



# School Policy Document

## Title: Attendance Policy

**Purpose:** Ensuring high standards in the attendance and punctuality of all pupils

**Lead Role Responsibility:** Head Teacher: Attendance Lead, Attendance Assistant

**Governing Body Team or Head Teacher Responsibility:**

Full Governing Body

**Reference and Source Documents:**

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

Written and updated by Head Teacher and Attendance Assistant in consultation with the Education Welfare Officer

**Approved by Leadership:** August 2024

**Approved by Governing Body:** Monday 16<sup>th</sup> September 2024

**Reviewing Cycle:** Every 2 years

**Next Review Due:** September 2026

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# St. Barnabas CE Primary School & Green Lane Pre-School

## Whole School Christian Vision and Aims:

### Inspire, Nurture and Achieve

We believe, as Jesus did, that in our happy, purposeful and welcoming **Christian school** and pre-school **all people** are **valued, encouraged** and **cared for**:

- **Inspire** the school community to think and feel positively about themselves and others.
- **Nurture** each child and adult so that they grow with others in a secure and happy environment; where they enjoy a wealth of opportunity and experience a love of learning.
- A place where **achievements** are celebrated and expectations are high for all.

This is underpinned through the understanding that in Jesus, **all** are welcome and unique and have a God given purpose and place in the world. Jesus inspires us that **all** people can flourish.

Matthew 19 v14

Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

#### **We aim to:**

*Inspire a positive approach to life and learning;*

*Value and nurture each child as an individual: developing **resilience, independence, and an understanding** of what they bring to the world;*

*Create a rich, stimulating environment where **achievements** are celebrated and **team work and co-operation** are expected;*

*Promote **high expectations** and **self-confidence** for each individual;*

*Ensure each child strives towards **excellence** supporting those who find learning difficult and challenging the most able children;*

*Develop and foster **motivation** for learning and **enthusiasm** for life;*

*Promote a sense of **belonging** and build outstanding **relationships** between school, home, church and the wider community.*

*Help every person understand their **unique purpose** and **place in God's world**.*

#### **Introduction:**

St. Barnabas CE Primary School always aims to provide a welcoming, calm, purposeful and safe learning environment, where every child can flourish, and every parent and carer feels supported and valued. We provide an inviting and engaging curriculum for all year groups, and this is made accessible for children with Special Educational Needs or Disabilities.

St. Barnabas CE Primary School is committed to high standards of provision and care for each child and recognizes that excellent attendance and punctuality helps children to achieve their full potential and thrive academically, physically and mentally.

Most children attend regularly and on time and are only absent from school when they are too unwell to attend or in exceptional circumstances. A small number of children find it harder than others to attend for a number of reasons. Where this is the case, our primary aim is to recognise that there is a barrier to good attendance and offer support that leads to improving this.

Underpinning this commitment is the understanding that regular school attendance is essential if a child is to make the most of the educational opportunity available to them.

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

This policy is intended to ensure every child's regular and punctual attendance at St. Barnabas CE Primary school is in line with all schools in the North Worcester City School cluster. In this way, as well as in others, we work in partnership with children, their parents/carers and the Local Authority to give every child the opportunity to develop to their maximum potential academically, socially and morally.

Improving attendance is everyone's business.

### **Aims:**

- To **promote regular attendance** thus offering all pupils **equal access to learning**.
- To ensure **good levels of attendance** for all children. For most children this is no less than 96.5%.
- To **raise awareness** of the importance of **good attendance** and **punctuality** for all children.
- To ensure a **positive and welcoming provision** in which children and their parents and carers feel **safe, secure and valued**.
- To ensure attendance is **monitored effectively** and **reasons for absences are recorded promptly, accurately and consistently**.
- To ensure that all parents/carers are aware of the **processes to follow** in relation to absence from school or in the event of lateness.

### **Safeguarding:**

Children may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for all children encompasses:

Safeguarding and child protection  
Attendance  
Behaviour Management  
Equality  
Health and Safety  
Inclusion  
Access to the Curriculum  
Anti- bullying

The responsibility for raising and promoting attendance is shared by parents and carers, children, schools and services within the Local Authority. By co-operating and working together attendance can be improved and this in turn will raise achievement.

## **Definition of safeguarding 2024**

In relation to children and young people, safeguarding and promoting their welfare is defined in 'Working together to safeguard children' as:

- **protecting children from maltreatment**
- **preventing impairment of children's mental and physical health or development**
- **ensuring that children grow up in circumstances consistent with the provision of safe and effective care**
- **taking action to enable all children to have the best outcomes.**

*Last Updated September 2024*

*Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education. Good school attendance is a protective factor for the most vulnerable children and young people.*

## **Key Contacts**

Senior Attendance Champion: Mrs Sarah Hanson, Headteacher

Telephone number 01905 22766 Email [office@st-barnabas-primary.worcs.sch.uk](mailto:office@st-barnabas-primary.worcs.sch.uk)

School Attendance Officer Name: Mrs Georgina Meynell

Telephone number 01905 22766 Email [office@st-barnabas-primary.worcs.sch.uk](mailto:office@st-barnabas-primary.worcs.sch.uk)

Senior Leaders:

Assistant Headteacher, Deputy DSL and SENCo: Mrs Sarah Cotton

Assistant Headteacher, Upper KS2 Lead: Mrs Cathy Spence

Team Leaders:

Early Years: Mrs Marie Beesley

KS1: Mrs Nikki Sheen

Lower KS2: Miss Lucy Merrett

Other staff members that might be helpful in supporting attendance:

Your child's Class Teacher and Teaching Assistant

Mental Health & Wellbeing Lead, Assistant SENCo & Deputy DSL: Mrs Alix Haywood

THRIVE Lead: Mrs Jo Witcomb

Academic Mentor: Mrs Becky Bennett

Our other THRIVE practitioners

Governor for Attendance:

Mrs Kate Gynn, Safeguarding Governor

Mrs Mel Newell: Governor for SEND, Vulnerable and Looked After Children

***All staff and governors can be contacted via the school office by phone, email or written letter. Senior leaders or team leaders are always available on the school gate both before and after school or by appointment.***

## **Agreement date of Policy:**

Agreed by the Full Governing Body on **Monday 16<sup>th</sup> September 2024**

Review date: **September 2026**

## **Working Together to Improve Attendance**

We expect all children to attend school every day that school is open, unless they are unwell. Where good attendance is a difficulty, our aim is to address the root causes of absence and remove barriers. We will achieve this through working in partnership with parents and carers, the children themselves, where age appropriate, support staff, external agencies and support networks and the Local Authority. We take a holistic, supportive and whole family approach towards improving attendance.

## **Roles and Responsibilities- Parents and carers:**

### **Good Attendance**

Parents and carers are expected to:

- Have high expectations of their child's attendance at school.
- Ensure that their child attends school every day that it is open.
- Notify the school as soon as possible when their child is unexpectedly absent (i.e. sickness)
- Only request leave of absence in exceptional circumstances and do so in advance, wherever possible.
- Book any medical appointments around the school day where possible.
- Work in partnership with the school and/or the Local Authority if their child is struggling with attending school for any reason.
- Work in partnership with the school and/or the Local Authority if their child has special educational needs or disabilities that affect their attendance in any way.

## **Roles and Responsibilities- Pupils:**

Pupils are expected to:

- Attend school every day, on time.

## **Lateness**

- Parents and carers are expected to ensure regular and punctual attendance.
- St. Barnabas C.E Primary School day begins at **8.40 a.m. and ends at 3.15pm (3.10 pm for Reception and Year 1)**.
- Registration takes place at 8.55 a.m.
- Registers close at 9.25am.
- Pupils arriving between 9.00am and 9.25am are marked as "late" (L)
- Pupil arriving after registers close receive a late mark with the reason for lateness recorded.
- Pupil arriving after the register has closed (9.25 a.m.) but before the end of morning session are marked as U in the register, with the reason for lateness recorded.

## **Illness**

Parents and carers are expected to:

- Contact the school office on **each day of absence**. This can be via phone, e-mail or ParentMail or in person at the school office.
- Liaise with the school office for any illness absence including medical/dental appointments.

## **Non-urgent Medical/Dental Appointments**

- Where possible, non-urgent medical or dental appointments should be arranged out of school hours. Where this is not possible, advance notice should be given and parents/carers must sign the child out at the school office, and sign back in again upon return.
- If appointments cannot be arranged out of school time, then they are better planned at the start or towards the end of the school day.
- Where a child has attendance that is below 90%, which is deemed as Persistent Absence, evidence of the appointment such as an appointment letter or card will be requested.

## **Roles and Responsibilities- Headteacher:**

The Headteacher is expected to:

- Have a clear attendance policy on the website which all staff, pupils (as age appropriate) and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Build strong relationships with children and their families, treating all people with dignity and respect, as set out by our whole school Christian vision.
- Ensure that the school is a welcoming, safe, calm and purposeful learning environment.
- Ensure that admission and attendance systems are accurate and kept up to date and that staff are effectively trained to manage them.
- Have robust daily processes.
- Consistently seek to prioritise and improve attendance.
- Promote and encourage good attendance habits and behaviours for all pupils.
- Listen to and understand barriers to attendance with parents and carers and the child themselves.
- Systematically analyse school attendance and absence data to identify patterns and target improvement areas.
- Work effectively with the Local Authority allocated Attendance Support professional.
- Facilitate support where needed.
- Where barriers are inside the control of the school, make adaptations or provide additional support or advice for individual pupils, to address identified special educational needs or disabilities and/or where physical or mental health difficulties are affecting attendance at school.
- Share information and work collaboratively where a pupil's absence is at risk of becoming persistent or severe.
- Where absence persists, formalise support such as through an attendance contract or education supervision order.
- Where all avenues have been exhausted and support is not working or being engaged with, enforce attendance through statutory intervention such as a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

## **Roles and Responsibilities- The Governing Body:**

The Governing Body are expected to:

- Take an active role in attendance improvement, support the school to prioritise attendance and work together with school leaders to set whole school culture.
- Ensure that school leaders fulfil expectations and statutory duties
- Use data to understand patterns of attendance, comparing with local schools and national data, identify areas of progress and where greater focus is needed.
- Ensure school staff receive training on attendance
- Set and monitor progress towards annual targets for attendance.
- Compare attendance rates at the school with local and national benchmarks.
- Evaluate the effectiveness of the Attendance Policy.

## **Roles and Responsibilities- School Attendance Assistant and other staff:**

St. Barnabas CE Primary School Attendance Assistant is expected to:

- Ensure that all new pupils are added to the school system from the first day of attendance.
- Ensure that accurate daily registers are kept for all registered pupils.
- Use the agreed absence codes to record any absence from school.
- Undertake first day calling where there is an absence from school without contact from parents or carers.
- Make contact with parents/carers regarding any concerns about their child's attendance. (This may be by telephone, face to face and/or in writing).
- Offer support to children and their parents/carers where a pupil is experiencing difficulties that affect their attendance.
- Work in partnership with the Headteacher, other senior leaders and key agencies including our Education Welfare Officer in cases where attendance and/or punctuality becomes a concern.
- Monitor individual pupil, group and whole school attendance and punctuality.
- Ensure that effective systems are in place to accurately reflect individual pupil, group and whole school attendance patterns.
- Meet regularly with the Local Authority allocated Attendance Support professional.
- Support parents/carers to fulfil their legal duty to promote regular attendance.
- Refer the child/family to appropriate agencies and/or the Local Authority when necessary in consultation with the Head Teacher.
- Take appropriate action regarding attendance and punctuality, as specified by the School Attendance (Pupil Registration) Regulations 2024 and The Education (Penalty Notices)(England) Regulations 2007, as amended.
- Review and update the Attendance Policy in consultation with the Headteacher and senior leaders, Governing Body, parents and carers and the Local Authority.

Teachers and support staff are expected to:

- Support, promote and encourage every pupil to attend school regularly and on time.
- Play an active role in delivering support plans as appropriate to their role.

## **Attendance Codes (Revised August 2024)**



Registers are taken twice a day, for a morning and an afternoon session. For every time that the register is taken the school will record pupil attendance and any absences for each child using the agreed codes as set out in Working Together to Improve School Attendance (August 2024). New attendance codes are listed in Appendix 3

### **Term Time Leave of Absence**

School Attendance (Pupil Registration) (England) Regulations have been revised in 2024.

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances as set out in these regulations.

These circumstances ( as appropriate to Primary School pupils) are:

- Taking part in a **regulated performance abroad**: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview**: for entry into another educational institution where requested in advance by a parent the pupil normally lives with.
- A **temporary, time-limited part-time timetable**: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
- **Exceptional circumstances**: All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

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

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

### **Family holidays during term time do not usually count as exceptional circumstances.**

If parents/carers want their child to have leave of absence during term time, the request must be put in writing to the headteacher. A leave of absence form will be provided by the school office via ParentMail. The request will not be granted unless the headteacher (taking into account statutory guidance) deems the circumstances for making the request to be exceptional. If the leave is not granted but still taken, the pupil's absence will be marked as unauthorised which may lead to a fine being issued to the parent or carer or a referral being made to the school's Educational Welfare Officer.

### **Authorised or Unauthorised Absence**

**"Authorised"** absence is where the school has either given approval in advance for a pupil to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence.

The following may be some of the reasons for authorising absences:

- Illness
- Family bereavement
- Medical and dental appointments where proof is available
- Days of religious observance, within certain parameters
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated
- Traveller absence
- Attendance at musical, dance or drama examinations
- Participation in national, county or regional sports events

All other absence must be regarded as **"unauthorised"** and if unauthorised absence becomes persistent, a referral to the Education Welfare Officer will be made to consider whether legal proceedings are appropriate. The process for managing attendance and the letters that will be sent to parents are attached as Appendices 1-5.

### **Pupils who are prevented from attending school due to physical or mental health**

We recognise that all children are likely to experience unavoidable poor health, illness or injury that prevents them attending school at some point during their Primary education. Children need to be fit and well enough to attend school and access their education. Occasionally it is appropriate for children to have a phased return to school and/or some other adaptations within the school day following a period of illness, injury or poor health.

At different times during their education, many children will experience normal but difficult emotions and worries that can make them nervous about attending school. These might be related to friendships, learning, tests, home concerns, bullying in person or on-line, transition, bereavement or general mood swings.

At St. Barnabas CE Primary School our first approach is to listen, understand and offer support and guidance wherever possible. It is important that school and home work together to support a child going through a difficult time and address and remove any barriers, wherever possible.

Prolonged absence can make feelings of worry or anxiety worse.

Some pupils face more complex barriers to attendance. This might include:

- Pupils who have long term physical or mental health conditions.
- Pupils who have special educational needs and disabilities (SEND).

### **Supporting Attendance Difficulties**

School staff **are not expected to diagnose or treat physical or mental health conditions.** We do expect to work together with families and other agencies with the aim of ensuring regular attendance for every pupil. This could include:

- Understanding the individual needs of the pupil and family.

- Putting in place in-school support.
- Working with parents/carers to agree a consistent approach and support strategy.
- Working with the local authority and other agencies where external support is needed and available.
- Regularly reviewing and updating the support approach to ensure it continues to meet the needs of the individual child.
- Facilitate any agreed plans with the clear aim of improving attendance as much as possible, whilst supporting the underlying health issues.
- Make use of nursing or mental health services or support teams where available.
- Following medical advice to support attendance and access to education.
- Consider adjustments to practice and policies to help meet those needs, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. These should be agreed by and regularly reviewed with the pupil and their parents/carers.
- Consider a time limited phased return.
- Make a sickness return to the local authority if there are reasonable grounds to believe that the pupil will miss **15 consecutive school days** because of illness
- Make a sickness return to the local authority if the pupil will miss **15 or more cumulative school** days due to illness that academic year.

### **Part Time Timetables**

All pupils of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have. In some circumstances their education may be provided partially at school and partially at another educational setting or through education otherwise than at a school in line with section 19 of the Education Act 1996 or section 42 or 61 of the Children and Families Act 2014.

Time away from school to receive education in other ways must be recorded in the attendance register using the appropriate codes.

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs.

For example, where a medical condition or SEND need prevents a pupil from attending school or another setting full-time and a part-time timetable is used to help the pupil access as much education as possible.

A part-time timetable is not used to manage a pupil's behaviour.

#### **A part-time timetable should:**

- Have the agreement of both the school and the parent the pupil normally lives with.
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan.
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process.

In some limited cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period.

Where the pupil has a social worker, the school will keep them informed and involved in the process. Where a pupil has an EHCP (education health and care plan), the school will discuss the part-time timetable with the local authority so that any support package that is in place can be reviewed in a timely manner.

In agreeing to a part-time timetable, parents and school agree to a pupil being absent from school for part of the week or day. Any absences related to the agreed timetable will be recorded in line with agreed absence codes, normally using code X or C2.

## Penalty Notices

The headteacher (or someone authorised by them), 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, it will check with the local authority before doing so, and send it 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.

## Notices 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.

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

They 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 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

## Strategies for promoting attendance

We recognise that sometimes children are too unwell to attend school or that there are other justifiable reasons why a child may be absent from school and do not seek to undermine or unnecessarily highlight when a child has missed school for a justifiable reason or for an event outside of their control.

We recognise and reward good attendance in the following ways:

- Welcoming and supporting a child back to school after illness absence (or other justifiable reason such as bereavement)
- Celebrating good attendance in assemblies
- Individual stamp cards that encourage children to engage with setting personal attendance targets and rewards their success.
- Celebrating improved attendance.
- Continuing to provide an exciting and enriching curriculum every day and including special days, events or weeks that children will want to attend for and participate in.
- Attendance contracts, where children and their parents work together with school to make a personal, achievable plan with an agreed reward.

## Monitoring and Evaluation

Attendance data is collected and reviewed weekly to establish patterns of irregular attendance. This includes where there may be:

- Persistent Absence (below 90% attendance)
- Severe Absence (below 50% attendance)
- Incomplete weeks/sporadic attendance (at risk of becoming persistently absent)

- Monday and Friday (or other specific day) absences
- Lateness
- Periods of extended absence
- Periods of "unauthorised" absence
- Improved attendance or timekeeping
- Barriers to good attendance

The Headteacher and the Attendance Assistant will evaluate the impact of the School's Attendance Policy and the strategies used to promote and encourage good attendance at least termly. The Headteacher will ensure that an attendance target is agreed by the Governing Body.

The Governing Body will set an annual target of attendance and absence and review this annually at its first meeting.

The attendance target for Academic year 2024-2025 is **96.5%**. This takes into account our pre-pandemic high standards in attendance and aims to return to this good level.

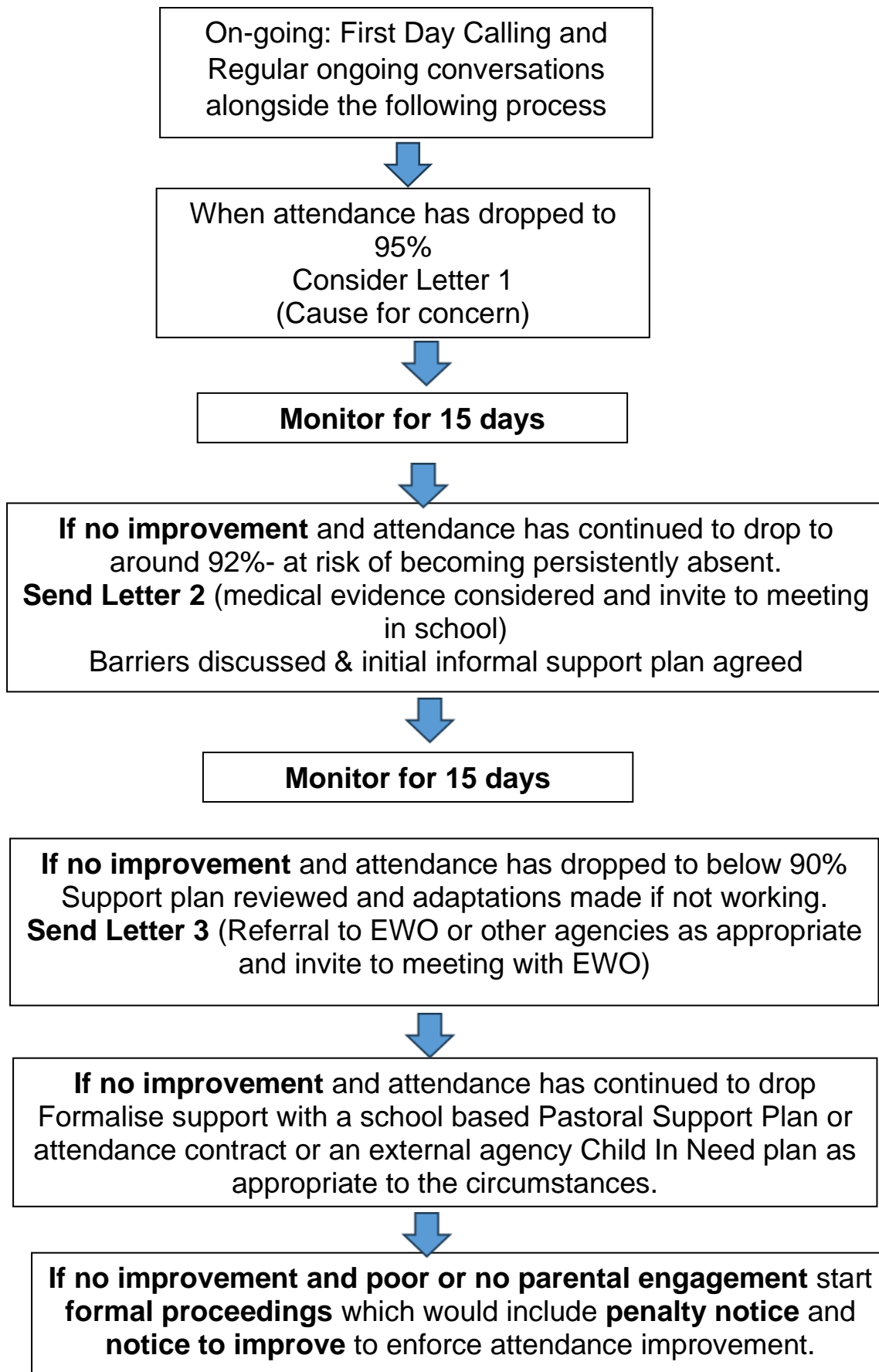
## Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents>The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment
- <https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made>It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## Appendix 1

### Managing the Attendance Process - When poor attendance is a known concern



## Appendix 2

### Attendance Letter 1 – to be sent when attendance has dropped to 95%

Dear

Re: Name of Pupil Date of Birth

We are writing to advise you that (NAME)'s school attendance is causing concern as it has fallen to (%)%, and as a result we are becoming concerned that (HE/SHE) is missing a significant part of learning. We have enclosed a copy of (NAME)'s attendance record which shows a breakdown of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important as missing school can have an impact on learning and wellbeing, and as I am sure you are aware it is a legal requirement. ( \*\*We are aware that (NAME) has had genuine reasons for absence and thank you for keeping the school fully informed).

We will continue to monitor (NAME)'s attendance and look forward to seeing an improvement. If there are any particular circumstances that we may not be aware of that are affecting (NAME) attending school regularly, please contact us to let us know. We will do all we can to support you and (NAME), as working together we can make a difference.

Yours sincerely

\*\* (Delete if this is not the case)



## Appendix 2b

### Letter 2 – to be sent when attendance has not improved after 15 days following Letter 1

Dear

Re: Name of Pupil Date of Birth

Following our letter to you dated (DATE OF LETTER1), we are writing to advise you that (NAME)'s school attendance is still causing concern. We are very worried that continued poor attendance is affecting (HIS/HER) progress and wellbeing and we need to meet with you to discuss this further.

This meeting is intended to be supportive and helpful and to discuss any barriers for attendance that we might be able to help with.

Could you please attend a meeting in school on (DATE) at (TIME)? If this is inconvenient, please can you contact the school office to re-arrange a more suitable time.

Due to the current level of attendance, we must also advise that if (NAME)'s attendance continues to drop then medical evidence will need to be provided in order to authorise the absence. This medical evidence may be in many forms, such as a prescription, the actual medication, a signed appointment card etc. You are not required or expected to pay for a "sick note". You may be aware that continued unauthorised absence from school could ultimately result in further action being taken by the Local Authority.

We look forward to meeting with you to discuss any concerns you may have so we can continue to support (NAME) in making good progress and we hope that you will work with us to improve (HIS/HER) attendance.

If you have any queries please do not hesitate to contact me at school.

Yours sincerely

## Appendix 2c

### Letter 3 – to be sent 15 days after school meeting if no improvement

Dear

Re: Name of Pupil Date of Birth

Following our letter to you dated (DATE OF LETTER1), and our meeting in school on (DATE OF MEETING), we are disappointed to see that (NAME)'s school attendance is still not improving. (HIS/HER) attendance now stands at (X)%. We are very worried that this continuing persistent absence is affecting (NAME)'s progress and wellbeing and we need to meet with you again to discuss this further.

We would therefore cordially ask you to attend a meeting in school on (DATE) at (TIME) with our Education Welfare Officer. If this is inconvenient, then please contact the school office to re-arrange a more suitable time.

We must also advise you that should (NAME)'s attendance remain irregular; the Local Authority may be requested to take more formal action. This could result in a Penalty Notice with a fine starting at £80.

We look forward to meeting with you to discuss any other concerns you may have so we can continue to support (NAME) in making good progress and we hope that you will work with us to improve (HIS/HER) attendance and therefore avoid the need for legal proceedings to be implemented.

Yours sincerely

## Appendix 2d persistent lateness

Date

Dear

**Re: Pupil Name ~ Date of Birth:**

I am writing to inform you that NAME has been marked late to school on XX occasions since the beginning of the academic year. All pupils are expected to be in school by 8.45am. If a pupil arrives after this time they will be marked as late. If the time they arrive is after 9.25 a.m., then the absence will be recorded as unauthorised. If NAME continues to arrive late to school not only will key information be missed but unauthorised absence may result in further action being taken by the Local Authority.

If NAME has a genuine reason for lateness e.g. medical appointments, please ensure that school is notified by telephone or in writing prior to the appointment. Please be aware traffic delays, car troubles, taking siblings to school etc. are not valid reasons for a pupil to persistently 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 lessen the distraction of arriving late.

We are happy to support you if there are any issues that may be causing lateness, but please contact us to discuss this further.

Yours sincerely

## Appendix 2e

### Unauthorised term time absence letter – to be sent to both parents

Date

Dear

**(Child's Name and Date of Birth)**

Thank you for your correspondence dated (add date), requesting permission for (pupil's name) to be absent from school for (number of days) (include dates requested).

In line with Government and school policy, parents are requested not to take their children out of school during term time. Permission will only be given to take leave in term time if there are exceptional circumstances. Having carefully considered your request, I do not feel that this can be supported in this instance. The Governors of the school support this decision.

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

Please note, with effect from 19<sup>th</sup> August 2024 the Government has made changes to penalty notice fines for school non attendance. 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, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first time absence.

If a second period of unauthorised absence occurs within a 3 year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.

Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will **not** be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

Our key priority is to ensure that your child is as successful as possible and can achieve their full potential.

I have attached a copy of (pupil's name) attendance for this academic year.

Yours sincerely

### Appendix 3: 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
<b>Attending a place other than the school</b>		
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
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
<b>Absent – leave of absence</b>		
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
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

<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made (5 days or less)
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	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
<b>Y1</b>	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
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	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
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law

<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	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
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays