with the local authority and outside agencies and parents to put the right types of support in place, including reasonable adjustments and individual health care plans. The systems and structures are then followed, to improve attendance for these individuals or groups.

Letters are sent out to parents whose children's attendance is causing a concern and below and parents who are concerned about their child's attendance, are encouraged to work in partnership with the school.

6. CHILDREN MISSING IN EDUCATION

The DFE defines Children Missing Education as; 'All children of compulsory school age who are not on a school roll, nor being (suitably) educated otherwise (e.g. privately or in an alternative provision) and who have been out of any educational provision for a substantial period of time (usually 4 weeks or more)'

A child going missing from education is a potential indicator of abuse or neglect. School and academy staff members should follow the procedures for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

The local authority has issued a "Children Missing in Education policy" which can be found on the Warrington Safeguarding Partnership website via this link <https://www.warrington.gov.uk/info/201134/childrens-social-care-and-safeguarding/2478/warrington-safeguarding-partnership>. A link to the statutory guidance for schools and Local Authorities is also available via the link above. The Local Authority must track and monitor any school aged child that is missing education or is deemed a pupil out of school. School must inform the Education Safeguarding Team of any missing children so that they can be discussed and monitored through the 'pupil out of school meeting (POOSM)'. The Local Authority Children Missing Education caseworker is David Sampson.

As a result of daily admissions registration, schools are particularly well placed to notice when a child has gone missing. If a member of school staff becomes aware that a child may have run away or gone missing, they should try to establish with the parents/carers, what has happened.

If this is not possible, or the child is missing, the designated safeguarding teacher/advisor should assess the child's vulnerability by making reasonable enquiries, and refer any concerns about the child to Children's Services.

Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the local authority.

In the more general circumstances of a child going missing who is not known to any other agencies, the Head Teacher should inform the Local Authority Children Missing Education caseworker, David Sampson, of any child who has not attended for 10 consecutive school days without provision of reasonable explanation.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Academies and independent schools have a similar safeguarding duty for their pupils.

7. SUMMARY OF PROCEDURES TO PROMOTE GOOD ATTENDANCE

The following tables show specific procedures to maintain and encourage excellent attendance at Winwick CE Primary School:

Daily procedures	By whom	Outcomes / action
Parents ensure children arrive at school on time	Parents/carers	Children on time for school
Parents inform the school by 8:45am and no later than 9am, if their child is absent that day	Parents/carers	School Administrator staff update registration codes
Pupils arriving late to school are registered at reception	School Administrator staff	Absence mark on Arbor amended to a late mark by Office Team.
Teachers record attendance using the schools system. This is done at 9:00 am and by 1.15 pm.	Teachers/Supply staff	Staff use a paper register, if required. Teacher takes responsibility for promptly informing SLT/ Attendance Team of concerns.
1st day absence phone calls are made to inform parents of their child's unexplained absence for that day and get a reason for absence DSL informed of attendance/punctuality issues	Office Team DSL	Office Team updates attendance codes
Parents provide written note, including dates of and reason for absence upon the child's return to school	Parents	Teachers collect these and pass on to Office Team for filing.

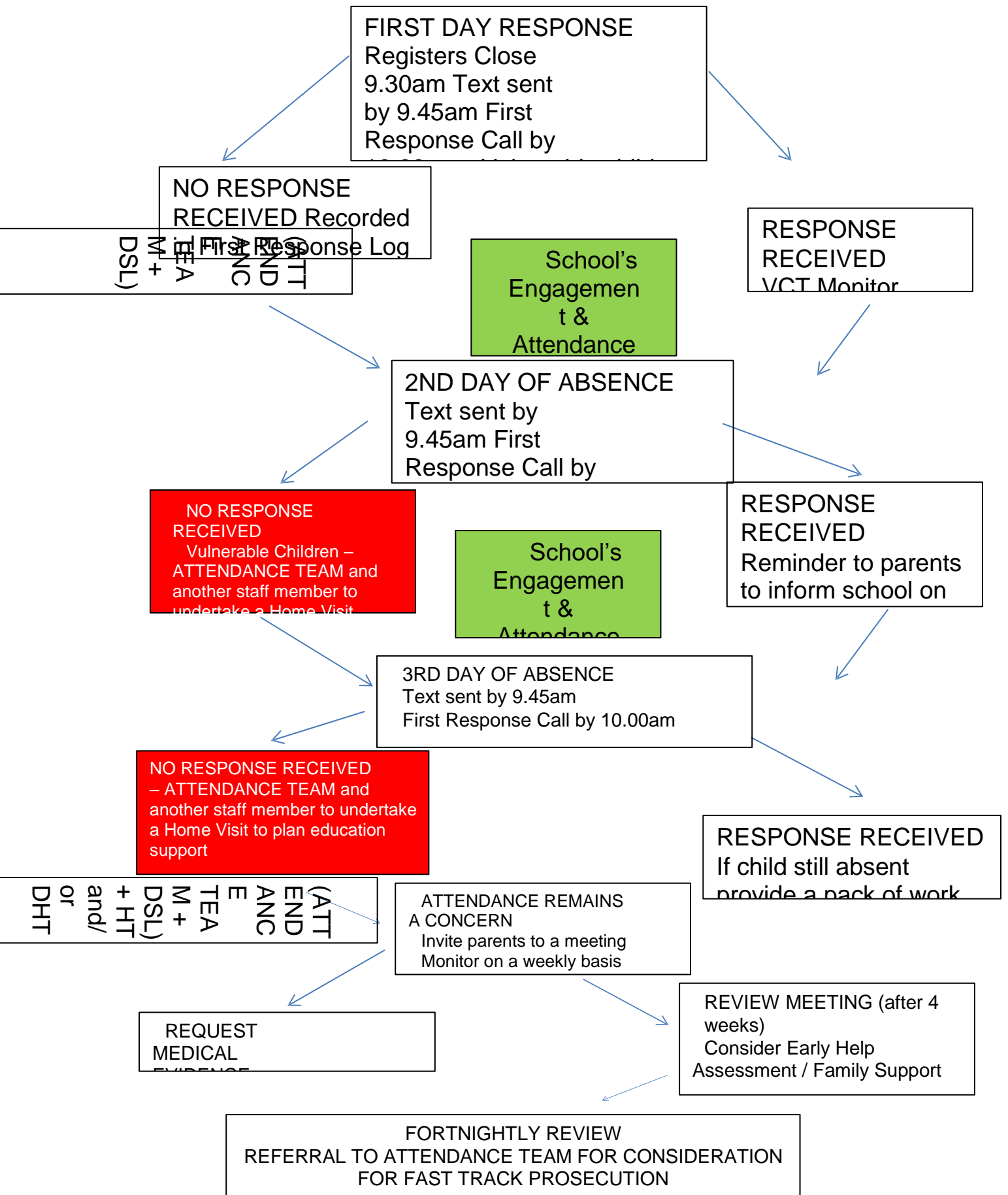
Weekly procedures	By whom	Outcomes / action
Attendance/punctuality statistics produced by year group and school	Attendance Team	Teachers share this information with their class.

Absence codes for individual pupils are updated using Arbor to show reason for absence	Attendance Team	Information provided here is used to provide targeted interventions as appropriate
--	-----------------	--

Fortnightly procedures	By whom	Outcomes / action
Analyse attendance/punctuality data to monitor trends and progress	Attendance Team /DSL	Impact of group intervention reviewed Identify individual barriers to attendance and implement appropriate support.

Half termly and termly procedures	By whom	Outcomes / action
Discussions as required in response to specific attendance/punctuality concerns of a particular cohort of pupils	Attendance Team /DSL/HT	Identify trends and intervention needed
Individual attendance/punctuality discussed with pupils and families, at parents' evenings	Class teachers	Mentoring and advice on attendance/ punctuality issues provided to all families
Analyse attendance/punctuality data and information to identify cases of concern and develop appropriate interventions	Attendance Team /DSL/HT/SENDCo	Targeted intervention for individual concerns
Meeting to discuss individual cases, monitor progress and refer new concerns.	Attendance Team /DSL/HT/SENDCo	Support and meeting provided for pupils and families.
Review success and impact of attendance/punctuality strategies for the term	Attendance Team /DSL/HT/SENDCo	Amend and refine interventions as appropriate

8. ATTENDANCE STRATEGY



9. EXTENDED HOLIDAYS

In line with the statutory Government guidance – Working Together to Improve School Attendance 2024 - Warrington Borough Council, 'Leave in term Time Guidance' and the Education (Pupil Registration) (England) Regulations, **leave for pupils during term time is not authorised under any circumstances.** The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries, in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

Head teachers may now only grant leave in term time where the circumstances are exceptional, for example:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- Religious observance
- Allowances for the families of service personnel in active duty.

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances, which have lead you to request leave in term time for your child/ren, please complete the required form, which you can obtain from the school office. The Head Teacher will then make a decision, on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

10. OTHER INFORMATION AVAILABLE

The school publishes information on the school website which includes the DfE's 'Summary Table of Responsibilities' for attendance.

The DfE has published its latest guidance on managing attendance in August 2024:
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Appendix 1 – Attendance Codes

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	Do not use	Unauthorised Absence	Late for session
B	Approved attendance at a place for any other educational activity. The child must be supervised in person i.e. remote online learning cannot be B coded. ORGANISED BY THE SCHOOL	Approved Educational Activity	Out for whole session
C	Leave of absence for exceptional circumstances <i>NB A holiday or other absence for leisure or recreation would not constitute exceptional circumstances</i> <i>H code has been removed to make clear that it is very, very unlikely that a holiday would be considered exceptional circumstances</i>	Authorised Absence	Out for whole session
C1	Taking part in an approved performance that has been licensed	Authorised Absence	Out for whole session
C2	Compulsory school age child subject to a part-time timetable	Authorised Absence	Out for whole session
D	Dual registration (attending other estab.)	Approved Educational Activity	Out for whole session
E	Suspended or excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Holiday not granted by the school <i>Cannot approve holiday retrospectively</i> <i>A 'family visit' is a holiday under the definition in new code</i>	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness (both physical and mental) Medical evidence would not routinely be expected	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
J1	Approved absence to attend an interview for employment or admission to another educational establishment	Authorised Absence	Out for whole session
K	Approved attendance at a place for any other educational activity. The child must be supervised in person i.e. remote online learning cannot be K coded. ORGANISED BY THE LOCAL AUTHORITY	Approved Educational Activity	Out for whole session
L	Late - Arrived after the register was taken but before the register closed	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	Holding code when reason for absence is not known If reason is not obtainable within 5 days, the code should be changed to O or other appropriate code	Unauthorised Absence	Out for whole session
O	Absence with no reason given or where school is not satisfied that the reason given can be recorded using one of the other valid codes	Unauthorised Absence	Out for whole session
P	Participating in a sporting activity approved by	Approved Educational Activity	Out for whole session

In God's love, aspire and achieve to be the best.
1 Corinthians 16:14 'Do everything in love.'

	the school (NB - this code should only be used on the days of the sporting activity)		
Q	Absence where the LA has the legal duty to provide the pupil with transport and it has not yet been provided <i>Does not include any wider/other barriers to attending school</i>	Authorised Absence	Out for whole session
R	Child is absent for religious observance on day set aside by religious body the child's parents belong to such that the religious body would expect parents to absent themselves from their own employment to mark the occasion.	Authorised Absence	Out for whole session
S	Study leave in preparation for public examinations <i>NB This code should not be used for mocks</i>	Authorised Absence	Out for whole session
T	Parent travelling for occupational purposes. Family have no fixed abode and child cannot attend as parent is travelling.	Authorised Absence	Out for whole session
U	Arrived after the register has closed	Unauthorised Absence	Late for session
V	Attendance at an educational visit or trip organised by or for the school and supervised by a member of school staff	Approved Educational Activity	Out for whole session
W	Participating in work experience approved by the school	Approved Educational Activity	Out for whole session
X	This code is returning to its pre-pandemic use Child is not statutory school aged and is not expected to attend Will most commonly be used in Nursery and Post-16 settings	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Y1	Pupil unable to attend school, which is not within walking distance, and transport that is normally provided is not available <i>Walking distance: Children under 8 years, 2 miles. Children 8 and above, 3 miles.</i>	Authorised Absence	Out for whole session
Y2	Unable to attend due to widespread travel disruption e.g. school open on a snow day, but buses are unable to run and a group of children do not attend	Authorised Absence	Out for whole session
Y3	Partial closure of school site	Authorised Absence	Out for whole session
Y4	Unexpected closure of whole school – e.g. snow day where decision is made to close the entire school	Authorised Absence	Out for whole session
Y5	Child is in criminal justice detention <ul style="list-style-type: none"> • Police detention • Remanded in youth detention, awaiting trial or sentencing • Detained under a sentence of detention 	Authorised Absence	Out for whole session
Y6	Unable to attend in accordance with public health guidance or law	Authorised Absence	Out for whole session
Y7	Unable to attend because of any other unavoidable cause <i>The 'cause' must be preventing the child from attending</i>	Authorised Absence	Out for whole session

Very, very rare that this code will be used e.g. a child who is moved to an immigration detention centre and therefore unable to attend

Z	Prospective student, not yet on roll. This code is not collected for statistics.	Unauthorised Absence	
!	DfES X: Non-compulsory school age absence	Attendance not required	Out for whole session
#	Planned whole school closure <i>e.g. holidays, INSET days, school being used as a polling station, weekends</i>	Attendance not required	Out for whole session
*	DfES Z: Pupil not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session

(i) Unauthorised absence.

These need to be followed up by class teacher and reported to Head if not authorised.

- Attendance Leaflet
- Attendance Letters:

Appendix 2 – Letters that may be sent by the Attendance Officer

Letter 1 – No Response

Date

Dear Parent/Carer

School Attendance Letter of Concern- No Response

Name

DOB

Each day of your child's absence from school, we must receive a phone call letting us know the reason for absence. We operate a 'First Day Response' system which will send a text message or voice message to parents if we have not already received a reason by 9.30am for absence on that day.

Unfortunately on _____ your child was absent from school and we have not received notification for their absence. Unless we receive notification, their absence will be recorded as unauthorised. Where children have a number of unauthorised absences the case may be referred to the Local Authority School Attendance Service who check our school registers on a regular basis.

Please contact the school as soon as possible to notify us of your child's recent absence. If you are having difficulty getting your child into school I would welcome the opportunity to support you.

Yours Sincerely,

Letter 2 - Concern below 90%

Date

Dear Parent/Carer

School Attendance Letter of Concern- Below 90%

Name.....

DOB

The Government outlines that any pupil with an attendance level of under 90% will be classed as a 'persistent absentee'. This means that any pupil whose attendance drops below 90%, their attendance will be discussed and scrutinised on a regular basis. At present _____'s attendance is only _____% (see attached attendance certificate). It is essential this improves as research has found poor school attendance does have a detrimental effect on a child's academic progress and I hope, with your cooperation, we will see an improvement.

Please note under section 7 of the Education Act 1996 parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority. If you are having difficulty getting your child into school I would welcome the opportunity to support you.

Yours Sincerely,

Letter 3 – Invitation to meeting

Date

Dear Parent/Carer

School Attendance Letter of Concern- Invitation to Meeting

Name.....

DOB

As I am sure you are aware, regular attendance and being punctual at school is important so that young people can maximise their educational opportunities. The Government have decreed that any pupil with an attendance level of under 90% will be classed as a ‘persistent absentee’ and this may trigger legal involvement from the Local Authority Attendance Team.

Following my letter dated, 's attendance is still a cause for concern and is only.....%. This level of attendance is now well below average and your child will not be achieving their targets. Absence may include times when your child has been ill and may therefore have been authorised by the school. However all school absence, whatever the reason, can prevent your child from achieving their full potential.

I would therefore ask for your co-operation in ensuring a sustained improvement in your child’s overall school attendance. To discuss this further I would like to invite you to attend a meeting at the school on If you are unable to meet with me on this date will you please either let me so we can re-arrange. Please note if we do not meet to discuss your child’s attendance we will consider passing our concerns on to the Local Authority’s Attendance Service.

Yours Sincerely,

Letter 4 – Medical Evidence

Date

Dear Parent/Carer

School Attendance Letter of Concern- Medical Evidence

Name.....

DOB

Following my previous letters and the meeting arranged for, 's attendance is still a cause for concern and is only.....%. Under Section 7 of the Education Act 1996, you are legally responsible for ensuring regular attendance and punctuality of your child at school.

Due to the significant number of absences you are requested to provide medical evidence to support the reasons if you decide in future that your child is too ill to attend school. This evidence may take the form of either a letter from your GP or an appointment card, date stamped and signed by staff at your GP's surgery as proof that your child has attended for treatment. It may also include a copy of a prescription or medication that has the child's name and date on it. This decision has not been taken lightly and it has been made following advice given from the Local Authority Attendance Service. If your child is now absent from school and medical evidence has not been provided their absence will be classed as unauthorised; an accumulation of unauthorised attendance could lead to legal action being taken against you.

We would appreciate your support in this matter and hope 's attendance improves to help them achieve their potential. If you are having difficulty getting your child into school I would welcome the opportunity to support you.

Yours Sincerely,

Letter 5 – Referral to LA Attendance Service

Date

Dear Parent/Carer

School Attendance Letter of Concern- Referral to the Local Authority Attendance Service

Name..... DOB
.....

Following my previous letters and contacts with you 's attendance remains a cause for concern and is only... %.

As his/her attendance has not significantly improved, I have no further option other than to refer the case to the Local Authority. Under Section 7 of the Education Act 1996, you are legally responsible for ensuring regular attendance and punctuality of your child at school. The Government have decreed that any pupil with an attendance level of under 90% will be classed as a 'persistent absentee'. Unfortunately your child is on track to becoming a persistent absentee and they will be falling behind in their learning.

An Attendance Officer from the Local Authority will be in contact with you and may consider a prosecution. May I take this opportunity to remind you that the outcome of their involvement will be influenced by an improvement in your child's attendance at school. I would urge you to ensure your child attends school regularly from now on. If they are absent for any reason it is still a requirement that you must provide medical evidence to support their absence.

As always I am willing to discuss this matter with you further either in person or by phone. Thank you in anticipation for your cooperation.

Yours Sincerely,

Appendix 3: Notification of Planned Absence During Term Time Form



Notification of Planned Absence During Term Time

Child/Children's Name(s):	
Year Group(s)/Teacher(s):	
Dates of Absence Period:	
Number of School Days Missed:	
Reason for absence needing to be taken in school time:	

Education Regulations state that the Headteacher may not authorise any leave of absence unless there are exceptional circumstances. www.education.gov.uk. The school requests notification of this information from a Safeguarding perspective.

Holidays in term time will not be authorised unless there are exceptional circumstances. Our Attendance and Punctuality Policy defines a list of what would be considered exceptional circumstances. Absence requests that do not meet the criteria will not be authorised.

Please note that if a child has attendance of less than 90% (equating to 19 days absence over a full year) our Educational Welfare Officer will contact you regarding poor attendance. Unauthorised holidays will be used as evidence in any legal proceedings, which could result in a fine.

Name of Parent/Guardian: _____

Signed: _____ **Date:** _____

SCHOOL USE:

Date received in school: _____ **Outcome:** _____

Signed: _____ **Date:** _____

In God's love, aspire and achieve to be the best.
1 Corinthians 16:14 'Do everything in love.'