Castlemorton CE Primary School

Attendance Policy

Approved by:	**LAB**
Last reviewed on:	**October 2026**
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Principles

At Castlemorton CE Primary we recognise that for pupils to achieve their full potential regular school attendance is vital. The key to improving and maintaining high levels of attendance is a consistently applied whole school policy where everyone accepts and plays their part.

Castlemorton CE Primary is committed to providing all its pupils with a full-time education which maximises opportunities for each individual to realise their true potential. Castlemorton CE Primary will also provide a welcoming, caring environment whereby each member of the school community feels valued and safe and wishes to attend to learn. We will consistently work towards a goal of 100% attendance for all students.

Regular and punctual attendance at school is an important life skill for all students. Every opportunity will be used at school to convey to pupils and their families that each pupil should attend school regularly and punctually and we will intervene at the earliest opportunity where attendance gives cause for concern.

Castlemorton CE Primary has a system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping. We promote, encourage and support all pupils to achieve 100% attendance, with the aim of reaching the current school target of 97% attendance. It is felt that rewarding good attendance is as important as dealing with low attendance. We will, however, challenge the behaviour of those students and parents who give low priority to attendance and punctuality.

To meet these objectives, clear roles have been established that will provide an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Regular and punctual attendance at school is a legal requirement for pupils. In recognition of this, the law under Section 444 Education Act 1996 makes it in an offence for a parent or carer to fail to secure the regular attendance of their child, at a school at which the child is a registered pupil, without good reason or agreement of the school. Regular attendance is in accordance with the rules prescribed by the school and school will expect pupils to attend every day the school is open for instruction. Parents and children will be supported by school to overcome barriers to regular attendance, though a range of intervention strategies. However, continued unauthorised absence from school may lead to prosecution of parents under Section 444 and 444a of the Education Act 1996.

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1. Aims

There is overwhelming evidence that a high level of consistent school attendance is essential if children are to reach their full educational potential and achieve their targets. Castlemorton CE Primary aims for all children to be in attendance for all of the 190 school days in the year. We have rigorous procedures for monitoring attendance and poor attendance is never ignored.

This is a successful primary school and your child plays their part in making it so. As a Church of England school we aim for an environment which enables and encourages all members of our school community to reach out for excellence. For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Every child should attend every day that they are required to attend. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. We work with individuals and families on a 1:1 basis to overcome all barriers.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on Working together to improve school attendance from the Department for Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

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

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the DfE's statutory guidance on Working together to improve school attendance 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 7 of the Education and Inspections Act 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Equality Act 2010

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- Ofsted's 2025 framework toolkit

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:

- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate

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

3.2 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 pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the School Business Manager to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Sharing information from the school register with the local authority, including:

- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader 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 pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Amanda Smithson and can be contacted via telephone on: 01684 833282 or email office@castlemorton.dowmat.education

3.4 The Attendance Officer

The school administrator is responsible for:

- Taking calls from parents about absence on a day-to-day basis and record it on the school system
- Taking calls from parents in order to provide them with more detailed support on attendance
- Checking all registers by 9:20am
- Contacting parent/carers by phone by 9:30am if there has been no reason given for absence
- Providing half-termly attendance reports and reporting concerns about attendance to the head of school
- Monitoring and analysing attendance data (see section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the head of school when to issue fixed-penalty notices

The attendance officer is Sue Riley and can be contacted via telephone: 01684 833282 or email: office@castlemorton.dowmat.education

3.5 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 by 9:05am.

3.6 Parents/carers

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

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

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence by 9:05am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Seek support, where necessary, for maintaining good attendance, by Amanda Smithson who can be contacted via telephone: 01684 833282 or email: office@castlemorton.dowmat.education

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Recording attendance

4.1 Attendance register

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

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

- Present
- Attending a place other than school
- Absent
- Absent – unable to attend due to unavoidable causes

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

We will also record:

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

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

Pupils must arrive at school by 8:50am on each school day.

The register for the first session will be taken at 8:55am and will be kept open until 9:05am. The register for the second session will be taken at 1:00pm and will be kept open until 1:05pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:05am or as soon as practically possible, by contacting the school office, who can be contacted via phone: 01684 833282 or email office@castlemorton.dowmat.education

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.

Where the absence is longer than 4 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 will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. This should be done by phoning or emailing the school office.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Punctuality is monitored. If pupils are regularly late contact will be made by the school

4.5 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary.
- Where relevant, report the unexplained absence to the pupil's social worker and/or youth offending team officer
- Where appropriate, offer support to the pupil and their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals

- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 7 below)

4.6 Reporting to parents/carers

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels. Parents are able to see their child's current attendance by logging into their Arbor account.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

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

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview for employment or for admission to another educational institution
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as one off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.

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

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

5.2 Other reasons for authorised absence

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(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 pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

5.3 Absences from the school site (which are not classified as absences)

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. These are not classified as absences. Reasons include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

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

6. Strategies for promoting attendance

We want our pupils to succeed and develop their skills. To do this, pupils need to avoid missing lessons and days of school as much as possible. As a school, we want to reward high attendance and not just penalise pupils for poor attendance. At Castlemorton CE Primary School we use a range of strategies to encourage good attendance. We report on class attendance in our weekly newsletter and in our celebration assemblies and reward good class attendance.

7. Supporting pupils with poor attendance

Our school will make use of the full range of support and 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.

7.1 Education supervision order

In cases where voluntary early help plans have been unsuccessful, we may work with the local authority to issue an education supervision order. If an education supervision order is considered, the local authority will inform the parent(s) in writing and will set up a meeting.

An education supervision order is a formal intervention but **not** criminal prosecution.

An education supervision order initially lasts for 1 year, but it can be extended within the last 3 months for a period of up to 3 years at a time.

In cases where parents persistently fail to meet the directions given under the education supervision order, they may be liable to a fine of up to £1,000 upon conviction.

7.2 Notice to improve

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

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

It will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued, or prosecution considered, 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

7.3 Penalty notices

The headteacher (or a deputy or assistant headteacher, authorised by the headteacher), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, we will check with the local authority before doing so, and send the local authority a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

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

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

8. Supporting pupils who are absent or returning to school

8.1 Pupils absent due to complex barriers to attendance

We will work closely with families and pupils who have been absent for a long period of time, in reintegrating the student back into school. A phased return to school will be offered, if necessary, for a maximum of 6 weeks. An Early Help Assessment (EHA) will be started and reviewed regularly with parents and any other professionals.

We will:

- Liaise with outside agencies as appropriate
- All relevant staff will be fully involved and updated
- Provide peer support and mentoring if appropriate
- Provide work and relevant school news to the pupil
- Agree a timescale to review the reintegration plan
- Include parent/guardian, pupil and any relevant staff in the reintegration plan.

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

The school will work closely with families and pupils who have been absent for a long period of time, in reintegrating the pupil back into school.

- Liaise with health professionals in supporting the pupil back into school
- Refer to external agencies including School Health, GP, Paediatrics, Mental Health Services for additional support
- Liaise with SEND and review SEND provision and adjust if appropriate
- Keep teaching staff fully updated on situation and share any reintegration packages
- Consider a phased return to school for a maximum of 6 weeks.
- If an Education Health and Care Plan (EHCP) is in place arrange an emergency review and liaise with SEND services
- The school will submit regular notifications to the Local Authority for students absent for 10 or more days.

- Where a pupil has an EHCP and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the SEND services.

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

The school will:

- Liaise with parents/carers to agree a reintegration plan
- Liaise with external agencies where appropriate
- Ensure all relevant staff are fully briefed and updated
- Provide a phased return, where necessary, for a maximum of 6 weeks
- Provide access to catch-up learning and resources as appropriate
- Provide pastoral and peer support to aid reintegration
- Include parent/guardian, pupil and any relevant staff in review meetings
- Escalate concerns to SENCO, DSL or external partners if required

8.4 Prolonged absence for children in the EYFS

In cases of prolonged absence, or when a child is absent without notification, we will attempt to contact the child's parents and alternative emergency contacts.

When deciding whether a child's absence should be considered prolonged, we will consider the:

- Patterns and trends in the child's absences and their personal circumstances
- Vulnerability of the child and their parents, as well as the circumstances of their home life

We will also implement our safeguarding procedures (see our child protection/safeguarding policy) and refer any concerns to local children's social care and/or request a police welfare check.

9. Attendance monitoring

Helping to create a pattern of regular attendance is everybody's responsibility. The prime benefit derived from regular attendance is that continuity and progression in learning are ensured.

To help us all to focus on this we will:

- Give parents/carers details on attendance in our newsletters
- Allow parents to see their child's attendance through their Arbor account
- Report to parents/carers annually on their child's attendance with the annual school report
- Contact parents/carers should their child's attendance fall below the school's target for attendance

9.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

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

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

9.2 Analysing attendance

The school will:

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

9.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 9.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding lead and 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, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

9.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
    - Discuss attendance and engagement at school
    - Listen, and understand barriers to attendance
    - Explain the help that is available
    - Explain the potential consequences of, and sanctions for, persistent and severe absence
    - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 7, above)

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the head of school. 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 policy
- Supporting pupils with medical conditions
- EYFS Policy

Appendix 1: attendance codes

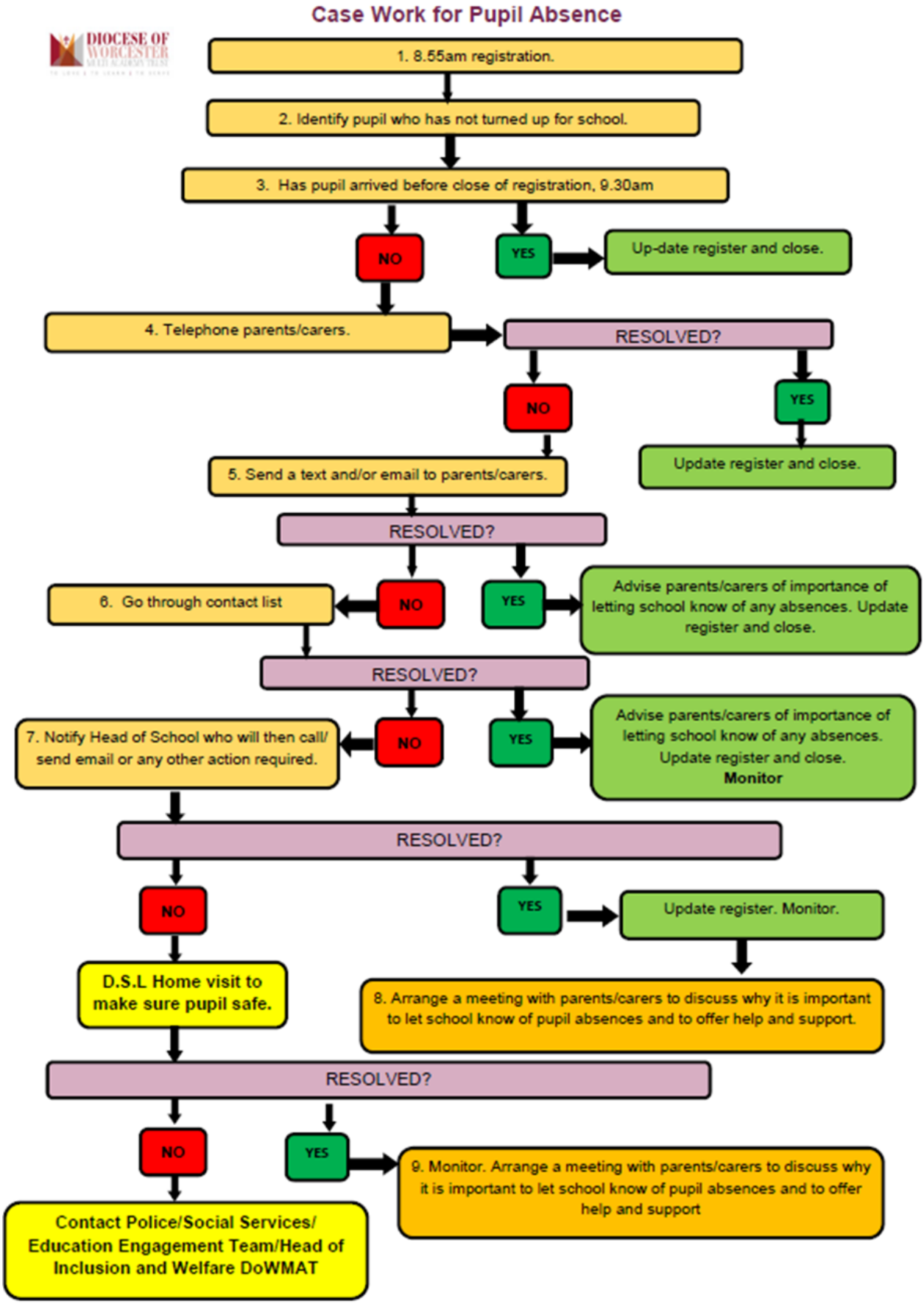
The following codes are taken from the DfE's guidance on school attendance.

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

C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law

Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Attendance Action Flowchart



Appendix 3: Letter 1 and Letter 2 Persistent Absence

LETTER 1 This template MUST be submitted on school letter headed paper.

Date: (insert)

Address: (insert)

Dear (insert name of Parent/Carer)

RE: (Student Name and Year Group)

I am writing to inform you that (insert student name) attendance is (insert %) which equates to (insert no. of days) days absence. This figure is below the school's target of 95%.

While I understand that absence is sometimes unavoidable and there are genuine reasons for absence such as illness, I have a duty to monitor attendance and inform home when a child's attendance falls below 95%.

Please do not hesitate to contact me if you have any queries about the attendance information. The school believes that early intervention is vital and if you feel that there are barriers to your child's attendance that the school could support you with, please let us know.

I must remind you that it is the parent/guardian's legal responsibility to ensure regular and sustained school attendance.

Yours sincerely,

(insert name of sender/title)
(insert name of school)

LETTER 2

Date: (insert)

Address: (insert)

Dear (insert name of Parent/Carer)

RE: (Student Name and Year Group)

I am writing to inform you that (insert student name) attendance is (insert %) which equates to (insert no. of days) days absence. This figure is below the school's target of 95%.

I know that we are aware of the reasons for absence and that you have kept school updated on each absence, but I have a duty to make sure you are aware of the level that it has fallen to.

Regular school attendance is expected for all students and any student whose attendance falls below 90% is classed as persistently absent from school. I want to remind you that we are here to support (insert student name) in school, but they must be attending school to access this support.

I will continue to monitor (insert student name) school attendance and if the attendance does not improve, I will contact you again to arrange a meeting to discuss what the barriers may be. If (insert student name) has a medical issue that is affecting school attendance, please ensure the school has an up-to-date Individual Health Care Plan (IHCP) and the contact details of any health professional involved in any ongoing treatment or investigation. The IHCP forms can be accessed by (insert).

I must remind you that it is the parent/guardian's legal responsibility to ensure regular and sustained school attendance.

Yours sincerely,

(insert name of sender/title)
(insert name of school)

Appendix 4: Letter 1 and 2 Punctuality

Letter 1 Punctuality This template MUST be submitted on school letter headed paper.

Date: (insert)

Address: (insert)

Dear (insert name of Parent/Carer)

RE: (Student Name and Year Group)

I am writing to inform you that (insert student name) has been marked late to school (insert number) times last half-term. Morning registration closes at (insert time) am. If a pupil arrives between (insert time) and (insert time), they will be marked as late. Pupil's arriving after (insert time) am and without a valid reason will be recorded as unauthorised late. If (insert student name) continues to arrive late to school, not only will the key information and learning be missed but unauthorised absences may result in a referral to the Local Authority.

If (insert student name) has a genuine reason for lateness e.g. medical appointments, please ensure that the School Office is notified by phone, email or in writing prior to the appointment. Please be aware traffic, taking siblings to school etc. are not valid reasons for a pupil to arrive late to school.

Regular and punctual attendance of pupils at school is both a legal requirement and essential in order for pupils to maximise the opportunities available to them and to reduce the distraction of arriving late. The school and I are here to support (insert student name) and you, but I must remind you that responsibility for ensuring a regular and sustained attendance is that of the parent/guardian.

If you would like to discuss this further, please contact me on (insert telephone number) or by email (insert email).

Yours sincerely,

(insert name of sender/title)

(insert name of school)

Letter 2 Punctuality with unauthorised late

Date: (insert)

Address: (insert)

Dear (insert name of Parent/Carer)

RE: (Student Name and Year Group)

I am writing to inform you that (insert student name) has been marked late to school (insert number) times last half-term, includes (insert number) arrivals after the register closes resulting in an unauthorised absence being recorded. Morning registration closes at (insert time) am. If a pupil arrives between (insert time) and (insert time), they will be marked as late. Pupil's arriving after (insert time) am and without a valid reason will be recorded as unauthorised late. If (insert student name) continues to arrive late to school not only will the key information and learning be missed but unauthorised absences may result in a referral to the Local Authority.

If (insert student name) has a genuine reason for lateness e.g. medical appointments, please ensure that the School Office is notified by phone, email or in writing prior to the appointment. Please be aware traffic, taking siblings to school etc. are not valid reasons for a pupil to arrive late to school.

Regular and punctual attendance of pupils at school is both a legal requirement and essential in order for pupils to maximise the opportunities available to them and to reduce the distraction of arriving late. The school and I are here to support (insert student name) and you, but I must remind you that responsibility for ensuring a regular and sustained attendance is that of the parent/guardian.

If you would like to discuss this further, please contact me on (insert telephone number), or by email (insert email).

Yours sincerely,

(insert name of sender/title)

(insert name of school)

Appendix 5: Letter Regarding Planned Absence

Letter Absence Authorised This template MUST be submitted on school letter headed paper.

Date: (insert)

Address: (insert)

Dear (insert name of Parent/Carer)

(ideally a separate letter addressed to each parent)

RE: (Student Name and Date of Birth)

Thank you for your correspondence dated (insert date), requesting permission for (insert student name) to be absent from school for (insert no. of days) days, (insert dates from-to).

As you may be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances.

Having carefully considered your application, and the exceptional circumstances you have cited, I feel that your request can be supported in this instance.

Therefore, if the absences occur, they will be authorised. Please note authorised absence has been agreed for (insert no. of days) (insert inclusive to and from dates) only, as requested.

Please note any absences that occur outside of the specified agreed dates will be reviewed and may be marked as unauthorised in line with government guidance.

Our key priority is to ensure that (insert student name) is as successful as possible and is able to achieve (his/hers) full potential whilst at (insert name of the school). For future leave, I hope you are able to support the expectations in line with the Local Authority and Government policy, that leave should be taken during the 13 weeks of school holidays, wherever possible, apart from in extremely exceptional circumstances.

I have attached a copy of (insert student name) attendance for this academic year.

Yours sincerely,

(insert name of sender/title)

(insert name of school)

Letter Absence Unauthorised

Date: (insert)

Address: (insert)

Dear (insert name of Parent/Carer)

(ideally a separate letter addressed to each parent)

RE: (Student Name and Date of Birth)

Thank you for your correspondence dated (insert date), requesting permission for (insert student name) to be absent from school for (insert no. of days) days, (insert dates from-to).

In line with Government and school policy, parents are requested not to take their children out of school during term time. The Governors of the school support this and have decided that pupils will only be given permission to take leave in term time if there are exceptional circumstances. Having carefully considered your request, the purpose and circumstances of the request alongside the impact this absence will have on (insert student name) attainment the request cannot be authorised.

Therefore, if the absence occurs the dates will be unauthorised.

As a school we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine of £80 payable per parent, per child, increasing to £160 each if not paid within 21 days. If no payment is received within 28 days this may lead to court proceedings.

Our key priority is to ensure that your child is as successful as possible and can achieve their full potential. I would hope that, upon reflection, you are able to support this decision. Local Authority and Government policy state that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

If you wish to discuss this matter further, or anything mentioned in this letter, please contact the school office on (insert contact telephone number).

Yours sincerely,

(Headteacher) – The Headteacher MUST sign this letter

(insert name of school)

Letter No Request for Absence

Date: (insert)

Address: (insert)

Dear (insert name of Parent/Carer)

(ideally a separate letter addressed to each parent)

RE: (Student Name and Date of Birth)

Further to our conversation on (insert date), thank you for confirming that (insert student name) was absent from school for (insert number of days, and dates of absence), for the purpose of a holiday. All requests for term-time leave should be made in writing, in accordance with the school policy and before the event takes place.

In line with Government and school policy, parents are requested not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Therefore, I must advise you that these dates will be recorded as unauthorised.

As a school we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine of £80 payable per parent, per child, increasing to £160 each if not paid within 21 days. If no payment is received within 28 days, this may lead to court proceedings.

Our key priority is to ensure that your child is as successful as possible and can achieve their full potential. Local Authority and Government policy state that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

Yours sincerely,

(Headteacher) – The Headteacher MUST sign this letter

(insert name of school)