



# Pupil Attendance and Absence Policy

Date policy last reviewed:

October 2024

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Signed by:

\_\_\_\_\_ Headteacher      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors      Date: \_\_\_\_\_

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## Statement of intent

**William Reynolds Primary School and Nursery** believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

### **We are committed to:**

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

**School Attendance Lead:** Ruth Angeloff

**School Attendance Clerk:** Jo Mabbott

**Education Welfare Officer (EWO):** Toni Bohn

## 1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education (KCSIE) 2023'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Pupils with Additional Health Needs Attendance Policy

## 2. Roles and Responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the Attendance Lead role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.

**Staff are responsible for:**

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

**The Attendance Lead is responsible for:**

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Meeting regularly with the Education Welfare Officer (EWO) to review attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.
- Liaising daily with the Administrator with responsibility for attendance.

**The Attendance Clerk is responsible for:**

- Recording reasons for absence daily and contacting parents who have not contacted school to establish a reason for absence.
- Liaise with the Attendance Lead and EWO.
- Checking attendance registers and attendance codes.
- Monthly overview of attendance for key groups across school.
- Collating absence records for identified pupils.
- Attending attendance reviews with the Attendance Lead and EWO.

**Pupils are responsible for:**

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

## Parents are responsible for:

- Contacting school before the start of the school day if their child is unwell and unable to attend school.
- Attending any school meetings scheduled to support improving pupil attendance.
- Promoting good attendance and punctuality with their children.
- The attendance of their children at school.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

## 3. Definitions

The following definitions apply for the purposes of this policy:

### **Absence:**

- Arrival at school after the register has closed.
- Not attending the registered school for any reason

### **Authorised Absence:**

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

### **Unauthorised Absence:**

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

### **Persistent Absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason.

### **Severely Absent (SA):**

- Missing 50 percent or more of schooling across the year for any reason.

### **Children Out of School (COOS):**

These are children who have been absent from school for 10 or more consecutive school days and the absence is unauthorised. Schools are required by law to notify the Local Authority (LA) of such children. It is acknowledged that the majority of these children return to school within a short timeframe.

### **Children Not Receiving Education (CNRE):**

These are principally children who have not attended school for 1-3 months. These children are on a school roll but have been absent for more than 28 days and are not receiving education, or their whereabouts is known about but they do not currently have a school place.

### **Children who are Missing from Education (CME)**

- These are children who are not on a school roll, have been out of education for 6+ months or have moved out of borough/abroad and who are missing from education as their whereabouts is not known and as a consequence nor is their provision.

## **4. Attendance Expectations**

The framework for our whole-school attendance policy is based on the 5 'Ps' - namely, **Philosophy, Principles, Procedures, Performance and Practice.**

### **Philosophy**

William Reynolds Primary School and Nursery is committed to providing a full and efficient educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as quickly as possible.

Our policy is to celebrate our pupils' achievement. Attendance is a critical factor to a productive and successful school career. Our school actively promotes and encourages 100% attendance for all our pupils. We give high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems that affect a pupil's attendance, we will investigate, identify and strive in partnership with parents/carers and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach, aimed at returning the pupil to full attendance at all times.

### **Principles**



The school will:

- Ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and education law;
- Complete registers accurately at the beginning of each morning and during the afternoon session;
- Ensure that parents/carers with pupils who have arrived at school late are asked to sign in their child using the "Inventory" electronic signing in system by the main office;
- Stress to parents/carers the importance of contacting admin staff by 9am on the first day of absence;
- Display attendance rates around the school and reward good and improved attendance of all pupils;
- Promote positive staff attitudes to pupils returning after absence;
- Ensure regular evaluation of attendance procedures by Senior Leaders and the School Governors;
- Send newsletters to parents and carers informing them of attendance rates and attendance related issues to ensure that attendance has a high profile;
- Update the school website with guidance to support parents;
- Ensure that all pupils feel supported and valued and know that, if they are absent, they will be missed.

## Procedures and Expectations

### Lateness

Being on time is extremely important. If a pupil is late, it affects their own learning and the learning of others.

Staff greet pupils at 8:35 am. The school doors are shut at 8:45 am.

Lateness is classed as any pupil coming into school between 8:45 am and 9:15am

All children arriving after 8:45am must report to the office and sign in using the "Inventory" electronic signing in system by the main office.

Formal lessons begin at 8:45 am. Arrival at school after this point means that important learning is being missed. Persistent lateness is taken very seriously, as it can have a detrimental effect on a pupil's progress. **Arrival after 9:15am is classed as an unauthorised absence and will result in half a day's attendance being lost.**

Lateness is monitored regularly with the school's Educational Welfare Officer (EWO). When lateness becomes a concern, school will work with the EWO and late letters will be sent or parents will be invited into school to meet with a member of the school leadership team and the EWO.





## Impact of Arriving Late for School

Minutes Late per Day	Equivalent of Missing
5 Minutes	3.4 School Days per year
10 Minutes	6.9 School Days per year
15 Minutes	10.3 School days per year
20 Minutes	13.8 School Days per year
30 Minutes	20.7 School Days per year

### Absence

If no contact is received from the parents/carers for an absent pupil on the first morning of absence, school will follow its absence procedures, detailed below:

1. Parents to call school by 9am to inform school of reason for absence.
2. Attendance Clerk to phone parents / carers, if no contact has been made by parents.
3. If no contact is made, an 'O' code is recorded on the register.
4. If parents have not been contactable by phone, a follow up email will be sent out.
5. If there is no reply to email contact from school and safeguarding concerns exist, the Attendance Clerk will speak with the Attendance Lead and the EWO will be notified and asked to complete a home visit.
6. In the event of the EWO being unable to complete a home visit, Designated/Deputy Designated Safeguarding Leads (DSL's) in school will make a decision about whether school staff need to undertake a home visit. If the event of there being serious concerns about a family, school may contact the police to complete a safe and well check.

### Home Visits

- These may be on the first day of absence or following three days of unexplained absence. Decision on home visits will be made on a case-by-case basis.

## Performance

When evaluating success we consider whether or not:

- Attendance has improved;
- Persistent absence has reduced;
- Punctuality has improved;
- Parental response to absences has improved;
- Re-integration plans have been successful;
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community;
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school.

Governors and senior leaders track school's performance through regular monitoring.

## Practice

The school recognises the importance of good practice by:

- Keeping and maintaining registers accurately;
- Maintaining a consistent approach to marking registers;
- Contacting parents on the first day of absence, if no message has been given to school about the pupil's absence;
- Sending home Late and attendance letters;
- Providing the EWO contact details to parents, if they need support;
- Regularly analysing attendance data;
- Keeping track of pupils attendance to reduce persistence non-attendance (where attendance falls below 90%);
- Ensuring that prompt follow-up actions are undertaken in cases of non-school attendance;
- Liaising with the school's EWO regularly;
- Inviting the EWO to meetings with other agencies, if there are concerns about the attendance of a pupil whose family are receiving support from other agencies e.g. Strengthening Families, Social Services;
- Recording all telephone messages;
- A signed copy of any correspondence is retained by the school;
- Promoting good attendance daily;
- Weekly attendance rewards to classes;
- 100% badges are presented to individual pupils during the summer term;
- Attendance badges and certificates are presented to individual pupils that have met the school attendance target of 96% but do not have 100% attendance;
- Senior leaders on duty daily to monitor late arrivals;
- Promote attendance in the school newsletter.

## 5. Absence procedures

Parents will be required to contact the school office via telephone before **9:00am** on the first day of their child's absence - they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by **the close of the morning register** to report the absence, administrative staff will contact the parent by **telephone call** as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak through our attendance review meeting. The school will inform the LA, on a **termly** basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below **85 percent**, the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent.

## 6. Attendance Register

The school uses **Scholarpack** to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session.

This register will record whether pupils are:

- Present.
- Absent.

The Attendance Clerk will check the class registers once completed and apply the accurate attendance code for each child.

The register will be amended to record whether pupils are:

- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole or partial school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments

- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered - at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

Every entry received into the attendance register will be preserved for three years.

## 7. Leave During Term Time

The school supports the view that every lesson counts and discourages parents from taking leave in term time.

In very exceptional circumstances, the Head teacher may authorise an absence from school for leave of absence. This would have to be agreed with the Head teacher prior to the leave taking place.

**Applications for leave of absence must be made in advance** and the headteacher will need to be satisfied by the evidence which is presented, before authorising term-time leave.

Any leave of absence is at the discretion of the headteacher. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be considered.

Term time dates are available in advance on the school website. Term dates are sent home for parents at the beginning of every new academic year and reminders are given on each monthly newsletter.

If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines. In Telford & Wrekin, Holiday Penalty Notices (HPN) are issued by the Attendance Support Team. The penalty is £60, rising to £120 if not paid within 21 days, per parent, per child. If parent/carers fail to pay the Penalty Notice within 28 days, they will be prosecuted under section 444 of the Education Act 1996.

### **Illness and healthcare appointments**

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment. **Appointment cards will need to be shown to admin staff** in the front office so that the appropriate code can be entered on the register.

### **Religious observance**

Parents will be expected to request absence for religious observance in advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

### **Gypsy, Roma and Traveller absence**

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

## **8. SEND and Health-Related Absences**

The school recognises that pupils with SEND and/or health conditions may face greater barriers to attendance than their peers and will incorporate robust procedures to support pupils who find attending school difficult.

**If a pupil is unable to attend school for long periods of time due to their health, the school will:**

- Inform the Local Authority if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and any programme of work that are in place.
- Help the pupil reintegrate at school when they return.

- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

**To support the attendance of pupils with SEND and/or health issues, the school will consider:**

- Holding meetings to evaluate any implemented reasonable adjustments.
- Putting in place appropriate pastoral support.
- Identifying any unmet needs.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable (modified timetable).
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Phased returns to school where there has been a long absence.
- Tailored support to meet their individual needs.

### **Modified Timetables**

- Modified timetable are used as a short term measure and are agreed with parents. School informs the Local Authority of any part time education arrangements.
- Governors are given information about pupils who are not accessing school in the usual way through the Head teacher's report, so that governors can challenge the amount of provision being made and evaluate its effectiveness.

### **The Criteria for Placing a Pupil on a Modified Timetable**

- There are a very limited number of reasons why a school might consider the use of a modified timetable. In the event of the modified timetable being related to health issues, these needs will be supported by medical evidence.
- Some pupils might require the support of a modified timetable for a short period of time with a clear plan in place to ensure the pupil is receiving full time education in a planned timescale.

## **9. Leave during Lunch Times**

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher - it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will need to submit a written request, outlining the reasons for their child to leave the premises during lunch time - this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the importance of a timely return of their child before the end of lunch time. The headteacher reserves the right to grant or refuse a request and will inform the parent of their decision.

If agreed, pupils will leave the school premises at the start of lunch and will return no later than 5 minutes before the end of lunch.



Parents will be required to meet their child **at the school office** when taking them off the premises - the pupil will be signed out and back in on the "Inventory" electronic signing in system by the main office.

The headteacher reserves the right to withdraw their permission at any time - this may occur, for example, where there are attendance concerns with the child arriving after the agreed time of return. Any decision to withdraw permission will be explained to the parents. If permission is withdrawn, parents will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time - the request will need to be submitted in writing to the headteacher.

## **10. Pupils Leaving the School Building without Permission**

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school and are collected by a specified adult. The following procedures will be taken in the event of a pupil going missing whilst at school:

- In the event of a pupil leaving the building, a member of staff will alert the Headteacher/Senior Leadership Team, whilst another member of staff will keep a watchful eye over the pupil.
- The member of staff will attempt to encourage the pupil to return back into the building.
- In the event of the pupil moving further away from the member of staff, the staff member will stand back and observe movement of the pupil - moving closer may encourage the pupil to move further away.
- A co-ordinated response will be organised by senior leaders with the aim of preventing the pupil from leaving the school site.
- The office staff will also be informed as they will act as a point of contact for receiving information in the event of a site search, if the pupil cannot be located.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- In the event of a pupil leaving the school site, the school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, or in the event of school being unable to contact any of the emergency contacts, the police will be contacted.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

## **10. Attendance Intervention**

The Attendance Clerk, Attendance Lead and EWO will meet regularly to review attendance.

Actions taken will include but are not exhaustive of:



- Inviting parents into school for an Attendance Support Meeting (ASM) to look at how the school can support the family to improve attendance.
- Establish a range of interventions to address any barriers to attendance.
- Make referrals to external agencies if this is deemed necessary.

Letters will be sent to parents outlining any concerns with attendance. These are sent by our school EWO on behalf of school and the local authority, following regular reviews of school attendance.

- Late Letters for concerns relating to punctuality.
- School Attendance Letter 1 (SAL 1)
- School Attendance Letter 2 (SAL 2)
- Attendance Support Team 1 (AST 1)
- Attendance Support Team 2 (AST 2)

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis and will consider the particular needs of the pupils whom the intervention is designed to target.

## 11. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will, on occasions, liaise with other agencies working with pupils and their families to support attendance.

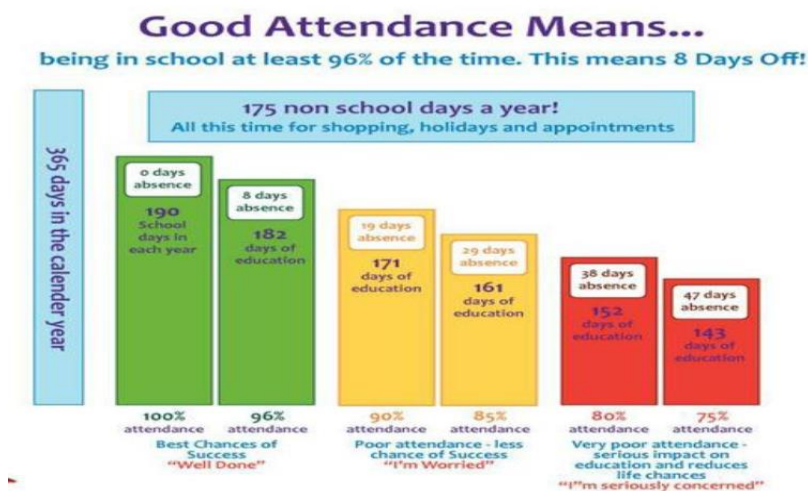
**The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education** - parents will be made aware that this means their child must attend school every day that it is open, except for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance.

If a pattern of absence becomes problematic, the attendance team will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support.

Where these barriers are related to the pupil's experience in school, the attendance lead will work with the headteacher and any relevant school staff, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance lead/EWO will liaise with any relevant external agencies or authorities and will encourage parents to access support that they may need.

## 12. Persistent Absence (PA) and Severely Absent Pupils (SA)

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.



## 13. Legal Intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not secured improvements, further action will be considered, which may include:

- Holding a formal meeting with parents and the local authority.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.
- Attending an Interview Under Caution (IUC).

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve IUC, the school will work with the LA to take forward attendance prosecution as a last resort. This could result in a large fine and in some cases lead to a custodial sentence.

## 14. Monitoring and Analysing Absence

The Attendance Lead, Clerk and EWO will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.

- Pupil groups, e.g. pupils with SEND, PPG and pupils eligible for FSM.
- Pupils at risk of becoming PA.

This will include identifying:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Attendance Lead will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures.

The governing board will regularly review attendance data and will support the SLT in prioritising areas of focus based on this data.

The school will also benchmark its attendance data against local, regional and national data to identify areas of success and areas for improvement and will share practice which has been shown to be effective with other schools.

## 15. Training of staff

The school recognises that early intervention can prevent poor attendance. As such, staff will receive regular updates on school attendance.

All staff in school will be required to read this policy.

Staff in school understand that:

- Securing good attendance is the key to securing future academic success.
- That absence is almost invariably a result of wider circumstances.
- The legal requirements on schools, e.g. the keeping of registers.
- The school's strategies and procedures for monitoring and improving attendance.
- The school's procedures for multi-agency working to provide intensive support for pupils who need it.
- Absence from school could indicate a safeguarding concern.
- Attendance is the responsibility of the whole school community.

Staff involved in leading attendance will attend regular CPD to ensure they are up to date with any new developments.

**Children are at school 190 days a year  
They have 175 days a year to spend on holidays, family time, visits,  
hair cuts, shopping, and appointments.**

190 days = 100%	0 days absence	
180 days = 95%	10 days absence (2 wks in a year)	Over a school life this would be over 6 months missed school.
171 days = 90%	19 days absence (almost 4 wks in a year)	Over a school life this would be just over a year missed
161 days = 85%	29 days absence (almost 3 wks in a year)	Over a school life this is 1.75 years missed school
152 days = 80%	38 days absence (almost 4 wks in a year)	Over a school life time this is over 2 years missed school
143 days = 75%	47 days absence (4 and ½ wks in a year)	Over a school lifetime this would be almost 3 years missed
114 days = 60%	76 days absence (7 ½ wks in a year)	Over a school lifetime this would be over 4 ½ years missed
95 days = 50%	95 days absence (9 ½ wks a year)	Over a school life time this would be almost 6 years missed

## Monitoring and review

Attendance and punctuality will be monitored throughout the year.

The school's attendance target is 96%.

This policy will be reviewed annually by the Deputy Headteacher.

The next scheduled review date for this policy is September 2024.



## Appendix A

### Guidance Notes for Parents requesting Leave in Term Time

1. Parents wishing the school to consider granting leave of absence in school term time should read these notes carefully and then complete and send to the Head Teacher the request form below. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. (Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request). In any event the request form must be received by the school at least four weeks before the departure date to allow sufficient time for appropriate consideration.
2. The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DFE) and Telford & Wrekin Local Authority (LA) policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Head Teacher should decide if there are **exceptional circumstances**.
3. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school will take account of:-

- the **exceptional** circumstances stated that have given rise to the request;
  - the age of the child;
  - the stage of the child's education and progress and the effects of the requested absence on both elements;
  - the overall attendance pattern of the child;
  - the nature of the trip;
  - pupils on examination courses or due to take SATS will not normally be granted leave of absence;
  - whether the same trip could be taken during the 13 weeks school is closed to pupils;
4. Where parents have children in more than one school a separate request must be made to each school. The Head Teacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given, and thereby withdraw any other requests.
  5. Where requests for a grant of leave of absence are received from only one parent the response letter - agreeing or refusing - will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all 'parents' are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent will receive a penalty notice.
  6. Should the school decide to grant leave of absence but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost**.
  7. Should the school decide **not to grant leave of absence** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Penalty Notice fine of **£80** per parent per child. This fine will increase to **£160** if not paid within 21 days. Failure to pay the **£160 fine** within the period of 22 to 28 days may lead to Court proceedings.

## Requesting Leave in Term Time

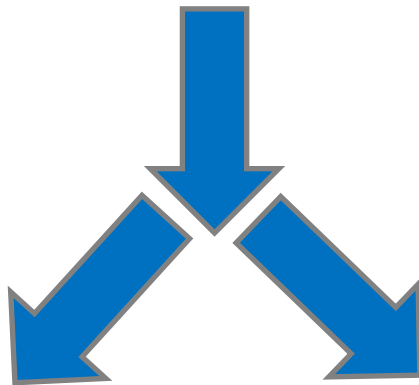
Fully complete a 'Request for Leave in Term Time' form, preferably 4 weeks before the requested dates.



Hand it in to the school reception office with any other documentation that you wish to be considered with the request.



School will respond in writing within 5 school days, advising of the decision made. If no letter is received, please contact the school office.



### **Leave is Authorised**

Absence will be recorded as authorised on the school register.

### **Leave is Unauthorised**

If Leave is still taken, absence will be un-authorised on the school register.

Holiday Penalty Notice may be issued by the Local Authority.



### Request for Leave in Term Time from School

Date.....

To: The Headteacher of:.....(School)

I request permission for leave in term time from school for my child:

(full name) .....

from (date) ..... to (date) ..... for ..... school days.

My child will be accompanied during the leave by:

(parent/carer) ..... and (parent/carer).....

The exceptional circumstances and reason for this request are: -

(If necessary, please continue on a separate sheet and attach it to this form)

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s)) ..... School(s) .....

.....

.....

Name of 1<sup>st</sup> Parent/Carer(s) ..... Signed .....

Current address .....

Mobile No:.....

Name of 2<sup>nd</sup> Parent/Carer(s) ..... Signed .....

Current address .....

Mobile No:.....

**Please return the completed form to the school office. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.**

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## School Letter Leave Not Agreed

(Parents name and address)

Date

Dear (Parents name)

(Child's Name and Date of Birth)

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

As you may be aware, the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take leave in term time if there are exceptional circumstances. Having looked at your application, although understanding of your reasons, I do not feel that your request can be supported in this instance. **Therefore, if the absence occurs the dates will be unauthorised.**

As a school we are asked to inform you that, in line with Telford and Wrekin Council Policy, unauthorised absence may be subject to a penalty notice fine of £80 payable per parent, per child, increasing to £160 each if not paid within 21 days. If this fine is not paid within 28 days, this may lead to court proceedings.

Our key priority is to ensure that (pupil's name) is as successful as possible and is able to achieve (his/her) full potential. I would hope that, upon reflection you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

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

*The Headteacher has been fully consulted in relation to this request for leave and fully supports the decision made.*

Thank you for your understanding; I hope this letter explains the decision that has been made.

Yours sincerely

## School Letter Leave Agreed

(Parents name and address)

Date

Dear (Parents name)

(Child's Name and Date of Birth)

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

As you may be aware the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and have decided that students will only be given permission to take holidays in term time if there are exceptional circumstances.

Having looked at your application, I feel that your request can be supported in this instance. **Therefore, the absence to include the dates requested will be authorised.**

Our key priority is to ensure that (pupil's name) is as successful as possible and is able to achieve (his/her) full potential. I would hope that, in the future you are able to support this decision in line with the Local Authority and Government policy that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.

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

*The Headteacher has been fully consulted in relation to this request for leave and fully supports the decision made.*

I hope this letter explains the reason for the decision that has been made.

Yours sincerely



## Appendix B

### **Is my child too ill for school?**

It can be tricky deciding whether or not to keep your child off school, nursery or playgroup when they're unwell.

There are government guidelines for schools and nurseries about managing specific infectious diseases at *GOV.UK*. These say when children should be kept off school and when they shouldn't.

**If you do keep your child at home, it's important to phone the school or nursery on the first day.** Let them know that your child won't be in and give them the reason.

If your child is well enough to go to school but has an infection that could be passed on, such as a cold sore or head lice, let their teacher know.

### **Other illnesses**

Follow this advice for other illnesses:

#### **Coughs and colds**

It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.

#### **High temperature**

If your child has a high temperature, keep them off school until it goes away.

#### **Chickenpox**

If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

#### **Cold sores**

There's no need to keep your child off school if they have a cold sore. Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.

#### **Conjunctivitis**

You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.

#### **COVID-19**

If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school.



**Ear infection**

If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.

**Hand, foot and mouth disease**

If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.

**Head lice and nits**

There's no need to keep your child off school if they have head lice. You can treat head lice and nits without seeing a GP.

**Impetigo**

If your child has impetigo, they'll need treatment from a GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.

**Ringworm**

If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.

**Scarlet fever**

If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.

**Slapped cheek syndrome (fifth disease)**

You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious. But let the school or teacher know if you think your child has slapped cheek syndrome.

**Sore throat**

You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of tonsillitis.

**Threadworms**

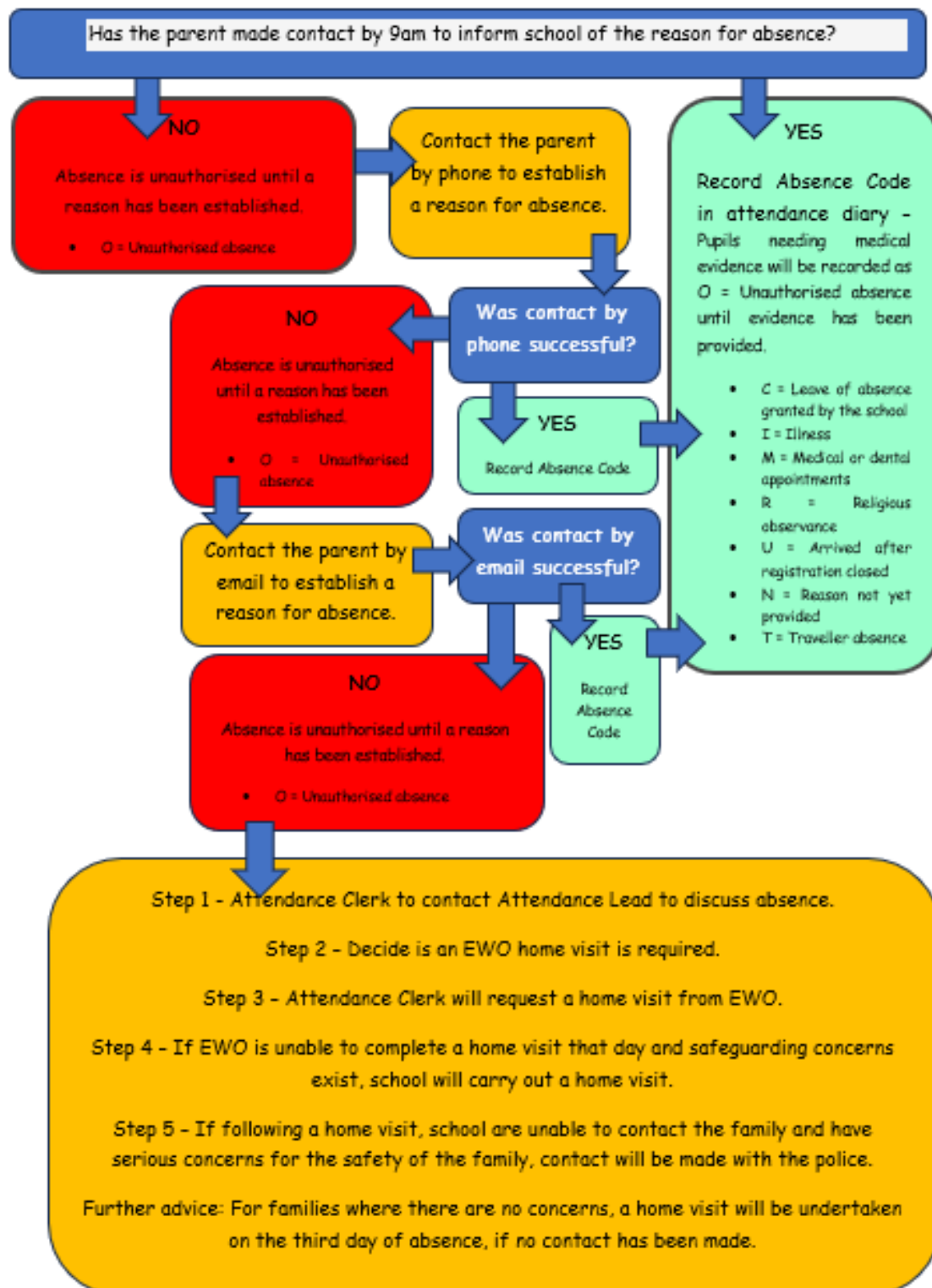
You don't need to keep your child off school if they have threadworms. Speak to your pharmacist, who can recommend a treatment.

**Vomiting and diarrhoea**

Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).

## Appendix C

### Attendance Monitoring Procedures



Email to be sent to parents when telephone contact has been unsuccessful :

Dear Parent,

After completing the class register, we have noticed that your child is absent from school today. We have tried to make telephone contact with you this morning to establish the reason for absence.

Please could you contact the school to make us aware of the reason for absence to avoid the absence being recorded as unauthorised.

In the event of no contact being made with school, the Education Welfare Officer may either make contact with you to discuss the reason for absence or complete a home visit.

Thank you for your support with this.

William Reynolds Primary and Nursery School

## PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING



The following changes will come into force for Penalty Notice Fines issued from September 2024.

1

### FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time Leave 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.

2

### SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or Irregular attendance the amount will be: £160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

3

### THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates Court Magistrates; fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education

### 10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

Government Guidance: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>