



BANTOCK PRIMARY SCHOOL

Attendance and Punctuality Policy

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The Importance of School Attendance

Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

Securing good attendance cannot therefore be seen in isolation, and effective practices for improvement will involve close interaction with schools' efforts on curriculum, behaviour, bullying, special educational needs support, pastoral and mental health and wellbeing, and effective use of resources, including pupil premium. It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and non-teaching staff in school, the trust or governing body, the local authority, and other local partners.

Why Attendance Matters

Less than 5 days absence = 98%+ attendance

14 days absence (approx..) = 93.5% attendance

20 days absence (approx..) = 90% attendance

30 days absence (approx..) = 88% attendance

The aim is for all children to have an overall attendance of at least 96%. If a child achieves 80% attendance, this means that they have missed approximately 40 days of education over the academic year, averaging 1 day per week.

The Law

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.

Aims

At Bantock Primary School we aim to:

- Create an effective whole school culture and stimulating learning environment where everyone's contribution is valued regardless of gender, race or ability and pupils can develop a sense of pride in both themselves and the school.
- Promote the benefits and importance of high attendance and punctuality by using a range of award initiatives for individuals and classes.
- Aspire to high standards of attendance from all pupils to build a culture where all can, and want to, be in school and ready to learn.
- Rigorously and regularly monitor, identify patterns of poor attendance/punctuality and publish attendance to increase awareness and accountability.
- Develop a close liaison with parents by listening and understanding, including
- Facilitate and provide effective social and emotional support by removing barriers to access support.
- Formalise the support where persistent absence persists by working closely with the Education Welfare Officer and relevant agencies to ensure parents are aware of their legal duty that their children attend school regularly.
- Enforce attendance through statutory intervention or prosecution to protect the pupil's right to education.

However, children are sometimes unhappy about attending school. Families can sometimes be going through unsettled times that can make regular school attendance difficult. Any problems with regular attendance, especially any concerns about possible bullying or learning difficulties, will be addressed with the parents and the child at an early stage.

Alternatively, parents or pupils may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office.

Every half-day absence from school has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- *parents keeping children off school unnecessarily*
- *truancy before or during the school day*
- *absences which have never been properly explained*
- *children who arrive at school too late to get a mark*

Schools' Duties

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers.

The admission register contains the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

The school has a special responsibility to reduce the number of children whose attendance is below 90% over the school year. These are called persistent absentees by the Government, whatever the reason for their absence. Special procedures may be applied to children at risk of falling into this category.

Building Relationships and Providing Supportive Approaches

Meet with pupils and parents at risk of persistent or severe absence to understand barriers to being in school and agreeing actions or interventions to address them.

Refer to services and organisations that can provide support i.e. emotional support, school admissions, interventions.

Regularly discuss and review actions together with pupils and families.

If the needs and barriers are individual to the pupil this may include provision of mentoring, 1-2-1 tuition or out of hours learning, or where appropriate an education, health and care plan or alternative provision.

Where the needs are wider and a whole family response is more appropriate, this is likely to include a voluntary early help assessment.

Where engagement in support is proving challenging, more formal conversations with the parents will be held by the school's senior attendance champion and may include the school's point of contact in the local authority School Attendance Support Team. These meetings will clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in future but should also be an opportunity to

continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences.

Supporting Pupils with Emotionally Based School Non-Attendance (EBSNA):

The school recognises that some pupils may experience emotionally based barriers to attending school. In such cases, we adopt a compassionate and proactive approach, working closely with families, the pupil, and relevant external agencies to identify underlying causes and provide tailored support. This may include early intervention strategies, personalised attendance plans, access to pastoral care, and adjustments to the school environment to reduce anxiety and promote a sense of safety and belonging. Our aim is to re-engage pupils gradually and positively, ensuring their emotional wellbeing is prioritised alongside their educational progress.

Additional Support

Pupils that face more complex barriers to attendance, including pupils who have long term physical or mental health conditions or who have special educational needs and disabilities (SEND) further additional support may need to be provided by:

- Understanding the individual needs of the pupil and family.
- Working in partnership with the pupil and family to put in-school support in place and working with the local authority and other agencies where external support is needed (and available).
- Facilitate any relevant pastoral support with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue. This may include considering whether a time-limited phased return to school would be appropriate, for example for those affected by anxious feelings about school attendance.
- Consider adjustments to practice and policies to help meet the needs of pupil who is struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the pupil and their parents.
- Make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using code I (unable to attend because of sickness) and there are reasonable grounds to believe the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.
- For pupils with special educational needs, we will establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, transport, routines, time-limited phased returns, out of school hours scheduling of interventions/appointments, access to support in school and lunchtime arrangements.
- School will make use of school nursing services and mental health support teams where they are available and make referrals to deliver subsequent support.
- If a pupil has an education health care plan, school staff will communicate with the LA if their attendance falls, agree possible adjustments in line with specialist educational provision and amend the EHCP accordingly.
- Regularly reviewing and updating the support approach to make sure it continues to meet individual needs.
- Where parents do not engage in support, schools will work with the local authority or other local partners to formalise support and as a last resort, enforce attendance through legal intervention. (See Formal Approaches)

Day to Day Processes for Unplanned Absences

- All parents must contact the school before 9.00am on the first day of their child's absence (and every day of absence thereafter) to explain and authorise the absence by calling 01902 558710 – Attendance line – option1 Alternatively, parents can leave a message, tell a member of staff at the school gate, come into school and explain to the staff in the office why their child is absent, or email the school at bantockprimaryschool@wolverhampton.gov.uk
- The school will text the parents of absent children at 10.00am requesting parents to call school.
- The school will also ring the parents/carers of absent PA and vulnerable children at 10.00am who have not contacted the school.
- The school will then text all parents who have not contacted the school at 1.30pm to inform them their child's absence is unauthorised and this may result in a visit from the EWO.

- A child who arrives within 30 minutes after the register has closed will be marked as late. After 30 minutes of the register closing, the child will be marked as absent.
- Any identified absences that are not explained for each session, parents will be contacted (and where appropriate foster carers and/or social workers) to understand why and when the pupil will return. Where absence is recorded as unexplained in the attendance register, the correct code will be inputted as soon as the reason is ascertained, but no later than 5 working days after the session.
- Where reasonably possible we will hold more than one emergency contact number for each pupil.
- We will regularly inform parents about their child's attendance and absence levels.
- The Attendance Champion and EWO will hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- We will identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- We will make the necessary statutory data returns to the local authority and Secretary of State.
- We will support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.

Illness

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. If a child has repeated absence, we may request medical evidence. This evidence could include:

- a prescription,
- appointment card which has been stamped by the GP surgery,
- photograph of antibiotics being taken, 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 and parents will be notified of this.

If the absence due to illness is for 5 consecutive days or more, medical proof will always be required. If a pupil is absent due to illness for 3 or more consecutive days IMMEDIATELY BEFORE OR AFTER A SCHOOL HOLIDAY medical proof will be required. If sufficient medical proof is not received, then the absence will be recorded as unauthorised.

Medical or Dental Appointments

Parents are asked to make medical/dental appointments outside of school time. If medical appointments are within the school day, evidence of the appointment is requested, and if/when provided, is noted on the child's record. If the appointment is in the morning, we would expect a child to return afterwards. If the appointment is in the afternoon, we would expect a child to be in school beforehand.

Punctuality

Poor punctuality is not acceptable. If a child misses the start of the day, they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

Repeated late arrival and collection from school are monitored by the school and referred to the Education Welfare Officer if the situation is not improved following school support.

If parents are going to be late collecting their child from school at the end of the day, then they must contact the school as soon as possible. If their child is going to be collected by another adult, parents must ensure that they have informed their child's teacher and that the adult is known by the child's teacher. We will not let children go home with adults who are not known to us.

Requests for Term-Time Absence

The School recognises that there may be reasons for short periods of absence from the school; these can be for a variety of reasons. The school will authorise absence for the following:

- taking part in a regulated performance,
- attending an interview,
- educated off site,
- a temporary, time limited part-time timetable,
- approved sporting activity,
- religious observance,
- offsite approved educational activity,
- exceptional circumstances.

School will not authorise any absence from school for family holidays or visits.

Term Time Leave of Absence

What does the law say?

The government changed the rules on term-time absence in 2013. Under the new rules, you can only allow your child to miss school if:

- He or she is too ill to go in
- You've got advance permission from the school

How do I request permission for an absence?

You must submit a request to the school before you arrange for your child to have time away. If you wish to take your child out of school during term time, you should speak to your child's teacher and submit a formal request to the Headteacher via the school office. The Headteacher will then consider whether to give permission for the absence.

When will absence requests be granted?

Permission for absence will only be granted in **exceptional circumstances**. It is at the school's discretion to decide which circumstances are 'exceptional'. Examples of circumstances that are **not** exceptional may include:

- Cheap holidays or holidays that have already been paid for
- Absence that coincides with important school events such as the start of term or exams

As a general guideline, exceptional absence circumstances usually apply only to immediate family. Requests for leave related to extended family and friends are likely to be refused. The Headteacher will consider each absence request individually and decide whether to grant the absence. The Headteacher will also decide how many days your child can be away from school if the absence is granted.

What if I take my child on an unauthorised absence?

If you take your child out of school without advance permission (except where he or she is unwell), you can be fined or even prosecuted. This could involve:

- Attendance Contract
- Education Supervision Order
- Attendance Prosecution
- Parenting Order
- Notice to Improve
- Penalty Notice

Why is it important?

Missing two weeks of school for a holiday might not seem like very much, but it can have a big effect on your child's education. For example, if your child misses two weeks of school every year, this adds up to more than two terms over the child's whole time in school. Making sure your child attends school as much as possible means:

- Your child will have the same education and opportunities as everyone else in the class.

- You won't need to worry about catching up on work, or that your child might fall behind because of missing an important lesson.

Any absence from school that has not been agreed will be classed as **unauthorised** and parents must recognise that the school has the right to off-register (after 20 days) their child/ren during the period of time beyond the agreed number of days. This may jeopardise their child's place at the school.

Parents are expected to complete a Leave of Absence Request Form for **exceptional circumstances** in advance (Appendix 2) and will be informed in writing if the leave is approved or not. We will 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, School will determine the length of the time the pupil can be away from school. If the leave has not been approved or an application for leave was not completed, penalty notices will be issued.

Leave taken for the following reasons will **not** be authorised:

- Availability of cheaper holidays
- Availability of desired accommodation
- Poor weather experienced in school holidays
- Overlap with beginning or end of term
- Booked the wrong dates by mistake
- Booked by another family member
- Attending a wedding that is not immediate family
- Family birthdays

Attendance Analysis

Regular data analysis will identify and provide immediate additional support to pupils or pupil cohorts that need it, and to look at historic and emerging patterns across the school and develop strategies to address them. To achieve this, we will:

- Monitor and analyse weekly attendance patterns and trends and deliver intervention and support in a targeted way to pupils and families. This will go beyond headline attendance percentages, and we will look at individual pupils, cohorts and year groups (including their punctuality) across the school. When analysing patterns, we also look into patterns of attendance within a session or a specific day to ensure all pupils are attending all timetabled lesson/days.
- Use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including any special educational needs coordinators, designated safeguarding leads and pupil premium leads).
- Undertake frequent individual level analysis to identify the pupils who need support and focus staff efforts on developing targeted actions for those cases. This will focus on persistent and severe absence and also look at all severities of absence to identify pupils who can be supported earlier before patterns become entrenched.
- Conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends. This should include analysis of pupils and cohorts and identifying patterns in uses of certain codes, days of poor attendance and where appropriate, subjects which have low lesson attendance.
- Benchmark our attendance data (at whole school, year group and cohort level) against local, regional, and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data. This may, for example, include pupils in a year group with higher-than-average absence or for pupils eligible for free school meals if their attendance falls behind that of their more advantaged peers.
- Monitor in the data the impact of school wide attendance efforts, including any specific strategies implemented. The findings should then be used to evaluate approaches or inform future strategies.
- Provide data and reports to support the work of the board or governing body.

Working Collaboratively

We will work with local communities to help remove the barriers to attendance that families experience. In some cases, families will experience the same or similar barriers to attendance for multiple children who attend different schools in the area. This will be particularly beneficial in supporting transition between feeder schools.

Schools will work collaboratively with local authorities and other local partners to share data on individual cases where it is of benefit to the pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms). Local authorities and school will have regular Targeting Support Meetings to facilitate timely collaborative working across partners and to share information (through MIS) from our registers with the local authority and with the DfE . This information includes:

- New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U). This attendance return should be no less frequently than once per calendar month.
- Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year.

School will inform a pupil's social worker if there are unexplained absences from school. Children missing education officers or a school's point of contact in the School Attendance Support Team should also inform a pupil's social worker and/or youth offending team worker if their name is to be deleted from the school register.

School will pay particular attention to attendance patterns of vulnerable groups, including pupils with SEND, pupils with a social worker, pupils receiving pupil premium support and young carers. Where attendance concerns are identified, timely support and intervention will be offered. We will:

- Facilitate any relevant pastoral support with the clear aim of improving attendance as much as possible whilst supporting the underlying health issue.
- Consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments will be agreed by, and regularly reviewed with the pupil and their parents.
- Ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxious feelings about school attendance.
- Make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using code I (unable to attend because of sickness) and there are reasonable grounds to believe the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

For pupils with special educational needs and disabilities, we will:

- Work in partnership parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including, where applicable, ensuring the provision outlined in the pupil's education, health and care plan is accessed.
- Work in partnership families to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.
- Establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- Consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a

pupil has a disability. Any adjustments will be agreed by, and regularly reviewed with the pupil and their parents.

- Ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate.

Formal Approaches

Where voluntary support has not been effective and/or has not been engaged with, school will work with the local authority to:

- Put formal support in place in the form of an attendance contract or an education supervision order.
- Issue a Notice to Improve and/or penalty notice where support would not be appropriate or has not been successful or engaged with and it is likely to change the parents' behaviour.
- Intensify support through statutory children's social care involvement where there are safeguarding concerns, especially where absence becomes severe (below 50% attendance).
- Prosecute parents where all other routes have failed or are not deemed appropriate. This could include making the case for a community or parenting order where the parent is convicted to secure engagement with support.

Persistent and Severe Absence

Where absence escalates (see Appendix 1) and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), schools and the local authority will work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. Particular focus will be given by all partners to pupils who are absent from school more than they are present (those missing 50% or more of school). Pupils at risk of persistent absence (90% and below) are identified by the Headteacher/Deputy Head/Pupil & Family Support and Early Helps or Formal Attendance Contracts are implemented to raise awareness within the family and offer support by the Education Welfare Officer.

If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support or placements have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect, and school will be conscious of any potential safeguarding issues.

Where a voluntary Early Help Plan, or Formal Attendance Contract has not been successful, an Education Supervision Order (ESO) can be a useful alternative to provide formal legal intervention without criminal prosecution by the LA. ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education. For the duration of the ESO, the parent's duties to secure the child's education and regular attendance are superseded by a duty to comply with any directions given by the local authority under the ESO. 109. The order initially lasts for one year, but extensions can be secured within the last 3 months for a period of up to 3 years at a time.

1 - Attendance Contracts

An attendance contract is a formal written agreement between a parent and either the school or local authority to address irregular attendance at school. An attendance contract will always be explored before moving forward to an education supervision order or prosecution. It will include the pupils if they are old enough to understand.

Parents views on the pupil's attendance at school, any underlying issues, how they believe these will be addressed and what type of support they think would be helpful to secure the pupil's regular attendance. Where a parent fails to attend the meeting without good reason or notification, further attempts will be made to contact them and arrange another meeting but all attempts at support will be recorded.

Each individual attendance contract should set out the duration it will be in place, and most are for between 3 and 12 months but can be longer if needed. Once the requirements and support elements of the attendance contract have been agreed, the school and/or local authority and the parent will write up the contract together and sign it.

All attendance contracts should contain:

- Details of the requirements the parent(s) is expected to comply with.

- A statement from the school and/or local authority agreeing to provide support to the parent(s) to meet the requirements and setting out details of the support.
- A statement by the parent that they agree to comply with the requirements for the period of time specified by the contract.

Where a parent does not comply with the requirements set out in the attendance contract, the lead practitioner should contact the parent and seek an explanation and decide whether it is reasonable, and the attendance contract remains useful. Where no explanation is given, or the lead practitioner is not satisfied with the explanation, they will serve the parent with a warning to explain that the attendance contract is not working and may be terminated, and another course of action pursued, if the parent does not engage. This may be in the form of a letter, and record of it should be kept.

2 - Education Supervision Orders

Where a voluntary early help plan, or formal attendance contract has not been successful, an Education Supervision Order (ESO) can be a useful alternative to provide formal legal intervention without criminal prosecution. In deciding whether to progress to an ESO, the school and local authority will have exhausted voluntary support and be clear that making the order would be beneficial for the pupil and parent.

ESOs are made through the Family or High Court, rather than Magistrates Court. They give the local authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education.

The order initially lasts for one year, but extensions can be secured within the last 3 months for a period of up to 3 years at a time.

If it is decided to progress with an ESO, the local authority should notify parents in writing of the intention to consider an ESO and set up a meeting to discuss with the parent (including the pupil if they are old enough to understand). Following the conversation, the local authority will make its decision and inform the parent and pupil of whether the case will be taken forward to court or not. Where the decision is to proceed, this can be combined with the service of an application notice.

Once an ESO is secured, an officer of the local authority will be chosen to act as the supervisor of the order on the authority's behalf; this does not need to be an attendance officer, rather it should be whichever lead practitioner is working with the family (including their social worker where appropriate). Schools will, however, work in partnership with the local authority and whilst the designated supervisor (the local authority) retains overall responsibility, schools will provide support and supervision where appropriate.

The supervisor will determine the requirements that must be adhered to. This could include:

- Requiring the parent(s) to attend support meetings
- Requiring the parent(s) to attend a parenting programme or counselling
- Requiring the parent(s) to access support services
- Requiring an assessment by an educational psychologist
- Review meetings involving all parties (including the school) which will be held every 3 months throughout the period the ESO is in force. At these meetings any actions and directions should be discussed and added or amended.

Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local authorities can prosecute in the Magistrates Court for persistent non-compliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

3 - Attendance Prosecution

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the local authority.

Prosecution in the Magistrates Court is the last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate in the circumstances of the individual case. Where it is decided to pursue prosecution, only local authorities can prosecute parents and they must fund all associated costs, including in the preparation of court documentation.

- Parents who fail to comply with a school attendance order issued by the local authority to require a parent to get their child registered at a named school may result in a fine of up to level 3 (£1,000).
- Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent knows that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence may result in a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision (under sections 444 and 444ZA). This may result in a fine of up to level 3 (£1,000), or if the parent is found to have known the child was not attending regularly and failed to ensure that they did so, a fine of up to level 4 (£2,500), and/or a community order or imprisonment of up to 3 months.
- Parents who persistently fail to comply with directions under an Education Supervision Order (under Schedule 3 to the Children Act 1989) or breach a Parenting Order or directions under the order (under section 375 of the Sentencing Act 2020). These may result in a fine of up to level 3 (£1,000).

4 - Parenting Orders

Parenting orders are an ancillary order that can be imposed by the Court following conviction for non-attendance alongside a fine and/or community order. Parents' agreement is not required before an order is made. They may be appropriate where the parent has not engaged in support to improve their child's attendance and where compulsion to do so would help change parental behaviour.

The order requires a parent to comply with the arrangements specified in the order by the Court which can include a requirement for parents to attend counselling or guidance sessions (e.g. parenting education or parenting support classes) where they will receive help and support to enable them to improve their child's attendance for up to 3 months. Any breach of the order could lead to a fine of up to level 3 (£1,000).

5 – Notice to Improve

A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a Notice to Improve should usually be sent to give parents a final chance to engage in support. A Notice to Improve does not need to be issued in cases where support is not appropriate and an authorised officer can choose not to use one in any case, including cases where support is appropriate but they do not expect a Notice to Improve would have any behavioural impact (e.g. because the parent has already received one for a similar offence).

Where it is clear that improvement is not being made, it may be appropriate to issue a penalty notice before the improvement period has ended. For example, a Notice to Improve stated there should be no further unauthorised absences in a 6 week period but the pupil is absent for unauthorised reasons in the first week. The parent should be informed before a penalty notice is issued if it is before the end of the improvement period.

6 - Penalty Notices

Penalty Notices are served on parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered. Penalty notices can be used by all schools where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences.

They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).

Penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007 and can only be issued by a headteacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police.

The threshold for a penalty notice includes absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Where a child has been excluded from school and is found in a public place during school hours without reasonable justification within the first five days of the exclusion period can also be issued a penalty notice (reasonable justification will be assessed on the individual circumstances of each case but may include the medical emergency of the parent or child or a pre-arranged medical appointment).

If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Once 3 years has elapsed since the first penalty notice was issued a further penalty notice can be issued, but in most cases it would not be the most effective tool for changing what may have now become an entrenched pattern of behaviour.

For the purpose of the escalation process, previous penalty notices include those not paid (including where prosecution was taken forward and the parent pleaded or was found guilty) but not those which were withdrawn.

In cases where a pupil has moved school or local authority area in the previous 3 years an additional check will be made to try and ascertain whether previous penalty notices have been issued to the parent in respect of the pupil. Where the pupil's previous school was in the same local authority area this check will be simple. If the pupil has moved between local authorities in the previous 3 years and the previous local authority(ies) is known they will be contacted to check whether a penalty notice has been issued to that parent for that pupil in the previous 3 years. These checks can be made by the school and/or local authority depending on the agreed local process. In cases where the previous local authority is not known or the information cannot be, or is not, provided by the previous local authority, it will be assumed that the parent has not previously received a penalty notice and the escalation process started as a new case.

Parents' Responsibilities

Parents have a duty to ensure that their children of compulsory school age are receiving efficient full-time education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order. Where a parent notifies the school in writing of their intention to home educate, the school will delete the child from its admission register and then inform the local authority.

Children with special educational needs statements can be home educated. Where the statement sets out special educational provision that the child should receive at home, the local authority is under a duty to arrange that provision. Where the statement names a school as the place where the child should receive his or her education but the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable to the child's special educational needs. In such case the local authority must review the statement annually.

Expected First Day of Attendance

Bantock Primary enters pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year, although at Bantock Primary this can be at any point throughout the academic year. If a pupil fails to attend on the agreed or notified date, we will establish the reason for the absence and mark the attendance register accordingly.

School will notify the local authority within five days of adding a pupil's name to the admission register and provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year unless the local authority also requests for such information to be provided.

Pupils Moving to a New Address

Where the parent of a pupil notifies the school that the pupil will live at another address, school will record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address.

Transferring to Another School

Parents are expected to complete a 'Leaving School Form' if they are withdrawing their child from the school and no longer require the school place (Appendix 2)

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, school will record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register will include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

Children at Risk of Missing Education

School has regard for the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. School has in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, school holds an emergency contact number for more than one person. Emergency contact numbers are provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides the school with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

As a preventative measure, parents are expected to complete a 'Leaving School Form' if they are withdrawing their child from the school and no longer require the school place, especially if they are moving out of the local authority or going abroad (Appendix 3).

Where school staff have concerns about a child, they use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated. The local authority has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age who are not school registered or receiving suitable education otherwise than at a school. The local authority will trace those children and ensure that they receive full-time education

The school will notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided. The school will notify the local authority that a pupil's name is to be deleted from the admission register and will provide the local authority with the following information:

- full name;
- address
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- if applicable, the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there;
- if applicable, the name of pupil's other school and when the pupil began or will begin to attend;
- the reason set out in regulation 9 (1) or (3) under which the pupil's name has been deleted from the admission register.

Children Missing in Education

School governing boards must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. Schools must put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, school holds an emergency contact number for more than one person. Emergency contact numbers are provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern. Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated. School has safeguarding duties under section 175 of the Education Act 2002 in respect of our pupils, and as part of this will investigate any unexplained absences. (Refer to LA Children Missing from Education : Policy and Procedure)

Children at particular risk of missing education:

- **Pupils at risk of harm/neglect** - Children may be missing from education because they are suffering from abuse or neglect. Where this is suspected school will follow child protection procedures. If there is reason to suspect that a crime has been committed or the child's safety is at risk, the police will also be involved. Refer to the statutory guidance *Working Together to Safeguard Children (2013)*
- **Children of Gypsy, Roma and Traveller (GRT) Families** – Research has shown that many children from these families can become disengaged from education. It is therefore vital that school will inform the LA when a GRT pupil leaves the school without identifying a new destination school, particularly in the transition from primary to secondary so that they can attempt to facilitate continuity of the child's education. Although many are settled, some GRT families move regularly and their children can be at increased risk of missing education.
- **Families of Armed Forces** - Families of members of the Armed Forces are likely to move frequently – both in UK and overseas and often at short notice. Schools will contact the MOD Children's Education Advisory Service (CEAS) on 01980 618244 for advice on making arrangements to ensure continuity of education for those children when the family moves.
- **Missing children/runaways** - Children who go missing or run away from home or care may be in serious danger and are vulnerable to crime, sexual exploitation or abduction as well as missing education. If this is suspected school will follow child protection procedures.
- **Children who cease to attend a school** – there are many reasons why a child stops attending a school. It could be because the parent chooses to home educate their child. However, where the reason for a child who has

stopped attending a school is not known, the local authority must investigate the case and ensure the child is receiving suitable education.

School can make a CME referral to the LA if a child meets the criteria for missing education. The referral form can be found [here](#). The named contact at the LA for CME enquiries is Sharandeep Kaur (sharandeep.kaur@wolverhampton.gov.uk)

Elective Home Educated Children

On receipt of written notification to home educate, school will inform the pupil's local authority that the pupil is to be deleted from the admission register. School will not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record. School will not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home. Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school. (Refer to LA online guidance "Educating your child at home" which can be found [here](#)). The named contact at the LA for EHE children is Hannah Hill (Hannah.hill@wolverhampton.gov.uk)

Part-time Timetables

All pupils of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending school or another setting full-time and a part-time timetable is used to help the pupil access as much education as possible. A part-time timetable should not be used to manage a pupil's behaviour. A part time timetable will:

- Have the agreement of both the school and the parent the pupil normally lives with.
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan.
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period.

Where the pupil has a social worker, the school will keep them informed and involved in the process. If the pupil has an education health and care plan, school will discuss the part-time timetable with the local authority so that any support package that is in place can be reviewed as swiftly as possible. In agreeing to a part-time timetable, school has agreed to a pupil being absent from school for part of the week or day and therefore will record the absence accordingly (normally using code X or C2).

Deleting the name of a pupil of compulsory school age

The only reasons why a pupil's name shall be deleted are:

Ground A - The pupil has been registered at another school

Ground B - The pupil has not continued at the school following completion of nursery education

Ground C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion

Ground D - The pupil has a school attendance order which has been changed to name another school

Ground E - The pupil had a school attendance order which has been revoked

Ground F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school

Ground G - The pupil no longer normally lives a reasonable distance from the school

Ground I - The pupil has been continually absent from school for 20 school days

Ground K - The pupil has died

Contents of Attendance Register

Attendance registers will be taken at the same designated time for all registered pupils in the morning session and afternoon session. On each occasion we record whether every pupil is:

- Present;

- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

School will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

Absence and Attendance Codes

The national codes enables school to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps school, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Code L: Late arrival up to 15 minutes of registers closing.

School's registers are kept open for 30 minutes until 9.00am which is a reasonable length of time but not that registers are kept open for the whole session. A pupil arriving more than 15 minutes after the register has closed is marked Late with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits or alternative provision. Pupils are recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity will be of an educational nature approved by the school and supervised by someone authorised by the school. The activity will take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code is used when pupils are present at an off-site educational activity that has been approved by the school. School is responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, school is certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. School will only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school.

Code P: Participating in a supervised sporting activity

This code is used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code is used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Authorised Absence from School

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence for exceptional circumstances

Only exceptional circumstances warrant an authorised leave of absence. School will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours. Schools maintained by a local authority and special schools not maintained by a local authority can only do so in the following circumstances (under regulation 11(2)):

- Where the local authority have granted a licence for the pupil to take part in a performance regulated by section 37(2) of the Children and Young Persons Act 1963.
- Where a pupil does not need a licence for such a performance because an exception applies under section 37(3) of the Children and Young Persons Act 1963, including where a Body of Persons Approval (BOPA) covering the pupil has been issued by the local authority in whose area the performance will take place or the Secretary of State.
- Where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.

Schools should be sympathetic to requests for leave of absence that are supported by a licence issued by a local authority or a BOPA; as long as the school remains satisfied that this will not have a negative effect on a pupil's education. Where a local authority licence specifies the dates that a pupil is to be away from school to perform, the school should record the absence for those days as if a leave of absence had been applied for and granted. Where the terms of the local authority licence do not specify dates, however, or where a BOPA or other exemption or licence from a Justice of the Peace applies, it is at the discretion of the school to grant leave of absence.

Schools that are not required to follow regulation 11, must still use this code to record a pupil who is absent with leave for the purpose of participating in a regulated performance or work abroad under a licence or exemption as described above.

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

Schools maintained by a local authority can grant a leave of absence, under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.

Code E: Suspended or permanently excluded and no alternative provision made

The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education.

Code F : Extended Family Holiday (agreed)

Code H: Holiday authorised by the school

The Headteacher will not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the headteacher must be satisfied that there are exceptional circumstances based on the

individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I : Illness (not medical or dental appointments)

School will advise parents to notify them on the first day the child is unable to attend due to illness. In the majority of cases a parent's notification that their child is too ill to attend school will be that evidence and can be accepted without question or concerns. School will authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, school will request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. School will not request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes. School will be mindful that requesting additional medical evidence unnecessarily places pressure on health professionals, their staff and their appointment system, particularly if the illness is one that does not require treatment by a health professional.

Where a parent cannot provide any written evidence the school should have a conversation with the parent and pupil, if appropriate, which may in itself serve as the necessary evidence to record the absence.

Code K : Attend Provision

To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. School will encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code P: Participating in Supervised Sporting Activity

Code R: Religious observance

School will treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, school will seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Leave of absence for the purpose of studying for a public examination

Code T: Parent travelling for occupational purposes

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If school has not authorised a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow school to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

School will follow up all unexplained and unexpected absences in a timely manner. Every effort will be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence

is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent in other or unknown circumstances

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school 30 minutes after registration closed (registers close at 9am)

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Q: Unable to attend the school because of a lack of access arrangements

Code Q is only used where a pupil is absent because the local authority has a legal duty to arrange home to school travel for the pupil and they have not done so (including where they are in the process of doing so but have not yet done it), or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live. These circumstances are set out in law but in summary are where:

- the local authority has a duty to arrange the pupil's home to school travel and has not; or
- the pupil is registered at a private school that is beyond walking distance from the pupil's home and the local authority has not arranged boarding for them or enabled them to go to a state school nearer to their home; or
- the pupil lives in Wales and a Welsh local authority has a duty to home to school travel and has not.

This code is classified for statistical purposes as not a possible attendance.

Code Y1: Unable to attend due to transport normally provided not being available

The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.

Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.

Code Y2: Unable to attend due to widespread disruption to travel

The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.

Code Y3: Unable to attend due to part of the school premises being closed

Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed. This code may not be used for any planned closure such as weekends or holidays.

Code Y5: Unable to attend as pupil is in criminal justice detention

The pupil is unable to attend the school because they are:

- in police detention,
- remanded to youth detention, awaiting trial or sentencing, or
- detained under a sentence of detention.

If a pupil is remanded to local authority accommodation, they should attend school as normal where possible and where it is not possible any absence should be recorded using the appropriate code.

A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day.

Schools are expected to communicate with the pupil's Youth Offending Team worker while the pupil is in custody and remains on the school roll to discuss the pupil's educational needs, progress and return to the school upon their release where appropriate. Education is a key part of effective resettlement; therefore it is important that schools maintain contact with the Youth Offending Team throughout the sentence to support the child's resettlement where appropriate.

Code Y6: Unable to attend in accordance with public health guidance or law

The pupil's travel to or attendance at the school would be:

- contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or
- prohibited by any legislation relating to the incidence or transmission of infection or disease.

Code Y7: Unable to attend because of any other unavoidable cause

An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.

This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6)).

Code Z: Pupil not on admission register

This code is available to school to set up registers in advance of pupils joining the school to ease administration burdens. School will put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole or partial school closure

This code will be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Guidance on School Day and School Year

Setting school term dates and holidays

School term dates for the school year are set by the local authority.

School day and school year

The law regulating the school day and school year applies only to schools maintained by a local.

School Day

Every school day has have two sessions divided by a break. The length of each session, break and the school day is determined by the school's governing board. The governing board has the power to revise the length of the school day as it sees fit. There is no requirement to consult parents on revisions to the school day but it can assist parents to do so.

School Year

School has at least 380 sessions or 190 days during any school year to educate their pupils. If school is prevented from meeting for one or more sessions because of an unavoidable event, it will find a practical way of holding extra sessions. If we cannot find a practical way of doing this then it is not required to make up the lost sessions.

What legislation does the guidance in this section relate to?

The Education Act 2002 - section 32

The Education Act 1996 – section 551(1)

The Education (School Day and School Year) (England) Regulations 1999

The Changing of School Session Times (England) (Revocation) Regulations 2011

Keeping Children Safe in Education
Children Missing in Education
Working Together to Safeguard Children

Celebrating Attendance

Each week all classes share their class attendance in an assembly. The class with the best attendance is rewarded with the attendance cup. Pupils understand and aim for the school target for good attendance of 95%.

At the end of each term pupils with 100% attendance are rewarded for their outstanding attendance. These rewards have included a cinema afternoon, visit to 'The Way', Theatre trip and an end of year gift.

Those people responsible for attendance matters in this school are:

Mr Thomas –Headteacher
Pupil and Family Lead – Day to day basis
Education Welfare Officer
LA School Attendance Support Team
Governing Board

Summary

- The school has a legal duty to publish its absence figures to parents to promote good attendance and reduce persistent absence.
- Equally, parents have a duty to make sure that their children attend regularly.
- The staff in school are committed to working closely with parents as the best way to ensure as high a level of attendance as possible.
- The school will inform parents and carers regularly of the attendance policy which is available on request and on the school website.
- The school will report on a child's attendance over the 12 months.
- Parents and carers have a right to appeal over decisions relating to unauthorised absences. Appeals should be made to the Chair of Governors.

Frequently Asked Questions

Can a school use a designated school day as an academic review day for parents?

No. Academic reviews day should not be used as part of the school day. School will endeavour to hold these reviews out of school hours.

Do schools need to consult parents if making changes to the school day?

No. Although parents must be informed of the changes, there is no legal requirement to consult parents or to give an explanation as to why the decision has been made. School can consult parents if they wish to, and where they have raised the expectation that they will consult, they should honour that commitment.

Can a parent take their child on holiday during term time?

Headteachers should only authorise leave of absence in exceptional circumstances. If a headteacher grants a leave request, it will be for the headteacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

Does the change to the regulation on leave of absence affect Child performers?

The amendments made to regulation 7 of the Education (Pupil Registration) (England) Regulations 2006 on leave of absence do not affect the section that allows the parent of a child performer to seek leave of absence from school for their child to take part in a performance. The amendments affect section 3 and 4 of regulation 7, which relate to leave of absence for the purpose of a family holiday.

Section 2 of Regulation 7 (which has not been amended) still enables a headteacher to grant leave of absence for a pupil to undertake employment during school hours for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963.

Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. Where the license specifies the dates that a child is to be away from school to perform, then the headteacher should authorise those days. However, where the terms of the license do not specify dates it is at the discretion of the headteacher to authorise leave of absence. However, where the terms of the license do not specify dates it is at the discretion of the headteacher to authorise leave of absence. Headteachers should be sympathetic to requests that are supported by a licence, as long as the school remains satisfied that this will not have a negative effect on a child's education.

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