



# Attendance Policy

## Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by governors/trustees	Date implemented
May 2024	Sandra Dingle	References to other federation policies and DfE documents added. More explicit information about everybody's roles and responsibilities. More information on promoting good attendance, absences, including persistent and severe absences, and attendance contracts.		
May 2025	Sandra Dingle	To reflect the Statutory Guidance "Working Together to Improve School Attendance" September 2024		

# Parkview and Redwood Primary School Federation

## Attendance Policy

### **Statement of Intent**

Our Federation believes that good attendance is essential so that the children who attend our schools reach their full potential, both academically, emotionally and socially. Our commitment to attendance focuses on the importance of adopting a child-centred approach, using evidence-informed practices and a shared understanding of everyone's roles and collective responsibilities to promote attendance and punctuality.

Our schools strive to provide a welcoming, caring environment, whereby each member of the school community is treated with unconditional positive regard.

All school staff will work with and support pupils and their families to ensure each child attends school regularly and punctually.

Our schools endeavour to establish an effective and efficient system of communication with children, parents and appropriate agencies to provide mutual information, advice and support.

### **Regulatory Framework**

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. This document takes account of 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 \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2006](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendments\) Regulations 2024](#)
- [Working Together to Improve School Attendance 2024](#)

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

### **Other Policies and Protocols**

This policy complements and supports a range of other federation/school policies, such as:

- Safeguarding
- Positive behaviour
- The home-school agreement

- Supporting children with medical needs
- SEND
- Exclusion

It also supports and complements government and local authority guidance/protocols, such as:

- Keeping children safe in education
- Children missing education
- Education for children who cannot attend school
- Alternative provision
- Children missing school
- Children and young people missing from home

### **Aim and Purpose**

To promote high levels of attendance and punctuality in order to ensure the best possible outcomes for all pupils.

Specifically:

1. To promote full attendance to the schools.
2. To reduce both persistent absence (classed as 90% attendance or less) and severe absence (50% attendance or less).
3. To ensure students arrive punctually to school each day.
4. To engage with parents, pupils and, where required, external agencies, to positively impact where attendance is a serious cause for concern.
5. To support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly.
6. To ensure that every student has access to the full-time education they are entitled to.
7. Build strong relationships with families to ensure pupils have the support in place to attend school.

### **Roles and Responsibilities**

Our Federation believes that attendance is **everybody's responsibility**.

**The Governing Body** is responsible for:

- promoting the importance of school attendance across the schools' policies and ethos
- making sure school leaders fulfil expectations and statutory duties
- regularly reviewing and challenging attendance data
- monitoring attendance figures for the whole school
- making sure staff receive adequate training on attendance
- holding the Headteachers to account for the implementation of this policy

**The Headteachers** are responsible for:

- implementing this policy at the schools
- supporting staff with monitoring the attendance of individual pupils
- monitoring the impact of any implemented attendance strategies
- ensuring fixed-penalty notices are issued, where necessary

**The Attendance Leads** are responsible for:

- monitoring attendance
- producing attendance reports for the Headteachers and governors

- liaising with the Education Welfare Service and other outside agencies
- supporting the learning mentors/attendance officers/office staff with their roles and responsibilities

**The Learning Mentors and The Attendance Officers** are responsible for:

- monitoring attendance
- first day calling and investigating why a child is absent if no reason is given in the first instance, including making home visits
- liaising with, and offering support to, families with attendance and punctuality issues
- liaising with the Education Welfare Officer and outside agencies

**The Attendance Officers** are responsible for:

- taking calls/messages from parents/carers about absence and recording it on the schools' systems
- reporting concerns about attendance to the Attendance Lead of their school
- working with education welfare officers to tackle persistent and severe absence
- arranging calls and meetings with parents to discuss attendance issues
- issuing letters to parents and preparing attendance contracts
- issuing fixed-penalty notices, where necessary
- recording details of latecomers
- ensuring that latecomers are entered on the register
- passing messages from parents to learning mentors, class teachers and/or teaching assistants
- providing paper copies of the register for supply teachers when needed

**The class teachers** are responsible for:

- marking the register accurately and clearly, both before the morning **and** afternoon teaching and learning sessions begin
- identifying problem areas in a child's attendance
- liaising with the Learning Mentors and Attendance Officers over any concerns

**HLTAs** are responsible for:

- marking the register accurately and clearly, both before the morning **and** afternoon teaching and learning sessions begin, when they are covering teachers

**Teaching Assistants** are responsible for:

- supporting supply teachers to complete the register accurately and clearly, both before the morning **and** afternoon teaching and learning sessions begin, whether this is electronically or by using a paper copy of the register

**Parents/Carers** are responsible for:

- ensuring that their children attend regularly and arrive punctually at the start of the school day
- informing the school on the first and each subsequent day of absence, the reason for the absence and advise when their child is expected to return
- Ensuring, where possible, that any appointments are made outside of the school day
- Complete a leave of absence form for any planned absences of their children

### Contact details of key members of staff - Redwood

Roles and Responsibilities	Name of Staff Member	Contact Details
SLT Attendance Lead	Sandra Dingle	sandra.dingle@redwood.derby.sch.uk
Attendance Manager/Officer	Jillian Coppen	jillian.coppen@redwood.derby.sch.uk
Designated Safeguarding Lead (DSL)	Sandra Dingle	sandra.dingle@redwood.derby.sch.uk
Pastoral Team member with responsibility for attendance	Emma Beswick	emma.beswick@redwood.derby.sch.uk
Governor for School Attendance	Lisa Cook	lcook@parkview.derby.sch.uk

### Contact details of key members of staff - Parkview

Roles and Responsibilities	Name of Staff Member	Contact Details
SLT Attendance Lead	Clare Melbourne	cmelbourne@parkview.derby.sch.uk
Attendance Manager/Officer	Clare Melbourne	cmelbourne@parkview.derby.sch.uk
Designated Safeguarding Lead (DSL)	Marie Jarvis	head@parkview.derby.sch.uk
Pastoral Team member with responsibility for attendance	Emma Tuxford/Lynne Wells	nurture@parkview.derby.sch.uk
Governor for School Attendance	Lisa Cook	lcook@parkview.derby.sch.uk

### Encouraging Good Attendance

The schools will encourage good attendance by:

- making school a lively and interesting place to be
- creating a positive environment where children feel safe and secure
- supporting pupils who experience problems in school
- monitoring attendance data in a systematic manner
- reminding parents on a regular basis of their responsibilities regarding attendance and punctuality
- offering help and advice to resolve any difficulties the pupil or parent/carer may have in fulfilling these responsibilities

### School Procedures

#### **Admission Register**

Legal Framework

The School Attendance (Pupil Registration) (England) Regulations 2024 states that schools must ensure that:

- an admission register is kept electronically
- the name of each pupil at the school is entered in the school's admission register on the pupil's starting day, before or at the beginning of the first school session on that day
- the admission register contains the following information about each registered pupil:
  - (a) full name;
  - (b) name that the pupil uses at school;
  - (c) sex;
  - (d) address;
  - (e) the full name and address of each of the pupil's parents;

- (f) which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number that each such parent can be contacted with in an emergency;
- (g) day, month and year of the pupil's birth;
- (h) day, month and year of the pupil's starting day at the school;
- (i) name and address of the last school the pupil attended, if any.
- If a parent of a registered pupil has told the school that the pupil will in the future normally live with a parent at a specified address (in addition to or instead of any address where the pupil currently normally lives) the school must ensure that the admission register contains:
  - (a) the address;
  - (b) the full name of each parent the pupil will normally live with;
  - (c) the date when the pupil will start normally living there.
- If the school is aware that a registered pupil is or will be attending another school (in addition to or instead of the school), the school must ensure that the admission register contains:
  - (a) the name of the other school;
  - (b) the date when the pupil started or will start attending that school.
- If any of the details of a registered pupil changes the school must ensure that the admission register is amended accordingly as soon as reasonably possible and must include:
  - (a) the original entry;
  - (b) the amended entry
  - (c) the reason for the amendment
  - (d) the date on which the amendment was made; and
  - (e) the name of the person who made the amendment.
- that every entry in the admission register is preserved for 6 years beginning with the date on which the entry was made.

## **Attendance Register**

### Legal Framework

- Section 7 of the 1996 Education Act states that “the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:
  - (a) to their age, ability, aptitude
  - (b) to any special educational needs they may have
 either by regular attendance at school or otherwise.
- A child is of compulsory school age at the beginning of the term following their 5th birthday.
- A child ceases to be of compulsory school age on the last Friday in June of the year in which they reach the age of 16.
- The School Attendance (Student Registration) (England) Regulations 2024 require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
- 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.
- By law, every entry in the attendance register must be preserved for 6 years beginning with the date on which the entry was made.

The Federation attendance registers are taken at the start of the morning session and again at the start of the afternoon session of each school day.

- The morning session at Parkview begins at 8.50am. The afternoon session begins at 1pm
- The morning session at Redwood begins at 8.55am with gates opening from 8:45am for Start of the Day activities (SODA). The afternoon session begins at 12.45pm (FS2 and Y3), 1.00pm (Y1, Y2, Y4 and Y5) and 1.15pm (Y6).

- Children are marked as either present or absent. Some absences will be authorised but others will be unauthorised (more details below). There are various codes that are used to show whether a child is present or absent; the Federation uses the DfE attendance codes, which are included in Appendix 1.
- The registers are legal documents which can be used in court as evidence.

### **Lateness**

- Details of pupils who arrive after the start of a session are recorded on late sheets by office staff or on the EntrySign system.
- Registers officially close 20 minutes after the start of each session; if a child arrives more than 20 minutes after the start of a session, they will be considered absent (unauthorised) for the **whole** session unless a good reason is given for their late arrival.
- Regular lateness will result in a letter/phone call from the Attendance Officer and a meeting held where appropriate.
- Persistent unauthorised lateness will result in a referral to the Education Welfare Service.

### **Authorised and Unauthorised Absences**

- Absences for a valid reason will be deemed 'authorised'. Examples of valid reasons would include the following: illness, an urgent medical or dental appointment, a day for religious observance, family bereavement, and a special occasion such as a degree ceremony of a sibling or parent.
- Absence for an invalid reason will be deemed 'unauthorised'. Examples of invalid reasons would include the following: unpermitted term time holidays (more information below), shopping, birthday treats, non-urgent medical or dental appointments, looking after others at home.
- If the authenticity of any illness or medical appointment is in doubt, the attendance officer may ask for medical evidence such as a doctor's note, appointment card/text message or other appropriate form of evidence.
- If a child has persistent absence (90% attendance or less) due to illness, the school will request that medical evidence such as a doctor's note, prescription, appointment card/text message or other appropriate form of evidence is provided for any absences due to illness before authorising the absence.
- Parents must notify the school of any planned medical appointments in advance and an appointment card, notification of prescription, doctors note or other appropriate evidence may be asked for by the Attendance Officers as evidence of the absence.
- Attending a medical or dental appointment will normally be authorised as long as the parent/carer notifies the school in advance. However, we encourage parents to make medical or dental appointments out of school hours where possible. Where this is not possible, students should be out of school for the minimum amount of time necessary.
- Any other planned *unavoidable* absence should be negotiated with the Headteacher and will require approval. Parents /carers must complete a Leave of Absence form available from the school office (more information below).
- Where no reason is given for an absence, the absence will be unauthorised.
- Where a false reason is given for an absence, the absence will be unauthorised.
- Unauthorised absences can result in a referral to the Education Welfare Service.

### **Following up on absences**

Our schools will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If a child is absent from school, without notification from the parent/carer, the following will be initiated by the attendance officer or a member of the pastoral team:

- A phone call will be made to all students who are not in school after the close of register.
- This may be followed up with a text message or email from the attendance team to verify the reasons for absence and whether additional support is needed.
- If a child is absent for 3 days in a row due to illness or other circumstances, members of the pastoral team may phone and/or make home visits, to see if there is anything further the school can do to support.

### **Home Visits**

Our schools take their safeguarding responsibilities very seriously. It is important that children are seen regularly by school staff during term time. Therefore, under our safeguarding duty of care, home visits may be made, usually by members of the pastoral team/office team and Head, at any point during a child's absence, even if a reason has been provided for the absence.

### **Dual Registration/Mainstream and Special School**

- The law allows for dual registration of pupils who attend mainstream school and special placement.
- Where pupils are dually registered, they are marked as 'dual registered' on the days when they are attending their other placement.
- Attendance at the off-site placement is reported weekly (usually via email) and regular review meetings are held to discuss any concerns including attendance.

### **Persistent and Severe Absence**

- Persistent absence is where a student misses 10% or more of school; severe absence is where a student misses 50% or more of school. Absence at both of these levels causes considerable damage to a child's educational prospects. Once a child has reached 19 days of absence, they will be considered persistently absent for the whole of that academic year.

To reduce persistent and severe absence, our schools will:

- use attendance data to find patterns and trends of persistent and severe absence
- monitor and support pupils and their parents when the child is considered to be at risk of becoming PA. Members of the pastoral team can provide 1:1 support to a child where needed
- use a clear escalation protocol to formally identify students whose level of attendance requires specific intervention
- send out letters via email (see Appendix 2 for examples of the letters that parents may receive) to inform parents that their child's attendance is 90% or less (93% at Parkview. A further letter is then sent out when the attendance hits 90%)
- hold regular meetings with the parents of children whom the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- invite parents to a meeting if their child's attendance continues to be a cause of concern, to discuss how school can support the family even more to improve the child's attendance and an attendance contract/action plan will be written (more information below). The family may also be referred to appropriate external agencies for targeted support at this point. Appendix 3 shows the format for an attendance contract/action plan that our schools use.
- make a referral to the school's EWO if the child's attendance does not improve sufficiently and a Notice to Improve may be issued (see Appendix 4)

- make a request to the Local Authority to pursue legal proceedings if parents fail to engage with support and their child continues to have unsatisfactory attendance (see Penalty Notices section for more information).
- Where a child's absence is due to an unauthorised holiday, a request will be made to the Local Authority to pursue legal proceedings when the child returns to school (see Leave of Absence section for more information).

### **Attendance Contracts/Action Plans**

- An attendance contract/action plan will be issued when there are ongoing serious concerns over a child's attendance.
- Parents will be invited into school for a meeting with the Attendance Officer and/or the Attendance Lead to discuss what measures can be done to improve attendance.
- At the initial contract meeting, a supportive discussion will take place with specific targets and interventions set.
- The contract will then be reviewed approximately every 5 weeks to update any targets or intervention and evaluate any impact on attendance.

### **Leave of Absence**

- The headteachers will not grant any leave of absence during term time unless they consider there are exceptional circumstances relating to the application.
- **Each application for a leave of absence will be considered on a case by case basis and on its own merits.**
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave.
- The headteachers will determine how many school days a child may be absent from school if the leave is granted.
- The schools can only consider applications for leave of absence which are made by the resident parent. i.e. the parent with whom the child normally lives.
- Applications for leave of absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for leave of absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may also result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a leave of absence will be referred to the Education Welfare Service of Derby City Council: [Education Penalty Notice](#).

### **Penalty Notices**

#### Legal Framework

Under The Education (Penalty Notices) (England) Regulations 2024, the government has set out to:

- improve consistency in the use of penalty notices across England by introducing a new national threshold at which they are considered
- improve the deterrent effect of a penalty notice by increasing the amount and introducing a new national limit of 2 penalty notices within a 3-year period to break the cycle of repeat offending.

Section 444 of the Education Act, 1996 says:

“If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parents are guilty of an offence.” If the reasons given for the child’s irregular school attendance are not satisfactory, then the Local Authority may take legal proceedings against the parents for failure to comply with the Law.

This may result in:

- A Penalty Notice payable up to £160 per child, per parent if paid within 28 days (£80 per child, per parent if paid within 21 days). From August 2024, only two fines can be issued to the same parent for the same child within a three-year rolling period. Any second notice will automatically be charged at **£160**. Any further offences (within a three-year rolling period) will be referred straight to the Magistrate Court.
- Prosecution under s444 (l) Education Act 1996, where if convicted the parents may be fined up to **£1,000**
- Prosecution under s444 (l) (a) Education Act 1996, where if convicted the parents may be fined up to **£2,500 and/or 12 weeks imprisonment** Section 444 of the Education Act,1996

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

#### **Deletions from the Admission Register**

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, pupils will only be deleted from the admission register when one of the following circumstances applies:

- the pupil has been registered at another school
- the pupil was admitted to the school for nursery education
- the pupil is registered as a pupil at one or more other schools
- the school is replaced by another school by the relevant Local Authority on a school attendance order.
- a school attendance order relating to the pupil and naming the school has been revoked by the relevant Local Authority
- a parent of the pupil has told the school in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school
- the pupil no longer normally lives a reasonable distance from the school and the school does not have reasonable grounds to believe that the pupil will attend the school again
- the pupil has not attended school within ten school days immediately after the headteacher has granted a leave of absence
- the pupil has been continuously absent from the school for at least 20 days and both the local authority and school have tried to locate the child.
- the pupil has died
- the pupil has ceased to be of compulsory school age.
- The pupil has been permanently excluded from the school and all procedures have been completed.

## APPENDIX 1 - Codes used when completing Attendance Registers

Coding Attendance in line with DFE guidance 2024:

### Code A (Present at the school):

- Pupils must be present during registration to be counted.
- If a pupil leaves after registration, they are still counted as attending for statistical purposes.

### Code L (Late arrival before the register is closed):

- The pupil arrives after the register starts but before it closes.
- Schools should discourage late arrival and set a consistent time limit for open registration, not exceeding 30 minutes.
- If a pupil arrives late after the register closes, mark them as absent using code U or another appropriate absence code.

### Code K (Attending education provision arranged by the local authority):

- Pupil attends educational provision arranged by the local authority, not by the school.
- Examples include attending courses at college or receiving home tutoring.
- Schools must record the nature of the provision and ensure notification of absences.

### Code V (Attending an educational visit or trip):

- Pupil attends a school-arranged educational visit or trip supervised by school staff.
- Must take place during the recorded session.
- If pupil doesn't attend, record absence using relevant absence code.

### Code P (Participating in a sporting activity):

- Pupil attends an approved educational sporting activity.
- Criteria for recording attendance include approval by the school, educational nature of the activity, and appropriate supervision.
- Schools must ensure safeguarding measures and record absences with relevant codes.

### Code W (Attending work experience):

- Pupil attends work experience as part of their education arranged by the local authority or school.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must ensure safeguarding measures and record absences with relevant codes.

### Code B (Attending any other approved educational activity):

- Pupil attends an approved educational activity other than sports or work experience.
- Criteria for recording attendance are similar to other approved educational activities.
- Schools must record the nature of the activity and ensure safeguarding measures.

### Code D (Dual registered at another school):

- Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.
- Main examples include attendance at a pupil referral unit, hospital school, or special school temporarily.

- Schools must promptly follow up on unexpected or unexplained absences to avoid double counting.

**Code C1 (Leave of absence for regulated performance or employment abroad):**

- Schools grant leave for pupils to participate in regulated performances or employment abroad under specific circumstances.
- Criteria for granting leave include licenses issued by local authorities or exemptions.
- Schools must record the absence using this code and consider its impact on the pupil's education.

**Code M (Leave of absence for medical or dental appointment):**

- Schools encourage appointments outside of school hours; otherwise, prior agreement is necessary.
- Leave of absence is granted under specific conditions, including exceptional circumstances.

**Code J (Leave of absence for interview for employment or admission):**

- Absences for medical or dental appointments are recorded using this code.
- Schools can grant leave for pupils to attend interviews for employment or admission to another educational institution.
- Applications for leave must be made in advance, and leave is granted based on specific criteria.
- The interview must occur during the recorded session, and the absence is classified as authorized.

**Code S (Leave of absence for studying for a public examination):**

- Schools can grant leave for pupils to study for public examinations under specific conditions, agreed in advance with parents.
- Study leave should be granted sparingly, and provisions must be made for pupils who choose to continue attending school for revision.
- Absences for studying for public examinations are recorded using this code.
- Schools can grant leave for non-compulsory school-age pupils to attend school parttime under certain circumstances.
- Absences for non-compulsory school-age pupils are recorded using this code, with exceptions noted.
- For pupils subject to a part-time timetable, this code should not be used, and appropriate absence codes should be applied.

**Code C2 (Leave of absence for compulsory school age pupil subject to part-time timetable):**

- Schools can grant leave for compulsory school-age pupils to temporarily reduce their timetable to part-time in exceptional circumstances, agreed upon with parents.
- Absences for pupils with part-time timetables are recorded using this code, ensuring agreement between the school and parents.

**Code C (Leave of absence for exceptional circumstances):**

- Schools may grant leave of absence at their discretion, but only for exceptional circumstances.
- Each application is assessed individually, considering specific facts and circumstances.
- **Pregnant pupils:**

Maternity leave for pregnant pupils is treated similarly to other leave of absence for

exceptional circumstances.

- Schools should act reasonably and grant an appropriate period of leave considering individual circumstances, at their discretion.

**Code T (Parent traveling for occupational purposes):**

- Used when a pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them.
- Schools should only request proof of occupational travel when genuine doubt exists about the reason for absence.
- Pupils should ideally attend schools where their parents are traveling, being dual registered at both their main school and the one they're temporarily attending.
- Classified as authorized absence for statistical purposes.

**Code R (Religious observance):**

- Used when a pupil is absent on a day exclusively set apart for religious observance by their religious body.
- Schools may seek guidance from the parent's religious body to ascertain such days.
- Strategies such as setting term dates around religious observance days are encouraged.
- Classified as authorized absence for statistical purposes.

**Code I (Illness - not medical or dental appointment):**

- Indicates a pupil's inability to attend school due to illness, both physical and mental health related.
- Schools should not routinely request medical evidence but may do so when necessary.
- Classified as authorized absence for statistical purposes.

**Code E (Suspended or permanently excluded and no alternative provision made):**

- Used when a pupil is suspended or permanently excluded, and no alternative provision has been arranged.
- Alternative provision should be arranged within six consecutive school days of suspension or permanent exclusion.
- Classified as authorized absence for statistical purposes.

**Code Q (Unable to attend school because of a lack of access arrangements):**

- Indicates a pupil's inability to attend school due to a failure by the local authority to provide access arrangements.
- Classified as not a possible attendance for statistical purposes.

**Code Y1 (Unable to attend due to transport normally provided not being available):**

- Used when a pupil can't attend because the school is beyond walking distance and the usual transport provided by the school or local authority is unavailable.
- Walking distances for different age groups are specified.
- Classified as not a possible attendance for statistical purposes.

**Code Y2 (Unable to attend due to widespread disruption to travel):**

- Indicates a pupil's inability to attend school due to widespread travel disruptions caused by emergencies at the local, national, or international level.
- Classified as not a possible attendance for statistical purposes.

**Code Y3 (Unable to attend due to part of the school premises being closed):**

- Used when part of the school premises is unusable, and the pupil cannot practically

be accommodated in the remaining usable parts.

- Classified as not a possible attendance for statistical purposes.

**Code Y4 (Unable to attend due to the whole school site being unexpectedly closed):**

- Applied when the entire school site is unexpectedly closed, such as due to adverse weather.
- Attendance registers are not taken, and pupils are marked with this code to signify the closure.
- Not applicable for planned closures like weekends or holidays.
- Classified as not a possible attendance for statistical purposes.

**Code Y5 (Unable to attend as pupil is in criminal justice detention):**

- Used when a pupil is unable to attend due to being in police detention, remanded, or serving a sentence of detention.
- Communication with the Youth Offending Team is encouraged to support educational needs during detention.
- Classified as not a possible attendance for statistical purposes.

**Code Y6 (Unable to attend in accordance with public health guidance or law):**

- Applied when a pupil's travel or attendance at school would violate public health guidance or legislation related to disease transmission.
- Classified as not a possible attendance for statistical purposes. **Code Y7 (Unable to attend because of any other unavoidable cause):**

- Used for an unavoidable cause preventing a pupil from attending school, not covered by other specific codes.

- The nature of the unavoidable cause must be recorded.

- Classified as not a possible attendance for statistical purposes. **Code G (Holiday not granted by the school):**

- Used when a pupil is absent for a holiday that the school did not approve in advance.

- Schools cannot retrospectively grant leave of absence, and absence for holidays without prior approval is considered unauthorized.

- Classified as unauthorized absence for statistical purposes.

**Code N (Reason for absence not yet established):**

- Employed when the reason for a pupil's absence has not been determined before the register closes.

- Schools must make efforts to ascertain the reason for absence promptly.

- If the reason cannot be established within five school days, the absence must be amended to Code O.

- Classified as unauthorized absence for statistical purposes.

**Code O (Absent in other or unknown circumstances):**

- Used when no reason for absence is established, or the school is not satisfied with the reason given, which doesn't align with authorized codes.

- Classified as unauthorized absence for statistical purposes.

**Code U (Arrived in school after registration closed):**

- Applied when a pupil arrives late after the register has closed but before the end of the session.

- Schools should discourage late arrival and set a specific time limit for registering attendance.

- Late arrival beyond the specified time results in the pupil being marked as absent.

- Classified as unauthorized absence for statistical purposes.

**Administrative Code Z (Prospective pupil not on admission register):**

- Utilized to set up registers in advance for prospective pupils who have not yet officially joined the school.
- Aims to streamline administrative processes.

## APPENDIX 2 - Sample Letters

### ATTENDANCE MONITORING

Date:

Your child's name:

Dear

You may already be aware that attendance and punctuality are monitored on a daily basis and we communicate our data with the local authority.

Your child's attendance has fallen below 90% (this is classed as persistent absence) and therefore is a cause for concern. Your child's absences could be due to a recent illness or holiday, hopefully your child's attendance will improve really quickly.

If you would like to discuss your child's attendance with a member of staff, please contact the school office - we want to work with parents and carers and support them where we can to improve attendance.

However, we will continue to monitor your child's attendance and, if it doesn't improve, we will involve the Education Welfare Service, who may issue a fine for continued persistent absence.

Thank you for your cooperation.

Yours sincerely

## ATTENDANCE MONITORING

Date:  
Your child's name:  
Their date of birth:  
Parent/carer's name/s:  
Address:

Dear

I wrote to you on (date of first letter) to express school's concerns that child's name attendance had fallen below 90% (classed as persistent absence). Unfortunately, their attendance has reduced rather than increased since that letter and it is now -----%. Child's name has had how many unauthorised absences due to arriving late after the registers have closed and a further how many days (how many sessions) of unauthorised absences, equating to how many sessions of unauthorised absence in total so far this academic year.

Your child's attendance summary is also attached to the email you have received today.

Please be aware that further absences will be **unauthorised** unless you provide supporting evidence. We kindly ask for this to be provided in the form of a doctor's/dentist's named appointment card or text, or a prescription label that needs to be sent by screenshot to [jillian.coppen@redwood.derby.sch.uk](mailto:jillian.coppen@redwood.derby.sch.uk). (Redwood)  
[admin@parkview.derby.sch.uk](mailto:admin@parkview.derby.sch.uk) or [cmelbourne@parkview.derby.sch.uk](mailto:cmelbourne@parkview.derby.sch.uk) (Parkview)

May I also draw your attention to the new government **statutory** document 'Working together to improve school attendance' released in August 2024, under which there is now a national threshold for issuing a penalty notice (fine) for **unauthorised** absence. The document states:

"The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 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)."

**The Education Act 1996 states:**

"The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

- (a) to his/her age, ability and aptitude, and
- (b) to any special educational need(s) he/she may have either by regular attendance at school or otherwise.

**Section 444 of the Education Act, 1996 says:**

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence." If the reasons given for your child's irregular

school attendance are not satisfactory, then the Local Authority may take legal proceedings against you for failure to comply with the Law.

**This may result in:**

- A Penalty Notice payable up to **£160** per child, per parent. From August 2024, only two fines can be issued to the same parent for the same child within a three-year rolling period. Any second notice will automatically be charged at **£160**. Any further offences (within a three-year rolling period) will be referred straight to the Magistrate Court.
- Prosecution under s444 (l) Education Act 1996, where if convicted you may be fined up to **£1,000**.
- Prosecution under s444 (l) (a) Education Act 1996, where if convicted you may be fined up to **£2,500 and/or 12 weeks imprisonment**.

Thank you for your cooperation.

Yours sincerely

## ATTENDANCE MONITORING

Date:  
Your child's name:  
Their date of birth:  
Parent/carer's name/s:  
Address:

Dear

As a school, we monitor attendance closely as evidence shows that pupils who have good attendance enjoy better wellbeing and school performance than those who don't. Every moment in school counts and days missed add up quickly.

It has been noted that child's name, has had the following **unauthorised** absences since date: **how many days (how many sessions)**.

This may be due to an unauthorised holiday, no reason being given for your child's absence, an unacceptable reason being given for the absence or arriving after the registers have closed in the morning (registers close at 9.15am).

Under the new government **statutory** document 'Working together to improve school attendance' released in August 2024, there is now a national threshold for issuing a penalty notice (fine) for unauthorised absence. The document states:

"The threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 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)."

### **The Education Act 1996 states:**

"The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

- (c) to his/her age, ability and aptitude, and
- (d) to any special educational need(s) he/she may have either by regular attendance at school or otherwise.

### **Section 444 of the Education Act, 1996 says:**

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence." If the reasons given for your child's irregular school attendance are not satisfactory, then the Local Authority may take legal proceedings against you for failure to comply with the Law.

### **This may result in:**

- A Penalty Notice payable up to **£160** per child, per parent. From August 2024, only two fines can be issued to the same parent for the same child within a three-year rolling

period. Any second notice will automatically be charged at **£160**. Any further offences (within a three-year rolling period) will be referred straight to the Magistrate Court.

- Prosecution under s444 (l) Education Act 1996, where if convicted you may be fined up to **£1,000**.
- Prosecution under s444 (l) (a) Education Act 1996, where if convicted you may be fined up to **£2,500 and/or 12 weeks imprisonment**.

Our aim is to work together with parents/carers to ensure all pupils have good attendance. We have a Pastoral Team in school who can support with any issues you may have in ensuring your child attends school on time every day and they can be contacted via Class Dojo or by contacting the school office.

Given your child has already had unauthorised absence, it is important that we advise you that if your child has further unauthorised absences within a rolling period of 10 school weeks, a penalty notice is likely to be issued.

If you would like any further information about this process, please do not hesitate to contact me.

Yours sincerely

**APPENDIX 3 - Sample Attendance Contract/Action Plan**

ATTENDANCE CONTRACT/ACTION PLAN

<b>Child's Name:</b>		<b>D.O.B:</b>		<b>Year:</b>	
<b>School:</b>					
<b>Parent's Name, Contact Number and D.O.B:</b>					
<b>Parent's Name, Contact Number and D.O.B:</b>					
<b>Address:</b>					
<b>Date of Plan/Contract:</b>				<b>Review Date:</b>	

**Name of Parent:**

- Will ensure that child's name attends school 100% of the time during the **review period**.
- Will ensure that he/she arrives on time every day.
- Must inform school of any absence AND provide evidence to support the absence.
- Must understand that home visits will continue to be made if he/she is absent, whether a reason for the absence is given or not.
- Must understand that, on receipt of an explanation for absence, the school will continue to make a decision as to whether the absence will be authorised or not.
- Must understand the legal consequences of not fulfilling parental responsibility.
- Will contact school if his/her contact phone number and/or address changes and will inform school of any significant changes in family circumstances that might affect school attendance.
- Will attend a meeting on date at time to review child's name attendance.

Signed:.....Date:.....

**School:**

- Will address any concerns that child's name and parent's name have and offer help and support where possible.
- Will, on receipt of an explanation for absence, make a decision whether it is to be authorised or not.
- Will continue to make home visits if he/she is absent, whether a reason for the absence is given or not.

Signed:.....Date:.....

Position:.....

	Team	Education Welfare Service
	Contact	
Parent's name/s and address	Our ref	Notice to improve
	Email	
	Tel	
	Deaf people can text	
	Date	

**APPENDIX 4 – Notice to Improve**

Dear

**School Attendance – Notice to Improve**

As the parents of child's name, who is a registered pupil at name of school, you will be aware that school attendance is hugely important for your child in order for them to gain the full benefit from their education, for their learning, wellbeing, and wider development.

If a child of compulsory school age who is a registered pupil at a school fails to attend that school regularly, the child's parent/s may be guilty of an offence under s.444 Education Act 1996.

The school have advised that support has been offered to you and your family to try and help improve child's name attendance. Unfortunately, despite these efforts, your child's attendance remains a cause for concern.

Enclosed with this letter is a summary of the support that has been provided to help address and overcome the barriers that may be preventing school attendance. These offers of support are still available to support you and your child to attend school.

From date, your child has failed to attend name of school regularly which has resulted in 10 sessions (half days) or more of unauthorised absences being recorded within a rolling 10 school week period. Please see the attached registration certificate for details.

**Your child must show significant improvements in attendance and avoid having any unauthorised absences from school. Your child's attendance will now be monitored for a further number of weeks from the date of this letter.**

**If the reasons given for your child's irregular school attendance are not satisfactory, then the Education Welfare Service may take legal proceedings against you for failure to comply with the Law. This may result in:**

- **A Penalty Notice payable up to £160**
- **Prosecution under s444 (I) Education Act 1996, where if convicted you may be fined up to £1000**
- **Prosecution under s444 (I)(a) Education Act 1996, where if convicted you may be fined up to £2500 and/or 12 weeks imprisonment**

If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible:

**School contact details** – school's phone number

**Education Welfare Service** – EWO's phone number

Yours sincerely

Member of staff's name

EWO's name

School contact

Education Welfare Officer

