



Attendance Policy Hucknall National C of E (VA) Primary School January 2025

Growing together in learning, love and faith

Love, Forgiveness, Respect, Hope, Thankfulness, Trust.

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Statement of Intent

At Hucknall National C of E Primary School we aspire to cultivate the gifts and talents of every child and equip them with the wisdom, knowledge and skills to live life in all its fullness: its joys and celebrations, its sorrows and struggles.

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

We are committed to:

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

Linked Christian Values: Love, Forgiveness, Respect, Hope, Thankfulness, Trust.

The school's attendance officer is Mrs Brown who can be contacted via office@hnp.snmat.org.uk. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

Signed by

Headteacher:

Chair of Governors:

Review date- January 2027

1. Legal framework

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

- DfE (2024) 'Working together to improve school attendance' [Working together to improve school attendance \(applies from 19 August 2024\)](#)
- DfE Guidance on School Attendance parental responsibility measures [Parental responsibility measures, Academic year 2022/23 - Explore education statistics - GOV.UK](#)
- Equality Act 2010 [Equality Act 2010](#)
- Part 6 of The Education Act 1996 [Education Act 1996](#)
- Part 3 of The Education Act 2002 [Education Act 2002](#)
- The Education (Pupil Registration) (England) Regulations 2006 (As amended) [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(revoked\)](#)
- The Children (Performances and Activities) (England) Regulations 2015 [Child performance and activities: licensing legislation - GOV.UK](#)
- DfE (2022) 'Keeping children safe in education 2024' [Keeping children safe in education 2024](#)
- DfE (2024) 'Children missing education' DfE [Children missing education - GOV.UK](#)
- Part 7 of The Education and Inspections Act 2006 [Education and Inspections Act 2006](#)

This policy also refers to:

- School Census Guidance.
- Mental Health Issues Affecting a Pupil's Attendance: Guidance for Schools

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
 - Children Missing Education Policy from Nottinghamshire County Council [nottinghamshire-children-missing-education-strategy.pdf](#)

2. Roles and responsibilities

The governing board has overall responsibility for:

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

The headteacher is responsible for:

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

- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Deciding if fixed penalty notices will be submitted to the Local Authority who will then issue them accordingly.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using professional judgement and knowledge of pupils to determine if welfare concerns need escalation.
- Where designated, taking the attendance register accurately at the relevant times during the school day.

The Attendance Officer, Child and Family Support Worker and Attendance Administrator are responsible for (Attendance Team):

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Ensuring if on the first day of absence, no contact is made, a home visit is carried out for a welfare check.
- Home visits are carried out when there is persistent non-attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents regarding attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil who is deleted from the admission and attendance registers.
- Liaising with pupils, parents/carers and external agencies where needed.
- Advising the Head Teacher when to issue Fixed Penalty Notices.

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to school.

Parents are responsible for:

- Making sure their child attends school regularly and arrives on time.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Informing school by 9am every day if their child is absent.
- Completing holiday forms if on a planned holiday.
- Keep to any attendance contract made with the school/Local Authority.
- Providing the school with evidence of any planned or pre-existing medical appointments.
- Providing the school with evidence of any medical appointments if an illness has affected a child's attendance for more than two consecutive days.

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

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

Authorised absence:

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

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed at 9:10 am
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day
- If the school is not satisfied about the authenticity of an illness, the absence will be recorded as unauthorised and parents will be notified of this in advance

Persistent absence (PA):

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

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

The school day starts at 8:40am, where the children are met by teaching staff. Pupils will have a morning break, and a lunch break – pupils will be expected to have returned from each break and be ready to recommence learning.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 8.45am. Pupils will receive a late mark if they are not in their classroom by this time.
- The morning register will close at 9:10am. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by 1:10pm. Pupils will receive a late mark if they are not in their classroom by 1:15pm

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Pupil expectations

5.1. Pupils are expected to attend school on time, every day. They are expected to arrive in class promptly to begin their learning.

6. Absence procedures (see further details in 'Attendance Monitoring Procedures' and 'Flowcharts')

- 6.1. Parents are required to contact the school by 9am on each day of their child's absence.
- 6.2. A text will be sent to the parent of any child who has not reported their child's absence, from 9:10am. This will be recorded. A home welfare visit will be made each day, if parents/carers do not contact school with a reason for absence by 9.30am. Home visits begin from 10am each day.
- 6.3. In the case of persistent absence, letters will be sent home, and arrangements will be made for parents to speak to the Attendance Officer or Child and Family Support Worker.
- 6.4. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 sessions (5 days) or more due to unauthorised absence.
- 6.5. If a child's attendance drops below 95% a letter is sent informing parents, this needs to improve, and attendance will be monitored.
- 6.6. If a child's attendance drops below 90% a letter will be sent offering support to help the family improve attendance.
- 6.7 Unauthorised absence: In Nottinghamshire, parents can be fined if their child has more than 3 days unauthorised absence over a six-week period. (Taken from www.nottinghamshire.gov.uk)
- 6.8 Unauthorised absences may be referred to Education Welfare which may result in a Fixed Penalty Fine (under section 444(B) of the Education Act 1996), for failing to ensure regular attendance at school. The school will follow the Nottinghamshire local code of conduct for penalty notices.

There will be circumstances where it is considered that a Penalty Notice is not appropriate. This may be due to a variety of reasons, including, but not limited to: (a) repeated offences indicating that Penalty Notices are not bringing about a change in behaviour, for example, repeated unauthorised term time leave; (b) the high level of unauthorised absence, including extended unauthorised term time leave cases; and (c) the complex or long standing nature of the particular case. In such cases, the Local Authority may consider instigating a prosecution under Section 444(1) or 444(1A) of the Education Act 1996 as an alternative to a Penalty Notice.

7. Attendance register

7.1 The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

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

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

/ = Present in the morning

\ = Present in the afternoon

L = Late arrival before the register has closed

C = Authorised absence

E = Excluded but no alternative provision made

H = Authorised holiday

I = Illness

M = Medical or dental appointments

R = Religious observance

B = Off-site education activity

G = Unauthorised holiday

O = Unauthorised absence

U = Arrived after registration closed

N = Reason not yet provided

X = Not required to be in school

T = Gypsy, Roma and Traveller absence

V = Education visit or trip

P = Participating in a supervised sporting activity

D = Duel registered – at another educational establishment

Y = Exceptional circumstances

Z = Pupil not on admission register

7.3 When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

7.4 All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

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

8. Attendance Officer

8.1. If they are persistently absent, pupils will be referred to the Attendance Officer or Child and Family Support Worker who will attempt to resolve the situation through a parent agreement.

8.2. If the situation cannot be resolved and attendance does not improve, sanctions such as prosecutions or penalty notices can be issued to parents (for more information see section 'Monitoring Procedures')

9. Lateness

Hucknall National C of E Primary School actively promotes good punctuality. Pupils who are persistently late without reasonable explanation are challenged. Sanctions are used where necessary, and parents will be contacted by letter in cases of persistent lateness (where there are 5 or more lates recorded).

Registers remain open 30 minutes from the beginning of registration for reporting purposes.

9.1. The school day starts at 8:40am. Pupils should be in the line on the playground at this time.

9.2. Registers are marked by 8:45am. Pupils will receive a late mark (L) if they do not arrive at school until after this time.

9.3. The register closes at 9:10am. Pupils will receive a mark of unauthorised absence if they do not attend school before this time. If a pupil arrives after 9.10am this will be classed as an absence. Where a pupil arrives after register closes without good reason, he/she will be marked with the letter U or M if the late relates to a medical appointment.

9.4. After lunch, registers are marked by 13:10pm. Pupils will receive a late mark if they are not in their classroom by this time.

9.5. The register closes at 13:15pm. Pupils will receive a mark of absence if they are not present.

9.6. School tracks punctuality and lateness as part of an electronic monitoring system. Where school has concerns about punctuality issues, a letter outlining this will be sent to parents/carers. If punctuality does not improve following the letter, the Child and Family Support Worker will contact the family to discuss how this can improve. Where a child is persistently late and has accrued sufficient U codes in the register a referral may be made to the Education Welfare Service, who may in turn issue a Penalty Notice.

10. Term-time leave

10.1. At Hucknall National C of E Primary School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

10.2. The headteacher is unable to authorise holidays during term-time.

10.3. The headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications should be made at least one month before the absence, and the headteacher will be satisfied by the evidence, which is presented, before authorising term-time leave.

10.4. The headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the headteacher.

10.5. Any requests for leave during term-time will be judged on an individual basis and the pupil's previous attendance record will be considered.

10.6. Requests for leave will **not** be granted in the following circumstances:

- Immediately before and during assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason or if they have already had more than 4 days (8 sessions) of unauthorised absence.

10.7. If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

11. Leave during lunch times

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

11.2 Parents are required to submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher.

11.3 The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises.

11.4 The headteacher reserves the right to grant or refuse a request.

11.5 Our lunch time hours are 11:30-12:30 for EYFS and 12:00 - 13:00 for KS1 and KS2. Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.

11.6 Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the offsite register at the school office.

11.7 A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.

12. Truancy

12.1. Truancy means any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

12.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.

12.3. All pupils are expected to be in their classes by 8:45am and 1pm, where the teacher will record the attendance electronically.

12.4. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

12.5. Immediate action will be taken when there are any concerns that a child might be truanting.

12.6. If truancy is suspected, the headteacher is notified, and they will contact the parent, to assess the reasons behind the child not attending school.

12.7. The following procedures will be taken in the event of a truancy:

In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.

If any further truancy occurs, then the school will consider issuing a penalty notice.

A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.

13. Missing children

13.1. Pupils are not permitted to leave the school premises during the school day unless they have permission from the headteacher.

The following procedures will be taken in the event of a pupil going missing whilst at school:

The member of staff who has noticed the missing pupil will inform the headteacher immediately.

The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.

A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.

The following areas will be systematically searched:

- All classrooms
- All toilets
- Any outbuildings
- The school grounds

Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.

If the pupil cannot be found, the parents of the pupil will be notified using the emergency contact numbers provided.

If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.

- 13.2 If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.
- 13.3 When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- 13.4 The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.
- 13.5 Parents and any other agencies will be informed immediately when the pupil has been located.
- 13.6 The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred.
- 13.7 Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.
- 13.8 Prolonged periods of unauthorised absence without contact will be handled in accordance with section 6 of this policy.
- 13.9 A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome.

14. Religious observances

14.1. The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.

14.2. Parents are required to inform the school in advance if absences are required for days of religious observance.

15. Appointments

15.1. As far as possible, parents must attempt to book medical and dental appointments outside of school hours.

15.2. Where this is not possible, medical evidence including letters and texts will be sent to the school office. If evidence is not provided the absence may be considered unauthorised.

15.3. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.

15.4. Pupils will attend school before and after the appointment wherever possible.

16. Modelling, sport and acting performances/activities

16.1. Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, are required to obtain a licence from the LA which authorises their absence(s).

16.2. Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance is required to request a licence from the LA. Without a licence the child cannot perform.

16.3. The organiser is required to allow sufficient time for the LA to process the request.

16.4. The LA will only approve a licence application once it is satisfied that:

- The pupil's education, health and wellbeing will not suffer; and
- The conditions of the licence will be observed.

16.5. The LA will impose any conditions it considers necessary to ensure that the pupil is fit to take part in the performance/activity, that there will be proper provision for the pupil's wellbeing, and that the pupil's education will not suffer.

16.6. The school will make additional arrangements for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

16.7. The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.

16.8. The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence.

16.9. The above requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

16.10. Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the pupil can only take part in the activity for a specified number of days within a six-month period.

16.11. Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.

16.12. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day.

16.13. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent.

16.14. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

16.15. The LA will be satisfied that arrangements for chaperones, accommodation, place of performance and rehearsal, and travel are suitable before it grants the application.

16.16. The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks.

16.17. The maximum number of consecutive days that a child can perform is six – this applies to performances only.

16.18. Pupils who perform are entitled to a break of at least 14 days following the last performance where the pupil has been performing on the maximum number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.

16.19. A licence is also required where a pupil will be absent from school and conducting a performance or activity abroad.

16.20. The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:

- Where rehearsals during the performance period are taking place.
- Where performances or activities are taking place; or
- Where the pupil is receiving their education, to check licensing conditions are being met.

16.21. The LA has the power to amend or revoke existing licences at any time.

16.22. If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.

16.23. The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation or variation, and against any condition under which a licence is granted or an approval is given.

17. Young carers

17.1. The school understands the difficulties that face young carers.

17.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

17.3. The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

18. Rewarding good attendance

18.1 The school acknowledges 100 per cent attendance in the following ways:

- Termly Certificate for good attendance.
- Weekly award for the class with the best attendance.
- Varying reward incentives
- Attendance Reward Display
- End of school year attendance awards.

100 per cent will be calculated to allow for medical and appointments as we do not feel that children should be penalised for this.

18.2 At Hucknall National C of E Primary School we will try to improve attendance by:

- Highlighting the importance of good attendance at parental consultations, parent meetings, on our website and through newsletters. It will also be highlighted at every new intake meeting and shared through parent friendly attendance leaflets or flyers.
- Monitoring absence closely and requesting explanations for every absence. Data will be used to identify groups or individuals whose attendance or punctuality causes concern.
- Sending parents/carers regular attendance reports accompanied by an explanatory letter and leaflet highlighting the reasons for good attendance.
- Rewards systems.
- When attendance is below 96% this is highlighted in transition and end of year reports to parents.

19. Monitoring and review

19.1. The school monitors attendance and punctuality throughout the year.

19.2. Hucknall National C of E Primary attendance target is 96%.

19.3. Details of our attendance levels can be found on our website and on newsletters.

19.4. This policy is reviewed every two years by the headteacher.

19.5. The policy will be kept on the school website.

Attendance Monitoring Procedures

Hucknall C of E Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

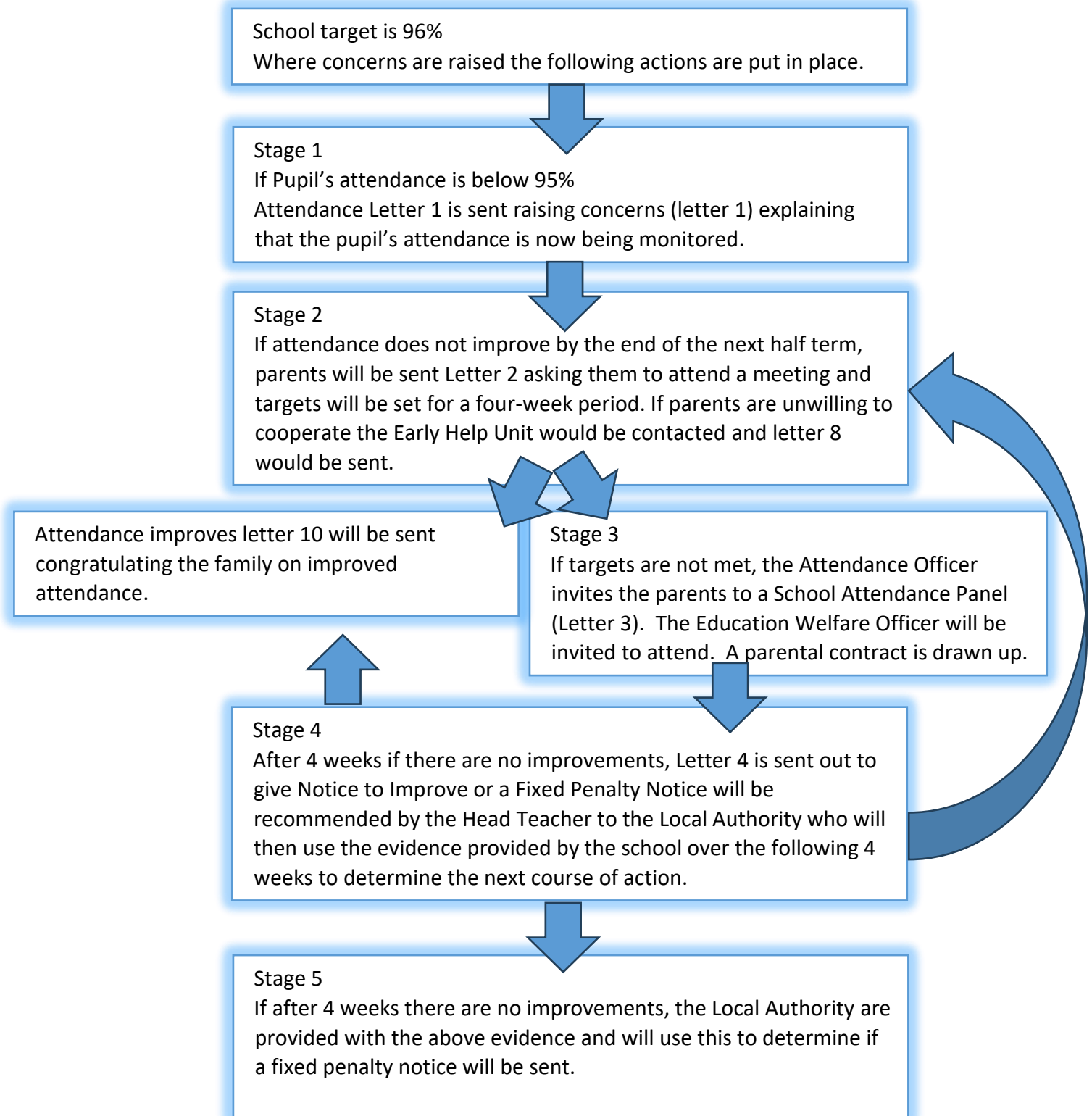
1. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the Attendance Team in school.
2. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided.
3. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
4. Following half-termly reviews, if a pupil's attendance falls below 95%, a letter is sent home raising concerns (letter 1) explaining that the pupil's attendance is now being monitored.
5. The pupil's attendance is monitored for the next half term and, if attendance does not improve after this time, parents will be sent a letter (letter 2) asking them to attend a meeting to agree how the school and family can work together to improve attendance. During this meeting targets for the child will be set for a four-week period. If parents are unwilling to cooperate letter 8 is sent and the Early Help Unit would be contacted to pursue enforcement action.
6. After the four-week monitoring period, and if targets are met, a letter (letter 10) is sent home from the Head Teacher to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents will continue until attendance stabilises to 96% or above.
7. If targets are not met, the Attendance Officer invites the parents to a School Attendance Panel (Letter 3). The school uses the 'Attend' Framework and will invite the Education Welfare Officer to attend. At this meeting a parental contract is drawn up.
8. A four-week monitoring period is established and, if there are no improvements, Letter 4 is sent out to give Notice to Improve or a Fixed Penalty Notice will be recommended by the Head Teacher to the Local Authority who will then use the evidence provided by the school over the following 4 weeks to determine the next course of action.
9. If a pupil takes a holiday during term time of 10 sessions or more during a 10-week period (letter 5) or is suspected to have taken a holiday during term time for more than 10 sessions over a 10-week period (letter 6), their parents/carers will be sent warning of Penalty Notice for unauthorised absence. Letters will be sent after the 10 sessions have been missed. The Local Authority will be sent the information regarding the absence and will determine the next course of action. If a pupil takes a holiday during term time for less than 10 sessions (letter 7) they will be sent a warning that their child must not take any further unauthorised absences, and this will be monitored.
10. If a child's attendance has been below 95% in the previous academic year, this will continue to be monitored during the next academic year. This enables the school to remove the possibility of repeated poor attendance from over time.
11. If a child is late to school on more than 5 occasions over a 10-week period, Letter 9 is sent explaining the important of punctuality. The child's punctuality is then measured over the next 4 weeks.

Letters will be posted to each parent/carer separately if they live at different addresses. If they live at the same address each parent will be sent a separate letter and they will be placed in one envelope and posted together.

If the Child and Family Support Worker is unavailable to monitor attendance or make home visits, the Attendance Officer or Head Teacher would carry out a home visit. If the Attendance Administrator is unavailable the Office Manager would monitor the attendance for that day.

Attendance Procedures Flow Chart – Absence below 96%

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Head teacher and Governors at our school, work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. The procedures below are followed to ensure that this happens. Attendance is monitored weekly by the Attendance Team.



Attendance Procedures Flow Chart – Unauthorised Absence

The law states that for your child to be considered to attend school regularly they must be at school every day they are required to be there by the head teacher. Therefore, parents must apply for leave of absence in writing using a 'Leave of Absence Request Form' (or complete this online at <https://forms.office.com/e/tXRQjtuDDr>) and must attach any evidence for the school to take into consideration. The application must be submitted at least FOUR WEEKS prior to the absence request date. The Head Teacher or delegated lead will decide if the leave will be granted and how many days will be authorised. Parents will be notified in writing of the decision within two weeks. If the Head Teacher or delegated lead does not grant an application for leave of absence and parents decide to take the leave anyway the absence will be unauthorised. This may lead to Penalty Notice Fines. Penalty Notice Fines are issued to each parent for every child concerned. A leave of absence cannot be authorised retrospectively. If a child is removed from school for a period of absence without the school being informed, the absence will automatically be unauthorised.

Stage 1 - If parents take a pupil out of school without the permission of the Head Teacher (an unauthorised absence). They must have informed the school using a Leave of Absence form four weeks before the expected absence. The form can be requested from the school office or online here: <https://forms.office.com/e/tXRQjtuDDr>

Stage 2 - If a pupil is absent for any reason, parents are expected to contact school by telephone every day their child is absent to explain why their child is not in school.

Step 3 - If the absence is Unexplained because a form has not been completed a telephone call will be made by the school on the first day of absence. If there is no response, a home visit will be made that day. For safeguarding reasons school will attempt to contact parents until a response is received. Students who are absent from school for 5 days will receive a home visit, regardless of contact from a parent or carer. Home visits are undertaken by any member of the Attendance Team or Head Teacher.

Stage 4 - The threshold for Penalty Notice fines is 5 days / 10 sessions of unauthorised absence over a 10-school week period.

Parents of a child taking a holiday during term time of 10 sessions or more over a 10-week period receive letter 5. If a child is suspected to have taken a holiday during term time over 10 sessions in a 10-week period parents receive letter 6.

In both cases, the LA will be sent information regarding the absence to determine the next course of action. If a pupil takes a holiday during term time for less than 10 sessions letter 7 will be sent warning that no further unauthorised absences should be taken.

Penalty notices are £160 (per child, per parent) and must be paid within a 28-day deadline. The first Penalty notice fine issued to a parent is reduced to £80 if paid in full, within 21 days of issue. All fines must be paid within 28 days of issue or parents may be prosecuted in court.

A second fine issued to a parent/carers for a child who is absent from school without authorisation is £160, with no option to pay at a reduced rate if the fine is paid within the first 21 days.

Parents/Carers can only receive a maximum of two fines for an individual child over a 3-year rolling period for an unauthorised absence from school.

A third request for a fine in a 3-year rolling period would result in the matter being referred directly to the Magistrates court.

If a parent/carers is prosecuted at court, they could receive a fine of up to £2,500, a community order or a jail sentence of up to 3 months. The court could also issue a [Parenting Order](#).

Parents who do not pay a fine and contest the matter in court should seek independent legal advice first.



Letter 1

HUCKNALL NATIONAL CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: Miss S Barratt
MONTAGUE ROAD
HUCKNALL
NOTTINGHAM
NG15 7DU
Telephone: 0115 963 2678
office@hnp.snmat.org.uk
<http://www.nationalprimary.co.uk>

Dear,

Child's name and DOB

Re: Attendance concerns

Hucknall National C of E Primary School is committed to improving achievement through attendance and monitors the attendance of all pupils. Any pupil whose attendance falls below 95% will be monitored, and as a parent I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided.

We monitor attendance regularly and have noticed that your child's attendance has dropped to 00.00% (as shown in the attached report). This is a cause for concern as too many school days are being missed and we are worried that this will have a serious impact on your child's education.

I will continue to monitor your child's school attendance, and with your co-operation, I hope there will be a noticeable improvement. If we can support you in any way to improve your child's attendance please contact us to discuss this further. It is vital we work together to ensure a good education for your child. If your child's attendance does not begin to rise, we will send you a further letter to request a meeting to discuss the matter further.

Should our joint efforts to improve attendance be unsuccessful the school may decide to refer for enforcement action. If you have any questions about this letter or attendance generally, please contact the school office.

Yours sincerely

Mrs Brown

Attendance Officer



Letter 2 Attendance Invite to offer Support to Improve

HUCKNALL NATIONAL CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: Miss S Barratt
MONTAGUE ROAD
HUCKNALL
NOTTINGHAM
NG15 7DU
Telephone: 0115 963 2678
office@hnp.snmat.org.uk
<http://www.nationalprimary.co.uk>

Dear,

Child's name and DOB

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You may recall our letter dated expressing concern with (name)..... current level of school attendance.

Due to ongoing concerns, I would like to invite you to a meeting to look at ways of making improvements and offering support which may include making reasonable adjustments to support your child's attendance. A plan for the four weeks following the meeting will also be written, with targets to improve attendance.

I am inviting you to a meeting on.....at.....

Please confirm your attendance with the school office. If you are unable to attend this meeting, please contact the school office immediately so we can agree a convenient alternative. If a meeting does not take place a referral to the 'Early Help Unit' Attendance Team will be made.

I look forward to meeting with you.

Yours sincerely

Jane Brown
Child and Family Support Worker



Letter 3 - SCHOOL ATTENDANCE PANEL

HUCKNALL NATIONAL CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: Miss S Barratt
MONTAGUE ROAD
HUCKNALL
NOTTINGHAM
NG15 7DU
Telephone: 0115 963 2678
office@hnp.snmat.org.uk
<http://www.nationalprimary.co.uk>

Dear ,

Child's name and DOB

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

I write to you to express my serious concerns over the unsatisfactory attendance of your child at this school. My staff have attempted to assist you in improving the level of attendance, but I remain concerned about the situation.

You are invited to attend the School Attendance Panel, *along with your child, which will be held on.....at.....

This is a formal meeting intended to support an improvement in your child's attendance. You will be given an opportunity to discuss any problems which you feel may be preventing regular attendance. At this meeting, a formal contract will be written so we can take steps together to improve your child's attendance for the long term.

This meeting is being arranged because of the very serious nature of this matter. It is expected, therefore, that you will want to attend the meeting. If you fail to attend, the Education Authority may take this as evidence of your unwillingness to co-operate and institute legal proceedings.

I must point out to you that as a parent you have a duty to ensure your child receives an appropriate full time education. If you fail in this duty you may be guilty of an offence under Section 444(1a) of the Education Act 1996 and liable to prosecution.

I look forward to meeting with you on date
Yours sincerely

Helen Brown
Attendance Officer



Letter 4 - School Attendance Notice to Improve

HUCKNALL NATIONAL CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: Miss S Barratt
MONTAGUE ROAD
HUCKNALL
NOTTINGHAM
NG15 7DU
Telephone: 0115 963 2678
office@hnp.snmat.org.uk
<http://www.nationalprimary.co.uk>

Date

Dear ,

Child's name and DOB

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, «FORENAME» «SURNAME» are a parent/carer of «Students_Name», (called in this notice "the pupil") who is a registered pupil at Hucknall National C of E Primary.

The school have offered support to you and your family to try and help improve Students_Name's attendance, including (delete as appropriate):

1. Telephone calls. The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. An Attendance Overview Letter. The school wrote to you, letting you know about «Students_Name's attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further. (Letter 1)
3. An Attendance Support Meeting Invite. The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered. (Letter 2)
4. Reasonable Adjustments. During the Attendance Support Meeting on, the school offered your child reasonable adjustments to support you to improve attendance,
5. Improving Attendance Contract. At the School Attendance Panel on, the school agreed a contract with you to improve your child's attendance. This included actions that both the school and you as a parent committed to.
6. Referrals to external agencies: The school referred your child to external agencies so they could access additional support.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «WARNING_START_DATE» and «WARNING_END_DATE» the pupil failed to attend regularly at Hucknall National C of E Primary which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have twenty school days (4 weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued / a referral may be made to the Local Authority requesting they issue you with a Penalty Notice. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days if this is the first offence.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded. More information regarding this notice can be found in the attached leaflet. If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible:

Yours sincerely

Miss S Barratt
Head Teacher



Letter 5 - Advising that school have requested Penalty Notice to be issued for leave of absence in term time.

HUCKNALL NATIONAL CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: Miss S Barratt
MONTAGUE ROAD
HUCKNALL
NOTTINGHAM
NG15 7DU
Telephone: 0115 963 2678
office@hnp.snmat.org.uk
<http://www.nationalprimary.co.uk>

Dear ,

Child's name and DOB

Dear Full Legal Name of Individual Parent/Carer

On (Date) we wrote to you to explain that theAcademy would not authorise.....(child name) absence from school for days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods. This would include circumstances where a parent/carer has already had two fines for (child's name) over a 3-year rolling period.

Should you wish to discuss any of the above, please do not hesitate to contact me.

Yours sincerely

Miss S Barratt

Head Teacher



Letter 6 – Advising parent that school suspect an unauthorised leave of absence

HUCKNALL NATIONAL CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: Miss S Barratt
MONTAGUE ROAD
HUCKNALL
NOTTINGHAM
NG15 7DU
Telephone: 0115 963 2678
office@hnp.smat.org.uk
<http://www.nationalprimary.co.uk>

Dear ,

Child's name and DOB

Dear Full Legal Name of Individual Parent/Carer

Child X (dob XX/XX/XXXX)

Between (date) and (date) your child was absent from school. We suspect this was for the purpose of a holiday in term time. This absence has resulted in your child having 5 days / 10 sessions of unauthorised absence over a 10 school week period.

Please contact the school by (date) to provide evidence this was not the case. If reasonable proof is not provided a request will be made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Yours sincerely

Miss S Barratt

Head Teacher



Letter 7 - Warning of Penalty Notice for any further unauthorised absence

HUCKNALL NATIONAL CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: Miss S Barratt
MONTAGUE ROAD
HUCKNALL
NOTTINGHAM
NG15 7DU
Telephone: 0115 963 2678
office@hnp.snmat.org.uk
<http://www.nationalprimary.co.uk>

Dear Full Legal Name of Individual Parent/Carer

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

The registers at Hucknall National C of E Primary show that, to date, your child has missed X days (X sessions) of school due to unauthorised absences over the last X weeks.

You, as parent, have legal responsibility under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly. As such unless your child's attendance improves you will be referred to the local authority for a Penalty Notice to be issued under Section 444 of the Education Act 1996 for failing to ensure the regular attendance of your child.

In some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated absence periods. This would include circumstances where a parent/carer has already had two fines for a child over a 3-year rolling period.

Should your child (Insert name) have any further absence which result in them having 5 days (10 sessions) over a 10-week rolling period we will request that the local authority issue a penalty notice of up to £160 for each child who is absent. The notice can be issued to both parents/carers for each child whose absence meets the Penalty Notice threshold.

Please take immediate steps to ensure your child gets to school on time every day and obtain medical evidence if he/she is too ill to attend. Any other reason for absence should be discussed with the school and it is the school's decision whether to authorise any absence that is not covered by medical evidence.

Yours sincerely

Miss Barratt

Head Teacher



Letter 8 - Advising parent that school are referring for enforcement only

HUCKNALL NATIONAL CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: Miss S Barratt
MONTAGUE ROAD
HUCKNALL
NOTTINGHAM
NG15 7DU
Telephone: 0115 963 2678
office@hnp.snmat.org.uk
<http://www.nationalprimary.co.uk>

Dear ,

Child's name and DOB

Dear Full Legal Name of Individual Parent/Carer

Unfortunately since our recent contact with you sharing concern around XXXX's school attendance there has been no improvement. As you do not consent to support to improve XXXX's attendance the school have made a referral for enforcement action to the Local Authority.

Yours sincerely

Miss Barratt

Head Teacher



Letter 9 - Late letter

HUCKNALL NATIONAL CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: Miss S Barratt
MONTAGUE ROAD
HUCKNALL
NOTTINGHAM
NG15 7DU
Telephone: 0115 963 2678
office@hnp.snmat.org.uk
<http://www.nationalprimary.co.uk>

Date:

Dear

Child's name and DOB

I am writing to inform you we regularly monitor registers to highlight pupils who may have attendance or punctuality issues. We recently noticed your child's arrival time in school was giving some cause for concern.

I have enclosed a copy of your child's attendance record, which shows the number of times he/she has been late.

Please note that pupils who arrive late, after registers have closed will receive an unauthorised absence mark in the register.

Children who arrive in school late will miss important work and can disturb other children who have already started their lesson. It is also unsettling for your child to arrive without the rest of their class and to feel they need to catch up on what they have already missed.

We are constantly working to improve punctuality, as it is important that pupils learn good habits for their future. We would be grateful for your assistance in ensuring that your child arrives to school on time.

If there are any difficulties which are affecting your child's punctuality, please do not hesitate to talk to someone in school.

Yours sincerely

Mrs Brown

Attendance Officer



Letter 10 – Attendance improvement

HUCKNALL NATIONAL CHURCH OF ENGLAND PRIMARY SCHOOL

HEADTEACHER: Miss S Barratt
MONTAGUE ROAD
HUCKNALL
NOTTINGHAM
NG15 7DU
Telephone: 0115 963 2678
office@hnp.snmat.org.uk
<http://www.nationalprimary.co.uk>

Date:

Dear

Child's name and DOB

Congratulations

I am so pleased to inform you that following the agreed four week plan your child's attendance has now risen. Please continue to ensure your child attends every day so their attendance continues to rise above 96%. I have attached an attendance report so you can see how your child's attendance has risen during the year.

Thank you for your support. By coming to school every day, your child is being given access to the education they deserve. Thanks again.

Best wishes,

Miss Barratt

Head Teacher



Application for Exceptional Leave of Absence During Term Time

1. **The law states that parents / carers do not have the right to take their children out of school during term time.** The government have recently updated the law regarding school attendance.

I understand the information in this section:

Yes

2. **Headteachers are NOT permitted to authorise a leave of absence** taken during term time because school absence results in a negative impact on children's learning and progress. Unless the circumstances are exceptional, schools will not authorise a leave of absence during term time.

I understand the information in this section:

Yes

3. Nottinghamshire County Council deem that the following are **NOT** legitimate reasons for taking your child out of school in term time:
- My work does not allow me to take holidays during the school holiday periods
 - Days overlapping with the beginning or end of term
 - My child needs a holiday at quieter times due to their needs
 - Our holiday has been gifted/arranged by others and we did not have a choice of dates
 - My child has good or 100% attendance
 - Availability of cheaper holidays and travel arrangements
 - We booked the holiday before checking with the school
 - Holiday dates of siblings/family at other schools are different
 - Day trips/Birthday plans
 - It's a special sporting fixture/show/event I want my child to attend

I understand the information in this section:

Yes

4. **Exceptional** circumstances for pupil absence in term-time are typically situations that are **rare, significant, unavoidable and short**. Examples might include:
- Family emergencies such as funerals or serious illness of a close family member
 - Weddings of immediate family members
 - Religious observances
 - Medical appointments that cannot be scheduled outside of school hours.
- It is important to:
- request any leave well in advance (ideally 4 weeks)
 - provide evidence where necessary

I understand the information in this section:

Yes

5. When your child is registered at a school, you are legally responsible for making sure they attend regularly. If your child fails to do so, you risk getting a penalty notice or being prosecuted in court.

Parents can be fined by Nottinghamshire County Council if their child is absent from school without authorisation for 5 days or 10 half days over a 10-week period. This can include a mixture of holiday absence, lateness and other unauthorised absences.

I understand the information in this section:

Yes

6. Should parents choose to take their child out of school in term time, they could be issued with a penalty notice which could lead to a fine between £80 - £160. The fines can be issued to both parents for each child.

Penalty notices are issued by Nottinghamshire County Council. Our school never receives any money when penalty notices are issued.

I understand the information in this section:

Yes

7. After reading the information about exceptional leaves of absence during term time:

I would like to make an application for an exceptional leave of absence:

Yes No

8. Name of your child/children:

9. Your child(s) class:

10. Your home address:

11. First date of absence: _____

12. Date of return to school: _____

13. Total number of school days missed: _____

14. Please explain the exceptional circumstances that make it necessary to have a leave of absence during term time:

15. I make this application for my children named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Yes

16. Name of Parent/Carer making application: _____

17. Parent/Carer 1 email address: _____

18. Parent/Carer 2 email address: _____

PLEASE RETURN COMPLETED APPLICATION FORM TO SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

An online version of this document is available here: <https://forms.office.com/e/tXRQjtuDDr>



**Working together to improve
school attendance**

**Key Information for
Parents/Carers**

*Based on statutory guidance from the
Department for Education.
Applies from: 19 August 2024*

Working together to improve school attendance

KEY MESSAGES

Attendance is one of the biggest challenges facing the school system today. Since the pandemic, there has been a worldwide rise in school absence and persistent absence. In response to this, the government are pressing ahead with tougher attendance rules, with new statutory guidance in place from August 2024.



- All schools to hold electronic registers and **share their daily attendance data with the Department for Education and the Local Authority.**
- Attendance improvement to be a priority, with schools **monitoring attendance data rigorously** and working with families to address poor attendance.
- Head Teachers are unable to grant leave of absence unless there are **exceptional circumstances**. "A need or desire for a holiday" does not constitute an exceptional circumstance. **(Statutory Guidance August 2024)**



- Every moment in school counts. It is **essential that children arrive at school on time** to ensure academic success and to enable children to form good habits. Where school has concerns about lateness, we will get in touch to discuss what support is needed.
- In order to safeguard pupils, **a reason must be given for any absence**. This should be done following school's absence procedures, and must be done on the first day of absence. Failure to inform school of reasons for absence may lead to welfare visits, unauthorised absences, and possible legal intervention.
- If your child is **at risk** of becoming 'persistently absent', **school will alert you** to this via email with an offer of support. If these concerns continue, and/or your child's attendance drops to 90% or lower, school will invite you in for a **meeting to explore any barriers** your child may be facing.



- Attendance at school is not just important for your child's learning, but also for their overall wellbeing, wider development and their mental health. **For children who face complex barriers to attendance, school can offer a range of pastoral support and advice** and, if needed, can access support from external services - we are here to help.
- **It is usually safe for children to attend school with mild illnesses**, like a minor cough, runny nose or sore throat. However, children should stay at home if they have a high temperature of 38C or above. The **NHS has published guidance** to help parents/ carers decide whether their child is well enough to attend school.



- If school has raised concerns about a child's attendance and offered support, but there is limited/no improvement, the **Local Authority will intervene**, offering formal support or, the case may be escalated to legal prosecution.
- The revised guidance from the Department for Education dictates that if a child has 5 or more days of unauthorised absence within 10 school weeks, a **Fixed Penalty Notice** may be issued.
- From August 2024, the **first FPN is £160** (reduced to £80 if paid within 28 days), a **second FPN is £160** to be paid within 28 days, a **third FPN cannot be issued** within a 3 year period. **Legal action may result**, for example, prosecution.

WORKING TOGETHER TO IMPROVE ATTENDANCE

EXPECTATIONS

As a school we aspire to **high standards of attendance** from all pupils and parents and strive to build a culture where all can, and want to, be in school and ready to learn. The law entitles every child of compulsory school age to an efficient, full time education. It is the legal responsibility of every parent to make sure their child receives that education. **Good attendance is a learned behaviour so it is important to develop good patterns of attendance from the outset.**

Did you know?
The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

MONITORING

The DfE expects schools to monitor and analyse weekly attendance patterns and trends in order to intervene and support where attendance does not meet the required level. School has clear procedures in place to monitor attendance.

If your child is absent from school, you should contact school before 9am, select option 1 and leave a message providing the child's full name, reason for absence and the anticipated length of the absence.

School Monitoring:

Daily: If your child has not arrived before 9.20am and there is no reason provided for absence then you will receive a text to prompt you to contact school with a reason for absence. If by 10am you have not contacted the school with a reason then you will receive a phone call. If absence continues without explanation further contact will be made to ensure safeguarding, this may involve a home visit.

If after 5 days no reason has been provided, the absence will be recorded as 'unauthorised'. **Unauthorised absences may lead to enforcement action by the Local Authority.**

Fortnightly: As a school we systematically analyse school attendance data to identify pupils that may need support. Where school begins to have concerns about a child's attendance we will initiate school-led support.

SCHOOL LED SUPPORT

When a pattern of poor attendance is spotted, school will agree how all partners can work together to resolve them. Good attendance is essential for children to achieve well academically and for their wider wellbeing.

You will be invited to discuss any possible barriers and school will make an offer of support. Hopefully this will positively impact attendance and no further intervention will be needed.

Where absences persist and school continue to have concerns you will be invited to an in-school meeting to discuss further support.

FORMAL SUPPORT

If School Led Support is not working or parents and carers are not engaging, a meeting will be held with a Local Authority Attendance Improvement Officer to look at a more formal plan of support.

Important Notes:

For any leave of absence, parents are required to complete a request form available from the School Office. School can only grant a leave of absence in exceptional circumstances.

School may require parents to provide medical evidence for any absences due to ill health in order to authorise these absences. Where this is the case you will be notified of this.

The LA may issue a Fixed Penalty Notice if your child has 5 or more unauthorised absences within 10 school weeks.

Leave of Absence in Term Time

Frequently Asked Questions

When can my child be absent from school?

When you register your child at school, you have a legal duty to ensure your child attends that school regularly. This means that your child must attend every day that the school is open, unless:

- Your child is too ill to attend that day.
- You have asked in advance and been given permission by the school for your child to be absent on that day due to exceptional circumstances.
- Your child cannot attend school on that day because it is a day you are taking part in religious observance
- Your local authority is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet; or
- You are a gypsy/traveller family with no fixed abode, and you are required to travel for work that day meaning your child cannot attend their usual school. In most circumstances, however, your child is required to attend another school temporarily during such absences.

These are the only circumstances where schools can permit your child to be absent.

What do I need to do if I know that my child will be absent from school?

All parents can request a leave of absence for their child, which gives them permission to be absent from school. Leave of absence must be applied for before your child's absence, and will only be granted in exceptional circumstances.

What does the law say about leave of absence in term time?

It says Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. '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'. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

If my child's school refuses to authorise my term time leave of absence request, will I receive a Fixed Penalty Notice and can I be prosecuted?

Nottinghamshire County Council's Fixed Penalty Notice Protocol acknowledges that regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities.

Circumstances where a Penalty Notice might be issued include unauthorised leave of absence in term time, or other parentally condoned absence where the absence amounts to five school days or more in a minimum ten rolling school week period. You can be prosecuted if you receive a fixed penalty notice and it is not paid. Under the Education Act 1996, parents commit an offence if they fail to ensure their child's regular school attendance. Taking a child out of school for a leave of absence without permission, and where the absence amounts to five school days or more of unauthorised absence in a minimum ten week rolling term is viewed as failing to ensure your child's regular attendance at school.

Payment of a Penalty Notice, where offered, is an alternative to prosecution. If unpaid, prosecution for the Education Act offence may therefore ensue. A fixed penalty notice will be issued to each person with parental responsibility for the child / children who are deemed liable for the offence / offences.

What happens if I take my child on holiday without completing a leave of absence request form?

If school has reason to believe that the absence is due to a holiday, a suspected holiday letter will be issued, and the absence will be unauthorised unless medical evidence can be provided for the absence. Unauthorised absences on your child's attendance record may mean that you are liable to incur a Fixed Penalty Notice. It is the parent's responsibility to provide evidence.

Absences

Days Absent	Risk of PA
1	Low
2	Low
3	Low
4	Low
5	Low
6	Low
7	Low
8	Low
9	Low
10	Moderate
11	Moderate
12	Moderate
13	Moderate
14	Moderate
15	High
16	High
17	High
18	High
19 or more	Persistent Absentee

Frequency

Number of Separate Episodes of Absence	Risk of Persistent Absence
1	Low
2	Low
3	Medium
4	Medium
5	High
6	High

What Does Good Attendance Look Like?

Every Day Counts	
100%	0 days missed Excellent
99%	2 days/ 10 lessons missed Very Good
97%	1 week/ 25 lessons missed Good
95%	2 weeks/ 50 lessons missed Beginning to make it hard to make progress - Early Intervention - FPN - Pattern Spotting
94%-91%	11-17 days/ 55-85 lessons missed Cause for concern - Early Intervention - FPN - Pattern Spotting
90%	4 weeks/ 100 lessons missed Persistently Absent - Additional targeted support
80%	7.5 weeks/ 180 lessons missed This much absence over 5 years equates to 1 full year missed
50%	19 weeks/ 485 lessons missed Severely Absent Works with LA — intensity support

Fixed Penalty Notices for irregular attendance at school Important information for parents

1 Overview

Penalty notices are issued as an alternative to prosecution where parents have failed to ensure their child attends school regularly. They can be used in cases where absence has not been authorised by a head teacher.

The notices are used to prevent the need for court action, for example, when support has not been engaged with or is not appropriate (for example, leave of absence during term time). **Changes from September 2024 are shown below.**

2 Leave

Head Teachers are unable to grant leave of absence during term time unless there are **exceptional circumstances**.

Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation **would not** constitute an exceptional circumstance.

3 Absence

A Fixed Penalty Notice may be issued if there are **5 days / 10 sessions** of absence in a period of **10 school weeks** (where absence has not been authorised).

A notice may be issued where the 5-day level of absence has not been reached, for example, if there are several periods of leave.

4 Amount

Within a 3-year period:

The first penalty notice is **£160** if paid within 28 days, reduced to **£80** if paid within 21 days.

A second penalty notice is **£160** to be paid within 28 days.

A third penalty notice cannot be issued. **Legal action** may result (for example, prosecution).

When should my child return to school?

Chicken Pox
When all spots have crusted over

Conjunctivitis
None*

Diarrhoea & Vomiting
48 hours from last episode

Glandular Fever
None*

Hand, foot & mouth
None*

Impetigo
When lesions are crusted & healed or 48 Hours after commencing antibiotics

Measles or German Measles
4 days from onset of rash

Mumps
5 days from onset of swelling

Scabies
After first treatment

Scarlet Fever
24 hours after commencing antibiotics

Slapped Cheek
None*

Whooping Cough
48 Hours after commencing antibiotics

Flu
Until recovered

Head Lice
None*

Threadworms
None*

Tonsillitis
None*