



‘Where Stars Shine’

Belonging, Ambition, Respect, Kindness

ATTENDANCE POLICY

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1. Introduction

We recognise that punctual and regular school attendance is essential to ensure uninterrupted progress and to enable children to meet their full potential. We expect all children on roll to attend every day, when the school is in session if they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

Poor attendance can seriously affect each child's:

- attainment in school
- relationships with other children and their ability to form lasting friendships
- confidence to attempt new work and work alongside others

2. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

3. Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)



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- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

<https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made> It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy is one of a series in the school's integrated safeguarding approach.

4. School Responsibility

We are responsible for supporting the attendance of our pupils and for responding to difficulties and issues which might lead to non-attendance.

4.1 The Local Academy Committee

The Local Academy Committee is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resource
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:



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- The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
 - Sharing effective practice on attendance management and improvement across schools in the Trust
 - Holding the headteacher to account for the implementation of this policy

4.2 The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the Local Academy Committee
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting that the LA issue a fixed penalty or notice to improve where appropriate.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

4.3 The Designated Senior Leader Responsible for Attendance

The designated senior leaders are responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance



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- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- The designated senior leaders responsible for attendance are the Headteacher and Jackie Challenger and can be contacted via 01594 842789.

4.4 The Attendance Champion

The school Attendance Champion is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The Attendance Champion is Jackie Challenger and can be contacted via 01594 842789

4.5 Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see section 2.1), and submitting this information to the school office on the same day.

4.6 Admins/Office Staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the class teacher where appropriate, in order to provide them with more detailed support on attendance

We adopt a positive and proactive approach towards attendance matters and encourage parents to take an active role in the schooling of their children, acknowledging that they play a major role in improving levels of attendance and punctuality and in reducing absenteeism.

The Headteacher holds responsibility for attendance matters, supported by the Administration staff and the Pastoral Behaviour Support Worker. Attendance is recorded and data stored and analysed using the SIMS Attendance module. It is a statutory duty for class teachers to call and maintain accurate registers; these are legal documents, and may be called for as evidence by the court.



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5. Attendance

Each child's attendance can be summarised as:

98%+ Excellent – Well done! This will help all aspects of their progress and life in school.

This will give them a good start in life and supports a positive work ethic.

95 -97% Good – Well done, strive to build on this.

85 –94% Poor – Absence is now affecting attainment and progress at school. Please work with the school urgently to improve the situation.

Below 85% Unacceptable – Absence IS causing **SERIOUS CONCERN**. It is affecting attainment and progress and is disrupting your child's learning.

At Severnbanks we expect 100% attendance. Each child should be in school every day the school is open.

We will work with you to improve your child's attendance.

Permitting absence from school without a good reason is an offence by the parent or any persons who have day to day care of the child. Only the school can authorise absence. The school will not assess all reasons as 'valid'. Absence for any reason during term time is discouraged.

Absence known to be for the following reasons would be authorised:

- Illness
- Religious observance
- Attendance at medical appointments which cannot be made outside school hours

The local authority has full responsibility for prosecuting parents where absence continues to be problematic.

At Severnbanks Primary School we aim to have a whole school attendance rate of 98-100%.

Non-attendance is an important issue that is treated seriously. However, each case is different and the school acknowledges that no one standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

In every case, early intervention is essential to prevent the problem from worsening. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance; they are reminded of this duty in the school prospectus

Prior to the engagement of the school's parental liaison officer, the school may issue letters to parents clearly defining the concerns within school regarding a pupil's absence. It is hoped that a quick response and change in levels of absence will prevent the need for involvement.

6. Arrival and Registration

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils. Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.



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The gates are open at 8:35; children enter the school building from 8:40, and by 8:45 the gates are closed and all children should be in the school to be registered. The register is taken twice a day. Morning registration ends at 9:00 a.m. If a child arrives after the registration period, he/she must report to the school office and will be marked as 'Late'. Arrival after 9.15am is recorded as an unauthorised late mark. Punctuality is also important as lateness impacts on learning not only for the individual, but the class as a whole. Afternoon registers are taken at 1:00pm for Key Stage 1 and 1:30pm for Key Stage 2.

7. Attendance Register

The school uses SIMS to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities. 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.

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:

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement



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B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		



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Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given



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		would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

When the school has planned 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.

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

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

8. Responsibilities of Parents

A parent means:

- All natural parents, whether they are married or not;
- Any person who has parental responsibility for a child or young person; and,
- Any person who has care of a child or young person i.e. lives with and looks after the child.

The local authority and school will need to decide who comes within the definition of parent in respect of a particular pupil when using the legal measures, but generally parents include all those with day-to-day responsibility for a child.

Parents are responsible in law for ensuring that their children attend the school at which they are registered daily, on time, properly dressed and in a fit condition to learn. (Parents are also responsible for ensuring that their children stay at school once they have registered.)

We acknowledge that Parents can do a great deal to support the regular and punctual attendance of their children. Parents should:

- take an active interest in their child's school life and work;
- attend parents' evenings and other school events;



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- ensure that their child completes his/her homework and goes to bed at an appropriate time;
- be aware of letters from school which their child brings home;
- ensure that their child arrives at school on time each day;
- ensure that their child only misses school for reasons which are unavoidable or justified, such as illness or days of religious observance;
- provide evidence of medical appointments and/or receipts for any medication purchased during a period of illness.
- always notify the school as soon as possible on the first morning of any absence;
- confirm this in writing when the child returns to school;
- avoid booking family holidays during term-time;
- talk to the school if they are concerned that their child may be reluctant to attend.

When a child is unwell, parents should contact the school before 9.15am on the first day of absence informing the school of the reason for absence. When a child is absent, the class teacher will record the absence in the register. As part of our Safeguarding Procedures, the school office will endeavour to contact the parent or carer and other emergency contacts if no message has been received regarding the reason for the absence to check on the safety of the child.

Every effort should be made to arrange medical appointments outside school hours. An appointment card or verification by the doctors/dentist/ hospital may be required. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

If your child is absent due to vomiting then they should not return to school for the next 48 hours after the last time that the child is sick. This is to reduce the risk of infection to other children and adults at school.

9. Pupils

Severnbanks Primary School pupils attend school every day, on time

10. Flexi-Schooling

Requests for flexi-schooling arrangements are at the discretion of the Headteacher. Each request will be considered on a case-by-case basis.

10.1 If Flexi schooling is agreed

(Exceptional circumstances)

The school will work hard to maintain a smooth transition between education at home and education at school so that the child remains happy, supported and challenged.

If it appears that parent/carers are not providing a suitable education as agreed between the school and the parent, the school may ask the parent to take remedial action. If the parent declines to do so



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or the school is still concerned about the provision of education at home, the school may withdraw its agreement to the flexi schooling arrangement. The child would then be required to attend at school on a full-time basis.

The school will have a formal written agreement with the parents/carers about the flexi schooling arrangements so that expectations and understandings are clear for both parties. Refer to the appendix 3

10.2 Attendance Requirements

Before flexi-schooling commences an Attendance Agreement will be completed between the school and the parents/carers stating which school days / sessions the child will attend and how absences will be monitored and recorded. These days have to remain the same each week, unless there has been a formal meeting to make changes to the Attendance Agreement. There will be no flexibility to change these days in the event of a school trip / special event at school.

10.3 Review & Right to Withdraw

Flexi Schooling agreements will be reviewed at least each term, or as required. The school retains the right to withdraw a Flexi-schooling agreement at any time. Further information and guidance can be found on the Gloucestershire Council Website:

<https://www.gloucestershire.gov.uk/education-and-learning/home-education/>

11. Authorised & Unauthorised Absence

The Local Academy Committee recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore strongly urged to avoid booking a family holiday in term time. Parents do not have an automatic right to withdraw pupils from school for a holiday and in law, have to apply for permission in advance. Such permission is granted in accordance with arrangements made by the Local Academy Committee and in line with the Department of Education's statutory guidance and department advice, August 2013.

When an application is made for authorised absence (**Appendix 1**) during term time the Headteacher will give consideration to the following:

- Nature of the proposed absence/is this an exceptional circumstance
- The age of the child
- The timing of the absence
- The attendance pattern in the present and previous academic years.

Examples of what may constitute exceptional circumstances:

- To have a short absence to attend a special religious/cultural observance.
- If a parent, due to nature of the work, cannot possibly take time off during the regular school holidays. This would need to be evidenced by a letter from the employer.



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Please note to have a week's holiday in school time because the cost is cheaper during term time, does not constitute an exceptional circumstance.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Every half-day absence 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 or by telephone.

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#), these circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances



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A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. Leave of absence will not be granted for a pupil to take part in protest activity during school hours. A leave of absence will only be granted in exceptional circumstances.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, before the absence, and in accordance with any leave of absence request form, accessible via the school office or website. The headteacher may require evidence to support any request for leave of absence.

11.1 Authorised Absence

An absence is classified when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence. Only a school can make an absence authorised. However, if the school deems there has been too many (frequent) absences, the school can request further evidence (GP/ Health professional).

11.2 Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the Headteacher.

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

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences that have never been properly explained
- Holidays not agreed

11.3 Performances and Activities, including Paid Work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which allows the child to perform. Applications for this type of work will need to be made via the usual absence request form available from the school office.

Additional arrangements will be made by the school 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 they are suitable for the pupil. Headteacher's permission must be requested for any such absence. Where there are concerns that the absence may cause education to suffer, school will liaise with the Local Authority.



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11.4 Religious Observance

Parents will be expected to request absence for religious observance at least two weeks in advance. The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion. The school may seek advice from the religious body in question where there is doubt over the request.

11.5 Gypsy, Roma, and Traveller Absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

11.6 SEND and Health-related Absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the Trusts SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a pupil is unable to attend school for long periods of time due to their health, and the pupils is returning to school after a lengthy or unavoidable period of absence, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities, and programme of work
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:



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- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs

12. Children Missing Education

Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity e.g. school, alternative provision, elective home education, and has been out of education provision for at least 4 weeks'.

CME also includes those children who are missing (family whereabouts unknown), and are usually children who are registered on a school roll / alternative provision. This might be a child who is not at their last known address and either:

- has not taken up an allocated school place as expected,
- has 10 or more days of continuous absence from school without explanation, or
- left school suddenly and the destination is unknown

13. Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

The school must consider requesting Gloucestershire County Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met. Notices to Improve and Fixed Penalty Notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct: [Information on all Legal Proceedings](#)



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13.1 Penalty Notices

The local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before requesting the Local Authority issue a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £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 the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

13.2 Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the Local Authority may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school. [Information on all Legal Proceedings](#)

They will include:

- Details of the pupil's attendance record and of the offences



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- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period
- The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after a 6-week period, the Attendance Lead will consider:
 - Holding a formal meeting with parents and the school's point of contact in the Education Inclusion Service.
 - Working with the LA to put a parenting contract or an education supervision order in place.
 - Engaging children's social care where there are safeguarding concerns.
 - Where attendance still does not improve, the school will work with the LA to take forward legal intervention. This course of action is always a last resort.
 - If the pupil has an allocated social worker or is a looked-after child, then the social worker working with the family will be notified.

More information regarding penalty notices can be found here:

<https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/information-for-parents-and-carers/>

14. Attendance Monitoring

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level. Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regular and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the Local Academy Committee.



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14.1 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

14.2 Using Data to Improve Attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 11.4 below)
- Provide regular attendance reports to the class teacher to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

14.3 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Keep the profile of attendance high through newsletters, dojo posts and other school communications.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education



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- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

15. Rewards

The prime benefit derived from regular attendance is that continuity and progression in learning are ensured. Children are able to experience positive social interactions with their peers. Attendance is celebrated through class dojo, the school newsletter and improvement awards. .

16. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum, annually by the Headteacher. At every review, the policy will be approved by the Local Academy Committee.

This policy is available on the school website: [Severnbanks Primary School - Policies](#)

Paper copies are available on request from the School Office

Appendices overleaf



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APPENDIX 1: Request Leave of Absence

Request of a Leave of Absence During Term Time

Parents and carers should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this will be recorded as unauthorised leave.

In the case of an unauthorised leave of absence the head teacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 if paid within 21 days which increases to £160 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates' Court.

All leave of absence requests should be completed on the attached form by the parent with whom the child originally resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Headteacher



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APPENDIX 2: Penalty Notice Warning Letter

Date

Name

Address

Dear.....

RE: The education (penalty Notice) (England) Regulations 2007

Warning of penalty notice for persistent lateness after the register has closed

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

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

..... has been marked absent from school for sessions in the previous.....weeks without prior authorisation or an acceptable reason being given to the head teacher. Please note there are normally two sessions in each school day.

This absence has therefore been recorded as unauthorised in the school register.

I need to inform you that the level of unauthorised absence places you at risk of a penalty notice and / or court action by the Local Authority.

Providing there are no further unauthorised absences within the next fifteen school days, which will start two days after the date of this letter a penalty notice will not be issued on this occasion.

I must also draw your attention to the fact that should.....have more unauthorised absences related to lateness within the next twelve months following this warning letter, you may receive a penalty notice without further warning.

Yours sincerely

Headteacher

APPENDIX 3: Flexi School Agreements & Information

Styles of Flexi-schooling Explained		
Informal	Blended	Formal
<p>Description: Full time education is provided through a mixture of settings and providers (including the parent).</p>	<p>Description: Full time education is provided through a Blend of home education and part time school attendance (not to be confused with a stand alone part time timetable)</p>	<p>Description: Full time education is provided through full time attendance at school but part of the education occurs off site, usually with the parent</p>
<p>Legal Status: Elective Home Education</p>	<p>Legal Status: Part time timetable</p>	<p>Legal Status: Full time on school roll</p>
<p>Attendance Code: n/a</p>	<p>Attendance Code: Onsite - Present Offsite - C</p>	<p>Attendance Code: Onsite - Present Offsite - B</p>
<p>Notes: Practiced in an almost infinite number of ways from part time school attendance to Home Education Resource Centres etc</p>	<p>Notes: Not legal except for pre-compulsory school age or as a temporary measure Discouraged by Ofsted and DfE</p>	<p>Notes: Needs to be supervised, approved, discussed and documented Responsibility for the education overall remains with the school</p>



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Flexi-schooling Additional Information Form

(to be filled in alongside School Enrolment form either by parents or during meeting)

Additional Information Form	
Child's name	
Name of parent(s), carer(s)	
Admissions form completed	Yes / No
What attracted you to flexischooling?	(continue overleaf if necessary)
What are your expectations of the school-based part of the Education?	(continue overleaf if necessary)
What are your expectations of the home-based part of the Education?	(continue overleaf if necessary)
Do you intend to follow the National Curriculum at Home?	
If so, do you require any help with this? (e.g. worksheets, assistance with attainment targets etc)	
Form of Education to date	F/T School P/T School Home Education N/A
Levels of attainment achieved (if applicable)	
Additional Needs (if applicable)	
Educational Assessment/Review Acceptable	Yes / No
Child will complete record of achievement	Yes/No
Please tell us anything else you feel we may find useful about yourself or your child	



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Flexi-schooling Contract

Contract for Provision of Education – Part 1 School
Child's Name
Name of Parent(s)/Carer(s)

Chestnuts Primary School is responsible for the education of the above named child on the days and times set out in the attached Attendance Agreement and timetable.

The educational provision will be suitable to’s age, aptitude and ability as set out in *Section 7 of the Education Act 1996*.

Whilstis on school premises or the School is acting in loco parentis the school will maintain primary responsibility for safety and welfare

The school and parent/carer will meet every half term for a review meeting to discuss’s progress and review the attendance agreement.

The school can withdraw from this agreement at any time by giving reasonable notice in writing

Head Teacher:	Date:
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Contract for Provision of Education – Part 2 Home
Child's Name:
Name of parent(s)/carer(s)

I/we are responsible for the education of the above named child on the days and times set out in the attached Attendance Agreement and timetable.

The educational provision will be suitable to’s age, aptitude and ability as set out in *Section 7 of the Education Act 1996*:

During school hours timetabled for home-based education I/we will maintain primary responsibility for’s safety and welfare

I/we understand I can withdraw from this agreement at any time by giving reasonable notice in writing

Parent/carer:	Date:
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Flexi-schooling: Attendance Agreement

Child's name

Name of parent(s) / carer(s)

	MORNING	AFTERNOON
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Head Teacher: _____ Date: _____

Parent/carer: _____ Date: _____

Relevant Legislation and Guidance

- <https://www.gov.uk/home-education>
- <https://www.gov.uk/government/publications/elective-home-education>
- <https://www.glofamiliesdirectory.org.uk/kb5/gloucs/glofamilies/service.page?id=X3pELscu7iA>

APPENDIX 4: Attendance Triage Approach

Stage	Trigger	Primary Action	Statutory Action/Guidance	Key staff	Intended Impact
0 Prevention	NA	Communicate high expectations from Day 1. Celebrate good and improving attendance. Attendance section on each school newsletter. Attendance newsletter every term	High profile Senior Lead.	Senior Leadership Team (SLT) Attendance Champion	Build a culture of belonging. Ensure families value every school day and understand the link between attendance and achievement
1 Immediate Response	9:00am absence, 9:05am late.	Contact parent immediately (First Day Response). Log Lateness/Unauthorised absence codes	Follow-up all unexplained absence.	Admin, Headteacher, Attendance Champion	Establish accountability. Parents know that absence is noticed instantly, reducing "casual" or "avoidable" non-attendance.
2 Emerging Concern	Below 95% or broken week pattern or regular late	"Triage" risk. Possible actions: At risk letter, informal supportive phone call/meeting.	Spot patterns early.	Attendance Champion, Headteacher,	Early intervention. Identify and remove barriers (anxiety, routine, health) before the habit of absence becomes ingrained.
3 Persistent Absence (PA)	Below 90%.	Formal Attendance Improvement Meeting (AIM). Early Help Assessment offered. Attendance Action Plan created	Intensive casework and early help assessment.	Attendance Champion, Headteacher,	Formalised support. Re-engage the family through a structured plan, ensuring they feel supported but aware of the seriousness of PA status
4 Severe Absence	Below 50% OR AIM targets missed.	Joint plan with LA. Warning letters. Referral to Education Welfare/LA Legal.	Formal warning and LA referral for penalty notices/prosecution	Attendance Champion, Headteacher, LA, SENDco	Legal Resolution. To safeguard the child's right to an education through statutory enforcement when all voluntary support has failed.