



MICKLEOVER PRIMARY SCHOOL

Name of Policy: Attendance

Date of Policy: March 2026

Member of Staff responsible: S Welsh

Review date: January 2027

Signature: _____ **Chair of Governors**

Date Approved: _____

At Mickleover Primary School

We are:

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Attendance Policy

INTRODUCTION

All children of compulsory school age have the right to receive a full-time education regardless of aptitude, ability and background. Mickleover Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are proud of our attendance record which is generally very good and are grateful to our supportive parents and carers who work with us to promote and encourage the good attendance of their children.

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

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources – can have on improving pupil attendance.

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:

- Promoting a positive, welcoming and caring environment whereby each member of the school community feels safe, secure and valued.
- Raising awareness of the importance of good attendance and to improve the overall attendance percentage.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Promoting effective partnerships with the Education Welfare Service (EWS) and with other services and agencies.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Providing support, advice and guidance to parents and pupils.
- Recognising the needs of the individual pupil when planning reintegration following significant periods of absence.
- Ensuring equality and fairness for all.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.

SUPPORTING ATTENDANCE AT MICKLEOVER PRIMARY SCHOOL

At Mickleover Primary School, we work with the Inclusion Partnership for additional support with interventions linked to attendance.



Initially, the class teacher will contact parents to find out if there are any barriers to attendance. Through working together and offering early interventions eg meet and greet, soft start, bring a cuddly toy, these barriers are usually overcome.

If attendance continues to drop, and is at or below 90%, the attendance officer will make contact to offer additional support; this may be through referral to senior leadership or the inclusion manager, where reasonable adjustments may be discussed as appropriate to the pupil. External support may be signposted at this point eg Compass Changing Lives where parents can self-refer, or can find additional information from eg Derby and Derbyshire Health and Wellbeing website.

Any targeted interventions that we implement are always specific to the individual child, reflecting the family circumstances and the needs of the child, as ultimately, school and home must work in partnership to improve attendance outcomes.

LEGISLATION AND GUIDANCE

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

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

ROLES AND RESPONSIBILITIES

Governors

The governors are responsible for:

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

Headteacher

The Headteacher is responsible for:

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



- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Monitoring school-level absence data and reporting to governors
- Supporting staff with monitoring of individual pupils
- Issuing fixed-penalty notices, where necessary and / or authorising Attendance Office to be able to do so
- Communicating with the Local Authority when a pupil with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

The Attendance Officer

The Attendance Officer is responsible for:

- Monitoring and analysing attendance.
- Providing weekly attendance reports for designated members of staff and the Headteacher
- Working with the Education Welfare Officer (EWO) to tackle persistent attendance
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Informing the LA of any pupil being deleted from the admission and attendance registers.
- Advising the Headteacher when to issue fixed-penalty notices.

This role is jointly undertaken by Mrs Price and Mrs Williams in the office, who can be contacted via the school office on:

admin@mickleover.derby.sch.uk
01332 514052

Class Teachers

The class teacher is responsible for:

- Following the attendance policy
- Accurately recording pupils' attendance for both morning and afternoon sessions on a daily basis which should be completed by
 - Morning session 9.05am
 - Afternoon session – infants 1.20pm
 - Afternoon session – juniors 1.30pm
- Sending absence slips (pink slips) to the office by 9.05am if register does not have a mark or reason for the absence
- Making contact with the parent via Dojo to 'check in'

Pupils

Pupils are expected to:

- Attend school on time, every day.

Parents

Where this policy refers to a parent, it refers to the adult the school and/or Local Authority decides is most appropriate to work with, including:

- All natural parents
- All those who have parental responsibility for a child

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- Those who have day-to-day responsibility for the child (ie lives with and looks after them)

Parents are responsible for:

- Notifying the school office by 9am, leaving a message on the answer phone or sending an email, when their child has to be unexpectedly absent. **The absence must be reported to the school office and the class teacher via Dojo**
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Making sure their child attends school every day, on time.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school hours where possible.
- Following any family-based support implemented by the school to improve attendance.

RECORDING ATTENDANCE

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

Class teachers 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. See Appendix 1 for the national absence codes.

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

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

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

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

UNPLANNED ABSENCE

First Day Absence

Reasons for absence must be offered verbally by leaving a message on the school absence line (01332 514052) by 9am on the first day of absence or by email to the school office (admin@mickleover.derby.sch.uk).

If your child was absent on a Friday and is still poorly on the Monday and won't be attending, school must be informed of their absence. If there are attendance concerns about the pupil, the school may request written medical evidence to authorise future absences until

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attendance improves. The School may carry out Home Visits to confirm reasons for absence and check whether further support is required. School will also phone parents informing them that their child is not in school and enquire about a reason why. The school will then authorise the absence or record it as an unauthorised absence. This decision will be made within the guidance set out in the 1996 Education Act, which identifies the following reasons for an authorised absence:

- The child is ill or prevented from attending school by an unavoidable cause.
- The child is absent on days exclusively set apart for religious observance in their particular faith.
- The child is absent “with leave.” This refers to leave being granted by the school, not the parent, and would normally relate to no more than 5 days in one academic year.

A reason for a period of absence is always required. The school will contact parents who have not offered a reason. If after 3 weeks no reason has been provided by a phone call or letter, the absences shall be marked in the register as unauthorised.

Lateness

Any pupil arriving after 8.55am should be brought into school by their parent/carer through the main entrance. The office staff will provide a book so parent/carer can sign the child in and record the time and reason for lateness. All staff must be aware that any child arriving late must register at the school office for purposes of fire regulations. Pupils arriving after the start of school but before the end of registration will be treated for statistical purposes, as present, but will be coded as late before registers closed. Once the register is closed, the lateness will be recorded as unauthorised.

If a pupil is frequently late, a letter will be sent to the parents/carers informing them of the school’s concerns and they will be offered support to resolve any problems that may be preventing the child from arriving at school on time. The pupil’s punctuality will be closely monitored and if after four weeks there is no improvement the parents of the pupil will be invited to a meeting with the Headteacher to discuss the issue and resolve any issues preventing the child from arriving on time. If the parents/carers do not attend the meeting or after the meeting the pupil’s punctuality does not improve, a formal referral will be made to the Education Welfare Officer.

Illness and Healthcare Appointments

Parents/carers will be expected to make medical and dental appointments outside of school hours wherever possible. Where this is not possible, parents/carers will be expected to obtain approval for their child’s absence to attend such appointments as far in advance as is practicable. Parents/carers are required to provide evidence of their child’s appointment during school hours. The office staff will provide a book so parents/carers can sign their child out and record the time and reason for collection. Parents/carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

AUTHORISED AND UNAUTHORISED ABSENCE

Approval for term-time absence

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

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.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. Attendance will also be taken into account.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The Headteacher may require evidence to support any request for leave of absence.

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.

SEND AND HEALTH RELATED ABSENCE

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 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. All pupils will be supported with their mental health in accordance with the school's Mental Health Policy.

If a pupil is unable to attend school for long periods of time due to their health, 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.

LOOKED AFTER CHILDREN

Helen Coyle is the coordinator who liaises with the relevant Local Authority Looked After Team (this is not always Derby City LA). The Virtual School / social worker, will be contacted to report an absence.

PENALTY NOTICES AND LEGAL INTERVENTIONS

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.

Penalty notices

The Headteacher (or someone authorised by them), 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.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing 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

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).



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, which may result in prosecution and a fine. (See appendix 2 for further details)

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school 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.

They will include:

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

UNAUTHORISED EXTENDED ABSENCE FROM SCHOOL

Where a parent or carer intends to take a pupil out of school for an extended period that does not meet the school's criteria for exceptional circumstances, the absence will be recorded as unauthorised in accordance with the School Attendance Policy.

An absence of more than 20 consecutive school days is regarded as significant and is considered to have a substantial impact on a child's education. In such cases, the school is required to follow local authority procedures. Extended unauthorised absence of this length will be referred to the Local Authority for prosecution, rather than a penalty notice.

Legal action may include:

Prosecution under Section 444(1) of the Education Act 1996, which may result in a fine of up to £1,000.



Prosecution under Section 444(1A) of the Education Act 1996, which may result in a fine of up to £2,500 and/or up to 12 weeks' imprisonment.

Parents and carers are strongly encouraged to discuss any concerns or exceptional circumstances with the school at the earliest opportunity. The school's priority is to ensure that every child has regular, uninterrupted access to high-quality education.

RETURN TO SCHOOL FOLLOWING AN ABSENCE

Department for Education (DfE) publish guidance for supporting pupils who are absent or returning to school. This guidance is statutory, and schools, trusts, governing bodies, and local authorities must have regard to it as part of their efforts to maintain high levels of school attendance. The guidance should be read alongside the statutory guidance documents on children missing education, supporting pupils at school with medical conditions, suspensions and exclusions, alternative provision, and Keeping Children Safe in Education.

PROMOTING ATTENDANCE

The school will highlight the importance of good attendance by the use of the following:-

- Assemblies
- The class teacher
- Newsletters
- Term and holiday letters
- Parent evenings
- Staff being available to talk to both pupil and parent
- PSHE lessons
- The Home/School agreement
- Termly reports to parents include attendance information

The school will maintain accurate and up-to-date contact information for parents. Parents must inform school of any changes to their contact information as and when they occur by completing the update form available from the school office. The school will involve parents in attendance issues from the earliest stage – a phone call to the parent, by the school, will be made in the event of an unknown absence. School will keep staff up to date with the absence strategy by use of staff meetings and provide professional development as appropriate.

ATTENDANCE MONITORING

The Headteacher, attendance officer and the EWO will review the attendance of all the school pupils on a regular basis. For any pupils identified as having less than 90% attendance on a regular basis, a letter will be sent informing the parents/carers of the school's concerns and they will be offered support to resolve any problems that may be impeding the child from attending school. The pupil's attendance will be closely monitored and if, after four weeks there is no improvement, the parents of the pupil will be invited to a meeting with the Headteacher to discuss the issue and resolve any issues preventing the child from attending school. If the parents/carers do not attend the meeting or after the meeting the pupil's attendance does not improve, a formal referral will be made to the Education Welfare Officer.

The electronic registration system provides many reports and information that assists the school to monitor attendance. These reports will be accessed as appropriate and will provide information to assist the school strategically to manage attendance issues. The EWO will also have access to this information and will use the reports to support their role.



Above 97%	Less than 6 days of absence a year: Excellent attendance! Pupils with this attendance should receive the best grades they can, leading to the best possible start in their education.
95%	Less than 10 days of absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for the following year's education.
90%	19 days of absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in maths and literacy; it will be difficult for them to achieve their best.
85%	29 days of absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
80%	38 days of absence over the school year: Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with the work. Parents of pupils with this level of attendance could be issued with a penalty notice.
75%	47 days of absence in a year: It will be almost impossible to keep up with the work. Parents of pupils with this level of attendance could be issued with a penalty notice.

Regular Lateness = Absence

Over a school year:

5 minutes late every day = 3 days of absence

15 minutes late every day = 10 days of absence

30 minutes late every day = 19 days of absence

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 severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers, 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



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
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- 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:
 - o Discuss attendance and engagement at school
 - o Listen, and understand barriers to attendance
 - o Explain the help that is available
 - o Explain the potential consequences of, and sanctions for, persistent and severe absence
 - o 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

RELATED POLICIES

Anti-bullying Policy
Behaviour Policy
Child Protection and Safeguarding
Children Missing in Education
Complaints Policy
Mental Health Policy
SEND Policy
Disability Equality Scheme
Supporting Pupils with Medical Conditions Policy

APPENDIX 1

NATIONAL ABSENCE CODES

The following codes will be used:

- # = planned whole school closure

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- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- **Y6** = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

APPENDIX 2

PENALTY NOTICES FOR TERM TIME ABSENCES

1

FIRST OFFENCE

The first time a Penalty Notice is issued for Term Time £160 per parent, per child if paid within 28 days. This is reduced to £80 per parent, per child, if paid within 21 days.



2

SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance, the amount will be £160 per parent, per child, to be paid within 28 days. No reduced rate will be offered.

3

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for Term Time Leave or irregular attendance, a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in a Magistrates' Court can show on a parent's future DBS certificate, due to 'failure to safeguard a child's education'.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10-WEEK PERIOD

Penalty Notice Fines will be considered when there have been 10 sessions, (5 days) of unauthorised absence in a 10 week period.

APPENDIX 3

DEFINITIONS

The following definitions apply for the purposes of this policy:

Absence:

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

Authorised absence:

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

Unauthorised absence:

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- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

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

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school