



ATTENDANCE POLICY

Policy Number	A03
Target Audience	Parents, Pupils and Staff
Approving Committee	Executive Committee
Last Review Date	24 Sept 2025
Next Review Date	Sept 2028
Policy Author	M Platt

Version Control			
Version No	Date Approved	Reviewed By	Changes
V1	Oct 13	MP	
V2	Oct 16	MP	Updated term time holidays in line with Government legislation
V3	July 19	MP	Clarification of lateness codes
V4	Sept 22	MP SJ	Updated in line with non-statutory guidance from the DFE May 22
V5	Feb 23	CC SJ	Adjustment to late arrive time.
V6	Feb 23	CC SJ	Clarified timings to late arrive time.
V7	Sept 24	MP	Amendments from Aug 24 legislation
V8	24 Sept 25	GB Executive Committee	Clarification evidence requested

Senior Attendance Champion: Mr Platt

Attendance Lead: Mrs Johnson

0161-921-1640

The Law on school attendance and right to full-time education

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

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Importance of good attendance

Regular and prompt attendance allows every child access to the education to which they are entitled by law. St Andrew's will endeavour to work alongside parents and the Education Welfare Service to promote and encourage good attendance.

Incentives for good attendance

School has created a culture that promotes the benefits of good attendance by reinforcing the fact that good attendance and punctuality are vital to a pupil's progress at school. If a child is not in school then he/she cannot learn.

- Attendance is a regular item on Headteacher newsletters
- Attendance and number of lates are tweeted every half term
- Website celebrates best class attendance on homepage
- Celebration attendance display in the school hall
- Certificates for 'exceptional' attendance
- Half termly reward for best class attendance

Aim:

To ensure high standards of attendance are sustained or even improved by:

- Ensuring this policy is adhered to
- Appointing an attendance champion (M Platt) and lead (S Johnson)
- Monitoring attendance patterns closely, particularly persistent absentees and discussing with parents where required
- Creating a culture of good attendance and punctuality by giving it a high profile
- Raising attendance awareness and their legal responsibilities through regular publication and events
- Providing clear guidance for staff on the registration process and the accurate and full use of register codes
- Promote effective and consistent communication between home and school
- Actively discouraging parents from taking holidays in term time
- Not authorising absences without notes/phone calls from parents
- Rewarding good attendance by (end of year certificates and class/pupil of the week awards, best class attendance followed by a reward)
- Creating effective partnerships with the Education Welfare Officer
- Applying the School Attendance Policy consistently

Robust daily processes

- Daily monitoring of attendance is in place-including first day response.
- Attendance information and daily registers are accurately completed daily by the attendance lead-Mrs Johnson. Registration is at 8.55am (9am in nursery)
- Clear procedures for recording attendance and lateness
- Latecomers sign in on the inventory

Punctuality and Late Arrival - After 8.55am, 1.00pm or 1.30pm

- 9.25am – Registers Close

All children should arrive at school by 8.55am (9am for Nursery). Anyone arriving after this time will be marked as late. Arrival after 9.25am, when registers have closed, will be marked as an unauthorised absence.

Lateness

- Pupils who are consistently late are referred to the HT and/or EWO
- Problems relating to a pupils' attendance will be addressed by the HT and EWO:

School Procedures for Dealing with Persistent Absence

- Analysing and tracking attendance data to identify pupils at risk of poor attendance, persistent absentees and any particular groups with poor attendance
- Identify pupils with less than 95% attendance. These are 'at risk' of becoming a persistent absentee
- Work with parents by taking a common sense approach to address reasons for absence (persistent or below 95%) by:
 - 1) Sending a letter home
 - 2) HT meeting with parents to identify any barriers and provide support to remove them
 - 3) Set improvement targets
 - 4) Remind parents of their statutory responsibilities and the legal processes available for school
 - 5) If required, adopt and lead a multi-disciplinary approach by working closely with a number of support services-Local Authority Attendance Officer, health, Social Workers and Early Help to identify barriers to poor attendance for specific pupils
 - 6) Parents may be asked to provide evidence of absence where there are concerns about the frequency or pattern of absence. This will be proportionate and reasonable and can be medical or other such evidence. Parents will never be asked to provide photographic evidence that compromises its safeguarding responsibilities.
- The headteacher has the authority and discretion to unauthorise absences where there are genuine concerns
- Follow the re-integration procedures (possible phased return) as and when required. Usually when children have been off on long term sick if suitable

Support for pupils with Medical Conditions

- To maximise attendance we work with parents to arrange phased returns, partial days, adjustments to the curriculum and school day
- Implement a health care plan if applicable
- Utilise support from wider partners-hospital teachers
- Work sent home, Google Classroom

Rights/Roles/Responsibilities

Of Pupil:

Every child of compulsory school age is entitled to receive efficient full-time education. This is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Of Parents:

Parents must ensure that their children are educated. For most parents this means registering their child at school. Parents can be prosecuted and, or fined, if they fail to ensure that their child attends school regularly. The Education Welfare Service can help parents meet the statutory obligations on school attendance. Parents have a statutory right to certain involvement in their child's education. (Parents' evenings, annual reports, progress information etc)

Of the Local Authority:

According to the Education Act the Local Authority has to offer educational provision for all school age children through its schools and the Educational Welfare Service.

St. Andrew's must keep an attendance register at the beginning of the morning and afternoon sessions and report pupils to the EWO who fail to attend regularly or accrue unacceptable absences. (less than 95% attendance). The Education Welfare Service has the role of assisting the Local Authority to meet the statutory obligations on school attendance.

Leave of Absence for Holidays in Term Time

From 1st September 2013 new guidance issued by the Department for Education applied to all absences during term time. Updated guidance issued by the Department for Education in August 2024 does not allow head teachers any discretion to authorise any holiday absence during term time.

Any absence from school disrupts a child's learning. In addition, children returning from a term-time absence generally require additional time from teachers to catch up on the teaching they have missed. This can have a negative impact on the education of other pupils in their class.

Granting Leave of Absence

All schools can grant a leave of absence to a parent when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable

Exceptional circumstances:

All schools can grant a leave of absence for **other** exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to 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 school to determine the length of the time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

Absence Requests - including Holidays

The law does not grant parents an automatic right to take their child out of school during term time. To make a request you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent.

WARNING: If the school refuses your request and the child is still taken out of school, this will be recorded as an **unauthorised absence** and this may make you liable for a penalty fine or prosecution.

REQUESTS FOR ABSENCE DURING TERM TIME SHOULD BE MADE IN WRITING TO THE SCHOOL OFFICE

Please include as many details as possible about the reasons for your request

ABSENCE REQUEST RESPONSE FORM – TERM TIME

PUPIL:	
CURRENT ATTENDANCE:	
DATES:	
NO. OF DAYS REQUESTED:	
PREVIOUS HOLIDAY REQUEST (days)	

Dear Parent/Guardian,

I received your Request Form to authorise a Leave of Absence for your child/ren. In August 2024 the Government amended the previous policy surrounding holidays being taken during term time. We take attendance very seriously. The second most common reason for absence from school is for a family holiday, the Government agreed that this needed to be addressed. **Head teachers now may not grant any leave of absence during term time.**

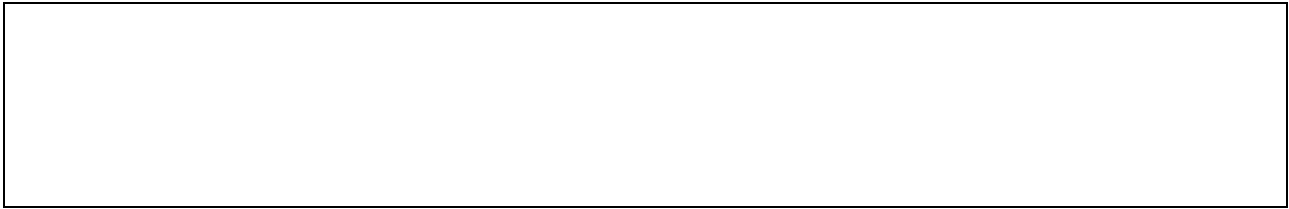
If you should take leave of absence on the above dates the absences will be marked as unauthorised in the register. Therefore, a Penalty Notice fine may be issued to you by Salford City Council on your return.

The Penalty Notice fine will not exceed £160 if paid within 28 days. If the penalty is still not paid within 28 days you will be prosecuted under Section 444(1) of the Education Act 1996.

You will be prosecuted for failing to ensure that your child[ren] attend[s] school on a regular basis, i.e., not for the non-payment of the penalty.

Also, where there are two parents who both have responsibility of their child(ren), you will receive a Penalty Notice fine each, per child.

Please be aware that:



Yours sincerely

Headteacher

Fixed Penalty Notices

The Education (Penalty Notices) (ENGLAND) (AMENDMENT) Regulations 2024

2024 No. 210

Education Penalty Notices for Non-School attendance

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to none school attendance.

Schools are required to consider, on a case by case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

- 10 sessions (5 days) of unauthorised absence (O coded)
- 10 sessions (5 days) of unauthorised holidays (G Coded)
- Persistently arrives late for school after the close of registration (U coded)
- 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance.

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

- Penalty Notice One - £160 discounted to £80 if paid within 21 days.
- Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.

The local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.