

Chulmleigh Academy Trust (CAT)
Primary Schools
Attendance Policy

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Compassion – Ambition – Teamwork

Here at Chulmleigh Academy Trust Primary Schools, we believe that we should all do our best. We encourage our pupils to do their very best in all that they do, and equally, our staff to do their best for the pupils in their care.

Our school and Trust values are 'Compassion' 'Ambition' and 'Teamwork'. These values thread through all that we do and all that we are. We care for each other, have high ambitions, and work together as a school family. By the time our pupils leave us, they are ready to do their best at secondary school.

Nothing but our best

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Statement of Intent

We want your child to thrive in our schools every day. We build strong and enduring relationships because we believe this is the foundation pupils need to fully engage in our community, to feel a sense of belonging and succeed.

Every child has a right to access education, and **everyone** is responsible for supporting and promoting excellent school attendance and punctuality. CAT Primary Schools are committed to providing the highest quality of education to our pupils and we recognise the clear link between attendance and the attainment of our pupils.

The aim of this Attendance Policy is to enable CAT Primary Schools to provide a consistent practice that actively encourages and supports the highest possible levels of attendance for all our pupils.

CAT Primary Schools take a whole-school approach to maintaining regular attendance and to achieve this, all members of our school community have an important contribution to make. It is vital that we work in partnership to ensure that any in-school or out-of-school barriers are removed at the earliest opportunity, this is achieved through early and meaningful support.

We support parents to perform their legal duty to ensure their children of compulsory school age attend school regularly and in addition, promote and support punctuality when attending lessons.

We are committed to taking positive action in the line with the Equality Act (2010) regarding the needs of people with protected characteristics. We make reasonable adjustments to avoid anyone with a protected characteristic being placed at a disadvantage. Our relentless approach to ensuring our pupils attend school and receive the education that they deserve, and are entitled to, is central to our school values.

This policy is supported by policies relating to child protection and safeguarding, anti-bullying, behaviour, equality, special educational needs and teaching and learning.

It is our duty to strive for the highest level of attendance for all pupils so that they can take full advantage of the opportunities offered. It is vital that your child is at school, on time, every day the school is open, unless the reason for absence is unavoidable. Therefore, this policy has been created to help support the school in effectively managing absences so that our pupils (your children) can make the most of the educational and life opportunities available to them.

In summary, CAT Primary Schools aims to meet its obligations relating to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence by effectively removing the barriers to attendance
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Minimising the disruption caused by late arrivals or non-attendance to the quality of the education and provisions for all pupils

Scope of Policy

This policy applies to all school leaders, staff, parents, and pupils.

- 1.1 For the purposes of this policy, references to 'teachers' include all paid staff responsible for the supervision of pupils.
- 1.2 For the purposes of this policy, references to 'pupils' include all learners in our school.
- 1.3 For the purposes of this policy, references to 'school' refers to all education settings, regardless of type.
- 1.4 For the purposes of this policy and the procedures, we refer to Section 576 of the Education Act which defines the 'parent' of a pupil or young person as:
 - Both of their natural parents, whether they are married or not.
 - Any person who, although they are not the natural parent, has parental responsibility for the pupil or young person, as defined in the Children Act (1989).
 - Any person who, although not the natural parent, has the care of the pupil or young person i.e., a person with whom the pupil lives, irrespective of their relationship to the pupil.

Legal Framework

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act (1996)
- The Education Act (2002)
- The Education and Inspections Act (2006)
- The Education (Pupil Registration) (England) Regulations (2006)
- The Education (Pupil Registration) (England) Regulations (Amendment 2010)
- The Education (Pupil Registration) (England) Regulations (Amendment 2011)
- The Education (Pupil Registration) (England) Regulations (Amendment 2013)
- The Education (Pupil Registration) (England) Regulations (Amendment 2016)
- The Education (Penalty Notices) (England) Regulations (Amendment 2013)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Responsibilities

- 3.1 All children aged 5 - 16 years must receive suitable education. (Section 7, *Education Act (1996)*). A pupil of compulsory school age who is registered at a school must, by law, attend regularly.
- 3.2 By law, parents have the prime responsibility for ensuring that pupils of compulsory school age attend regularly. (Section 576, *Education Act (1996)*).
- 3.3 The Local Authority (LA) must offer educational provision for all children of school age.
- 3.4 By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school.
- 3.5 Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.
- 3.6 By law, all schools must keep an admissions' register, the contents of which includes all pupils, their personal details, (including at least two telephone numbers for different safe adults, to ensure that we can always contact someone in the event of an emergency), the date of admission (or re-admission), information regarding parents and details of the school last attended.
- 3.7 Pupils will be removed from roll only when they complete their education stage, transfer to another school, move out of the area or emigrate or following a parental request for elective home education. We follow statutory guidance for removing pupils from roll and notifying the LA. Further information can be found in Appendix 6.
- 3.8 There is a clear link between attainment and attendance. Under **section 444 (1)** of the **Education Act 1996** (EA 1996), a parent commits an offence if they fail to ensure their child's regular attendance at a school where the child is registered. We therefore enforce the use of statutory action to encourage and promote attendance, this is done to ensure that all pupils can benefit from their legal right to receive an education.
- 3.9 School will communicate attendance concerns to the pupil's social worker, if they have one or The Virtual School Head, if the pupil is a looked after child. This will be done as soon as there is an attendance concern and immediately upon becoming a persistent absentee. Unexplained absences will also be communicated to the social worker and Virtual School Head, where relevant.
- 3.10 We have a roles and responsibilities framework outlined in Appendix 2 to complement this policy. This defines agreed roles and responsibilities for parents, pupils and staff. This includes the new responsibility for our School Attendance Champion who is the Head of School).

Definitions

- 4.1 A pupil is classed as absent if they arrive after the register has closed or if they do not attend for any reason.
- 4.2 An authorised absence is when approval has been given in advance for a pupil of compulsory school age to be absent for a specific (legal) purpose, or we have accepted an explanation offered afterwards as justification for absence from a parent or carer. This may include:
- An absence for illness for which we have granted leave
 - Medical or dental appointments may be granted leave where every attempt has been made to arrange outside of school hours, has been unsuccessful and so cannot be avoided, or where the appointment is a genuine emergency
 - Religious or cultural observances for which we have granted leave. The day must be exclusively set apart for religious observance by the religious body to which the parents or pupil belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance
 - An absence due to exceptional circumstances
- 4.3 An unauthorised absence is defined as one where we are not satisfied with the reasons given for the absence. Reasons may include:
- Parents keeping children from attending unnecessarily or without reason
 - Absences which have never been properly explained
 - Arrival after the register has closed
 - Day trips and holidays in term time that have not been agreed
 - Leaving our school without authorisation during the day
- 4.4 **Persistent Absence** is defined as 10% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised.
- 4.5 **Severe Absence** is defined as: 50% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised.
- 4.6 **Persistent lateness** is defined as pupils who have five or more late marks recorded in a single half-term.

Monitoring and Reviewing Attendance

- 5.1 We recognise that early intervention can prevent poor attendance. We monitor attendance and punctuality throughout the year. We recognise that certain groups of pupils may be more at risk of poor attendance and will provide support and assistance wherever possible.
- 5.2 We set challenging attendance targets for the whole school.
- 5.3 Pupil-level absence data is collected regularly and published at national and local authority level through the DfE's school absence national statistics releases. We compare our attendance data to the national average.

5.4 Specific measures are taken to monitor attendance. These processes are embedded and regularly checked to ensure the effective safeguarding of all pupils through specific tailored interventions. Data on attendance is collected and analysed bi-weekly. Key analysis is made of:

- Patterns of absence
- Patterns of lateness
- Patterns of medical appointments
- Correct and consistent use of absence codes
- Trends in reasons for absence, for example, use of the C code, leave of absence and exclusions
- Trends in particular groups of children for example, pupils with Special Educational Needs and Disability (SEND).

5.5 Attendance data informs action planning and supports the identification of key priorities in our school development plan and future revisions of this policy. The attendance data will be reported to the Head of School and all other relevant staff, to facilitate discussions with pupils and families. Data will also be used by the school to monitor the impact of any interventions put in place to modify them and inform future strategies.

Reviewing this Policy

This policy will be reviewed every three years or in the following circumstances:

- Changes in legislation and/or government guidance
- As a result of any other significant change or event
- If the policy is determined not to be effective

May 2024	First Version
June 2024	Appendix 7 Updated with full suite of revised letters
July 2024	Appendix 4 Updated with latest DfE list of Codes and Guidance table

Appendices

Appendix 1 – Recording Attendance

1. Key Personnel

Primary Deputy Executive Headteacher		Sarah Healey
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	Telephone	01769 580215
Senior Attendance Champions/Heads of School		
<ul style="list-style-type: none">Chulmleigh Primary SchoolEast Worlington Primary SchoolLapford Community Primary School		Martin Evely Suzie Pinn Jessica Wright
Contact Details	Email	CPS: mevely@chulmleigh.devon.sch.uk EWPS: spinn@chulmleigh.devon.sch.uk LPS: jwright@chulmleigh.devon.sch.uk
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Attendance Support		Arwen O'Callaghan
	Email	aocallaghan@chulmleigh.devon.sch.uk
	Telephone	01769 580215
Director responsible for attendance		Nicky Willis
	Email	NWillis@chulmleigh.devon.sch.uk

2. Maintaining an Attendance Register

2.1. The attendance register will be taken at the start of the first session of each school day and once during the pm session. It will mark whether each pupil is:

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

2.2 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 making the amendment

2.3. The school day starts at 9.00am. All pupils should arrive at school in good time to enable them being in their classroom at this time.

- 2.4 The first (morning) registration session starts at 9.00am. Pupils will receive a late mark if they are not in their designated classroom by 9.05am. The register closes at 9.10am. Pupils will receive a mark of absence if they do not attend before this time. Attendance after the register closes will receive a mark to show that the pupil is on site, (U) but will count as an absent mark.
- 2.5 Pupils arriving late should report to the main school office and sign in.
- 2.6 The second (afternoon) registration session start at 1:30pm.
- 2.7 If a pupil needs to leave school during the day, they must sign out at the main reception with a parent once authorisation has been given by the Head of School/Class Teacher or the Administrator.
- 2.8 Pupils educated off-site are monitored daily for their attendance at the off-site/alternative provision. Staff work closely with the staff at the off-site provision, the pupil, and their parents to support the pupil to maintain good attendance.

3. Recording Attendance

- 3.1 The national absence and attendance codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the Census. The data helps schools, local authorities, and the Government to gain a greater understanding of the level of, and the reasons for absence. See Appendix 4 for the DfE attendance codes.
- 3.2 There should be no pre-population of codes and individual school tracking systems which monitor the whereabouts of pupils educated off-site, must be robust and quality assured regularly.
- 3.3 Where pupils are dual registered, are on voluntary service or are taking part in other approved educational activities, the register will be updated following regular discussion and information sharing with the other establishment.
- 3.4 The administrator will check the missing register report throughout the day and report any registers that have not been completed.

4. Reporting Absence

- 4.1 It is the responsibility of the parent to inform us of a pupil absence and to inform us of any changes to contact details.
- 4.2 Parents are expected to inform us of their pupil's absence before 9.00am on each day of absence providing the reason for absence and when their pupil will be returning to school. We will contact parents and/or other listed emergency contacts where no contact has been made. Where required, we may conduct reasonable enquiries with friends or neighbours and will carry out welfare home visits as necessary. If no contact is made, we may request a welfare check from the police.

5. Reasons for Absence

5.1 Appointments

- 5.1.1 As far as possible, medical, and dental appointments should be made outside of the school day. Where this is not possible, a note and appointment card should be sent to us prior to the appointment.
- 5.1.2 Pupils must attend before and after the appointment wherever possible. If the appointment requires the pupil to leave during the day, they must be signed out by an adult listed on the pupil's record. Should a pupil arrive late following an appointment, they should report to the school office to be signed in by the Administrator.
- 5.1.3 Absences for medical appointments will be recorded with an M code.

5.2 Religious Observance

- 5.2.1 Parents must inform us, in advance, if absences are required for days of religious observance. We will authorise absences where a reasonable request is made. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance.
- 5.2.2 Absences for religious observance will be recorded with the R code.

5.3 Illness

- 5.3.1 In order to make informed decisions about their pupil's fitness for attending parents are encouraged to refer to the NHS guidance 'Is My Child Too Ill for School?'. Any authorisation of absence through illness is done so at the discretion of the Head of School or member of staff delegated to carry out this task.
- 5.3.2 In the case of an illness which lasts for five days or more (or four days in the event of an INSET day or Bank Holiday), parents may be asked to provide additional medical evidence before authorising the absence, however this will only be requested if there is any genuine and reasonable doubt about the authenticity of the illness. In this instance, if medical evidence is not provided, the absence may be recorded as unauthorised.
- 5.3.3 Where attendance is of a serious concern, we may require medical evidence to authorise any further periods of absence through illness. This will be determined on an individual basis. Parents will be notified of this by letter. Telephone calls and handwritten notes from a parent will not be accepted as medical evidence when attendance is a serious concern. For the purpose of this policy, 'serious concern' may be defined as: repeated, unexplained/ unauthorised absences or 3 separate illnesses within a half term where no medical condition or underlying health issues have been identified.
- 5.3.4 Acceptable forms of medical evidence include:

- Medical card with one appointment entered with the pupil's name and surgery stamp included, signed by the receptionist
- Letter from a professional such as a hospital consultant
- Evidence of consultation with NHS 111
- Copy of response to eConsult email/text
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes / call log
- Doctors letters or GP 'sick notes' are not required, and we do not expect parents to request these from their GPs.

5.3.5 In some cases, a pupil may be absent for long term due to an illness or injury. We will liaise with families to ensure children return to school quickly and that there are no safeguarding concerns. On occasions where this is not possible, and the section 19 threshold is met, we will make a referral to the Local Authority Medical Panel which provides educational opportunities for pupils who are unable to attend their regular school.

5.4 Traveller Pupils Travelling for Occupational Purposes

5.4.1 Traveller pupils travelling for occupational purposes covers Roma, English and Welsh Travellers, Irish and Scottish Travellers, Circus workers, Bargees (occupational boat dwellers), Showman 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 us.

5.4.2 The aim for the attendance of Traveller students, in common with all other students, is to attend school as regularly and as frequently as possible.

5.4.3 To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act (1944), Section 86, states that a Traveller parent/carer is safe from prosecution if their child accrues 200 attendances (i.e., 200 half days) in a year. It is important to note that this is only relevant when the family are engaged in a trade or business that requires them to travel and when the child is regularly attending school when that trade/business permits following a request from parents (and the minimum 200 session criteria is met).

5.4.4 It does not mean that part-time education for Traveller pupils is legally acceptable, nor does it relieve parents/carers of their duties to ensure that their child is receiving a suitable education when not at school.

5.4.5 It is parent's responsibility to:

- Ensure that your child's ethnicity has been registered with the school. You can ask the school to correct this or update it.
- Ensure you tell your child's school ahead of time. 2 weeks' notice is useful.
- Your children should attend as much school as possible.
- It is the parent's responsibility to ensure their child is accessing at least 100 days (200 sessions) of school in any 12-month period.
- To have regular contact with their child's school whilst travelling. Once a week is suggested.

- To support their child to complete the work set by schools whilst travelling.
- If staying in a new area for a week or more, the parent/carer can register their child for a temporary place at any school – called ‘dual registration’.

5.4.6 It is the school’s responsibility to:

- Allow Traveller pupils to travel with their parents for work purposes.
- Create work packs for their pupils to complete when away.
- Arrange times for at least a weekly ‘check in’ with the family. This can be through a call or email.
- Contact the LA if they have concerns.
- Mark pupil’s work and provide valuable feedback.
- Ensure missed opportunities such as parents evening, vaccinations and careers advice are supported on the pupil’s return.

5.5 Pupils with medical conditions or special educational needs and disabilities

5.5.1 Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil.

5.5.2 School will:

- Work with parents to improve attendance, be mindful of the barriers pupils face, make reasonable adjustments, and put additional support in place where necessary to help them access their full-time education. It is also expected that parents will engage with the support offered both internally and with external partners to ensure our children have all the support they need to thrive.
- Encourage positive conversations so that a good support plan can put in place including making reasonable adjustments.
- Consider possible explanations for absence including Emotionally Based School Avoidance (EBSA).
- Work with parents to consider whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
- Ensure relevant referrals are made for pupils who are too ill to attend school, which may include medical panel (under section 19) and or medical agency support such as CAMHS.
- Establish strategies for removing the in-school barriers this may include considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- Ensure joined up pastoral care is in place and consider whether a time-limited, closely monitored and reviewed, phased return to school would be appropriate, for example for those affected by anxiety about school attendance.

6. Requesting Leave in Term Time

- 6.1 Absence for purposes of leave during term time should be requested using the S2 Absence Request Form and can only be authorised by the Head of School, within the boundaries set by the Education (Pupil Registrations) (England) Regulations (2006). "Head Teachers may not authorise leave during term time except where the circumstances are exceptional." Under the Regulations, retrospective authorisation for leave in exceptional circumstances is not permitted.
- 6.2 The fundamental principles for defining 'exceptional circumstances' are that they are: 'rare; significant; unavoidable and short'. Holidays during term time will not usually be considered as exceptional circumstances. The following guiding principles apply:
- Term-times are for education. This is the priority. Children and families have 175 days off a year including weekends and school holidays. We will rightly prioritise attendance.
 - The decision to authorise a pupil's absence is wholly at the Head of School's discretion based on their assessment and merits of each individual request.
 - If an event can be reasonably scheduled outside of term-time, then it would be normal to unauthorise absence for such an event – holidays are therefore not considered 'exceptional circumstances'. It is acceptable for the Head of School to take a pupil's record of attendance into account when making absence-related decisions.
 - We will take the needs of the families of service personnel into account if this prevents them from being able to take family holidays during scheduled holiday time.
 - We have a duty to make reasonable adjustments for pupils with special needs and/or disabilities.
- 6.3 Family emergencies need careful consideration before decisions about attendance are made. It is not always appropriate or in the best interests of the pupil to miss education for emergencies which are being dealt with by adult family members. Being at school with support from staff and peers can provide children with stability. The school routine can offer a safe and familiar background during times of uncertainty. Relevant members of staff will work with parents to decide what is in the best interest of the pupil.

7. Persistent and Severe Absence

- 7.1 Pupils with 90% or less attendance are classified as Persistent Absence (PA). PA includes both authorised and unauthorised absences.
- 7.2 Pupils with 50% or less attendance are classified as Severe Absence (SA). SA includes both authorised and unauthorised absences
- 7.3 All PA pupils will have bespoke action plans to try to improve their attendance to above 96%. This will be monitored by the Attendance Support Administrator with the support of the Head of School. Pupils who are PA will be discussed as a potential concern at fortnightly attendance review meetings. Where pupils have an identified special educational need, the schools SEN Lead will also provide support, so that the impact of needs are clearly understood and appropriate, supportive actions are taken.

7.4 The school's strategy for tackling persistent absence, can be found in Appendix 7.

8. Following Up Absence and Taking Statutory Action

8.1 We will follow up any absences to ascertain the reason. Any pupils who fail to attend regularly or who are absent for more than one week will be referred to the Head of School and the Primary Deputy Executive Headteacher.

8.2 Unexplained absences will be followed up on the morning of the first day of unexplained absence and the school will identify whether the absence is approved or not. The school will identify the correct code to use and will input it as soon as the reason for absence is ascertained. This will take no longer than 5 working days after the session.

8.3 In the case where the reason for absence cannot be ascertained by the school and no reason has been issued for the pupil's absence, the school will initiate safeguarding procedures and the Designated Safeguarding Lead (DSL) will decide on the best course of action to ensure the safety of the pupil, following procedures for children missing in education as outlined by the DfE.

8.4 Where it is appropriate, a member of staff may carry out a 'Return to School Interview' to discuss the absence and to offer any support. Following three separate periods of absence the interview will be carried out by a senior member of staff such as the Head of School.

8.5 It may occasionally be necessary to inform parents that no further absences will be authorised for a particular pupil unless medical evidence is provided. This decision can only be made by the Head of School (HoS) in consultation with the DSL and where relevant, the SEN Lead.

8.6 It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send children to school regularly without good reason is a criminal offence. Schools can fine parents for the unauthorised absence of their pupil, where the pupil is of compulsory school age. The decision on whether or not to issue a penalty notice ultimately rests with the Head of School, in line with the local authority's code of conduct for issuing penalty notices. This may consider:

- A number of unauthorised absences occurring within a rolling academic year
- Singular incidences of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is seen in a public place during school hours without a justifiable reason

8.7 Issuing Penalty Notices: each parent receives a penalty notice for each pupil who has unauthorised absence. If issued with a penalty notice, parents must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

- 8.8 Taking Parents to Court for unauthorised absence: The Education Act (1996) Section 444 (1) states that courts can fine each parent up to £1000 per pupil, order payment of prosecution costs and/or impose a Parenting Order.
- 8.9 Taking Parents to Court for Persistent Unauthorised Absence: The Education Act (1996) – Section 444 (1A) states that courts can fine each parent up to £2500 per pupil, order payment of the prosecution costs, impose a Parenting Order and/or sentence parents to a period of imprisonment of up to three months.

9. Children Missing from Education (CME)

- 9.1 We have due regard to our statutory duty to safeguard pupils who are CME. We follow the Local Authority's processes for reporting pupils missing from education. [The DfE guide can be found here.](#)
- 9.2 If a pupil fails to return following a period of absence, investigations will be made by staff to their whereabouts. If our investigations fail to contact the parents/pupil the case will be referred to the Local Authority Children Missing Education (CME) Team within 20 days.

10. Attendance Causing Concern

- 10.1 Specific measures to monitor attendance are embedded and regularly checked to ensure the safeguarding of all pupils through specific and tailored interventions.
- 10.2 CAT Primary Schools record and collect attendance data using our Data Management System, SIMS. We recognise that there are particular groups who nationally, and within our local setting, are more vulnerable and susceptible to lower attendance patterns such as children who are defined as Pupil Premium, and pupils with Special Educational Needs or Disabilities. We work with families to overcome any specific barriers that children may be facing regardless of these needs to ensure that pupils access all their education.
- 10.3 Staff make daily use of the MyEd communications platform, newsletters and reports to report to parents on trends and patterns in attendance.
- 10.4 Where attendance is deemed to be a concern, we talk to pupils and parents. From this, there may be one of three Early Help outcomes:
- Initiate simple reasonable adjustments
 - Develop a school focused plan with the pupil and their parent as appropriate
 - Initiate a multi-agency Early Help Assessment (EHA)
- 10.5 If the conversation with the pupil indicates a serious safeguarding concern, we will follow our safeguarding procedures as set out in our Safeguarding and Child Protection Policy.

11. Supporting the Attendance of Every Pupil

11.1 We use a variety of strategies to encourage attendance:

- Building strong and enduring relationships with our pupils so they feel a sense of belonging in our school community
- Verbal encouragement and praise
- Create personalised and achievable targets for pupils, based on their medical needs and/or additional needs that is realistic and appropriate through Individual Education Plans (IEPs) and Team Around the Family (TAF) support.
- Create safe spaces for pupils to thrive.
- Make decisions on targets in consultation with families, while understanding that a medical condition can worsen suddenly and taking this into account.
- Create opportunities for dialogue with families about attendance, ensuring that we work in partnership with parents
- Use different methods to encourage attendance; for instance, explaining the links between attendance and outcomes
- Raise the profile of attendance with families, particularly when pupils start at the setting
- Teach and model a love of learning, helping families to see the value of the education that is offered to them
- Look at the effect on attendance of decisions made at school level, for instance ending terms on a Monday or Tuesday
- Be aware of the complexity of different contexts and the pressures that families might experience, which may in turn contribute to poor attendance; for instance, in areas where many parents perform seasonal work and are unable to take holidays over the summer break.

11.2 We recognise that not all children, particularly those who are most vulnerable, are able to achieve 100% attendance through no fault of their own. We celebrate improvements in attendance and contextualised good attendance for individual pupils.

12. Ethnic Minority Pupils

12.1 Pupil registration regulations states that absence should only be granted due to the exceptional circumstances relating to that application. It is important to note that Headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all.

12.2 The following might be considered as exceptional circumstance for ethnic minority pupils:

- Religious festivals: the school should authorise any absence where the parent/carer's religious organisation sets the day as a religious festival. For example: There are two key festivals in Islam, Eid-ul-Fitr (celebration that takes place at the end of Ramadan, the period of fasting) and Eid-ul-Adha (festival of sacrifice). The dates of these key events are set according to the Islamic calendar. Muslim families usually need to take one or two days to celebrate these important festivals. Absences may be recorded as R.

- Religious rites e.g. Bar Mitzvah, Holy Communion. The Headteacher will consider each request for leave of absence individually to determine the number of days approved.
- Close family wedding if dates cannot be during school holidays; reasonable evidence will be required.
- Illness or death of an immediate family member; the head teacher should consider time needed for the length of journey when child needs to travel abroad.
- Child, parent/carer requires medical treatment overseas or elsewhere in the UK due to language barrier or requiring specialist treatment elsewhere.
- Length of journey from abroad; the Headteacher will consider length of journey or limited regional flights.
- Cultural celebrations such as Chinese New Year or Diwali. Cultural celebrations give children a feeling of belonging and make them feel part of their culture. This sense of identity is like a natural buoy for a child's emotional health.
- Children attending their annual exam in their home country. There are exams which are compulsory in some EU countries. They are normally during holidays but can occasionally be requested during term time.
- Child, parent/ carer's visa have been revoked and they need to return to their birth country whilst pursuing the renewal of a visa.

Appendix 2 - Framework of Responsibilities

The foundation for good attendance is a strong partnership between the school, parents, and the child, therefore, CAT Primary Schools expect everyone to uphold their responsibilities for promoting attendance at school.

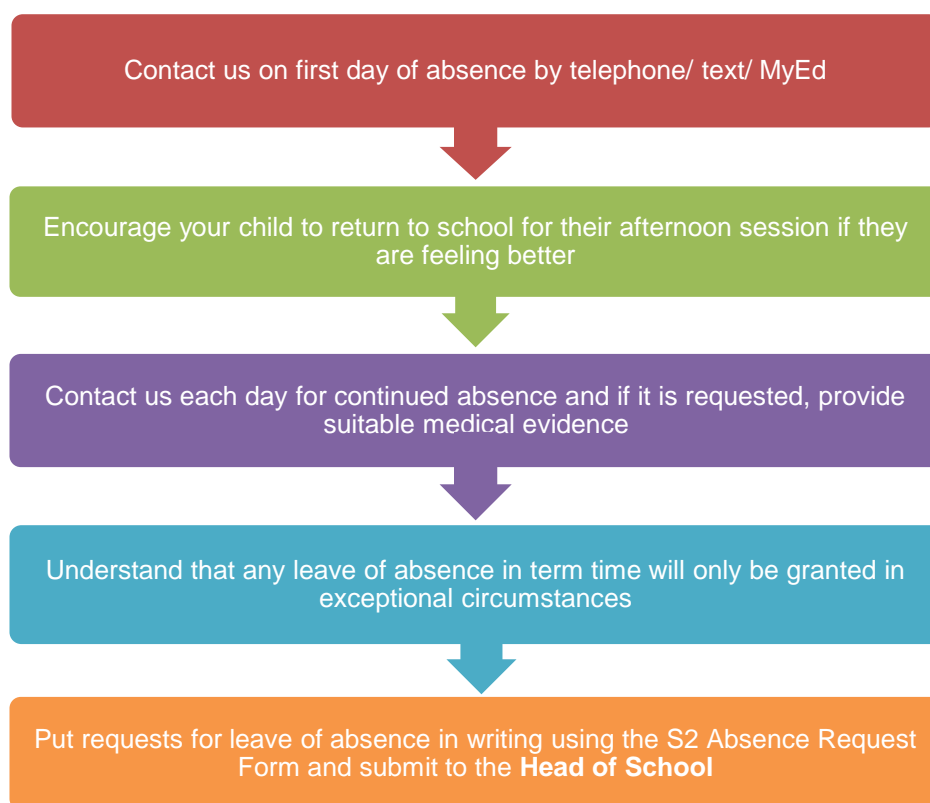
Where a pupil or family need support with attendance, the best placed person in the school will support the family, this may or may not be the child's class teacher. This person should remain consistent, and the school will draw on positive relationships to listen to and understand the barriers to attendance the pupil or family is experiencing.

To do this everyone must understand their role in promoting a positive culture of attendance and be clear about what is required of them individually as well as how they need to work together in partnership with others.

1. Parents

- Ensure pupils attend regularly and punctually.
- Promote the value of good education and the importance of regular school attendance at home
- Do everything you can to prevent unnecessary school absences, such as by making medical and dental appointments outside of school hours.
- Work with the school and your child to address any in-school barriers to attendance and support their learning by taking an interest in what they have been doing at school.
- Enforce a regular routine at home in terms of homework, bedtime, etc. so that you child is used to consistency and the school day becomes part of that routine. It is vital that your child receives the same message at home as they do at school about the importance of attendance.
- Provide the school with more than one emergency contact for your child.
- Provide proof of medical appointments that can only be attended during the school day.
- Make early contact with us when you become aware of problems with your child attending school.
- Attend meetings if concerns are identified.
- Participate in Early Help/Supportive Meetings if required.
- Support attendance contracts where appropriate.
- Support us in actioning agreed interventions/action plans.

Please follow this process if your child is going to be absent from school:



2. Pupils

- Attend school every day and every timetabled lesson punctually
- Acknowledge positive behaviours needed both inside and outside of our school
- Adhere to our systems for late registration
- Adhere to attendance contracts if they are in place
- Aim for the highest possible attendance
- Discuss concerns about your attendance or punctuality with a trusted adult in our school, especially if you are experiencing difficulties at school or at home which may impact on your attendance and/or learning
- Attend all lessons ready to learn with the appropriate learning tools requested and on time for your class. Lesson times will be made clear through your school timetable

3. Support Staff

- Understand that promoting pupil attendance is the responsibility of all staff. Be curious, aware, vigilant, well-informed and listen to what children say about the barriers to accessing education
- Assist in ensuring attendance has a high profile within the school
- Build on a culture of challenge when addressing persistent illness absences with parents
- Challenge parents when no reason has been provided for an absence
- Escalate concerns where required as per the Safeguarding and Child Protection Policy
- Participate in training in relation to attendance

4. Teachers

- Understand that promoting pupil attendance is the responsibility of all staff. Be curious, aware, vigilant, well-informed and listen to what children say about the barriers to accessing education
- Ensure attendance has a high profile within the class
- Consider whether a pupils known, or not yet identified, SEN could be impacting on attendance and whether provision and/or further reasonable adjustments should be made
- Take registers at the beginning of every morning and afternoon registration session
- Build a culture of challenge when addressing absences with parents. Treat all pupils and parents with dignity and model respectful relationships to build a positive relationship between home and school
- Challenge parents when they do not provide a reason for absence
- Communicate with parents positively. Teachers should discuss the link between attendance and attainment and wider wellbeing. Teachers should challenge parents' views where they have misconceptions about what 'good' attendance looks like (eg. Figure 1).
- Escalate concerns as per the Safeguarding and Child Protection Policy.
- Analyse and report attendance figures for each pupil to parents regularly.
- Discuss attendance with parents at every opportunity (celebrate good attendance as well as concerning attendance).
- Participate in training relating to attendance as appropriate

5. Reception Administrators

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Offer support and guidance on attendance where needed
- Report concerns about attendance to the designated senior leader responsible for attendance
- Attend welfare home visits where required
- Escalate concerns where required as per the Safeguarding and Pupil Protection Policy

6. Attendance Support Administrator

- Monitor and analyse attendance data and ensure these are sent regularly to class teachers
- Benchmark attendance data to identify areas of focus for improvement
- Provide regular attendance reports to school staff and report concerns about attendance to the designated senior leader and Governor responsible for attendance
- Monitor pupils with attendance below 96% with regular communication with both the pupil and their parents, holding attendance meetings where required and agreeing individual action plans
- Escalate concerns where required as per the Safeguarding and Pupil Protection Policy
- Work with Attendance Improvement Officers to tackle persistent absence

7. School Attendance Champion/Head of School

- Take a lead in promoting pupil attendance ensuring it is the responsibility of all staff. Be aware, vigilant, well-informed and listen to what children say about the barriers to accessing education
- Develop a clear strategy and vision for improving attendance
- Work with the SEN Lead, where relevant, to ensure any SEND needs are fully understood, including how these may impact on attendance, and to ensure that the provision in place meets needs and supports good attendance
- Monitor daily attendance for vulnerable pupils and track weekly attendance patterns and trends for all pupils, delivering intervention and support in a targeted way to pupils and families. This needs to include patterns of attendance for individual pupils, cohorts, and groups but particularly for pupils with attendance below 90%
- Support all staff to monitor attendance patterns and tackle attendance concerns effectively by providing regular attendance reports to class teachers or tutors / subject leaders so they are able to facilitate discussions with pupils.
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends including analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.
- Work with the leadership team and the School Attendance Director to benchmark the school's attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented ensuring there is regular and positive communication with parents
- Ensure attendance is a standing agenda item for every team meeting and use practice examples to explore safeguarding themes and review relevant policy, procedures and code of conduct on a regular basis
- Conduct return to school interviews where pupils have had 3 absences or more
- Provide rewards for improving attendance, punctuality and overall high attendance while not penalising pupils with complex medical or additional needs which impacts on their ability to attend school regularly
- Set annual school attendance targets with the Deputy Executive Primary Headteacher
- Work on proactively on building strong relationships with families
- Liaise with Attendance Lead and SEN Lead as appropriate to discuss attendance concerns for individual pupils.
- Decide whether to grant leave during term time for exceptional circumstances
- Follow the LA Fast-Track procedure and support staff to offer Early Help where necessary and work with Attendance Improvement Officers to tackle persistent absence.
- Work with the LA, agencies, and safeguarding partners to overcome barriers to attendance
- Advise the Deputy Executive Primary Headteacher when to issue fixed-penalty notices
- Attend welfare home visits where required
- Escalate concerns when deemed appropriate as per the Safeguarding and Child Protection Policy
- Lead attendance training for staff and directors

- Communicate attendance concerns to the pupil's social worker, if they have one or The Virtual School Head, if the pupil is a looked after child. This will be done as soon as there is an attendance concern and immediately upon becoming a persistent absentee. Unexplained absences will also be communicated to the social worker and Virtual School Head, if the pupil has one.

8. Senior Leadership Team

- Ensure attendance has a high profile across the school, and in all communications
- Take a lead in promoting pupil attendance ensuring it is the responsibility of all staff. Be aware, vigilant, well-informed and listen to what children say about the barriers to accessing education
- Ensure the attendance policy is implemented consistently across the school
- Ensure attendance is a target in performance appraisals
- Monitor school level absence data with the School Attendance Champion/Attendance Support Administrator and report data to the Directors
- Support other staff in monitoring the attendance of individual pupils
- Agree with the Attendance Lead when to issue fixed-penalty notices
- Ensure attendance training is provided to staff annually
- Work on proactively on building strong relationships with families.
- Build on a culture of challenge when addressing persistent illness absences with parents.
- Attend welfare home visits where required.
- Escalate concerns where required as per the Safeguarding and Child Protection Policy.
- Participate in appropriate training in relation to attendance.
- Ensure there are designated staff with day-to-day responsibility for attendance matters and ensure that adequate, protected time is allocated to discharge these responsibilities.
- Take overall responsibility for ensuring our school conforms to all statutory requirements in respect of attendance e.g., deletion from school roll is adhered to for example.

9. Board of Directors

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Review the implementation of the School Attendance Policy
- Ensure the school fulfil their statutory duties
- Ensure the importance of school attendance is promoted across policies and procedures
- Ensure staff receive adequate training on attendance
- Discuss the targets for attendance with the Deputy Executive Primary Headteacher and review progress towards these at Board meetings.
- Regularly monitor attendance figures through data analysis at Board meetings. Ask questions about attendance trends and be curious about what is being done to challenge and prevent persistent poor absence

Figure 1:

There are 190 school days each year, this means that there are 175 non-school days a year.

Attendance %	Rating	Days absent	Description
100%	Perfect Attendance	0	This is the best chance of success for your child
97%	Good Attendance	5	
95%	Improvement Required	9	Less chance of your child succeeding as it is harder for them to make progress
92%	Concern (Persistent Absence*)	19	
90%	Serious Concern **	30	Serious Concern Missing this much education is not fair on your child and will result in legal action

*Persistent Absence is defined as: 10% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised.

** Severe Absence is defined as: 50% or more of sessions missed (based on each pupil's possible sessions). Absences may be authorised or unauthorised.

Appendix 4 - Attendance Codes

The following codes are taken from the DfE's revised guidance on school attendance 2024.

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination

X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Working Together to Improve School Attendance 2024

Brief description of attendance codes, for further clarification see guidance:

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

Code	Code description	Relevant duty in:	Relevant duty in:	Statistical meaning	Key description
		The School Attendance (Pupil Registration) (England) Regulations 2024 (legislation.gov.uk)	Education Act 1996 (legislation.gov.uk) Children and Families Act 2014 (legislation.gov.uk)		
Attending the school					
/\	Present at the school	Regulation 10(2) Table 1: The pupil is present at the school when the attendance register begins to be taken. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.		Attending	Pupils must not be recorded as present if they are not in school during registration. (If a pupil were to leave the school premises after registration, they will still be counted as attending for statistical purposes)
L	Late arrival before the register is closed	Regulation 10(2) Table 1: The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended		Attending	The pupil was absent when the register started being taken but arrives before the register is closed. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes.
Attending a place other than the school					
K	Attending education provision arranged by the local authority.	Regulation 10(3) Table 2: The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Education Act, section 42(2), or 61(1) of the Children and Families Act 2014	Education Act 1996 Section 19(1): Each local authority in England shall make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such	Attending	A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead. If a registered pupil's absence is recorded in the attendance register using the code K the nature of the educational provision is also to be recorded in the attendance register. Schools should ensure that the arrangements are in place whereby the provider notifies the school of any absence by the pupil. The school must record the

			<p>arrangements are made for them.</p> <p>Children and Families Act 2014</p> <ul style="list-style-type: none"> - Duty to secure special educational provision and health care provision in accordance with EHC Plan) <p>Section 42(2): The local authority must secure the specified special educational provision for the child or young person.</p> <ul style="list-style-type: none"> - The local authority must secure the specified special educational provision for the child or young person. <p>Section 61(1): A local authority in England may arrange for any special educational provision that it has decided is necessary for a child or young person for whom it is responsible to be made otherwise than in a school or post-16 institution or a place at which relevant early years education is provided.</p>		pupil's absence using the relevant absence code.
V	Attending an educational visit or trip	<p>Regulation 10(3) Table 2:</p> <p>The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff</p>		Attending	The pupil is attending a place, other than the school for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff.
P	Participating in a sporting activity	<p>Regulation 10(3) Table 2:</p> <p>The pupil is attending a place for an approved educational activity within paragraph (11) that is a sporting activity.</p> <p>Paragraph 11: The activity is educational in nature but not— (i) educational provision arranged by a local authority under section 19(1) of the 1996 Act or section 42(2) or 61(1) of the 2014 Act; or (ii) an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.</p>		Attending	<p>If schools have concerns about the appropriateness of an activity, they can seek advice from the sports' national governing body. The final decision on approving the activity, however, rests with the school and they should take the effect on the pupil's general education into account.</p> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity.</p> <p>Schools should ensure that they have in place arrangements whereby the provider of the sporting activity notifies the school of any absence by the pupil.</p>

W	Attending work experience	<p>Regulation 10(3) Table 2:</p> <p>The pupil is attending a place for an approved educational activity within paragraph (11) that is work experience provided under arrangements.</p> <p>Paragraph 11: The activity is educational in nature but not— (i)educational provision arranged by a local authority under section 19(1) of the 1996 Act or section 42(2) or 61(1) of the 2014 Act; or (ii)an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.</p>		Attending	<p>work experience provided under arrangements made by a local authority or the school as part of the pupil's education.</p> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity.</p> <p>Schools should ensure that they have in place arrangements whereby the provider of the work experience notifies the school of any absence by the pupil.</p>
B	<p>Attending any other approved educational activity</p> <p>Arranged by the school.</p>	<p>Regulation 10(3) Table 2:</p> <p>The pupil is attending a place for any other approved educational activity within paragraph (11).</p> <p>Paragraph 11: The activity is educational in nature but not— (i)educational provision arranged by a local authority under section 19(1) of the 1996 Act or section 42(2) or 61(1) of the 2014 Act; or (ii)an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff.</p>	<p>Education Act 1996</p> <p>Section 19(1):</p> <p>Each local authority in England shall make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them.</p> <p>Children and Families Act 2014</p> <ul style="list-style-type: none"> - Duty to secure special educational provision and health care provision in accordance with EHC Plan) <p>Section 42(2): The local authority must secure the specified special educational provision for the child or young person.</p> <ul style="list-style-type: none"> - The local authority must secure the specified special educational provision for the child or young person. <p>Section 61(1): A local authority in England may arrange for any special educational provision that it has decided is necessary for a child or young person for whom it is responsible to be made otherwise than in a school or post-16 institution or</p>	Attending	<p>If a registered pupil's absence is recorded in the attendance register using the code B the nature of the educational provision is also to be recorded in the attendance register.</p> <p>Schools should ensure that the arrangements are in place whereby the provider notifies the school of any absence by the pupil. The school must record the pupil's absence using the relevant absence code.</p> <p>Schools have responsibilities for the safeguarding and welfare of pupils attending an approved educational activity.</p> <p>Schools should ensure that they have in place arrangements whereby the provider of the educational activity notifies the school of any absences by the pupil.</p> <p>As set out in the DfE's guidance on Providing remote education: guidance for schools - GOV.UK (www.gov.uk), pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register.</p>

			a place at which relevant early years education is provided.		
D	Dual registered at another school.	Regulation 10(4) Table 3: The pupil is absent with leave for the purpose of attending another school at which they are a registered pupil.		Not a possible attendance	The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up.
Absent - leave of absence					
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Regulation 11(2) An authorised person may not give a pupil leave of absence to undertake employment (whether paid or unpaid) during school hours except— (a) employment to take part in a regulated performance; or (b) regulated employment abroad.	Children and Young Persons Act 1963 (legislation.gov.uk) Section 37(2) Section 37(3) Children and Young Persons Act 1933 (legislation.gov.uk) Section 25(2)	Authorised absence	Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education
M	Leave of absence for the purpose of attending a medical or dental appointment	Regulation 11(11): (a) an appropriate person has asked for the leave in advance; and (b) the authorised person thinks that leave should be given because of the exceptional circumstances of the request.		Authorised absence	Schools should encourage parents to make appointments out of school hours. Where this is not possible, they should get the school's agreement in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment. If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session.
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Regulation 11(4): (a) the leave is to enable the pupil to attend an interview for employment or for admission to another educational institution; and (b) an appropriate person has asked for the leave in advance.		Authorised absence	Leave to enable the pupil to attend an interview for employment or admission to another educational institution.
S	Leave of absence for the purpose of studying for a	Regulation 11(5): (a) the leave is to enable the pupil to study for a public examination; and		Authorised absence	Study leave should not be granted by default once tuition of the exam syllabus is complete and should be used sparingly. If schools do decide to grant study leave, provision must still be made

	public examination.	(b)the leave has been agreed in advance between the authorised person and an appropriate person.			available for those pupils who want to continue to come into school to revise.
X	Non-compulsory school age pupil not required to attend school.	<p>Regulation 11(7):</p> <p>(a)the pupil will be under compulsory school age at all times that the leave relates to;</p> <p>(b)a parent who the pupil normally lives with has told the proprietor that they wish the pupil to attend the school on a part-time basis;</p> <p>(c)the authorised person and a parent who the pupil normally lives with have agreed the times and dates when the pupil will be expected to attend the school; and</p> <p>(d)the leave is to enable the pupil to be absent in accordance with that agreement.</p> <p>OR</p> <p>Regulation 11(8):</p> <p>(a)the pupil will be over compulsory school age at all times that the leave relates to;</p> <p>(b)the authorised person thinks that the pupil need only attend the school on a part-time basis;</p> <p>(c)the authorised person and the pupil or a parent who the pupil normally lives with have agreed the times and dates when the pupil will be expected to attend the school; and</p> <p>(d)the leave is to enable the pupil to be absent in accordance with that agreement.</p>		Not a possible attendance	<p>Under compulsory school age</p> <p>Where the pupil is absent when timetabled to attend the school, the absence must be recorded using the appropriate absence code not code X.</p> <p>This must be agreed between the school and the parent they normally live with and must end at the point at which the pupil reaches compulsory school age. The times and dates when the pupil is expected to attend the school must be agreed by the school and the parent with whom the pupil normally lives with.</p>
C2	<p>Leave of absence for a compulsory school age pupil subject to a part-time timetable.</p> <p>(not for flexi-schooling – use code C)</p>	<p>Regulation 11(6):</p> <p>(a)the pupil will be of compulsory school age at all times that the leave relates to;</p> <p>(b)the authorised person and a parent who the pupil normally lives with have agreed that, because of exceptional circumstances, the pupil should temporarily be educated on a part-time basis;</p> <p>(c)the authorised person and a parent who the pupil normally lives with have</p>		Authorised absence	<p>In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs in line.</p> <p>Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan.</p> <p>Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time.</p> <p>Annex R to be completed</p>

		agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school; and (d)the leave is to enable the pupil to be absent in accordance with that agreement.			
C	Leave of absence for exceptional circumstance	Regulation 11(11): (a)an appropriate person has asked for the leave in advance; and (b)the authorised person thinks that leave should be given because of the exceptional circumstances of the request.		Authorised absence	Must not be granted unless there are exceptional circumstances.
Absent - other authorised reasons					
T	Parent travelling for occupational purposes.	Regulation 10(4) Table 3: The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent.	Education Act 1996 Defence in law Section 444(6) If it is proved that the child has no fixed abode, shall not apply, but it is a defence for the parent to prove — (a)that he is engaged in a trade or business of such a nature as to require him to travel from place to place, (b)that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and (c)if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted.	Authorised absence	The pupil is a mobile child, and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. Must attend school for at least 200 sessions in the preceding 12 months.
R	Religious observance	Regulation 10(4) Table 3: The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs.		Authorised absence	If a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion as set out under Code C. If in doubt, schools should seek advice from the parent's religious body about whether it has set the day apart for religious observance.

I	Illness (not medical or dental appointment)	Regulation 10(4) Table 3: The pupil is unable to attend because of sickness.		Authorised absence	Schools are not expected to routinely request that parents provide medical evidence to support illness absences, only where the school has genuine and reasonable doubt about the authenticity of the illness. Where a parent cannot provide evidence in the form requested but can provide other evidence, schools should take this into account. Where a parent cannot provide any written evidence, the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.
E	Suspended or permanently excluded and no alternative provision made	Regulation 10(4) Table 3: The pupil is excluded from the school for any other reason.		Authorised absence	Where alternative provision is made for the session in question and the pupil is attending it, schools should record this using the appropriate attendance code.

Absent - unable to attend school because of unavoidable cause

Q	Unable to attend the school because of a lack of access arrangements. Where the local authority has failed to provide transport.	Regulation 10(12): (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act for the purpose of facilitating the pupil's attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil's home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil	Education Act 1996 Section 508B(1) A local authority in England must make, in the case of an eligible child in the authority's area to whom subsection (2) applies, such travel arrangements as they consider necessary in order to secure that suitable home to school travel arrangements, for the purpose of facilitating the child's attendance at the relevant educational establishment in relation to him, are made and provided free of charge in relation to the child. (2) This subsection applies to an eligible child if— (a) no travel arrangements relating to travel in either direction between his home and the relevant educational establishment in relation to him, or in both directions, are provided free of charge in relation to him by any person who is not the authority, or (b) such travel arrangements are provided free of charge in relation to him by any person who is not the authority but those arrangements, taken together with any other such travel arrangements which are so provided, do not provide suitable home to school travel arrangements for the purpose of facilitating his	Not a possible attendance	
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		at a qualifying school nearer to their home.	attendance at the relevant educational establishment in relation to him. Section 508E(2)(c) (2) Where a school travel scheme is in force under Schedule 35C*, the local authority in England by which the scheme is made must give effect to the scheme by— (c) complying with the requirement of the scheme described in paragraph 3 of that Schedule (travel arrangements for eligible children) *Schedule 35C A school travel scheme must set out (in general terms) what arrangements in connection with the attendance of children in the authority's area receiving education		
Y1	Unable to attend due to transport normally provided not being available.	Regulation 10(4) Table 3: The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor, or a local authority is not available		Not a possible attendance	Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles.
Y2	Unable to attend due to widespread disruption to travel.	Regulation 10(4) Table 3: The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.		Not a possible attendance	
Y3	Unable to attend due to part of the school premises being closed.	Regulation 10(4) Table 3: Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.		Not a possible attendance	
Y4	Unable to attend due to the whole school site being	Relevant regulation 10(10): If a school session is cancelled, the proprietor must ensure that that fact is recorded in the		Not a possible attendance	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather)

	unexpectedly closed.	attendance register by entering the code Y4 as if it were a record of each pupil's attendance at the time when the session was due to take place.			
Y5	Unable to attend as pupil is in criminal justice detention	<p>Relevant regulation 10(14):</p> <p>A pupil is in criminal justice detention if they are—</p> <p>(a) in police detention within the meaning given in section 118(2) and (2A) of the Police and Criminal Evidence Act 1984(5);</p> <p>(b) remanded to youth detention accommodation under section 102 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012(6); or</p> <p>(c) detained under a sentence of detention.</p>	<p>Police and Criminal Evidence Act 1984</p> <p>Police and Criminal Evidence Act 1984 (legislation.gov.uk)</p> <p>Section 118(2) and (2A) of the Police and Criminal Evidence Act 1984</p> <p>(2) a person is in police detention for the purposes of this Act if—</p> <p>(a) he has been taken to a police station after being arrested for an offence or after being arrested under section 41 of the Terrorism Act 2000 or section 27 of the National Security Act 2023 or</p> <p>Legal Aid, Sentencing and Punishment of Offenders Act 2012</p> <p>Section 102 Remands to youth detention accommodation</p>	Not a possible attendance	If they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day use Y7
Y6	Unable to attend in accordance with public health guidance or law	<p>Regulation 10(4) Table 3:</p> <p>The pupil's travel to or attendance at the school would be—</p> <p>(a) contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or</p> <p>(b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.</p>		Not a possible attendance	
Y7	Unable to attend because of any other unavoidable cause	<p>Regulation 10(4) Table 3:</p> <p>The pupil is unable to attend because of any other unavoidable cause</p>		Not a possible attendance	<p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question.</p> <p>The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean</p>

					the pupil has been prevented by unavoidable cause.
Absent - unauthorised absence					
G	Holiday not granted by the school	<p>Regulation 10(4) Table 3:</p> <p>The pupil is absent without leave for the purpose of a holiday.</p>	<p>The Education (Penalty Notices) (England) (Amendment) Regulations 2024 (legislation.gov.uk)</p> <p>Education Act 1996</p> <p>Section 444</p> <p>Offence: failure to secure regular attendance at school of registered pupil.</p> <p>(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.</p>	Unauthorised absence	Schools must inform the local authority when a pupil is absent without leave in line with the local authority Penalty Notice Code of Conduct.
N	Reason for absence not yet established.	<p>Regulation 10(7) to (9)</p> <p>(7) If, at the time the attendance register is taken, a registered pupil's absence is recorded in that register using the code N the proprietor must ensure that reasonable steps are taken to establish the circumstances of the pupil's absence and that the register is amended within five school days in accordance with paragraphs (8) and (9)</p> <p>(8) If it is established under paragraph (7) that the pupil attended the school after the taking of the register ended but before the end of the session—</p> <p>(a) if the circumstances of their absence during the taking of the register are established as any of those listed in Table 2 or any row of Table 3 other than the final two rows, the code N is to be replaced with the appropriate code;</p> <p>(b) otherwise, the code N is to be replaced with the code U.</p> <p>(9) In any other case—</p> <p>(a) if the circumstances of the pupil's absence have been established, the code N is to be replaced with the appropriate code.</p>		Unauthorised absence	<p>Schools must follow up all unexplained and unexpected absence in a timely manner.</p> <p>The correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session. If a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O.</p>

		(b)if the circumstances have not been established, the code N is to be replaced with the code O.			
O	Absent in other or unknown circumstances	Regulation 10(4) Table 3: None of the other codes applies	Education Act 1996 Section 444 Offence: failure to secure regular attendance at school of registered pupil. (1)If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.	Unauthorised absence	Schools must inform the local authority when a pupil's absence is unauthorised in line with the local authority Penalty Notice Code of Conduct
U	Arrived in school after registration closed	Regulation 10(7): (7) If, at the time the attendance register is taken, a registered pupil's absence is recorded in that register using the code N the proprietor must ensure that reasonable steps are taken to establish the circumstances of the pupil's absence and that the register is amended within five school days in accordance with paragraphs (8) and (9) . Regulation 10(8): (8) If it is established under paragraph (7) that the pupil attended the school after the taking of the register ended but before the end of the session— (a)if the circumstances of their absence during the taking of the register are established as any of those listed in Table 2 or any row of Table 3 other than the final two rows, the code N is to be replaced with the appropriate code; (b)otherwise, the code N is to be replaced with the code U.	Education Act 1996 Section 444 Offence: failure to secure regular attendance at school of registered pupil. (1)If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.	Unauthorised absence	Schools must inform the local authority when a pupil's absence is unauthorised in line with the local authority Penalty Notice Code of Conduct
Administrative codes					
Z	Prospective pupil not on admission register.			Code not counted for statistical purpose	Schools must enter pupils' names on the admission register on the first day that the school and a person with control of the pupil's attendance have agreed that the pupil will attend the school. If a pupil fails to attend on the agreed starting day, the school

					must follow this up and try to establish the reason for absence.
#	Planned whole school closure			Code not counted for statistical purpose	<p>Whole school closures that are known and planned in advance such as:</p> <ul style="list-style-type: none"> • days between terms, half terms; occasional days (for example, bank holidays), up to 5 non-educational days, and use of the whole school as a polling station.

Appendix 5 - Creating a Positive Attendance Culture

The foundation for good attendance is a strong partnership between the school, parents and the child, therefore, CAT Primary Schools expect everyone to uphold their responsibilities for promoting attendance at School.

To do this everyone must understand their role in promoting a positive culture of attendance and be clear about what is required of them individually as well as how they need to work together in partnership with others.

Our schools aim to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence

For a positive attendance culture to be fully embedded across our schools, it needs to be a holistic approach and not seen in isolation.

Appendix 6 - Removing a child from the school roll

It is vital that you are always professionally curious when following these processes

6.1 Elective Home Education (EHE)

The Statutory Notification and the EHE form, together with the Safeguarding form must be submitted on the day of receiving the de-registration letter from the parent with a copy of the letter. The pupil should be taken off roll from the day the school receives the letter or in cases where the parent is giving advance notice of the date requested. Do not backdate it to an earlier date than receipt of the letter even if the parent requests this. The school should confirm that the pupil has been registered with the LA as EHE to ensure that they have assumed responsibility for the pupil. Do not just assume that because the school has submitted the paperwork it has all gone through.

6.2 Pupil Moves Out of Area

When a pupil moves and the new location results in unreasonable distance to travel. Submit the Statutory Notification as soon as the school finds this out. Continue to track destination and liaise with LA admissions team. They will advise the school when a pupil may be removed from roll if it has been established that the pupil/family have left the last known address and their new location is known. They may allow the school to backdate the leaving date if they or the school receives confirmation of the pupil starting at another school or within the care of a different LA. The school must have written confirmation from the LA to backdate the leaving date. If the school does not receive this and the school has no other confirmation of where the pupil is the school must keep them on roll for 20 days.

7.1 Attendance Letters

7.1.1 Letter 1 – attendance letter

I am writing to express my worry about the continuing pattern of absence authorised by the school for **Child's name**

Child's name's attendance is now **percentage**.% and there have been **Enter sessions of absence** half day sessions of absence due to illness or medical appointments.

If there is an ongoing medical issue that we are not aware of or if there is anything that you would like to discuss with me, or another member of staff regarding the absences, please do not hesitate to contact the school so we can support you.

If you consider that there are additional issues which impact on your child's ability to attend school regularly, it may also be possible for the school to access some additional support through Early Help so if you would like us to look into this with you then please get in touch.

I enclose a copy of **child's name**'s attendance this year to date and an Early Help Leaflet for your information.

Enc: EH leaflet and Registration certificate

7.1.2 Letter 1a – unauthorised absences - attendance letter

I am writing to express my worry that **child's name** has incurred **number** unauthorised half day absences since **the beginning of the academic year or specific date**. As a result your child's attendance is now **Percentage**%.

Unauthorised absences are recorded when either no reason for the absences is given, or the reasons given are not authorised by the school. A student may also incur unauthorised absence for a whole session if they are late to school after the registers have closed, or a request for a leave of absence was not authorised or not requested by you prior to the absence.

If there is an ongoing issue that we are not aware of, or if there is anything that you would like to discuss with me, or another member of staff, please do not hesitate to contact the school so we can arrange a meeting to support you.

If you consider that there are additional issues which impact on your child's ability to attend school regularly, it may also be possible for the school to access some additional support through Early Help so if you would like us to look into this with you then please get in touch.

I enclose a copy of **child's name**'s attendance this year to date and an Early Help Leaflet for your information.

Enc: EH leaflet and Registration certificate

7.1.3 Letter 2 – supportive meeting and unauthorising

Attendance Concern

We previously wrote to you to outline our worry that [Child's name](#) has not been attending school regularly.

This letter is to inform you we are now becoming really concerned about the number of absences your child has had from school. [Child's name](#) is part of our school community and we want them to thrive during their time with us and for that to happen, we need all our pupils to have a high level of attendance.

Currently [Child's name](#)'s attendance is recorded as [percentage %](#) with [Enter sessions of absence](#) half day sessions of absence. This attendance percentage will be having an effect on your child's overall education.

Due to this, future absences we will now only be authorised if we are satisfied that the reasons for the absence are completely unavoidable. You are invited to provide the school with additional information or documentation (eg. text/email confirming appointment or eConsult submission) to enable us to make an informed decision regarding authorisation for each absence.

We are committed to supporting you and while this letter is highlighting our concern, we really want the opportunity to talk to you so to see if we can offer any additional support so that [Child's name](#)'s attendance improves.

Therefore, I would like to invite you into the school on the following date and time.

Date: [Enter date](#)

Time: [Enter time](#)

With: [Enter staff name](#)

If there is someone already supporting your family and you would like them to be invited to this meeting, please let me know as they can also be invited to this meeting.

During this meeting we will explore with you and your child if there is any additional support that can be offered either within school with an Individual Health Care Plan or, it may be possible for the school to access some additional support through Early Help.

If you are unable to attend this meeting, then please contact me on details above at your earliest convenience so we can arrange a more suitable time.

Enc: [EH leaflet and Registration certificate](#)

7.1.4 Letter 2a – unauthorised absences – supportive meeting and unauthorising

Attendance Concern

We previously wrote to you to outline our worry that [Child's name](#). has not been attending school regularly.

This letter is to inform you we are now becoming really concerned about the number of unauthorised absences your child has had from school. [Child's name](#). is part of our school community and we want them to thrive during their time with us and for that to happen, we need all our pupils to have a high level of attendance.

Currently [Child's name's](#) attendance for the academic year is [percentage.%](#) with [total number of absences](#) half day sessions of unauthorised absences of which [number of unauthorised absences](#) sessions have been recorded as unauthorised.

Due to this, all future absences we will now only be authorised if we are satisfied that the reasons for the absence are completely unavoidable. You are invited to provide the school with additional information or documentation (eg. text/email confirming appointment or eConsult submission) to enable us to make an informed decision regarding authorisation for each absence.

We are committed to supporting you and while this letter is highlighting our concern, we really want the opportunity to talk to you so to see if we can offer any additional support so that [Child's name](#).'s attendance improves.

Therefore, I would like to invite you into the school on the following date and time.

Date: [Enter date](#)

Time: [Enter time](#)

With: [Enter staff name](#)

If there is someone already supporting your family and you would like them to be invited to this meeting, please let me know as they can also be invited to this meeting.

During this meeting we will explore with you and your child if there is any additional support that can be offered either within school with an Individual Health Care Plan or, it may be possible for the school to access some additional support through Early Help.

If you are unable to attend this meeting, then please contact me on details above at your earliest convenience so we can arrange a more suitable time

Enc: EH leaflet and Registration certificate

7.1.5 Letter 3 – enclosing plan and review meeting date

Thank you for attending the attendance meeting on [Enter last meeting date](#) I am writing to enclose a copy of the plan agreed by you to help support [Child's name](#) improve their attendance at school.

If you have any concerns or questions regarding the plan or you have further concerns at any time, please contact me.

As discussed, a review meeting has been arranged and I stress the importance of you attending the review meeting with [name of child](#) so that we can review progress and confirm any future necessary action.

Date: [Enter date of meeting.](#)

Time: [Enter time of meeting](#)

With: [Enter staff name](#)

If you are unable to attend this meeting, then please contact me on the details above at your earliest convenience so that we can rearrange to time more suitable for you.

Enc: Supportive Meeting Plan

7.1.6 Letter 4 – review meeting - positive outcome

Thank you for attending the attendance review meeting on [Enter date of review](#) regarding [Enter child's name](#)'s attendance.

The outcome of this meeting was [Choose an item.](#) (from below)

- that your child's attendance has met the attendance target set. We will continue to review your child's attendance regularly to ensure improvements continue
- that your child's absences have been authorised. I will continue to review your child's attendance to ensure improvements continue

If you any further concerns that require support, please let me know at the earliest opportunity.

Enc: Supportive Review Meeting

7.1.7 Letter 4a – further review meeting outcome

Thank you for attending the attendance review meeting on [Enter date of review](#) regarding [Enter child's name](#) attendance. I enclose a copy of the further plan made at this meeting.

As discussed at the review, the attendance targets have not yet been met so a further review was agreed at:

Date: [Enter date of meeting.](#)

Time: [Enter time of meeting](#)

With: [Enter staff name](#)

If you are unable to attend this meeting, then please contact me on the details above at your earliest convenience so that we can rearrange to time more suitable for you.

Enc: Supportive Further Review Meeting and Plan

7.1.8 Letter 5 – did not attend

It is unfortunate that you were unable to attend the meeting arranged for **date of meeting missed** to discuss **Child's name**'s attendance at school. The purpose of the meeting was to support your family and child in school and to explore any barriers that may be impacting on their ability to attend school regularly.

Currently **Child's name**'s attendance for the academic year is **percentage**.% with total number of absences sessions of absences of which **number of unauthorised absences** sessions have been recorded as unauthorised. This attendance percentage will be having an effect on your child's overall education.

Please can you contact me within 5 days of receipt of this letter to rearrange a suitable meeting date to give us the opportunity to support you and **Child's name** attendance at school.

However, if you do not contact me, I need to advise you that should **child's name** incur any further unauthorised absences and the overall attendance does not improve satisfactorily then consideration will need to be given instigate legal proceedings.

7.1.9 Lates Letter

Punctuality – **Child's name**

I am writing to you to emphasise the importance of being in school on time as there have been numerous incidents recently of routinely arriving at school after 9.00 a.m.

child's name has **number of lates** recorded so far this year.

School starts at 9am every day. Children need to be in their class in good time so that they can start their lessons promptly. Children who arrive late are greatly disadvantaged because they miss starting the day with their peers and the beginning of lessons. This means that they are often unsettled and confused about tasks. Their teacher will not always be able to re explain work.

It is also very important that children establish good routines and habits in preparation for the rest of their lives. Punctuality is a life skill that they need to develop whilst they are young.



5 minutes late every day = 3 days lost per year



10 minutes late every day = 6 days lost per year



15 minutes late every day = 10 days lost per year



20 minutes late every day = 13 days lost per year



30 minutes late every day = 19 days lost per year

young.

It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

Being frequently late for school adds up to lost learning.

19 days lost a year through being late results in 90% attendance.

We are required to monitor children's punctuality and attendance. On-going lateness (after the class register has been taken) is classified as an unauthorised absence and this is contrary to The Education Act.

We understand that there may be rare occasions when you are unavoidably late due to unforeseen circumstances. On these occasions, please make sure that you contact the school office to inform us when you will arrive.

High levels of unauthorised absences or poor punctuality can result in a referral to the Attendance Improvement Officer or other agencies which have a duty to investigate further and could result in legal action being taken against you.

If you are experiencing difficulties with punctuality and would like to talk to us about it, please contact the school at admin@ or [Tel. No.](tel:)

Please keep in mind that Breakfast Club is available to children from 8.00 am.

7.1.10 Bi-annual attendance warning letter

School attendance – A very important message for all parents and carers

This is important information about school attendance.

Chulmleigh Academy Trust is working in partnership with parents and the Local Authority to improve school attendance.

A big thank you to the majority of parents who make sure their children attend school regularly!

We are writing to remind you of Devon Council's policy in relation to school attendance.

Parents/carers have a legal duty to ensure their child who is of compulsory school age receives an efficient, full-time education. Parents/carers are therefore committing an offence if they fail to ensure the regular and punctual attendance of their child at the school at which the child is registered unless the absence has been authorised by the school.

All leave of absences from school can only be agreed by the school in advance, so it is therefore very important that you apply to the school by completing an S2 form as far in advance of any absence as is reasonably possible. Please be aware that a school can only grant leave in 'exceptional circumstances'.

In situations where a child accumulates 10 or more unauthorised absences (the equivalent of 5 school days) within any six-month period, parents/carers will make themselves liable to receiving a Penalty Notice per parent/carer per child.

The Penalty Notice carries a penalty of £80 if paid in full within 21 days or £160 if paid in full after this time but within 28 days. We are unable to accept part or late payments and there is no legal right to appeal the Penalty Notice once it has been issued. If a Penalty Notice goes unpaid, this is likely to result in Court proceedings being taken against you for an offence of failing to ensure regular school attendance contrary to section 444 Education Act 1996. If convicted, you may face a fine of up to £2500 and/or a maximum 3 month's imprisonment.

You are reminded to read both the School's Attendance Policy (on the school website) regarding taking holidays in term time and the Local Authority's Penalty Notice Code of Conduct.

For further information or to discuss this, please speak to the Head of School.

7.1.11 Start of Academic Year attendance Letter

School attendance – A very important message for all parents and carers

This is an important update about school attendance for the 2024/25 academic year.

Chulmleigh Academy Trust is working in partnership with parents and the Local Authority to improve school attendance.

A big thank you to the majority of parents who make sure their children attend school regularly!

Your efforts, working in partnership with the school, will ensure that your child will have the best chance to achieve their academic potential and have real opportunity in further education and the world of work. It will also enable your child to:

- access the lessons needed to achieve their expected grades
- maintain friendships and develop new ones
- have access to social and sporting events offered by the school
- explore potential life skills
- develop work habits such as good punctuality which are essential to thrive in the world of employment

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks

If you are worried about your child/children's attendance the first port of call is to discuss your concerns with the school directly. The school has specialist staff who may be able to help, and all schools work closely with Early Help, health and the local authority teams who may also be able to help if needed. We are committed to supporting you so it's important you contact us as soon as you have concerns.

We wish you and your child/children all the best for the new academic year.

7.2 First-Day Calling – Procedures

Recent case reviews have highlighted the need for robust emergency contact data and first-day calling procedures. These cases emphasise that procedures are not only important for pupils who the school may consider 'Vulnerable' but also for all children as their absence may be indicative that they have become vulnerable.

7.2.1 AM procedures:

- 1 Start and end times of the school day are available on the website.
- 2 Door closes at 9:00am.
- 3 After 9:00am, children sign in at Reception.
- 4 Class registers completed between 8:50am and 9:00am. Class teachers mark all children absent with the N code.
- 5 Children arriving between 9.00 and 9:10am will be marked L for late.
- 6 Late after 9:10am will be marked a 'U' code for arrival at school after registration has closed.
- 7 Absence calls listened to/attendance emails checked and registers adjusted accordingly. A list of vulnerable children should be with the administrative team member responsible for absence calling so that they can phone these children's families first.
- 8 For those children that are still not accounted for by now, a nominated staff member should text or telephone the child's parent home to seek reasons for the absence and reassurance from a parent that the child is safe at home with an adult.
- 9 If contact is made with the parent/carer and the child is missing from home, the staff member should advise the parent to contact all family and social contacts, the police and services such as the local accident and emergency departments and the child's GP.
- 10 If contact cannot be made with the first home contact, the staff member should call everyone on the contact list (The annual KCSiE Guidance expects there to be a minimum of two contacts).
- 11 If there has been no response from anyone on the contact list via phone, talk to children in the same class if they know where the child/ren may be. Are there siblings in other schools you could check with?
- 12 If the member of staff is concerned about the response they receive from parents or they are still unable to locate any of the contacts, the staff member should consider, with the school's Designated Safeguarding Lead (DSL), the degree of vulnerability of the child to decide on whether any further action is required at this stage.
- 13 The school will send two members of staff (one from the Safeguarding Team) to conduct a welfare check on the child by visiting the home address. Staff should be clear that their first priority is to maintain their safety and should always ensure the office knows which address they are visiting. They should also have a mobile phone with them. If there is no response, consider looking through windows to ascertain if they are still there or have possibly moved or asking neighbours.

- 14 You should now consider contacting Police to initiate a “welfare” check if all other stages have been completed and there is still no contact regarding the absent child and you feel that they are vulnerable. This should be done using the 101 number.
- 15 Any decision not to act should be recorded and reviewed on each subsequent day the child is absent.
- 16 All actions should be recorded on CPOMs.
- 17 When the children return to school, staff members should complete a check in with the child concerned, if they still have concerns about the absence using Tell me, Explain, Describe.

7.2.2 End of day procedure

- Ask parents to provide a list of people who are authorised to collect their child for those children who are KS1, Reception or Nursery, or who don't have a parental permission to walk home.
- Regularly updating the pupil's emergency contact sheet to include the list of people authorised to collect at the end of the day.
- Ask parents to inform the school in advance of any changes to collection arrangements (for example, medical appointments) and ensure that the child is signed out of school.
- Ensure that the class teacher and office staff are aware if a pupil is to be collected during the school day, and by whom
- Encourage people authorised to collect pupils to make themselves known to school staff
- Ensure staff do not release a pupil without the parent/carer being there to collect them unless they have permission to walk home.
- Do not release a pupil to someone who is not listed as authorised without contacting parents to verify their identity even if the child knows them.

All staff will be regularly updated should anyone not be permitted to collect a child (for example, in the case of custody disputes a copy of any court orders).

7.2.3 Walking home alone

There is no set legal age that children can walk to and from school independently or be left on their own. It is an offence, however, to leave a child alone if it places them at risk and therefore schools have a continual obligation to alert relevant authorities if they believe this is the case. This could, theoretically, include the school journey.

- If parents choose to let their child travel to/from school independently, then they should assess the risks associated with the school route and their own child's confidence.
- Parents should work with their children to build up their independence, while walking to and from school together, through route finding, road safety skills and general awareness.
- The most important factor to consider about suitability of a child walking to/from school alone is any risk to the child.
- Ensure that you have it in writing from the parent that they give permission for their child to walk home alone.
- If you feel that the pupil is not capable of walking home alone safely, share your concerns with the parent and if necessary, look for alternative solutions.

The NSPCC offers advice on how to assess if a child is ready to be out and about alone here:

- <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/>
- They offer advice for parents on leaving children home alone here:
- <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/leaving-child-home-alone/>

7.3 Procedure for if a child leaves the setting unaccompanied

Stage One

- Head of School (HoS) /DSL to be notified who will decide if the police should be immediately called.
- Search systematically.
- One member of staff to immediately inform office staff, or member of staff in charge and check whether the child has been signed out for an external appointment or has an internal appointment with a visiting professional. (School Nurse/Speech Therapist etc.)
- The online SIMS register will need checking by office staff as soon as a missing child has been reported.
- All available staff to immediately check toilets, shared areas, rooms and playground to ensure the child is not hiding or locked in anywhere.
- One member of staff to gather class and call the register to confirm that one named child is missing.
- Staff will ensure that all other pupils are kept safe and closely supervised throughout incident should it be during the school day. Calm should be kept in the event of a child reported missing at the end of the school day.

Stage Two

- After stage one is completed without resolution (no more than 10 minutes), school office staff will contact the police and parents/carers with parental responsibility.
- At this point, school will support the police who will now lead the response to this incident.
- The HoS will liaise with emergency services and parents/carers.
- Staff will call registers in all classes to confirm presence of other pupils, if the event is during the school day.

Stage Three

- The HoS should communicate the incident to the Chair of Directors and CEO of the Trust.

- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record on CPOMS and all staff should input any relevant information; including conversations with parents, carers, child minders, police, the Local Authority and any other person they feel has contributed to the collection of evidence.
- The Senior Leadership Team should conduct an internal investigation to establish how the situation occurred, how effective the response and whether action could be taken to ensure it does not happen again. This information should also be collected in writing and recorded on CPOMS.

We will ensure that:

- We make regular checks to ensure that if an incident of this sort does happen, we have all the necessary phone numbers at hand – correct, up to date and kept together.
- If the police are called, then the Devon Children's and Families Partnership (DCFP) are also informed.

We will provide the following information to DCFP:

- What happened?
- What systems are in place for preventing such occurrences?
- What we did, at what time and in what order.
- Who we informed and when.
- We will cooperate fully in any investigation.
- Recording.

We will start to build a record as soon as is possible in the incident log, this will include:

- The last definite sighting of the child.
- Any unusual behaviour of the missing child or other children.
- How many children were on the premises?
- How many adults were on the premises and who?
- What steps have been taken and when, by whom.