



School Attendance Policy

Date: February 2024

Review date: February 2025

Approved by the Advisory Board: February 2024

Linked to policies:

- Safeguarding including Child Protection
- Supporting Children with Medical Needs
- Admissions
- Anti-bullying
- Exclusion

Signed:

S. Day

Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
New policy	January 2023		
V2	February 2024	P5 paragraph 3 And P20 last line	Senior Leader with responsibility for attendance And last line: Jo Paffett replaced by Sam Dangerfield

Contents

Introduction/Aim	4
Legal Framework	4
Roles and Responsibilities	5
Categorising Absence and Attendance	7
Leave of absence	7
Medical appointments and absence due to illness	8
Student absence for the purposes of Religious Observance	9
Gypsy, Roma and Traveller students	9
Unauthorised absence	10
Our Procedures	10
Register keeping and recording	10
Late arrival at school	11
Expected absence procedure for parents	11
Attendance Rewards & Interventions	12
Support Systems	14
Persistent Absence and the use of legal interventions	14
Reduced timetables	15
Deletions from the Register	15
Related Policies	15
Statutory Framework	16
Appendices	16
Appendix 1: Fixed penalty notice whole school warning letter	17
Appendix 2: Example leave of absence request form	18
Appendix 3: Attendance Policy Quick Guide for Parents	20

1. Introduction/Aim

At All Saints School we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all students. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a [wide range of evidence](#) as to the health and wellbeing benefits of school-age education. [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. As set out in this policy, we will work with families to resolve any difficulties at the earliest opportunity. We also acknowledge that for many of our students' attendance in school is difficult due to social anxiety.

Our attendance policy aims to give clear guidance to staff, parents, students, and advisors to:

- Support student's achievement by establishing the highest possible levels of attendance and punctuality;
- Recognise the key role of all staff in promoting good attendance;
- Provide a clear framework for monitoring and responding to student absences;
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

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 considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

2. Legal Framework

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.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every student has access to full-time education to which they are entitled;
- Act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined 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

3. Roles and Responsibilities

At All Saints School we believe that improving school attendance is everyone’s business; that it is a shared responsibility by all school staff, parents, students, and the wider school community.

Role	Name	Contact details
Senior leader with responsibility for attendance	Samantha Dangerfield	01692 582083
Attendance Assistant	Karen Berryman	01692 582083
Named Advisory Board Member	Heather Duxbury	01692 582083

The directors of All Saints School recognise the importance of school attendance and promote it across the school’s ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, students, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the Advisory body to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school’s attendance procedures so that consistent attendance support is provided for all students.
- Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual students or cohorts who need it most.
- Ensuring high aspirations are maintained for all students and processes for support are adapted to the individual needs of students including those with long term illnesses, special educational needs and disabilities, students with a social worker and students from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school’s Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Management Team at All Saints School will:

- Actively promote the importance and value of good attendance to students and their parents or carers.
- Form positive relationships with students and parents and carers.
- 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 Advisory Board and on a half-termly basis to the lead advisor for attendance.
- Ensure that systems to report, record and monitor the attendance of all students, 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 FME ever 6 funding will be used to support students with irregular attendance.

All staff at All Saints School 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 students, 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.

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 student attendance data.
- Undertaking weekly attendance meetings with the Designated Safeguarding Leads and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual student casework files.
- Coordinating individual action plans for students causing concern including the instigation of an Early Help Assessment and Plan 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
- Making referrals to appropriate external agencies.

All Saints School requests that parents:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil 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/email 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 schoolwork 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.

Students will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through 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 guardians to explain an absence that has happened or is foreseen.
- Follow the 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.

4. Categorising Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

4.1 Leave of Absence

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are 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.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At All Saints School, leave of absence is only

granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. All Saints School will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 2). 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 Headteacher, and it will be marked as unauthorised. All Saints School 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.

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

- The parent fails 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 Headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a student 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 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The student should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. However, we do recognise that for some students they may not be able to organise transport to enable attendance at school on days of medical appointments. If a student must attend a medical appointment during the school day, they must be collected from the school. No student will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend school-led Attendance Support Panel as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and student as appropriate to make a referral to the 5-19 Healthy Child Programme team and/or to liaise with the child's healthcare professional.¹

¹ This is in accordance with the NSCP [Joint Protocol between Health Services & Schools in respect of the management of student absence from school when medical reasons are cited](#)

Where a student has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting students with medical conditions at school](#) and Norfolk County Council policies via the [Medical Needs Service](#). We will also consider whether an Individual Healthcare Plan is required.

4.3 Student Absence for the purposes of Religious Observance

All Saints School 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 student absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

4.4 Gypsy, Roma and Traveller students

Gypsy, Roma and Traveller (GRT) students are among the lowest achieving groups of students at every key stage in education, although some GRT students achieve very well at school. There are many complex and interwoven factors that may influence the educational attainment of GRT students. Schools and Local Authorities can make a big difference to their life chances through:

- Clear high expectation of all students, regardless of their background
- An inclusive culture that welcomes all communities
- Strong engagement from parents

In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a student of no fixed abode who is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
- that the child has attended at a school as a registered student as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted

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. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is 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. All Saints School 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 student must have attended All Saints School in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the students school place will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

To ensure we can effectively support all our students, we ask that parents:

- 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.

4.5 Unauthorised Absence

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

- A student/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the students 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 student is considered well enough to attend
- Holidays taken without the authorisation of the school

5. Our Procedures

5.1 Register Keeping and Recording

The Education (Student 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 student was:

- Present
- Absent
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.²

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 students 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

5.2 Late Arrival at School

At All Saints School all students are expected to arrive on time for every day of the school year unless an alternative arrangement has been put into place as part of the annual review process. The school day begins at 09:00. The school register will be taken from 09:00 to 09:15. All students arriving after this time are required to report to the main office. If their arrival is before 09:15 it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 09:15. 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 student arrives after the close of the afternoon register for the PM session.

5.3 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 morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated. It is the parent/carer's responsibility to contact the taxi transport (if applicable) to advise them of any absences.

If a child is absent, the following actions 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 09:15 and where no reason for absence is known.
- If there is still no contact made from the students' parents or cares, 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 contact a parent and are concerned about a student, a home visit may be carried out.

In certain circumstances the School may also:

- Visit the home of the student
- Write to the parents of a student 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 consulting with the Children’s Advice and Duty Service (CADS) or the police, where there are safeguarding concerns.

5.4 Attendance Rewards & Interventions

This column should denote which member of staff is responsible for actions at each of these stages

This column should list the support, rewards and interventions that will take place at this stage so that everyone understands what will happen

 <p>0 – 2 DAYS OFF</p>	<p>99 – 100%</p>	<p>Examples:</p> <ul style="list-style-type: none"> • Warm welcome • Attendance matter sessions • Request notes for unauthorised and update MIS • Talk with yellow to red to offer motivation and add notes to MIS • No engagement from parent considers use of legal intervention
 <p>4 – 7.5 DAYS OFF</p>	<p>96 – 98%</p>	<p>Examples:</p> <ul style="list-style-type: none"> • School, student, and family develop attendance plan • Weekly check ins with attendance officer • Monitor three weeks • Attendance support panel • No engagement from parent considers use of legal intervention
 <p>9.5 – 17 DAYS OFF</p>	<p>93 – 95%</p>	<p>Examples:</p> <ul style="list-style-type: none"> • School, student, and family develop attendance plan • Weekly check ins with attendance officer • Monitor three weeks • Attendance support panel • No engagement from parent considers use of legal intervention



90 – 92%

Examples:

- 100% weeks note in planner
- Yellow letter when moving up the ladder
- School, Student, and family develop PA/at risk of PA plan
- Home visits, Minibus pick up
- Letter 3 intent to Fast Track
- Involvement from LA and external agencies with consent from parents
- No engagement from parent considers use of legal intervention

Under 89%

Examples:

- 100% weeks note in planner
- Orange letter when moving up the ladder
- School, Student, Family and LA develop plan to address absence
- Three weeks monitoring of plan
- Attendance support panel
- No engagement from parent considers use of legal intervention

Under 50%

Examples:

- Formal support such as parenting contracts will be in place
- Intensify support through statutory children’s social care involvement
- No engagement from parent considers use of legal intervention

At All Saints School we will work with any student and their parents and carers who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

“Persistent absenteeism” (PA) as:

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

“Severe absence” (SA) as:

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

5.5 Support Systems

At All Saints School we recognise the difficulties that young people face which may impact on their attendance. 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, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that many of our students are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

To plan the correct support, we will always invite parents and students to attend a meeting to discuss the concerns and devise a plan to support the child’s regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and students.

5.6 Persistent Absence and the use of legal interventions

A student 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 as outlined in the section above. 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 for parentally condoned absence, consideration of an Education Supervision Order or 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.

5.7 Reduced timetables

All schools have a statutory duty to provide full-time education for all students and we are committed to every child’s right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a student’s individual needs and only where it is safe to do so. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the student is expected to attend full-time or be provided with alternative provision. We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the student; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family

In line with Norfolk County Council [guidance](#), we will notify the Attendance Team of all reduced timetables as soon as a plan has been agreed.

6. Deletions from the Register

At All Saints School we will add and will only delete students from our school roll in line with the Student Registration Regulations. In most circumstances, we will know in advance about students leaving our school; this will be planned and discussed with the parent in advance of the student leaving. At All Saints School we will always work with families to gain information about the students next school and/or address before the student leaves to reduce the risk of students becoming a child missing education through lack of shared information.

We follow Norfolk County Council's Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school and through an emergency annual review with the EHCP co-ordinator in attendance. The student will be de-registered on receipt of such a letter and Norfolk County Council will be informed of the removal from roll as outlined above. We will also inform Norfolk County Council's Services to Home Educators Team by completing a referral form.

All Saints School will follow Norfolk County Council's [Children Missing Education procedures](#) when a student's whereabouts is unknown, and the school will carry out joint enquiries with Norfolk County Council to establish the whereabouts of the child.

7. 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
- Supporting Children with Medical Needs
- Admissions
- Anti-bullying
- Exclusion

8. Statutory Framework

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

- [Working together to improve school attendance, DfE, \(September 2022\)](#)
- [School attendance parental responsibility measures, DfE \(January 2015\)](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Keeping children safe in education, DfE \(September 2022\)](#)
- [Working together to safeguard children, DfE \(July 2018\)](#)

9. Appendices

The following pages contain appendices relevant to this policy.

Appendix 1: Fixed penalty notice whole school warning letter

Dear Parent/carer

Date: xx/xx/xxxx

Attendance at school and legal intervention

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

[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 School 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 about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The DfE policy document entitled, '[Working together to improve school attendance](#)' states:

- Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- If a leave of absence is granted, it is for the headteacher to determine the length of the time the student can be away from school.
- As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any student will meet the criteria for legal intervention if they have **at least 9 sessions (4.5 school days) lost to unauthorised absence by the student during 6 school weeks**. The intervention could be in the form of a fixed penalty notice. Any student at [INSERT NAME OF SCHOOL] who meets the criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued, the arrangement for the payment will be detailed on the notice. The penalty is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. A parent may receive more than one separate penalty notice resulting from unauthorised absence. When penalty notices are issued each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than 1 child who has been absent. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken. In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a further penalty notice in the same academic year and may instead choose to prosecute a parent under the Education Act 1996 S444. There is no right of appeal by parents against a fixed penalty notice.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,

Headteacher

Appendix 2: Example leave of absence request form

APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important Information for Parents – please read before completing this form

We expect every student's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence. Parents do not have any legal entitlement to take their child on holiday during term time. It is the Headteacher who decides whether a period of leave during term time will be authorised or not in line with legislation. The Education (Student Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Headteachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist.

Every request for leave of absence during term time will be reviewed on an individual basis with due consideration of the circumstances but the Headteacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence to be authorised.

All requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the student from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised.

I have read the above information and wish to apply for Leave of Absence from school for:

Child's Full Name:	Date of Birth:	Class:

Parent/Carer Details (please list all parents)

First Name:

Surname:

Date of Birth:

Relationship to the child:

Address and postcode:

Telephone number:

First Name:

Surname:

Date of Birth:

Relationship to the child:

Address and postcode:

Telephone number:

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name:	Date of Birth:	School:

Details of the absence

Date of First day of absence:

Date of last day of absence:

Total Number of days absent:

Expected date of return to school:

Please provide the reason for this request including supporting evidence:

Please read the following statement and sign to indicate you understand the this:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.

Signed:

Full name:

Date:

Signed:

Full name:

Date:

To be completed by the school:

Date request received by the school:

Total number of days requested:

Child's Name:

Current % Attendance

Application Authorised or Declined?

Reason for school's decision:

Headteacher:

Signed:

Date:

Appendix 3: Attendance Policy Quick Guide for Parents



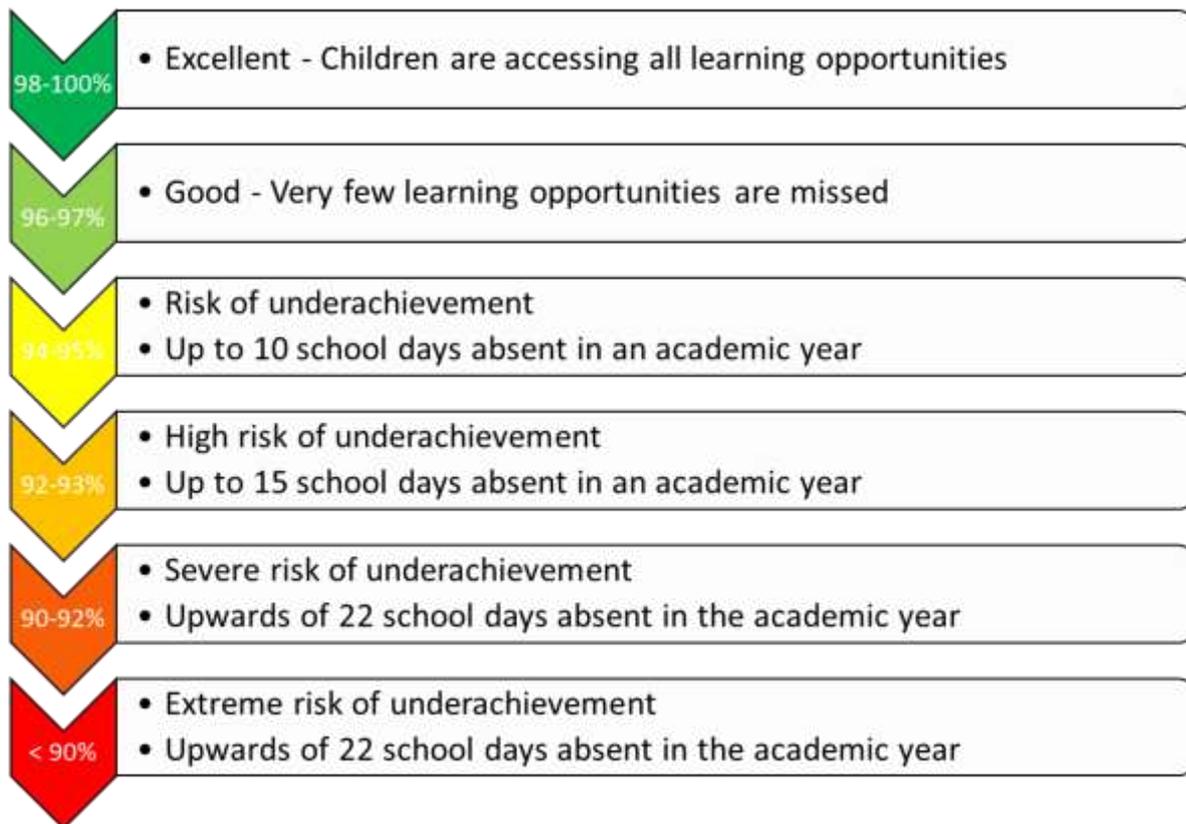
Attendance Policy Quick Guide for Parents

We expect students to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Students must be in school by **09:00**.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



'On the day' absences: what should I do if my child is not 'fit' to go into school?

On each day your child is unfit to come to school, please report this absence using the school's phone number **01692 582083** to let us know. In the message you must leave your child's full name, and give the specific reason for absence. The information you give will be recorded on our official register.

Advise the taxi company that collects your child.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via office@allsaintslessingham.co.uk. You will receive a letter in response, to advise if the request has been granted or declined.

Punctuality

Students are expected to arrive on time for school in the morning and for every lesson during the day.

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. I hope we can count on your support in this matter.

Please contact Samantha Dangerfield if you require any support with ensuring your child's regular school attendance.