



Attendance Policy

Date: July 2019

Review date: July 2020

Linked with other policies: Behaviour

Whole School Policy for Safeguarding
incorporating Child Protection

Child Missing Education

Signed:

A handwritten signature in blue ink, appearing to read 'S. Dagg'.

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Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and through our school newsletter.

We recognise the expertise our staff build by managing school attendance on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

All Saints School

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1. Introduction/Aim

- 1.1 Regular school attendance is essential if children are to achieve their full potential. [Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances.
- 1.2 At All Saints we believe that regular school attendance enables children both to maximise the educational opportunities available to them and to become responsible, organised and motivated adults. We value all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Equality Act 2010 and other relevant legislation.

2. Legal Framework

- 2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude 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 school year in which they reach the age of 16.
- 2.2 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.
- 2.3 The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, 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. The register must record whether the pupil was:
 - Present;
 - Absent;
 - Present at approved educational activity; or
 - Unable to attend due to exceptional circumstances.

3. Definitions

- 3.1 For the purpose of this policy, the school defines:

“Absence” as:

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

Regular attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

An “authorised absence” as:

- 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 or unavoidable cause

An “unauthorised absence” as:

- 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
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

“Persistent absenteeism” (PA) as:

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

“Parent” as

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

4. Categorising Absence and Attendance

Absence and Attendance Codes	
Present at School	
/ \	Registration code / \ : present in school / = am \ =pm

L	Late arrival before the register has closed. School starts at 8.50 am and registers close at 9.25am. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.
Attendance codes for when students are present at approved off-site educational activity	
B	Off-site educational activity. This code should be used when students are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of students educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.
D	Dual Registered – at another educational establishment. This code is not counted as a possible attendance in the school Census. The law allows for dual registration of students at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are students who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.
J	At an interview with prospective employers, or another educational establishment. This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
P	Participating in a supervised sporting activity. This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational visit or trip. This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
W	Work experience. Work experience is for students in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

4.1 The table below shows the national codes which enable all schools to record and monitor attendance and absence in a consistent way, and comply with the regulations.

Absence codes when students are not present in school

C	Leave of absence authorised by the school. Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
E	Excluded but no alternative provision made. If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.
H	Holiday authorised by the school. Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
I	Illness (not medical or dental appointments). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
M	Medical or dental appointments. Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
R	Religious observance. Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.
S	Study leave. Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 students during public examinations. Provision should still be made available for those students who want to continue to come into school to revise.
T	Gypsy, Roma and Traveller absence. A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

	<p>This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.</p> <p>To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.</p>
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Unauthorised Absence from School	
G	Holiday not authorised by the school or in excess of the period determined by the head teacher. If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
N	Reason for absence not yet provided. Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
O	Absent from school without authorisation. If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Arrived in school after registration closed. Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes	
X	Not required to be in school. This code is used to record sessions that non-compulsory school age children are not expected to attend.
Y	<p>Unable to attend due to exceptional circumstances. This code can be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> • The school site, or part of it, is closed due to an unavoidable cause; or • The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or

	<ul style="list-style-type: none"> • A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. <p>This code can also be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> • The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). <p>This code is collected in the School Census for statistical purposes.</p>
Z	Pupil not on admission register. This code is available to enable schools to set up registers in advance of students joining the school to ease administration burdens. Schools must put students on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.
#	Planned whole or partial school closure. This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

4.2 Leave of Absence

4.2.1 Since September 2013, changes to Government regulations and guidance means that Head teachers can no longer authorise leave of absence for the sole purpose of a holiday (unless in exceptional circumstances). All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution. Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. The Headteacher will rightly prioritise attendance. The default school policy will be that absences will not be granted during term-time and will only be authorised in exceptional circumstances.

4.2.2 We believe that children need to be in school for all sessions so that they can make the most progress possible. Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education. However, we do understand that there are times where a parent may legitimately request leave of absence for child due to 'exceptional circumstances.' At All Saints, leave of absence shall not be granted unless there are 'exceptional circumstances'. These requests will be considered on a case-by-case basis by the Head and may only be granted at their discretion and no decisions will set a future precedent. All Saints will respond to all applications for leave of absence in writing.

4.2.3 Parents wishing to apply for leave of absence during term time must apply in writing to the Head teacher at least a month before the planned leave. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head teacher and it will be marked as unauthorised. All Saints will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

4.2.4 A penalty notice request or a referral for prosecution may be submitted to the Local Authority should:-

- The parent fail to submit a leave of absence request in advance of taking the leave
- An application for a leave of absence is not agreed by the Head teacher but is still taken.
- A longer period of time is taken in excess of the agreed number of days.

4.2.5 When absence is granted by the Head teacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

4.2.6 Any holiday application for a child with less than 90% attendance for whatever reason will be refused. For any authorisation to be given we would expect the pupil's attendance to be over 90%.

4.3 Pupil Absence for the purposes of Religious Observance

All Saints acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

4.4 Traveller Absence

1. The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.
2. To protect Traveller parents from unreasonable prosecution for non-attendance, s. 86 of The Education Act 1944 states that a Traveller parent shall be entitled to be acquitted if his or her child accrues 200 attendances (i.e. 200 half days) during the period of twelve months ending with the date on which the proceedings were instituted, if the family are of no fixed abode.
3. However, it should be noted that this provision applies only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.
4. When trading or otherwise conducting their business in or around Norfolk, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.

5. All Saints will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended All Saints in the last 18 months. Traveller children can register at other schools temporarily while away from their base school; in such cases, the pupil's school place at All Saints will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.
6. All Saints can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:
 - Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
 - Inform the school regarding proposed return dates
7. Traveller children will be recorded as attending an approved educational activity when:
 - The child is on roll and attending another visited school
 - Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
8. Where Traveller children are registered students at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

4.5 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school. That decision is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is actually considered well enough to attend
- Holidays taken without the authorisation of the school

4.6 Persistent Absence

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all students at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or full prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3 month prison sentence, under a Section 444 (1a) offence.

4.7 Late Arrival at School

At All Saints all students are expected to arrive on time for every day of the school year.

The school day begins at 9.00 am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 9.00 am. All students arriving after this time are required to report to the main office with their parents, who will be expected to sign the late book and provide a reason for their absence. If their arrival is before 9.25 am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9.25 am. All students arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

It is important to be on time as the first few minutes of the school day are often used to give out instructions or organise schoolwork for the rest of the day. If your child misses this short but vital session, their work for the whole day may be affected. Late arrivals are disruptive to the whole class and often embarrassing for your child.

5. Deletions from the Register

5.1 In accordance with the Regulations, students will only be deleted from the register when one of the following circumstances applies:

A	Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
B	Change of school

	Except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
C	Where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
D	<p>Home education</p> <p>In a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.</p>
E	<p>Moved away</p> <p>Except in the case of a boarder that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.</p>
F	<p>In the case of a pupil granted leave of absence in accordance with regulation 7(1A), that —</p> <p>(i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted;</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is</p>
G	That he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
H	<p>That he has been continuously absent from the school for a period of not less than twenty school days and</p> <p>(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);</p> <p>(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and</p> <p>(iii) The proprietor of the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.</p>
I	That he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.

J	That the pupil has died.
K	That the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) The pupil does not meet the academic entry requirements for admission to the school's sixth form
L	In the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
M	Permanent exclusion. That he has been permanently excluded from the school.
N	Where the pupil has been admitted to the school to receive nursery education, which he has not on completing such education transferred to a reception, or higher, class at the school.
O	Where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) Those charges remain unpaid by the pupil's parent at the end of the school term to which they relate

All Saints will follow Norfolk County Council's Children Missing Education procedures when a pupil's whereabouts is unknown and the school will carry out joint enquiries with Norfolk County Council to establish the whereabouts of the child.

6. Roles and Responsibilities

At All Saints, we believe that improved school attendance is a responsibility shared by governors, school staff, parents, students and the wider school community.

The Governors of All Saints will:

- Ensure that the importance and value of good attendance is promoted to students and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Regulations and other relevant legislation are complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governors' meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Senior Management Team at All Saints will:

- Actively promote the importance and value of good attendance to students and their parents
- Form positive relationships with students and parents
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all students to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Regulations and other relevant legislation are complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governors and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented

- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support students and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated
- Set out how Pupil Premium will be used to support students with irregular attendance

All staff at All Saints will:

- Actively promote the importance and value of good attendance to students and their parents
- Form positive relationships with students and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve
- Comply with the Regulations and other relevant legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support students and their families

Students will:

- Be aware of the school's attendance policy and when and what they are required to attend. This will be communicated to them through the school staff, parents, and the school timetable
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class
- Bring a note of explanation from their parents or parents to explain an absence that has happened or is foreseen
- Follow the correct set school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data
- Undertaking fortnightly attendance meetings with the Designated Safeguarding Lead and other relevant staff members
- Implementing the identified strategies for promoting good whole school attendance

- Implementing the identified strategies for tackling unsatisfactory attendance
- Managing individual pupil casework files
- Coordinating Individual Action Plans for students causing concern including the instigation of a Family Support Plan (FSP) and/ or the implementation of a parenting contract
- Ensuring first day calling procedures are adhered to, if a child is absent from school without contact from parents
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes
- Making referrals to appropriate external agencies

All Saints will:

- Take a positive interest in their child's work and educational progress
- Ensure their child has regular attendance at school
- Instill the value of education and regular school attendance within the home environment
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours
- Ask the school for help if their child is experiencing difficulties with any aspect of their school work or home and family life
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school by becoming involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home
- Maintain effective routines at home to support good attendance
- Attend all meetings requested to discuss attendance issues

7. Attendance Protocols

If a child is absent, the following will be initiated by the school:

- The first day calling procedures will be activated for all students who are not in school after close of register at All Saints and where no reason for absence is known
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned
- If school cannot make contact with a parent and are concerned about a pupil, a home visit may be carried out
- School will telephone home if a pupil leaves the school without permission

In certain circumstances the School may also:

- Visit the home of the pupil or request a welfare check to be made by the police
- Write to the parents of a pupil to highlight attendance or punctuality issues
- Invite parents to discuss how school can support the family to make improvement
- Refer to an external agency/ support service to offer support, guidance and advice

- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or referring to Children Services, where there are safeguarding concerns

7.1 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly.

If a child is unavoidably absent from school parents are expected to:

- Contact school by telephone call on the first day of absence and each subsequent day, identifying the reason for absence and the expected date of return
- If no contact is received, the Attendance protocols will be instigated

7.2 Support Systems

School recognises that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

We also recognise that some students are more likely to require additional support to attain good attendance.

The school will implement a range of strategies to support improved attendance. Strategies used may include:

- Discussion with parents and pupils
- Pastoral support
- Pupil Voice Activities
- Friendship groups
- 1 to 1 mentoring
- Reward systems
- Additional learning support
- Behaviour support
- Reintegration support packages
- Attendance panels
- Parenting contracts
- Engaging the support of other agencies

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Head teacher will consider the use of legal sanctions following consultation with the Local Authority.

7.3 Attendance Procedure and Reward Staged Approach

96% OR BETTER OVERALL ATTENDANCE

- You are meeting or exceeding the school's attendance target!
- Acknowledgment (such as certificates)
- End of term reward

95.9% OR LOWER OVERALL ATTENDANCE

- You have fallen below the school's attendance target (96%)
- Your child is missing, on average, a quarter of a day of school per week (8 days in a school year)

93% OR LOWER OVERALL ATTENDANCE

- Attendance is significantly low
- Your child is missing, on average, a quarter of a day of school per week (13 days in a school year)
- Evidence for absences will always be required at this point onward.
- All absences hereafter will be monitored by the Head Teacher / Teacher responsible for attendance
- We work together at this point to make sure you avoid the next threshold (90%)

It is important at this stage to appreciate that we are working together to avoid 90% or less attendance as, at this point, the County Council Attendance procedures are triggered. If this should happen, evidence for absences and evidence of working with the school are vital for proving your commitment to your child's attendance and avoiding any penalties or fines.

90% OR LOWER OVERALL ATTENDANCE

- Your child is now classed as "persistently absent" from school
- Your child is now missing, on average, a half day of school every week (19 days in a school year)
- All absences will be marked as unauthorised unless there is medical evidence to show otherwise.
- The Attendance Lead Teacher will contact you by telephone or letter to arrange a meeting in school to support you and your family
- Close monitoring every couple of weeks.

IF ATTENDANCE IS NOT IMPROVED

- You will be asked to attend a **Fast Track** meeting at the school
- Close monitoring every day
- No significant improvement in attendance could now lead directly to parent being prosecuted. This process is called **Fast Track** and there is further information available from school and Norfolk County Council.
- Remember: **It is a parent's legal responsibility to ensure their children attend school.**

Note:

- **Lateness** – Parents/carers will be contacted if there are concerns around a child's late arrival.
- **Fixed Penalty Notice Criteria** – From 1 September 2019, the criteria for the issue of a FPN will be:

- 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017); or
- 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

Attendance Awards

The school wishes to promote good attendance and will use reward students who have good or improving attendance through the reward system.

8. Related Policies

To underpin the values and ethos of our school and our intent to ensure that students at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- Safeguarding including Child Protection
- Admissions
- Anti-bullying
- SEN Policy
- Curriculum
- Behaviour and Learning
- Feedback
- Our School's Ethos and Aims

9. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [School attendance](#), DfE (2018)
- [School attendance parental responsibility measures: statutory guidance](#), DfE (revised March 2017)
- [Norfolk County Council Children Missing Education Practice & Procedures](#)
- [‘Keeping Children Safe in Education’](#), DfE (2018)

10. Appendices

10.1 The following pages contain appendices of template letters relevant to this policy.

Appendix A: Late arrival awareness letter

Appendix B: Persistent Absentee letter

Appendix C: Attendance has not improved letter

Appendix D: Persistent Absentee letter (below statutory school age)

Appendix E: No reason given for absence contact letter

Appendix F: Leave of absence form (page 1 and 2)

Appendix G: Fixed Penalty Notice Warning Letter

Appendix A

Dear

Following our regular register check and concerns expressed by your child's class teacher, it has come to our attention that has arrived late on of occasions.

We understand that school mornings can be hectic, but when your child is late for school they can miss out on vital parts of their education, disrupt lessons and this can be embarrassing for the child. Poor punctuality is not acceptable. Being late to school can have considerable impact over the whole school year, being 5 minutes late every day = 3 days of school lost a year! Being late by 30 minutes every day = 19 days of school lost a year.

The bell is rung at 9am, morning registration takes place at 9am and we expect your child to be in class on time. Your child will receive a late mark if they are not in by that time.

Morning registration closes at 9.25am. Any pupil arriving after this time will receive a mark as being on site, but this will not count as a present mark and it will result in your child having an unauthorised absence.

With this in mind I am sure you will support us in every way to ensure that your child's punctuality is improved. If you have any concerns or if we can be of any help to you, please do not hesitate to contact myself or your child's class teacher who will be more than happy to offer you support and guidance.

Yours sincerely

Ms S Dangerfield
Headteacher
All Saints School

Appendix B

Dear

Following our regular register check we are concerned to see that <name of pupil> attendance is <percentage attendance>%. When looking into the reasons why <name of pupil> has been absent from school, we noticed that the majority of the absence was linked to illness and/or medical reasons.

As this is getting significantly close to the level at which we need to report to the County Council (90%) I would like to arrange an informal meeting with you to discuss the matter and find some ways to support you in ensuring this doesn't happen. I have made a provisional appointment for you on XXXX at school with XXXX. If you cannot make this date and would like to change it just let me or the school secretary know (you can phone, e-mail or send a note via the school office) and we will make sure we find a time that better suits you.

Also, due to the level of illness and/or medical absence, I must ask that if any further absence occurs, evidence must be received by the school that shows that the pupil has been absent and is being supported by a Doctor. Some examples of evidence that could be used are: Prescriptions, Appointment Cards, Doctor's Notes, etc. This is in line with the Department for Education guidance as adhered to by Norfolk Local Authority and we have a responsibility to strictly follow this and are held accountable for doing so.

Failure to attend the meeting or contact us will be considered as you failing to work with us to improve your child's attendance. This could involve us asking for the Local Authority Attendance Improvement Officer to become involved. I would take this opportunity to remind you that Section 7 of the Education Act 1996 places a duty on all parents to ensure that their children receive an efficient, full-time education.

We look forward to meeting with you.

Yours sincerely

Ms S Dangerfield
Headteacher
All Saints School

Appendix C

Dear

Since we met on XXX, your child's attendance has failed to improve significantly and their school attendance is now xxxx%. Ongoing low attendance is a factor often linked to low levels of academic success. It is important that low attendance is dealt with as early as possible to give every child as much potential to success at school as it is possible.

I now have no further option but to refer this matter to Norfolk County Council's School Attendance Officers who have the statutory duty to investigate matters of ongoing poor school attendance. In the meantime I suggest we meet on XXXXX to review our last meeting and to put some new actions in place to help raise attendance.

Thank you for your co-operation.

Yours sincerely

Ms S Dangerfield
Headteacher
All Saints School

Appendix D

Dear

Following our regular register check, we are concerned to see that your son/daughter has attended on only ... of the possible sessions. We enclose a copy of your child's attendance record.

This is an unusual amount of absence and results in an attendance level of only%, which is below or very close to the County Council persistent absence figure of 90% and below our School attendance target of 96%.

We are aware that this is your child's first year in school but feel this is an important time to establish good routines and attendance. It is our duty to monitor pupil's attendance and keep parents up to date on their child's attendance levels. May we remind you that as a parent/carer of a child who is a registered pupil at this school, you hold legal responsibility for ensuring that your child attends school regularly

Research has shown that there is a strong link between levels of attendance at school and levels of achievement. Children with high levels of attendance tend to gain better results in tests and examinations than children with lower attendance levels. We are committed to improving the achievement of all of our students and, as part of that commitment, are seeking to improve levels of attendance. Non attendance at school for any reason is an important issue and must be treated seriously. May we remind you that as a parent/carer of a child who is a registered pupil at this school, you hold legal responsibility for ensuring that your child attends school regularly

In view of your child's attendance level we will be monitoring your child's attendance after the date of this letter. If you have any concerns or if we can be of any help to you in ensuring your child's regular attendance at school, please do not hesitate to contact your child's class teacher, or Miss Paffett, who will be more than happy to offer you support and guidance.

Yours sincerely

Ms S Dangerfield
Headteacher
All Saints School

Appendix E

Dear

According to our records, your child has recently been absent from school. You will be aware, as it was in your signed home-school agreement, that it is the parent's responsibility to notify that school on the first day of a pupil's absence to explain the reasons why they were unable to attend school and an expected date when they will return. Unfortunately, we have not received any contact from you.

I am therefore writing to you to give you an opportunity to explain the recent absence(s).

Please complete the tear off slip below and return it to the school as soon as possible. Any absence that hasn't been explained within two weeks will be categorised as an "Unauthorised" Absence. If your child remains absent from school without explanation for 10 days the school is obliged to contact the County Council's Attendance Officers to report the issue. This may seem imposing, but it is in the best interests of all our children to have this policy.

If you have any questions, please don't hesitate to contact me.

Yours sincerely

Ms S Dangerfield
Headteacher
All Saints School

Please complete this slip and return to the school office as soon as possible or, equally, email the school office@allsaintslessingham.co.uk to provide a reason for the absences.

Your Child:

Dates of unexplained absence:

Reason for absence:

--

Parent/Carer Signature Date

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please note: taking your child out of school during term time could be detrimental to your child's educational progress

Full name of child(ren)

Class/es

Address

Leave requested from _____ to _____ inclusive

Total number of school days _____

Reason for application:

I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown. I/we are aware that this could result in a referral to the Attendance Team which could then result in a Fixed Penalty Notice being issued.

Signature of parent(s)/carer(s) _____

Date: _____

The Headteacher is unable to authorise any absence from school without exceptional circumstances.

Your request for leave of absence from school for a family holiday during term time has been noted.

Signature of Headteacher _____

Please note: Retain the original signed and completed forms in school records and ensure a copy is returned to the parent/carers of the student to confirm authorisation.

Leave of absence during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power to allow leave of absence in exceptional circumstances during term time. This is not an entitlement and purely at the discretion of the schools head teacher. Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods and SAT's.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence; however some schools may choose to do this.

The government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

Discuss with the school any request for leave of absence prior to making a booking. Jo Paffet is the Attendance Lead for All Saints . It is the parent/carers responsibility to ensure you receive confirmation from the school before the leave is taken. Do not assume permission is granted if you have not received written confirmation.

Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carers has been unable to provide a reason for the absence, which is acceptable to the school.

- The criteria for Fixed Penalty Notices are (from 1 September 2017):
 - 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017);
- or
- 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine per parent/carers per child payable within 21 days, this increases to £120 if paid within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court. *(Academic year =school year from September to July)

Appendix G

Dear Parent/Carer,

Attendance at school and legal intervention

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At All Saints our aim is to work with parents to ensure that all our students receive the most from their education and reach their full potential.

This letter is to remind all parents/carers that the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

To support us in this area we have signed up to The Local Authority system where any pupil will meet the criteria for legal intervention through the issue of a Fixed Penalty Notice where they have:

1. 10 consecutive sessions¹ of unauthorised absence where some or all of the absence may be attributed to an unauthorised holiday in term-time (for absences from 1 September 2017);
or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday.

Any students at All Saints who meets either of the criteria, will be referred for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment within 21 days. If a Notice is unpaid within 21 days, the fine will double to £120 per parent per child if paid within 28 days. If a fixed penalty notice fine is not paid in full within the timescale set out above, the Local Authority is required to start legal proceedings against the parent(s) in the local Magistrates' Court for the offence of failing to ensure their child has attended school regularly.

It will always be our intention to work collaboratively with you as parents and carers. I do hope we can count on your support in this matter, please do not hesitate to contact me or Jo Paffett who is leading on attendance if you have any questions.

Yours sincerely

Ms S Dangerfield
Headteacher
All Saints School

¹ Please note that the school day consists of 2 sessions.