



School Attendance Policy

Law on attendance

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

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. *DfE 2022 'Working together to improve school attendance'*

The main contact in school for any issues regarding attendance, including support for improving attendance, is the Headteacher.

Attendance Procedures

- Regular attendance is expected from all children unless they are ill. The Headteacher and School Office managers monitor school attendance.
- The school doors open at 8.50am with children coming into their classrooms from this time. (please note there will be no adult supervision on the playground until 8.50am)
- The register will be taken at 9.00am. Children are marked present (**code I **)
- Registers close at 9.15am. Any child who arrives after 9.00am and before 9.15am must come to the school office to be registered. They will be marked as late (**code L**), with the number of minutes late recorded.
- If a child arrives after 9.15am after the registers have closed (without good reason e.g. medical appointment), this will be marked as an unauthorised absence (**code U**)
- If a child has not arrived at school by 9.30am and no reason has been given, the Office Manager will phone contacts for the child. In the event that nobody can be contacted, the situation will be assessed and appropriate next steps will be taken, which may include contacting the local authority or police.
- There may be times when your child has to miss school because she or he is ill. To report an absence please inform school by 9.00 am. There is an option on the school answerphone to leave a message reporting an absence, so you can call anytime before 9.00am.
- Children may also have to attend medical or dental appointments in school time. However, you should try to make routine appointments such as dental check-ups during the school holidays or

after school hours. If this is unavoidable please let the school know when you intend to collect a child for an appointment, and when you are likely to bring them back.

Absence causes for concern

Cause for concern	Action(s) to be considered
95% attendance or below at any point within an academic year (after 1st December)	<ul style="list-style-type: none"> ● Attendance will be monitored by the School and attendance history considered ● From 1st December onwards, contact with parents/carers to alert that they have dropped below 95%
90% attendance or below at any point within an academic year (persistent absence)	<ul style="list-style-type: none"> ● 90% attendance or 10% absence is deemed as persistent absence. ● Letter to parents/carers asking them to attend a meeting/work with school to improve attendance
85% attendance or below at any point within an academic year	<ul style="list-style-type: none"> ● Possible referral for consideration within NYCC policy and practice guidance ● Implement early intervention to reduce absence before it becomes habitual.
Repeated incidences of illness-related absence	<ul style="list-style-type: none"> ● Discussion with parents/carers ● Referral to Healthy Child Team ● Request that parents/carers provide proof of doctor's involvement (appointment card with child's name on / letter / copy of prescription etc) ● Work for the pupil might be sent home to be completed
Repeated arrival at school after 9.00am and before 9.15am	<ul style="list-style-type: none"> ● This will be marked in the class register as a LATE before registers are closed. ● Letter to parents/carers requesting that the matter is addressed and offering support ● An action plan to be established ● Consideration of request from outside agencies through the Early Help Team
Repeated arrival at school after 9.15am	<ul style="list-style-type: none"> ● This will be marked in the class register as an UNAUTHORISED ABSENCE for the session. ● An action plan to be established ● Consideration of request from outside agencies such as Early Help ●

Managing Attendance

Good attendance is positively encouraged and we actively seek ways to promote good attendance in school by:

- Attendance, including lates, are communicated to all stakeholders on the weekly newsletter.
- Monitoring attendance weekly / half termly to identify any patterns or trends in absence - this includes children in receipt of pupil premium and those with special educational needs and disabilities (SEND)
- Notifying parents when attendance is a concern (see table)

- Considering each application for leave in accordance with the guidelines below
- Keeping up to date with current legislation and informing parents of changes to policy

Holidays in term time - regulations and guidance

No parent/carer can demand leave of absence as a right. The Education regulations state that applications must be made in advance by a parent/ carer who the child normally lives with, and can only be authorised by the school in exceptional circumstances. Each leave application is considered individually by the school taking into account any factors presented by the family. Application forms are available from the school. The school also welcomes early discussion with you around potential applications.

The following are the criteria for a leave of absence, which may be considered as “exceptional”.

- Service personnel returning from active deployment
- Where inflexibility of the parents’ leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company.
- Where leave is recommended as part of a parents’ or child’s rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis.

This is not an exhaustive list and the Headteacher may consider the individual circumstances of each case when making a decision on the matter. Leave is only acceptable against exceptional circumstances and should not be granted on the basis of attendance record, academic achievement or the ‘experience’ offered by being out of school. Where the headteacher feels that there may be exceptional circumstances that do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is, however, final.

Please note that the ability to access a reduced cost holiday does not constitute an exceptional circumstance.

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court. (see flow chart below)

Taking a pupil on leave during term time interrupts teaching and learning and can disrupt your child’s educational progress. The flow chart below from North Yorkshire Council shows the changes introduced regarding penalty notices from August 2024.

Attendance is Changing

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notices issued after the 19th August 2024

Per Parent(s) per Child – Leave of absence

A Penalty Notice is issued for each child that was absent to the parent or parents who took them on the Leave.

For example: 3 siblings absent for term time leave, would result in the parent(s) receiving 3 fines in total



5 days (10 sessions) or more of term time Leave of absence

Penalty Notices will be issued for Term Time Leave of 5 or more days in a block or over a 10 week period.

10 sessions of unauthorised absence in a 10-week period for Irregular attendance

Penalty Notice Fines will be issued by the Local Authority when there has been 10 sessions or more of unauthorised absence in a 10-week period. This will be part of a joint formal attendance procedure including a three week 'Notice to Improve' having been issued and not

First Offence

The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be

£160 per child paid within 28 days

Reduced to £80 per child if paid within 21 days



Second Offence

(within a rolling 3 year period)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

A flat £160 per child paid within 28 days



Third Offence and Any Further Offences (within a 3 year rolling period)

The third time an offence is committed for Term Time Leave or Irregular Attendance a 3rd Penalty Notice cannot be issued to the same parent for the same child. The case will be presented straight to the Magistrates' Courts. Magistrates' fines can be up to £2500 per parent, per child

Cases found guilty in a Magistrates' Court can show on the parent's future DBS Certificate as it is a criminal offence to fail to ensure a child's regular attendance at the school where they are a registered pupil

Approval by FGB – March 2023 Review – March 2025

Letters sent home.

This is the first letter sent when attendance has dropped below 95%

Dear Parent/Carer

I am writing regarding your child’s attendance, which is causing concern. Please see the attached attendance document.

The number of days they have missed means it is more difficult for them to achieve in their learning and more likely that they will have significant gaps in their knowledge.

We will be closely monitoring your child’s attendance and expect to see improvements.

By law it is your responsibility to ensure the regular attendance and punctuality of your child. Failure to do so may lead to legal action (1996 Education Act).

I thank you for your urgent attention to this matter. If you would like support or to speak to someone in school about your child’s attendance, please contact the school office.

This is the letter we send to invite you to an attendance meeting when drop below 90% attendance.

Dear Parent or Carer

I am writing to invite you to a meeting with Mrs Pye to discuss your child’s attendance, which is continuing to cause us concern. Please see the attached attendance information that shows that your child has dropped to below 90% attendance.

The number of days they have missed means it is more difficult for them to achieve in their learning and more likely that they will have significant gaps in their knowledge.

The meeting is your opportunity to tell us anything that may be preventing your child from attending school every day and to see if school can offer support.

The date and time of the meeting is: _____

at: _____

Please make every effort to attend. By law it is your responsibility to ensure the regular attendance and punctuality of your child. Failure to do so may lead to legal action (1996 Education Act).

It is only by working together that we will be able to ensure the best possible outcome for your child.

I thank you for your urgent attention to this matter and we look forward to seeing you.

Letter showing improved attendance (above 95%)

I am writing regarding your child's attendance, which was causing concern. Please see the attached attendance certificate.

I am pleased to report that there has been a significant improvement, and current monitoring will now end.

As you know, regular attendance means that your child can take part in every available educational opportunity and progress in their learning.

I thank you for your attention to this matter.