



DONINGTON COWLEY ENDOWED PRIMARY SCHOOL

School Vision Statement

Donington Cowley Endowed Primary School provides a welcoming environment where everyone is respected and valued; where unity lies at the heart of our community. Our aim is to provide an enriching curriculum which evokes aspiration and inspires all children to be the best versions of themselves. Through determination, courage, excellence, pride and success, we strive to encourage children to become confident, ambitious and passionate learners; laying the foundations of knowledge, skills and understanding for life-long learning.

Attendance Policy 2024

INTRODUCTION

This policy has the full agreement of the Governing Body and was agreed at their meeting on 26/09/2024. Under Section 7 of the Education Act 1996 the parent of every child of compulsory school age has a duty to ensure that the child receives efficient full-time education suitable to the child's age, ability and any special educational needs he or she may have. Donington Cowley Endowed Primary School is committed to providing a full and efficient education for all pupils. The school believes sincerely that all pupils benefit from the education it provides and therefore from regular school attendance. To this end the School will do as much as it can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

The Government states that an attendance rate of less than 95% will have a detrimental effect on a child's education. It is therefore the school's aim that each of our pupils should have an attendance rate as high as possible; this being in excess of 95% each academic year unless there are exceptional circumstances, out of the child's control, that affect their attendance at school. If this is the case, the school will support the child and their family to ensure their attendance rate is as high as it can possible be.

AIMS

- All pupils should achieve excellent attendance.
- All pupils of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupils should be deprived of their opportunities, by either their own non-attendance or that of other pupils, to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of pupils and their parents to ensure attendance at school as required by law.
- Many pupils and their parents may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- Situations may exist beyond the control of pupils and/or parents, which schools need to address in partnership with external agencies.
- The vast majority of pupils want to attend school to learn, to socialise with their peer groups and prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

EXPECTATIONS

We expect the following from our pupils

- That they will attend school every day that school is open – our target is 100%
- That they will arrive on time – be in class by 8.55am and appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents:

- To ensure their children attend school regularly every day that school is open and punctually (8:55 a.m.)
- To contact the school as soon as is reasonably practical whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day and to check that they have done any homework set.
- To contact the school in confidence whenever any problem occurs that may keep them away from school.
- Avoid taking family holidays in term-time. Only request a leave of absence in exceptional circumstances and do so in advance. **Holidays are not deemed to be exceptional circumstances.**
- Book medical appointments around the school day where possible, and provide appointment cards, hospital letters or other evidence of GP/dentist appointments.
- Attend Parents' Consultation Evenings to discuss progress or problems and to talk to staff if there are problems or changes in the family circumstances which may affect their children.
- Notify the school office of changes in contact details including mobile phone numbers, email addresses, home and work phone numbers. Ensure there are multiple contacts, wherever possible, in case of an emergency.

Parents and pupils can expect the following from school:

- Ensure that member of the School's Leadership Team is identified as the Senior Attendance Champion – this is our Inclusion Lead – Mrs Sarah-Jane Millard.
- Ensure the school attendance policy, this document, is shared on the school website.
- Regular, efficient and accurate recording of attendance.
- Ensure that its staff adhere to the rules regarding registration period which is 5 minutes in length at the beginning of the morning session and 5 minutes in length at the beginning of the afternoon session.
- Ensure that absences are checked daily by a member of office staff and registers updated with correct code and further details regarding absence.
- Ensure that attendance registers are kept on our Management Information System, for a minimum of 3 years from the date that the last entries were made.
- First day absence contact with parents/carers, when a pupil fails to attend school without providing good reason
- First day absence contact with parents/carers from a Senior Leader where attendance is causing a concern, or the child is Persistently Absent
- Analyse absence and attendance data to identify pupils and families who may need support to ensure poor attendance does not become habitual.
- Work with families to identify barriers to learning and identify ways to remove barriers, signpost support and attend multi-agency meetings as needed.
- A telephone call home to inform you that your child's attendance has dropped below 92% or is in danger of dropping below this
- A telephone call home to inform you that your child has received two late sessions (code L) in a week
- Immediate and confidential action on any problem notified to us. (Confidential means that the member of staff notified will not disclose that information to anybody without the consent of the student or their parent/carer).
- Review absence and attendance data of pupils joining the school, as a mid-year admission, to ensure early intervention can take place if attendance is already a concern.
- Work collaboratively with other schools, the local authority and other partner agencies to improve attendance with the local community.
- Ensure Pupil Premium funding is used to support vulnerable pupils with poor attendance if this becomes a barrier to their achievement in school. It may also be used to support them academically and/or socially.
- We will take steps through rewards (attendance stickers and certificates) to encourage good attendance.
- It is government policy not to authorise holidays during term time; leave of absence during term time will only be authorised in exceptional circumstances
- A quality education that allows every child to fulfil their maximum potential.
- Follow the protocol established for maintaining the confidentiality of data under the Data Protection Act which places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act. The school has a Data Protection Policy which details the circumstances under which data is managed. Nothing in legislation prevents the school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

The Headteacher will make termly reports to the school's governing body on the issues of attendance and punctuality. Senior Leaders with responsibility for Attendance will also attend meetings, where appropriate, to formally report on attendance.

SCHOOL PROCEDURES FOR MANAGING ATTENDANCE

Only the School, in the context of the law, can authorise absence. A note or explanation from parents does not guarantee authorisation. If a class teacher or member of office staff does not accept the explanation offered for absence as a valid reason, then the matter must be referred to the Head Teacher.

- Emerging patterns of authorised absence should be reported to the Head Teacher.
- Reasons for absence should be entered in the register by the appropriate code and include additional information in the notes.

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

All other absences must be regarded as unauthorised.

The following reasons will be considered as authorised absences:

- Illness, which does not include minor coughs, colds, headaches, stomach aches, tooth aches and period pains.
- Family bereavements
- Medical and dental appointments
- Days of religious observance
- Fixed Term Exclusion
- Permanent exclusion until removed from roll or reinstated

Absences should **not** be authorised under the following circumstances:

- Shopping trips.
- Holidays in term time.
- Minding the house or looking after siblings.
- Oversleeping/tiredness
- Lateness if registration is missed without an explanation.
- Medical appointments that cannot be verified or are for another person.
- No reason given.
- School have cause to believe that the information provided is not genuine or valid.

Punctuality

- Parents/carers have a legal duty to ensure that their child attends school punctually. Lateness to registration (after 9:05 a.m.) is indicated by **code L** in the register. If a child fails to arrive in school after registers close (after 9:25am), this is indicated by **code U** and is an unauthorised mark for that session. This may mean that parents/carers could face the possibility of a referral being made to the Children's Services Inclusion and Attendance Team for legal proceedings to be considered if the problem persists. Punctuality is a requirement of the Education Act and legal proceedings may be taken to ensure that this is complied with.
- The school gate will be closed promptly at 8:55. Any child arriving after this time needs to be accompanied by their parent to the school office where they will be signed in.
- In the event that punctuality does not improve, parents/carers will receive a letter requesting that they attend a meeting in school to discuss the matter and to offer support as necessary.
- Failure to improve punctuality could lead to further action being taken? with the school issuing a penalty warning and/or notice.

Illness

- At the start of each new school year, parents will be informed of the NHS guidance explaining when their child should be fit to return to school following illness.
- Where illness continues for longer than five days, there may be a meeting of senior leaders to discuss next steps e.g. requesting medical evidence for the absence.
- Failure to contact school during the absence will result in a Safe and Well visit from Senior Leaders or referral to the Police or Children's Services
- Where children have high level of regular absence (including illness) which causes the school serious concern, a letter will be sent to parents/carers informing them that the Headteacher will no longer authorise any absence for medical reasons unless supported by medical evidence. This will be recorded on the School's Children Protection System - CPOMS

Medical Appointments

- Medical appointments during school hours will not be authorised unless an appointment card, hospital letter or text from the GP/Hospital/Dentist is forwarded to school. Providing these retrospectively is acceptable. Absence will only be authorised for the duration of the appointment plus any reasonable travel time.

Holidays

Parents should not take pupils on holiday during the school term. Parents have 14 weeks each year when their children are not required to be in school. Holidays during term time can significantly disrupt both the academic and social development of the child. The school will not endorse and therefore not authorise holidays during term time. When monitoring the school may take further action if a child is removed from school for a family holiday during term time. This absence may be referred to Lincolnshire County Council and could result in a Penalty Fine under Section 444(b) of the Education Act 1996.

- As a result, a request for leave of absence **will not** be granted for the purpose of a holiday unless deemed exceptional **circumstances**.
- If parents/carers wish to seek approval for any request of absence from school for their child, then they must apply in writing to the Headteacher, at least TWO weeks in advance of the period of absence. They should only then remove their child if the absence has been authorised, and once they have been notified in writing.
- Any exceptional circumstances must be clearly set out in the written request to the Headteacher who will consider each case. Guidance from central government states that leave applied for because parents cannot afford the holiday at any other time will not be classed as exceptional circumstance.
- If parents/carers then choose to take their child out of school during term time and it is not deemed to be exceptional circumstances, and/or has not been approved by the school, then this will be coded as an unauthorised absence. An application to Lincolnshire County Council may then be made for a Penalty Notice to be issued for the period of absence. Failure to pay the Penalty may result in further legal action being taken against them.

Penalty Fines

10 sessions of unauthorised absence in any 10-week period

Penalty Notice fines may be issued for any term-time absences that are unauthorised (for example, a 5-day term-time holiday) – whether these absences are taken consecutively or cumulatively over a rolling period of 10 school weeks. A school day has 2 sessions: 1 morning and 1 afternoon session per day.

A school week means any week in which there is at least one school session. The threshold can be met with any combination of unauthorised absence (e.g. 6 sessions of holiday plus 4 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not

(e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

What is a Penalty Notice

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be the most appropriate tool. Therefore, from August 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice with that period is charged at a higher rate. Any further offences will result in criminal prosecution.

The law will be clear that where a Penalty Notice threshold is met – in each individual case, the school must consider if a Penalty Notice is appropriate.

Penalty Notice fines are issued Per Parent, Per Child. This means that fines are issued to each parent, for each child who is absent. For example: If 2 siblings are absent for a term-time holiday this will result in each parent receiving 2 separate fines.

First Offence

The first time a Penalty Notice is issued for a Term-Time Leave of Absence or irregular attendance, the amount will be: £160 per parent, per child (if paid within 28 days). Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (in a 3-year rolling period)

The second time a Penalty Notice is issued for a Term-Time Leave of Absence or irregular attendance to the same parent for the same child the amount will be: £160 per parent, per child (if paid within 28 days) There is no reduction in the amount.

Third Offence (in a 3-year rolling period)

The third time an offence is committed for a Term-Time Leave of Absence or irregular attendance by the same parent for the same child (including those by other Local Authorities) a Penalty Notice will NOT be issued but will be referred to Lincolnshire Local Authority for Prosecution which may result in fines of up to £2500 per parent, per child. Cases found guilty in a Magistrate's Court can shown on a parent's future DBS Certificate.

Resolving Disagreements

Where there is a lack of agreement between the School and the Local Education Authority (LEA) as to the appropriateness of issuing a penalty warning letter or a penalty notice, the matter will be referred to the County Legal Proceedings Panel whose decision shall be final.

- A Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.
- Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to a pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Penalty Notice for £80.00 or £180.00.

REGISTRATION

Under Section 7 of the Education Act 1996, it is the legal responsibility of parents to see that their child/children receive(s) regular education suitable to their age, aptitude and abilities.

The Importance of Registration:

- An electronic attendance register must be kept on which, at the BEGINNING of each morning and afternoon session, pupils are marked present or absent.
- Where electronic registers are used, hard copy, current for each session, must be kept to observe the spirit of the law and for Health and Safety reasons.

Approved Educational Activity

Where pupils are away from school but are undertaking an approved educational activity, this should be marked in the usual way, but the children are counted as present. To avoid confusion in emergency situations, pupils who are off-site for field trips and educational visits both in this country and overseas should not be marked as present. Unusual circumstances may arise that lead to a young person being absent from school. It is for the Head Teacher to decide whether the explanation offered is reasonable. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents should be considered. Further advice is available in DfES Circular No. 10/99.

Register Codes

The national codes – from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 enable schools to record and monitor attendance and absence in a consistent way. They are also used for collecting statistics through the school Census system. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

The codes are:

- ✓ Registration Code / \: Present in school / = am \ = pm
- ✓ Code L: Late arrival before the register has closed
- ✓ Code U: A pupil arriving in school after the register has closed
- ✓ Code B: Present at an Off-site educational activity
- ✓ Code D: Dual Registered - at another educational establishment
- ✓ Code J: At an interview with prospective employers, or another educational establishment
- ✓ Code K: Educational provision arranged by local authority
- ✓ Code P: Participating in a supervised sporting activity
- ✓ Code V: Educational visit or trip
- ✓ Code W: Work experience
- ✓ Code C: Leave of absence authorised by the school for any other purpose.
- ✓ Code C1: Leave of absence for purpose of participation in a regulated performance
- ✓ Code C2: Pupil is of compulsory school age and is absent with leave, RTT agreement in place.
- ✓ Code E: Excluded but no alternative provision made
- ✓ Code I: Illness (not medical or dental appointments)
- ✓ Code J1: Leave of absence for admission to another educational setting
- ✓ Code M: Medical or dental appointments
- ✓ Code R: Religious observance
- ✓ Code S: Study leave
- ✓ Code T: Gypsy, Roma and Traveller absence
- ✓ Code G: The pupil is absent without leave for the purpose of a holiday.

- ✓ Code N: Reason for absence not yet provided
- ✓ Code O: Absent from school without authorisation, none of the other options apply
- ✓ Code Q: Pupil unable to attend because of lack of access arrangements
- ✓ Code X: Not of compulsory school age and absent with leave because their timetable does not require them to attend.
- ✓ Code Y1: Pupil unable to attend, school is not within walking distance of pupil's home and the transport to and from school provided by local authority is not available.
- ✓ Code Y2: The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency.
- ✓ Code Y3: Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use.
- ✓ Code Y4: Unable to attend due to the whole school site being unexpectedly closed.
- ✓ Code Y5: The pupil is unable to attend because they are in criminal justice detention
- ✓ Code Y6: The pupil's travel to or attendance at the school would be—
 - (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
 - b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment.
- ✓ Code Y7: The pupil is unable to attend because of any other unavoidable cause
- ✓ Code Z: Pupil not on admission register
- ✓ Code #: Planned whole or partial school closure

Removal from the School Roll

Removal from the school roll under circumstances other than those detailed below is illegal.

- Where the School has been notified that the pupil has been registered as a pupil at another school.
- Where a pupil has ceased to attend the School and the parents have satisfied the County Council that the pupil is receiving education otherwise than by attendance at school.
- Where the pupil has been absent without reasonable cause for four academic weeks and the school has failed, after reasonable enquiry and consultation with the Education Welfare Service (EWS), to obtain information on the cause of the absence.
- Where the school has been notified that the pupil has died.
- Where a pupil has not returned to the school within ten school days of the agreed return date after a family holiday in term time.
- Where the pupil has been permanently excluded and this decision has been confirmed by the Pupil Discipline Committee. <https://www.gov.uk/government/publications/school-exclusion>

Ensuring Pupil Information Is Up to Date

The school will ensure, as far as possible, that the information it holds on pupils and parents is accurate and up to date. This will help to ensure that contact with families is productive and that referrals to other agencies can be implemented effectively. Principle 4 of the Data Protection Act 1998 states 'Personal Data shall be accurate and, where necessary, kept up to date'.

Pupils Who Are Missing

Where it is believed that a pupil has left the area and enquiries have failed to establish the whereabouts of the pupil, the Common Transfer File should be completed and uploaded to the DfE National 'Children Missing in Education' Database.

Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to education.

Encouraging Attendance through rewards

Attendance will be encouraged through:

- Excellent Attendance certificates are awarded to children who have achieved 100% attendance at the end of each term. Children have the potential to receive up to 3 certificates each academic year.
- A certificate for 100% attendance achieved throughout their time in primary education. (For reward of this certificate attendance is 100% if there has been no unauthorised or authorised absence).
- The MIS system provides the school with easily accessible attendance records, which promote speedy evaluation of attendance levels and timely responses by the school.

Responding to Non-Attendance

When a child does not attend, the school needs to respond effectively.

- If a note or telephone call, email or ParentMail message is not received from parents, the parents will be contacted EVERY day of absence by telephone.
- Where there is no response the register will be marked as unauthorised.
- Parents will be contacted on every day the child is still not in school, until the day the child returns. Parents will be asked to explain the absence at every point of contact.
- Staff are to raise any concerns they have about a child's attendance with the Inclusion Lead in the first instance.
- This may be referred to the Deputy Designated Safeguarding Leads, (DDSLs) or Designated Safeguarding Lead (DSL).
- Attendance will be monitored by the school. If a pupils attendance falls below 95% a letter will be sent to parents/carers to make them aware of this. This will also be recorded on the school's Child Protection system CPOMS.
- If attendance does not improve within two weeks of receipt of the School Attendance Letter, the parent/carer will be invited to attend an Attendance Panel Meeting. This meeting will include Senior Leaders, parent/carer , pupil and if appropriate a governor, and will aim to identify and solve any problems that are preventing the pupil from attending school. Parent/carers are obliged to attend. This will be recorded on CPOMS. An action plan will be drawn up at this meeting.
- The case will continue to be monitored and if there is no improvement, a penalty warning letter will be issued. Failure to improve attendance will result in a Penalty Fine from the Local Authority under Section 444(b) of the Education Act 1996. At this point it may also be necessary to make a referral to Children's Services. If it is felt that the student's attendance is not improving due to lack of support or engagement with either the parent/carer or the student, consideration will be taken as to submitting a file to the Local Authority to initiate proceedings before a Magistrates Court.
- Penalty notices, as previously described, can be issued to parents where the parents have failed to ensure that their child of compulsory school age regularly attend the school where they are registered.
- Referral/Consultation with Emotion Based School Avoidance, (EBSA), where appropriate.
- Educational Neglect - Failure for a parent/carer to ensure that their child regularly attends school to achieve their full potential is categorised as Educational Neglect
- If a child is absent from school and no response is made to the attempts to contact the family, Children's Services and the Police may be contacted and could be asked to make a 'Safe and Well' check on the family. If no contact is made within 5 days, the school will contact Children Missing Education at Lincolnshire County Council. If no contact is made within 20 days from the date of the first absence, the school is entitled to withdraw that pupil's place from the school roll. If any pupil is absent for a period of 10 days (particularly where we have had no contact with parents/carers), the absence will be unauthorised and notified to Lincolnshire County Council's Pupils Not Attending Regularly Service.
- CME relates to pupils who are on the school roll but have not been attending and the school does not know the reason why. In Lincolnshire, all state schools must do a home visit to establish if the family are living at the known address within 5 working days. Once a visit has been undertaken:
 - ✓ If the family is living at the address then it is not a case of a child missing education but a pupil not attending school. Please follow the school's policy on attendance.
 - ✓ If the family is not living at the address please follow the procedure for Reporting a Child Missing Education.

REINTEGRATION

- The return to school for a pupil after long-term absence requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme as detailed in the DfE Social Inclusion: Pupil Support Guidance (Circular 10/99).
- Designated staff should be responsible for deciding on the programme for return and for the management of that programme.
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Support from the SEN Co-ordinator may be required

The success of the Pastoral Support Programme will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes should be reviewed regularly and amended as necessary.

Staff will be notified of the return of the long-term absentees via the staff notices/daily briefings.

SCHOOL ORGANISATION

Attendance is everyone's business. In order for the attendance policy to be successful, every member of staff must make attendance a high priority and should convey to pupils the importance and value of education.

In addition, there will be specific responsibilities allocated to individual staff such as the following:

Headteacher: Mrs Sophie Foston

- To oversee and demonstrate ownership of the whole policy.
- To regularly report progress on attendance to governors, pupils and parents.
- To set challenging but achievable targets to reduce levels of absence.

Inclusion Lead/Attendance Champion: Mrs Sarah-Jane Millard

- To oversee the efficient operation of the attendance system and the collation and analysis of attendance data.
- To oversee the work of administrative staff.
- To produce the attendance profile for the whole school.
- To monitor attendance regularly
- To report to the Head Teacher on attendance issues.
- To arrange attendance panels
- To issue Penalty Notices in certain circumstances/holidays
- To lead family support through TAC

Class Teacher

- To complete registers accurately and on time.
- To inform senior staff of concerns in a timely manner.
- To hold initial discussions with parents about attendance concern, look for solutions where possible, and signpost support and services where necessary.
- To provide work and ongoing support for the pupil to be educated at home in the case of long term authorised absence and known medical conditions that impact regular attendance. (School will not support holidays taken during term time by providing homework.)

Office Staff

- To follow-up immediately any unexplained absence by contacting parents.
- To challenge suspicious or inappropriate reasons for absence
- To record all reasons for absence clearly in the register
- Ensure pupil signing -in/out for pupils arriving after the registers have closed and/or for when pupils leave before the end of the school day.
- Update Inclusion Lead about day-to-day issues regarding attendance.
- To collate weekly attendance of targeted pupils
- To collate termly attendance of all pupils
- Maintain the central reporting of attendance on the MIS system
- To maintain late records
- To identify children and classes for good attendance awards
- Inform Inclusion Lead of a Child Missing Education (CME) in the event a child being absent for 5 days and no contact being made with parents/carers
- Notify Inclusion Lead when a child has missed 10 consecutive days of unauthorised education via the PNAR

Governors: Attendance Governor

- To take an active role in attendance improvement through supporting school to prioritise attendance and create a whole school culture of high expectations around attendance.
- Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.
- Ensure school leaders fulfil expectations and statutory details.
- Monitoring attendance and/or policies.
- Representation at school attendance panels, parents' evenings etc.
- Request regular attendance progress reports for Governors' Meetings.

Parents:

- Contact with school on first day of absence.
- Provide signed and dated absence notes, email notification or ParentMail contact for all absences.
- Support their child and the school in achieving maximum attendance

Local Authority:

- Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
- Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.
- Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.
- Hold regular (termly) conversations with school to identify, discuss and signpost or provide services for pupils who are persistently or severely absent or at risk of becoming so.
- Where there are out of school barriers, provide each identified pupil and their family with access to services.
- Take an active part in multi-agency efforts to improve attendance.

SCHOOL ATTENDANCE SUMMARY

The information below demonstrates a summary of how school attendance may affect a child's future progress, and we would ask that you bear this in mind before considering to allow your child to remain absent from school for any avoidable reason including holidays during term-time.

Above 97% *Fewer than 6 days' absence in an academic year*

Very good attendance. Pupils with this level of attendance have the best chance of achieving the grades of which they are capable and this leads to the best prospects for work, college or university.

95% *Fewer than 10 days' absence in a year*

Pupils are likely to achieve their target grades, and have good opportunities for work, college and university, but will need to invest time in catching up any work missed.

90% 19 days absent from school Pupils with this level of attendance are missing a month of school per year and this is likely to have a detrimental effect on their achievement; it will be difficult for them to achieve of their **best**.

85% ***29 days absent from school – DFE classify this level as persistently absent These pupils are missing six weeks of their education and will find it extremely difficult to keep up and achieve of their best.***

80% ***Pupils with this level of attendance are missing a year of school over the five years that they attend School. It will be almost impossible to keep up with their work and these pupils are at risk of serious underachievement. Parents of students with this level of attendance could be issued with a penalty notice.***

Persistent Absence

The DFE's definition of Persistent Absence is:

“any pupil who at any point in the year has accumulated absence of 10% or more of the available sessions regardless of whether or not any of it is authorised”. The DFE use the school census data to identify individual schools that have high rates of persistent absence. The Education Welfare Service can provide casework and strategic support to schools to address Persistent Absence.

SCHOOL ATTENDANCE AND THE LAW

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

Where parents decide to have their child registered at a school, they have an additional legal duty to ensure that their child attends that school regularly. This means their child must attend every day that the school is open.

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority.

Section 23 of the Anti-Social Behaviour Act 2003 gives powers to the Local Authority to issue penalty notices where a parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

Increasing school attendance is a key priority nationally and locally because missing school damages a pupil's achievement chances, disrupts school routines and the learning of others and can leave a pupil vulnerable to antisocial behaviour and youth crime.

Above all, missing school seriously affects children's longer- term life opportunities.

Under Section 7 of the Education Act 1996 the parent of every child of compulsory school age has a duty to ensure that the child receives efficient full-time education suitable to the child's age, ability and any special educational needs he or she may have.

Where a parent fails to ensure the regular school attendance of their child at a school at which they are a registered pupil then the parent may be guilty of an offence under Section 444 of the Education Act 1996. Where a child has not attended regularly at school the Local Authority has the options of issuing a penalty notice in respect of the parents of the child, bringing proceedings before the family courts for an Education Supervision Order or prosecuting the parents under Section 444 of the Education Act 1996.

The Authority never takes such action lightly and would far rather work with parents/ carers to improve attendance without having to resort to any enforcement actions. Attendance is of such importance to all of us however that the authority will use the powers if this is the only way of securing a child's schooling.

This Policy considers the following government documents:

- Working together to improve school attendance – February 2024 Applies from 19 August 2024
[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)
- Summary table of responsibilities for school attendance – February 2024, Applies from 19 August 2024
[Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

An Unwell Child

When your child is unwell, it can be hard deciding whether to keep them off school. A few simple guidelines can help.

Not every illness needs to keep your child from school. If you keep your child away from school, be sure to inform the school on the first day of their absence.

Use common sense when deciding whether or not your child is too ill to attend school.

Ask yourself the following questions.

Is your child well enough to do the activities of the school day? If not, keep your child at home.

Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.

Would you take a day off work if you had this condition? If so, keep your child at home.



COVID- 19 – please follow NHS Guidance - <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

Common conditions

If your child is ill, it's likely to be due to one of a few minor health conditions. Whether you send your child to school will depend on how severe you think the illness is. This guidance can help you make that judgement.

Remember: if you're concerned about your child's health, consult a health professional.

Cough and cold. - A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay off school, visit the GP and return to school 24 hours after they start to feel better. If your child has a more severe and long-lasting cough, consult your GP. They can give guidance on whether the child should stay off school.

Raised temperature. - If your child has a raised temperature, they shouldn't attend school. They can return 24 hours after they start to feel better.

Rash. - Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. If your child has a rash, check with your GP or practice nurse before sending them to school.

Headache. - A child with a minor headache doesn't usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your GP.

Vomiting and diarrhoea. - Children with these conditions should be kept off school. They can return 48 hours after their symptoms disappear. Most cases of vomiting or diarrhoea get better without treatment, but if symptoms persist, consult your GP.

Sore throat. - A sore throat alone doesn't have to keep a child from school. If it's accompanied by a raised temperature, the child should stay at home.

Conjunctivitis. - Children with conjunctivitis need to be kept off school until antibiotic eye ointment has been applied for 24 hours.

Impetigo. – Children with impetigo need to be kept off school until there is no more blistering or crusting, or until 48 hours after antibiotic treatment has been started.

Tell the school: - It is important to inform the school if your child is going to be absent. On the first day of your child's illness, telephone the school to tell them that your child will be staying at home. The school may ask about the nature of the illness and how long you expect the absence to last. If it becomes clear that your child will be away for longer than expected, phone the school as soon as possible to explain this.

This information was sourced from the NHS Website.

PUPIL LEAVE OF ABSENCE APPLICATION FORM

This form must be completed and forwarded to the school at least two weeks **before** the period of absence requested. Leave will NOT be granted unless there are **exceptional circumstances**. You will be notified once the Headteacher has reviewed the application for leave of absence.

Child's Name:	Year Group / Class	
Home Address:		
Post Code:	Preferred contact details: Phone or email:	
Please state your reason for your request and any additional information		
Date from:	Date to:	Total No of School days:
Signature of Parent/Carer		Date:

The Headteacher will consider the following criteria on receipt of this application:

- ✓ Your child's current and previous attendance;
- ✓ The time of the year (permission **will not** be granted during Statutory Testing periods);
- ✓ Service personnel and other employees who are prevented from taking holidays during term time
- ✓ When a family needs to spend time together to support each other during or after a crisis
- ✓ Parents who are subject to a strict and un-negotiable holiday rota

OFFICE USE ONLY:

Date Received:	Current Authorised Absence <div style="text-align: right;">%</div>	Current Unauthorised Absence <div style="text-align: right;">%</div>	Integris Report attached <div style="text-align: center;">YES/NO</div>
----------------	--	--	---

Your request for leave of absence **has not** been authorised and if the above leave is taken, it will be recorded as unauthorised absence. An application to Lincolnshire County Council may then be made for a Penalty Notice to be issued for the period of absence. Failure to pay the Penalty may result in further legal action being taken against you.

Your request for leave of absence has been authorised.

Signed: _____

Date: _____

REVIEW

The policy will be updated to reflect changes to national and local guidance and/or regulations as necessary.

Signed Rob Cole

Chair of Governors

Date: September 2024