



Leintwardine Endowed C.E. Primary School

Attendance Policy

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the DfE

Statutory Duty of Schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day: once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

Philosophy

At Leintwardine C of E Endowed Primary School, we promote a culture in which children enjoy coming to school, and do not want to miss out. We are committed to providing a full and efficient education to all pupils and embrace the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards good attendance, which means that all children attend school for every session of every day that school is open to them. Every opportunity will be taken to convey to pupils and their parents or carers the importance of regular and punctual attendance. It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

The Government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education, to which they are entitled
- Act early to address patterns of absence
- Ensure parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- Ensure all pupils are punctual to their lessons.

Objectives

- to encourage full attendance and punctuality
- to record and monitor attendance and absenteeism and apply appropriate strategies
- to minimise the occurrence of poor attendance and absenteeism
- to acknowledge and reward a successful record of attendance
- to ensure a consistent approach throughout the school

Why Regular attendance is Important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution

Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility – parents, pupils and members of school staff.

Targets

Each year the school will examine its attendance figures and set attendance targets. These will reflect both national and Herefordshire attendance targets. Regular information will be sent to parents and pupils informing them of attendance rates and related issues. Attendance is an important feature of Leintwardine Primary Schools priorities and is regularly reported to the Governing Body. Consistent and vigorous monitoring and evaluation procedures are in place.

The Registration System

The School will use a computerised system (SIMS) for keeping the school attendance records. The national codes given in appendix 1 will be used to record attendance information. Registers by law must be kept for at least 3 years. In addition to maintaining admission and attendance registers, schools are required to inform the council of any additions and deletions to the school roll. This information helps the council to track children who are potentially missing from education and is an essential aspect of the council and schools safeguarding duties. To facilitate these arrangements the school must record the following information:

- Date of admission: This is the planned date of admitting a child and will normally be completed ahead of the child attending school
- Date of first attendance: It may be a child has a planned admission but doesn't actually turn up
- Date of last attendance or authorised absence
- Date of removal from school roll
- Name and address of receiving school, elected home education or independent school

Registers are taken at the beginning of the morning session (9:00am) and the beginning of the afternoon session (13:15pm). Any child who is absent from school at the morning or afternoon registration period must have their absence recorded using the correct code (APPENDIX 1). Only the head teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised. A form can be found on the school website in the Parent section that must be completed when requesting planned leave for children.

Unauthorised absences are those that the school does not consider reasonable and for which no "reason" has been given. These include:

- Parents keeping children off school unnecessarily.
- Truancy before or during the school day.
- Absences that have never been properly explained.
- Children who arrive at school too late to get a mark.
- Unauthorised holiday during term time.

Lateness

The school day starts at 9:00am and we expect your child to be in class at that time. The gates are locked promptly at 9:00. If your child is not in school by this time, you need to report to the office to complete the late arrival form, which is monitored weekly by the head teacher.

Children can arrive at any time from 8:50am, when the gates open. Registers are marked at 9:00am and your child will receive a late mark if they are not in by that time. The L code will be used. After 9:20am, the U code, an unauthorised absence, will be used. At 9:20am, the registers will be closed. In accordance with the regulations, if your child arrives after that time they will receive a mark (U) that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that, if the problem persists,

you could face possibility of legal action. It is the teacher's responsibility to ensure that registers are kept accurately and up to date. In addition, they should be aware of and bring attention to any emerging attendance concerns.

Absence

If a pupil is unfit for school (guidance is available here <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>), parents are asked to contact the school on the each day of absence as early as possible before 9:20am by telephone 01547540641 or on Seesaw (please include your child's class teacher, the office and Mrs Gorry in the message.) If a pupil is absent at morning registration and the school has not received an explanation by the close of registration our office staff will contact the parent/carer as a matter of concern. It is however the parents responsibility to contact school and provide a reason for absence. You may be asked to provide medical evidence to support the absences. In line with our safeguarding procedures, if we are not contacted we may visit your family home to establish that our pupils are safe and well.

Advice

Absence notes Notes received from parents explaining absence, should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

A Welcome Back

At Leintwardine Primary School, we promote positive staff attitudes to pupils returning after absence. It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Understanding types of Absence

Every half-day absence from school has to be classified by the school (not by parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required. Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments that unavoidably fall in school time, emergencies or other unavoidable causes. Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given, see page 2 for examples. This type of absence can lead to the Local Authority using sanctions and/or legal procedures. In cases where a pupil begins to develop a pattern of absences, or if children are reluctant to attend school the school will try to resolve the problem with the parents/carers. If this is unsuccessful, the school will seek advice from the Legal Officer at the Local Authority. In cases where the problem appears to be a medical one the school may involve the school nurse.

Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this. The Local Authority and DfE recognise this and schools are now asked to report figures for pupils whose attendance is less than 90%. We monitor all absence thoroughly.

Ten Days Absence

It is a requirement that any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a CME (Child Missing from Education) referral.

Procedures for removing children from role/new admissions

When the school is notified that a child is to be taken off role the following procedures should be adhered to:

Home education:

1. Ensure the school has written confirmation from the parent/carer informing us of the intention to home educate.
2. The school should respond in writing to inform the parent/carer that the child's name has been removed from the school register. The school place should be kept open for 10 days.
3. The letter of withdrawal from school should be sent to the Elective Home Education Officer.
4. All pupil records should be kept by the school.

Transferring between schools:

An In Year transfer form should be completed by the parent for each child.

This form will record:

1. The date of the child's last day at their previous school.
2. Details of the new school.
3. Date the new school was contacted
4. Any other information relating to the child.

It is important that the new school is contacted (the next school day) to check that the new child has arrived.

Teachers should not assume that the Office has been notified of children leaving school and should always let office staff know if a child is planning to leave.

Absence Procedures

If your child is absent, you must:

- Contact the school as soon as possible on the first day of absence before 9:20am;
- Phone in on the day your child is expected to return, if your child is still unwell.
- Alternatively, you can call into school and report to reception. In all cases, you may be asked to provide medical evidence to support the absences.

In line with our safeguarding procedures, if we are not contacted we may visit your family home to establish that our pupils are safe and well.

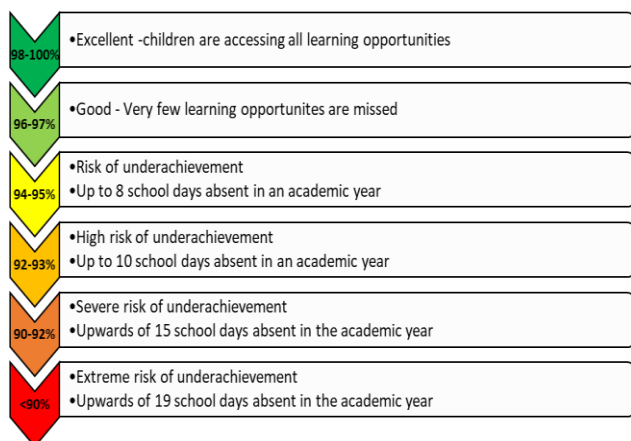
If your child is absent we will:

- Contact you on each day of absence if we have not heard from you **although it is your responsibility to phone the school;**
- Invite you in to discuss the situation with the head teacher if absences persist;

Monitoring attendance

Each half term children's attendance rates are examined. If there is a problem with a child's attendance, either falling below acceptable rates or showing a regular pattern of absence or punctuality, then parents are informed of the school's concerns. The attendance of these children is monitored and if no improvement is noted a further letter is sent, once again expressing concern and offering support. If attendance remains poor, this may then lead to:

- the absence being recorded as unauthorised unless a note from the GP is provided. At this stage, the school might request permission from the parent/guardian to contact the GP directly.
- a referral being made to the Education Legal Officer for further action.



Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Mrs N Gorry	admin@leintwardine.hereford.sc.h.uk 01547540641
Class Teacher Office Staff		Telephone the school office 01547540641 or contact class teacher, Mrs Hughes and Mrs Gorry on Seesaw.
[insert title of school staff who parents should contact for more detailed support on attendance]	Mrs N Gorry	admin@leintwardine.hereford.sc.h.uk 01547540641

Leintwardine Endowed CE Primary School

Watling Street, Leintwardine, Craven Arms, Shropshire. SY7 0LL

Tel: 01547 540641

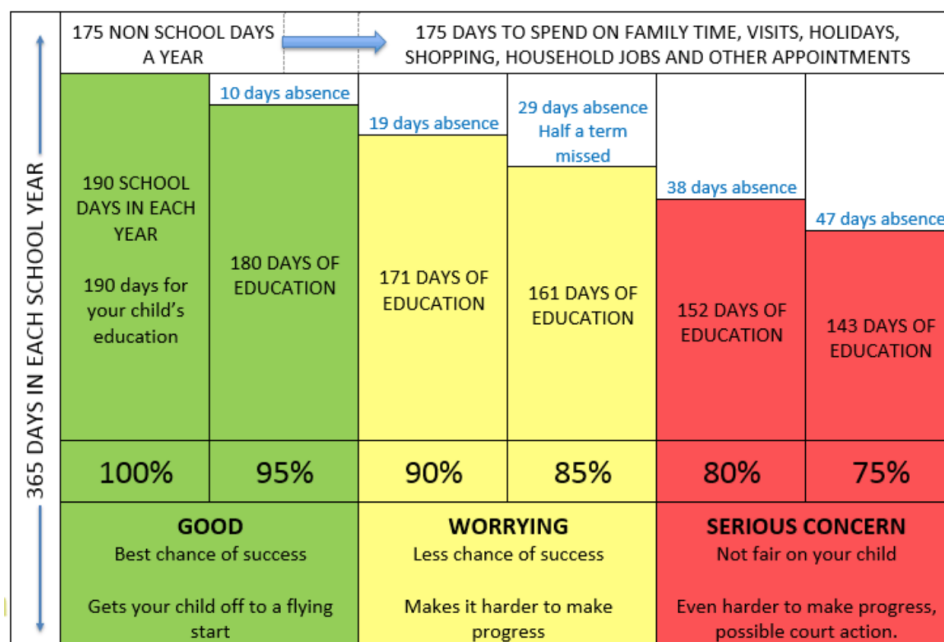
E-mail: admin@leintwardine.hereford.sch.uk

Website: www.leintwardineprimary.org

Head teacher: Mrs N Gorry

Dear Parents and Carers,

Absences from school impact on individual children but also on other children and the whole school. In line with Herefordshire policy Leintwardine Primary School charge for unauthorised absences from school. Fines are raised by the Local Authority and money is paid directly to them, it does not come to the school.



The Local Authority of Herefordshire state :-

You can only allow your child to miss school if either:

- **They are too ill to go in**
- **You have gained advance permission from the school**

Absence due to illness or medical appointments

If your child needs to have time off school because of illness or medical appointments, you should always contact the school and inform them on the first morning of illness and on the morning that they are due to return to school if they are not well enough to do so.

Authorised Absence – If you wish to apply to take your child out of school during term time, you need to ensure you follow the procedures explained in the school's attendance policy. You must complete the form, which can be found on the schools website in the 'parent' section or at the end of this policy. This must then be delivered to school 2 weeks before the planned absence.

Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The head teacher will determine if there are exceptional circumstances relating to your application and inform you whether your request for leave of absence has been granted.

Unauthorised absence – If you take your child out of school and the absence is not agreed by the head teacher, this will be recorded as unauthorised absence. If you do not ask for or get permission to take your child out of school and do so regardless, your child's absence will be recorded as unauthorised.

Penalties for unauthorised absence

In Herefordshire, Environmental Health & Trading Standards Education Enforcement Team has responsibility for Penalty Notices on behalf of the Herefordshire Council.

A penalty will be raised by the Education Enforcement Team if: -

- Parents' continued failure to engage or respond to the school's attempts to contact them or where parents continually fail to provide an explanation for a pupil's absence in accordance with the school's procedures.
- Absence during term-time when the school has not authorised the absence and the child has missed at least 10 sessions (5 days) within a 10-week period.
- Persistent late arrival at school after the registers have closed.

Fines

If your child is absent from school and the absence is not agreed by the head teacher, this will be recorded as unauthorised absence. If the national threshold of 10 unauthorised absences in a 10-week period is met, the school will notify us and you may face a penalty notice and/or other legal action.

A penalty notice is issued to each parent for each child.

A first penalty notice issued to a parent for a particular child will be charged at **£80 if paid within 21 days**, or **£160 if paid within 28 days**.

If a parent receives a second penalty notice for the same child within a rolling three-year period, they will not be given the opportunity to pay the lower amount and will be required to pay **£160 within 28 days**.

A third penalty notice cannot be issued to the same parent for the same child within three years of the date the first penalty notice was issued. If the national threshold is met for a third time, (or subsequent times), within the three year period, other action such as prosecution under Section 444(1) or 444(1) (a) Education Act 1996 will be considered.

There is no appeal against a penalty notice.

If you do not pay a penalty notice this may lead to legal proceedings under Section 444(1) Education Act 1996. If found guilty, parents/carers can be fined up to £1,000, ordered to pay local authority costs, a victim surcharge and would receive a criminal record.

A 'parent' is defined in Section 576 of the Education Act 1996, as including all natural parents, including those who are not married; any person who has parental responsibility and any person who has care of a child.

Please refer to <https://www.herefordshire.gov.uk/schools-education/school-attendance-absences> for any additional information.

Kind Regards

Mrs N Gorry
Headteacher

Steps of intervention when attendance drops below 95%

Working closely with our families is vital for us to understand the context and reasons for absences. The steps of intervention that have been outlined below are implemented when a child has repeat absences. If you are at all concerned about your child's attendance, please do make an appointment with the headteacher.

Step 1 Attendance drops below 96%:

You will receive a letter telling you that your child's attendance has dropped below the required level.

Step 2 Attendance continues to drop between 93% and 90%:

When a child's attendance has dipped between 93% and 90% attendance (max of 19 days absent) parents and carers will be contacted and invited to a meeting with Attendance lead to discuss absences. Absence periods will be fully discussed with support plans offered to those families who are struggling to get children in school on a daily basis.

Step 3 Attendance continues to drop below 90%:

If attendance of a child continues to drop below 90%, our Education Welfare Officer and or Attendance lead will meet with families to offer further support in an individualised action plan. This action plan aims to give parents and carers smaller more manageable targets to help support children with their attendance in school.

Step 4 Possible Safeguarding Concern:

If attendance of the child doesn't improve following all support plans and interventions in place, we will discuss this potential safeguarding matter further with the Education Welfare Officer and the Local Authority for further advice.

APPENDIX 3 - THE LAW

Working Together 2024 is a statutory document issued under: section 175(4) of the Education Act 2002 (all chapters), sections 19(4A) and 444B(3) of the Education Act 1996 (chapters 2, 4, 5 and 6), section 19(9) of the Anti-Social Behaviour Act 2003 (chapters 1-6), paragraph 7(b) of the Education (Independent School Standards) Regulations 2014 (chapters 1 and 2) and paragraph 3(a) of the Non-Maintained Special Schools (England) Regulations 2015 (chapters 1 and 2).

Term-time holiday

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 19th August 2024.

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There is no appeal against a penalty notice.

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A 'parent' is defined in Section 576 of the Education Act 1996, as including all natural parents, including those who are not married; any person who has parental responsibility and any person who has care of a child.

Please refer to <https://www.herefordshire.gov.uk/schools-education/school-attendance-absences> for any additional information.

School Attendance Codes 2024

Present Codes	
/ \	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
Unauthorised Absence	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)



Leintwardine Endowed CE Primary School

Watling Street, Leintwardine, Craven Arms, Shropshire. SY7 0LL

Tel: 01547 540641

e-mail: admin@leintwardine.hereford.sch.uk

Website: www.leintwardineprimary.org

'Letting Our Light Shine'

Head Teacher : Mrs N Gorry

Dear Mrs Gorry,

I am writing four weeks in advance to request leave of absence for my child / children ...

Name/s

For the following dates

I fully understand that, in line with government and the school's own Attendance Policy, it is likely that you will be unable to authorise this absence but would like to explain the reasons for requesting a term-time absence, which are as follows:

I will be able to provide evidence for this if requested.

I know that the expectation is that my child/children has/have a good attendance record of 96% or above.

I understand that the school may have to refer holiday absences to the Local Authority as per the Attendance Policy.

Signed _____ Name _____

Date _____