Attendance and Punctuality Policy

PURPOSE

The aims of the Attendance Policy are to raise the importance of good attendance in line with Working Together to Improve Attendance Guidance, (DfE 2024), to ensure that absence is monitored effectively and reasons for absences are recorded promptly and consistently, to improve punctuality, promote opportunities to celebrate and reward children for attendance and punctuality achievements.

Date of last review:	July 2026	Author:	Caz Brasenell
Date of next review:	July 2027	Owner:	Regional Director and Network Attendance Lead
Type of policy:	☐ Network-wide ☒ Tailored by school	Approval:	Management Team
School:	Orchard Head Primary School	Key Contact Name:	Governance Team
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POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
☐ Strategic Leadership & Planning ☐ Monitoring, Reporting & Data ☐ Governance & Accountabilities ☐ Teaching & Learning ☐ Curriculum & Assessment ☒ Culture, Ethos & Wellbeing ☐ Pathways & Enrichment ☐ Parents & Community ☐ Finance, IT & Estates ☐ Our People	Behaviour Model

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1. Introduction

All children of school age have the right to an efficient full-time education, regardless of age, aptitude, ability or any special need they may have. Regular academy attendance is essential if a child is to make the most of the educational opportunity available to them. Orchard Head Primary School takes the responsibility to monitor and promote the regular attendance of all its pupils very seriously. It acknowledges that irregular attendance can disrupt continuity of learning, undermines educational progress, can lead to underachievement/low attainment and impedes the child's ability to develop friendship groups within the academy.

We feel the whole academy community should take responsibility for attendance. Therefore, this policy seeks to ensure that all parties involved in the practicalities of academy attendance are aware and informed.

2. School Attendance Vision

At Orchard Head Primary School, we believe that excellent attendance is essential for successful outcomes. Where pupils' absence becomes greater than the minimum threshold of 5%, we have a duty to investigate the underlying reasons for absence and to take action. At our school, the Senior Leader that is responsible for Attendance and Punctuality is Mrs M. Stubbs, Assistant Principal, email MStubbs@arkorchardhead.org.uk.

Orchard Head Primary School aims to:

a) Maintain the highest possible overall percentage attendance and punctuality, and to minimise unauthorised absence.

b) Create an environment where students are excited to learn and, as a result, are punctual and attend regularly.

c) Ensure that all staff, students, and parents understand the role of excellent attendance and punctuality in keeping our children safe.

d) Put in place an effective system for monitoring and offering support with any issues relating to attendance and punctuality.

e) Establish excellent routines of attendance and punctuality in our students, so that they can enhance their future opportunities and emotional well-being.

3. The Law

Section 444 of the Education Act 1996 states that children between the ages of 5-16 should attend the school regularly. The Academy must keep 2 registers: admissions register, which serves as the Academy roll, and an attendance register. Attendance registers must be called twice a day: at the start of the day in the morning and during the afternoon session. The register must show whether the student is present, engaged in an approved educational activity, off-site or absent. When a student is absent, the register must also show whether the absence was authorised by the Academy or unauthorised. Authorised absence means where the Academy has given approval in advance, or where a satisfactory explanation was given afterwards.

Registers are legal documents

It is the responsibility of staff to mark registers accurately. It is the Parent/Carer's responsibility to ensure their child attends the Academy regularly to ensure their child's attendance is close to 100% as possible, also that their child is on time. All students need to be given the opportunity to take full advantage of the educational opportunities offered at Orchard Head Primary School. In order to maximise their learning all students must attend the Academy regularly and arrive on time. The Academy day runs from **8.50am – 3.20pm.**

4. Expectations

Good attendance and punctuality depend on a partnership between pupils, parents and carers, the academy and outside bodies. For its part, the school expects the following from pupils and parents and itself follows this practice:

4.1 Pupils are expected to:

a) Attend school every day

b) Arrive at school in good time for line up each morning
start time: 8.50am

c) Attend all lessons punctually

d) Catch up on all work missed due to absence

4.2 Parents are expected to:

a) Ensure that their children attend school regularly.

b) Ensure that their children arrive at school in good time for registration each morning:

c) Telephone the academy by **8.30am** if their child is unable to attend for any reason, followed by a written note on return:
Select the Attendance Team line on the academy's phone number: 01977 723495

d) Ensure that their children are in correct school uniform.

e) Ensure that their children are correct equipped for school.

f) Arrange medical appointments outside school time where possible.

g) Ensure that no holidays are booked during term time.

h) Contact their child's class or form teacher to discuss any concerns that they may have, and which could affect their child's attendance.

i) Ensure that the school has up to date contact details.

4.3 Orchard Head Primary School staff are expected to:

a) Emphasise at all times the importance of good attendance.

b) Register pupils' attendance and absence efficiently and accurately at the start of the school day and after lunch, according to current regulations, using Bromcom.

c) Record the attendance and lateness of pupils during each lesson using Bromcom, teachers must complete the registers within the first 5 minutes of the lesson.

d) Contact parents by text and telephone if a pupil is absent

e) Invite parents in to discuss any instances of frequent absence and refer poor attendance on to relevant authorities.

f) Notify the DSL in cases of concern around the implications of non-attendance if you are concerned about a child's welfare.

g) Promote attendance by taking account of each pupil's individual needs.

h) Co-operate fully with other agencies to encourage punctual attendance at school.

i) Provide regular reports on each pupil's attendance to parents.

j) Set demanding yet realistic targets for whole school attendance.

k) Reward pupils with positive attendance.

5. Attendance Monitoring and Interventions

5.1 Academy Approach

Reducing absence and improving attendance is a whole academy initiative. Helping to create a pattern of regular attendance is everybody's responsibility including parents, pupils and all members of the academy staff.

Absence and attendance data is monitored from the beginning of each academic year and throughout each half term. By tracking absence and attendance data in this way, the academy is able to monitor and reward improvements and to take swift action if a pupil's absence is below the targeted level. Absence is monitored at different levels: individual pupils, form group/class, year group, pupil groups and whole school.

Staff will monitor attendance by:

a) Marking a class register at the start of each lesson accurately.

b) Notifying Parents/Carers of any concerns regarding attendance and punctuality.

c) Class Teacher / Attendance leader regarding any serious concerns regarding attendance or punctuality.

The Attendance Office Team will:

a) Oversee all registers to ensure they are kept up to date.

b) Authorise non-attendance where reasons for absences have been provided and evidence has been seen. Depending on the reasons for absences this evidence may be in the form of a letter e.g., home office, Doctors notes and/or prescription.

c) Communicate with Parents/Carers regarding unexplained absences.

d) Contact home on the first day of absence, prioritising those students who are considered vulnerable.

e) Enter any appointments which require a student to leave the premises during the school day into the register.

f) Provide a weekly update of unauthorised absences for SLT

g) Provide a daily record of students who are late to school for SLT

h) Liaise with relevant Clas Teachers to discuss attendance concerns and issues raised during 'First Day Calling'.

i) Provide a weekly analysis of absence, attendance and punctuality within and across all groups of students to all SLT

j) Provide Parents/carers with absence and attendance monitoring letters when there are unexplained absences and when absence becomes greater than 5%.

k) Praise improved absence and punctuality.

The Class Teachers

a) Remind Students to bring absence notes.

b) Collect absence notes from Students and give to the Attendance Officer.

c) Discuss all absences with students and raise concerns with Class teacher.

d) Issue any detentions due to lateness to school or lessons.

e) Discuss absence, attendance and punctuality concerns with Parents/Carers at Parent meetings.

f) Praise improved absence and punctuality.

Learning Mentors / Pastoral Support will:

a) Follow up (incl. phone calls and parental meetings) for those whose attendance doesn't improve after intervention as directed by SLT

b) Monitor attendance and set/review actions in meetings

Senior Leaders will:

a) Chair / attendance weekly pastoral / inclusion meeting whereby Attendance is key agenda item.

b) Oversee and advise on interventions for individual pupils.

c) Support pastoral team with parent meetings and Attendance Meetings.

d) Chair parental attendance contract meetings.

5.2 Positive Reinforcement

To promote high levels of attendance and to recognise individual and collective high percentage attendance or improvement, the academy uses a range of rewards and positive reinforcement strategies.

Displayed pupil absence data is 'reset' to 0% each half term, to promote pupils' aspirations towards absence and give every child the opportunity to participate in whole school rewards and recognition.

These include:

a) Weekly attendance announcements in achievements assembly

b) Weekly rewards (e.g. raffles; trophies; positive points)

d) Half termly rewards

e) Termly achievement assembly prizes / rewards / events

5.3 Monitoring Processes

The Academy has rigorous monitoring systems to ensure that pupil data is used efficiently to support and improve absence in a range of ways.

a) **Daily:** pupil registers are completed by **9.00am** in order to identify absent pupils and initiate absence procedures. Any staff with incomplete registers will be followed up by email or in person. Year group and overall attendance data is shared with the attendance

team by **9.45am.** Absent pupils are contacted by the attendance team, absence codes are updated by **11.45am.**

b) **Weekly and fortnightly:** pupil absence is monitored, and any concerns are recorded. Actions will be agreed, delegated, recorded and reviewed for pupils whose attendance is declining. Attendance trends are reported to SLT to ensure positive improvement over time. Meetings with parents are arranged to look at emerging concerns and offer support.

c) **Half-termly:** Reports, persistently absent and severely absent pupils are reviewed. The Attendance Senior Leaders hold a half-termly strategic meeting with SENDco, DSLs, where attendance is an agenda item.

5.4 Intervention Processes

The Academy has an escalating approach to reinforcing high levels of attendance and intervening in respect of absence concerns with consistency and rigour:

a) **5% absence: 10 days missed:** The form tutor (secondary) or class teacher (primary) has responsibility for praising pupils in these groups for high attendance and supporting improvement for pupils in this group through monitoring, conversations and weekly rewards.

b) **10% absence:19 days missed** Interventions are triggered for all pupils with absence greater than 4%/ 9 days. The SENCO, SLT, and attendance support team, who will promote improvement for pupils in this group through monitoring, conversations and contact with parents.

c) **11%- 45% absence days absence: 28-71 days missed:** Absence rates more than 10% is considered a very serious matter and a pupil with less than this is called a Persistent Absentee (PA). The SENDco, SLT and DSL with the support of the attendance team will promote improvement for pupils in this group through monitoring, conversations and contact with parents. All pupils in this group will be subject to an Absence Action Plan detailing the additional support required to improve that pupil's attendance. These pupils' attendance progress will be reviewed each week at Attendance meetings.

d) d) **50% absence or less:** Absence rates more than 50% is considered an exceptionally serious matter and a pupil with less than this is called a Severe Absentee (SA) all pupils in this group will be subject to an Absence Action Plan detailing the additional support required to improve that pupil's attendance. All pupils in this group will also be made known to the Education Welfare Service and Legal Services at the Local Authority. They will work with parents/carers to reduce the absence of the pupils and support families to remove barriers to good levels of attendance. This includes taking legal action where required. This may also result in a referral to Children's Social Care. These pupils' attendance progress will be reviewed each week at Attendance meetings.

6. Guidelines

6.1 Reasons for absence

Every half-day absence from school must be recorded and classified with a code by the school, as either authorised or unauthorised. Only the school can make this decision and record it. Therefore information about the cause of any absence is always required, by phone and in writing.

Parents and carers are asked to contact the academy office by phone or in person by **8:30 am** if their child is to be absent from the academy. On your child's return, it is requested that

medical evidence is provided particularly where there are concerns of attendance below the expected 90%.

6.2 Authorised absences

Acceptable reasons for a child's absence from school include sickness, hospital appointments, recognised religious holidays and funerals. Medical and dental appointments should be arranged outside of the academy day, if possible. Where this is not possible, we would expect pupils to miss only part of the day.

6.3 Unauthorised absences

Unacceptable reasons for a child's absence from school include shopping, going to an appointment, visiting relatives, buying shoes, going for a haircut, parent/carer unwell, and taking holiday, for example by acquiring cheaper flights outside of academy holidays.

6.4 Reluctant attenders

Whilst it is understood that any child can have an illness and be away from school for a given period, sometimes children can be reluctant to attend school for other reasons. Any problems with regular attendance are always best sorted out by the parents/carers contacting school immediately to discuss the issues.

If your child is reluctant to attend:

a) Please do not cover up the absence

b) Please do not give in to pressure to excuse them from attending.

In either case, the situation will only worsen and become a habit and the causes will be harder to find and the resolution difficult.

6.5 Holidays/Trips

The academy supports the view that every lesson counts and discourages parents/carers from taking holidays during term time. Unauthorised absences for holidays will not be authorised in term time and could result in a referral to local authority legal teams. The current Local Authority fixed penalty is **£160 or £80 if paid within 21 days. A second offence raises to £160 without a any discount and a third offence can lead directly to parental prosecution.**

7. Action taken when pupils are absent (see Appendix 3)

7.1 There are occasions when absence is unavoidable. These include:
a) Illness.
b) Medical or education appointments.

7.2 If a parent knows in advance of absence due to an appointment, the attendance team should be informed, and the appointment card or letter shown.

7.3 If a child is ill, the parent or carer should ring the academy to inform us by **8.30 am.** If your child is absent and has been prescribed medicine by the doctor please can you bring the medicine or prescription into the academy, so we can photocopy it. Parents/ carers will also need to complete a medication form from the school office.

7.4 The parent or carer will be phoned and if there is no answer or information has not been received, and reasons noted, a phone call or text message will be sent on the first day of absence -amend as necessary. If a message is not received and school cannot get through to parents/ carers, then this becomes a safeguarding concern and a home visit may be conducted.

7.5 If a pupil is regularly absent for medical reasons without formal evidence presented, and becomes a safeguarding concern, the academy reserves the right to contact the child's GP for additional information.

7.6 We acknowledge there are some children with extenuating long term medical and/or health conditions that means they may miss elements of their formal education. We continue to code these in line with statutory expectations, but will work with the family and other professional agencies where relevant (e.g. hospital schools) to support the child with gaps in their learning. We will consider strategies such as phased returns when a long period of absence has happened due to chronic illness.

7.7 The academy or another member of staff as directed by SLT will conduct safe and well home visits to provide support where pupils are absent for more than three days, even when the absence is reported.

7.8 The academy will carry out safe and well visits when a pupil has been absent from school without contact or explanation from the parent/carer.

8. Lateness

8.1 The academy day starts at **8.50am.**

8.2 Pupils who arrive after this time are considered late and must enter the academy through the main entrance.

8.3 Registers will close at **9.00am**. Children who arrive after this time will be marked as 'L' (late) until **9.30am**, and 'U' (unauthorised absence) after **9.30am**. U codes contribute to unauthorised attendance which can lead to fast track action.

8.4 The procedure for consistent lateness is the same as for absence – i.e. at 10% lateness SLT attendance lead is notified by the office attendance team.

a) Appointment made to see Attendance Team/SLT– one month is given for improvement.

b) If no improvement is seen, the Attendance Team/ SLT/ will request another appointment.

c) If there are unacceptable improvements after a month, a referral to the local authority Education Welfare will be made.

8.5 Cause for Concern' registers for absence and punctuality are kept.

9. Pupil absence and extenuating family circumstance

9.1 The Department for Education has amended the regulations and guidance in relation to absences in term-time. **There is no automatic right to take your child out of school during term time**.

9.2 If parents or carers need to remove their child from the academy for any reason, they must complete a Term Time Absence Request form (See Appendix 1). No absences for holidays should be authorised, unless in extreme or exceptional circumstances. No absences for holidays will be authorised, unless in extreme or exceptional circumstances.

9.3 If the absence is not authorised, the parent or carer may be liable to a Fixed Penalty Notice. Please note that Penalty Notices are issued to each parent for each child taken out of school. A Penalty Notice is a fine of **£80 per parent, per child which can increase to £160** if not paid within the first 21 days. If the Penalty Notice remains unpaid this will result further legal intervention.

9.4 A meeting will be held regarding the request and the member of staff will explain that parents have a legal responsibility for their child to be in school. If the pupil is female and from a Female Genital Mutilation (FGM) practicing or affected community then the member of staff will ask direct questions to ascertain whether a safeguarding referral to the Police or Children's Social Care should be made.

9.5 Any absence from school will disrupt your child's learning. You may consider some absences to be educational, but your child will still miss out on the teaching that their classmates will receive. Children returning from an absence are unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement of other pupils in the class. This is something we all have a responsibility to avoid.

10. The Attendance Service

10.1 Parents are expected and encouraged to contact the school at an early stage and work together with school staff in resolving problems together. This approach is nearly always successful.

10.2 If this does not resolve the problem, the school will refer your child to the Education Welfare Service (EWS). They are independent of the school and can provide impartial advice. The EWS will work together with you and the school in order to resolve the difficulty and return your child to regular attendance.

10.3 At Orchard Head Primary School, to ensure that we promote early intervention and prevent absence from becoming a cause for concern, we will work with the local authority to fast track attendance https://www.wakefield.gov.uk/media/ekvloopp/fast-track-attendance-leaflet.pdf

10.4 If, after all efforts have been tried, the unauthorised absences persist; the school will work with the Education Legal Intervention team to issue penalty notices or prosecution in the magistrates' court. Full details and information leaflets are available from the school and from the local authority.

10.5 Contact home on the first day of absence, prioritising those pupils who are considered vulnerable. Where contact is not made, the academy or EWS will undertake home visits.

10.6 The Education Welfare Service work in partnership with our school and our families to provide Early Help support, advice and guidance to prevent poor absence.

11. Children who are absent from Education

11.1 All staff are aware that children being absent from school, particularly repeatedly and/or for prolonged periods, and children missing education can be a warning sign of a range of safeguarding possibilities. Theis may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal activity including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation and so called 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in the future. Staff will monitor children that are absent from school and report them to the Designated Safeguarding Lead, following normal safeguarding procedures.

From the first day that a child does not attend school and there is no explanation or authorisation of the absence, the following steps should be taken:

a) A trained staff member will make contact with the parents/carers (person with parental responsibility for the child) to seek reassurance that the child is safe at home;

b) The outcome of the contact should be assessed and if there are any concerns a consultation with the school designated safeguarding lead should take place to consider the child's vulnerability.

11.2 In the following circumstances a referral to children's social care and/or the police should always be made promptly:

a) The child may be the victim of a crime
b) The child is subject of a Child Protection plan
c) The child is subject of S47 enquiries
d) The child is looked after
e) There is a known person posing a risk to children in the household or in contact with the household
f) There is a history of the family moving frequently
g) There are serious issues of absence

11.3 The answers to further questions could assist a judgement whether or not to inform LA children's social care and the police:

a) In which age range is the child?
b) Is this very sudden and unexpected behaviour?
c) Have there been any past concerns about the child associating with significantly older young people or adults?
d) Was there any significant incident prior to the child's unexplained absence?
e) Has the child been a victim of bullying?
f) Are there health reasons to believe that the child is at risk?
g) Does the child need essential medication or health care?
h) Was the child noted to be depressed prior to the absence?
i) Are there religious or cultural reasons to believe that the child is at risk? E.g.
j) Rites of passage or forced marriage planned for the child?
k) Has the child got a disability and/or special educational needs?
l) Have there been past concerns about this child and family which together with the sudden disappearance are worrying?
m) Is there any known history of drug or alcohol dependency within the family?
n) Is there any known history of domestic violence?
o) Is there concern about the parent/carer's ability to protect the child from harm?

11.4 The length of time that a child remains out of school could, of itself, be an alerting factor of risk of harm to the child. Accordingly, if a situation is not resolved within 3 days the education welfare service should be contacted, then referrals should be made to the police and LA children's social care, as appropriate over the next two weeks.

11.5 Leave of absence can be authorised by the Principal under exceptional circumstances, at which point a return date is set. In these cases, the timeline for enquiries starts from when the child does not attend school on the expected return date, not from the day the exceptional authorised leave started- this does not include holidays in term time.

11.6 Day 1: If the answers to any of the points set out in the previous section indicates that there are concerns about the child's safety then a referral should be made to the police and children's social care on day one. The education welfare service should be informed and requested to assist in locating the child.

a) Contact the local police station (24-hour response). Any suspicion/evidence of crime must be clearly stated. The circumstances and all available information regarding the child and family will be required.

b) The missing person report will be risk assessed and the local police response team will carry out immediate actions. The investigation will be progressed by the police response team, in conjunction with either the local missing persons unit and/or the CID.

c) The missing person report will generate a notification to the police. The police will work with and refer information to Wakefield Social Care Direct who must be contacted as soon as possible in these circumstances, will also liaise with the Police Public Protection Unit in order to identify, and act upon, any suspicion of child abuse or child related crime.

The school / educational establishment / college should work in collaboration with children's social care and the police and a safeguarding education representative should participate in any strategy discussions, s47 enquiries and child protection conferences which may arise.

Reasonable enquiry:
If the judgement reached on day one is that there is no reason to believe that the child is suffering, or likely to suffer, significant harm, then the school may delay making a referral. The process of 'reasonable enquiry' has not been identified in regulations, however this includes school staff checking with all members of staff whom the child may have had contact with, and with the pupil's friends and their parents, siblings and known relatives at this school and others.

School staff should also make telephone calls to any numbers held on record or identified, sending a letter to the last known address, home visits by some school-based staff and consultation with local authority staff.

11.7 Days two to twenty: If the first response was unsuccessful, the school should contact the Local Authority Children Missing in Education (CME) team, **01924 307451** The local authority should make enquiries by visiting the child's home and asking for information from the family's neighbours and their local community, as appropriate.

The CME team should also check databases within the local authority, use agreed protocols to check local databases, e.g. LA housing, health and the police; check with agencies known to be involved with the family, with the local authority the child moved from originally, and with any local authority to which the child may have moved.

The child's circumstances and vulnerability should be reviewed and reassessed regularly jointly by the school's nominated safeguarding advisor and the CME officer in consultation with children's social care and the police as appropriate.

11.8 Child missing from school for more than twenty days (4 School weeks):

A pupil cannot be removed from roll automatically after 4 weeks. If the family is missing, joint checks need to be carried out by the school and the Local Authority (the Child Missing in Education team). If the family cannot be located, the child can be removed from roll only after the CME team has provided the school with a Deletion Notice.

In order to ensure accurate data is collected to allow effective safeguarding, the school will inform the LA of any pupil who is going to be deleted from the admission register where they:

a) Have been taken out of school by their parents and are being educated outside the school system, e.g. Home education.
b) Have ceased to attend school and no longer live within a reasonable distance of the school.
c) Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age.
d) Are in custody for a period of more than four months due to a final court order and we do not reasonably believe they will be returning to the school at the end of that period.
e) Have been permanently excluded.

12. Registers

These are important legal documents which must be completed carefully and promptly at the beginning of each morning and afternoon session.

Children arriving late via the school office will be recorded late if they arrive after the close of registration. The allocated members of staff responsible for attendance will update the tracker / registers.

Class teachers are expected to take registers in a timely and efficient manner during the first **5 minutes** of each AM / PM session. If registers are not completed within this time, they will be contacted in person to rectify the situation.

13. Telephone Numbers/Contact Details

There are times when we need to contact parents/carers in an emergency and about other things including absence from school. We must have three contact telephone numbers for each pupil on roll including parent/carer names.

We need your help in ensuring that you have provided us with up-to-date telephone numbers and contact details – if we don't then something important may be missed.
We will make regular checks on telephone numbers and contact details throughout the year.

14. Department for Education Targets

The Department for Education has recognised that school absence rates need to improve. They have produced a statutory document 'Working Together to Improve Attendance' 19th August 2024, which sets out how families, schools and agencies can work together in partnership to ensure each child's attendance rates are excellent, therefore improving their education outcomes and enabling them to flourish.

Appendix 1: Application for leave of absence during term time

EXCEPTIONAL CIRCUMSTANCES – PUPIL TERM TIME LEAVE REQUEST (to be completed by parents/carers only)

Pupil's Name ..... D.O.B ..... Form/class .....
Pupil's Name ..... D.O.B ..... Form/class .....
Pupil's Name ..... D.O.B ..... Form/class .....

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

.....
.....
.....
.....
.....

Dates of Absence

From ..... To ..... No of school days .....

Address where we will be staying
.....
.....
I/We understand that if leave is agreed:

- If travelling abroad, I / we will supply a copy of the return travel documentation.
- It is reasonable for the Academy to request sight of a death certificate if that is the reason behind the travel abroad leave request
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances penalty notices may not be issued and cases may be taken straight to Court.

Parent/Carer Name
.....
DOB.....
Address.....
.....
Signature.....
Date.....

Parent/Carer Name
.....
DOB.....
Address.....
.....
Signature.....
Date.....

Request **agreed / denied**

Signed :..... Principal Dated: .....

Appendix 2: Statutory Register Codes from 19th August 2024

Code and Description		Statistical treatment
Attending the school		
/ \	Present at the school / = morning session \ = afternoon session	Attending
L	Late arrival before the register is closed	Attending
Attending a place other than school		
K	Attending education provision arranged by the local authority	Educational activity
V	Attending an educational visit or trip	Educational activity
P	Participating in a sporting activity	Educational activity
W	Attending work experience	Educational activity
B	Attending any other approved educational activity	Educational activity
D	Dual registered at another school	Not possible attendance
Absent – Leave of absence		
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
M	Leave of absence for the purpose of attending a medical or dental appointment	Authorised absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised absence
S	Leave of absence for the purpose of studying for a public examination	Authorised absence
X	Non-compulsory school age pupil not required to attend school	Not possible attendance
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Authorised absence
C (Co in Bromcom)	Leave of absence for exceptional circumstance	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious observance	Authorised absence
I	Illness (not medical or dental appointment)	Authorised absence

E	Suspended or permanently excluded and no alternative provision made	Authorised absence
Absent – unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of a lack of access arrangements	Not possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not possible attendance
Y2	Unable to attend due to widespread disruption to travel	Not possible attendance
Y3	Unable to attend due to part of the school premises being closed	Not possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not possible attendance
Y6	Unable to attend in accordance with public health guidance or law	Not possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not possible attendance
Absent – unauthorised absence		
G	Holiday not granted by the school	Unauthorised attendance
N	Reason for absence not yet established	Unauthorised attendance
O	Absent in other or unknown circumstances	Unauthorised attendance
U	Arrived in school after registration closed	Unauthorised attendance
Administrative Codes		
Z	Prospective pupil not on admission register	Not collected
#	Planned whole school closure	Not collected =

Appendix 3: Attendance Daily Protocol

Attendance Process Primary

Attendance Team

8.30 am – 9.30 am - proactive phone calls to families of children who were absent the day before or vulnerable families that may need support getting their children into school.

Registers completed by 9:00 am

Pupils will be marked late if they arrive after the close of the register.
Arrivals after 9.30am will be coded U

Attendance Team

The attendance team will identify all absent pupils where there has been no report received from parent/carer.

The attendance team will make contact by 9.30 am and follow up with a phone call to establish the reason for absence. If no contact is established by 10:00am a decision will be made whether a home visit / safe and well check is required.

Refer to DSL if no contact is established during the home visit – consider escalation to Children's Services / Police

Update and enter the correct codes on Bromcom

The Welfare Officer/Attendance Officer will update the codes and reported reason for absence on the register on Bromcom.

Follow up during school hours

A list of absent pupils is emailed to SLT
Attendance Team to follow up with parents of pupils with persistent or patterns of absence.
Bromcom registers updated as pupils sign in late through the InVentry system.

Follow Wakefield Local Authority "Support First" process to provide support / early help intervention. Escalate through the legal framework as required.

Medical appointments should be made outside of school hours where possible.

If there is an occasion where the appointment is during school hours, evidence will need to be provided.

Medical evidence can be in the form of a prescription, appointment card, appointment text or email.

The code 'M' will be entered onto Bromcom register.

Holidays during in term time will not be authorised.

Pontefract Region One-Minute Guides

Appendix 4: Fixed Penalty Notices – National Framework – One Minute Guide

The new National Framework introduces consistency in the use of Penalty Notices across England by introducing a new national threshold at which they are considered. The framework increases the amount of the Penalty Notice and introduces a new national limit of 2 Penalty Notices within a 3-year rolling period to break cycles of repeat offending.

In line with the guidance, Pontefract Academies Trust will prioritise the 'support first' approach expecting that support will have been offered to families in cases where it is appropriate. However, Penalty Notices can be issued without a Notice to Improve in cases where support is not appropriate (such as leave of absence in term time) or when support has not been engaged with.

Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

- **First offence:** The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

- **Second Offence (within 3 years):** The second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

- **Third Offence and Any Further Offences (within 3 years):** The third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.

Leave of Absence (Holidays)
Penalty Notices can be requested by schools for leave of absence in term time for 5 or more days. This can be consecutive absence, or non- consecutive. In line with the National Framework, the Local Authority retains the discretion to issue a Penalty Notice before the threshold is met. For example, when parents/carers are deliberately avoiding the national threshold by taking multiple term time holidays below threshold, or for repeated absence for birthdays or other family events, or a combination of non-attendance due to leave of absence and unauthorised absence.

Unauthorised Absence
Penalty Notices can be requested by schools when there have been 10 sessions of unauthorised absence in a 10-week period. In these circumstances a Notice to Improve may be sent by the Local Authority on behalf of the school, this will stipulate the support that has already been implemented and the ongoing support that is available to the parent and child to improve school attendance. The Notice to Improve will also detail the expected improvements that must be made over a set time frame to prevent the Penalty Notice being issued.

Further information on the National Framework can be found within Working Together to Improve Attendance 2024. The National Framework comes into effect from 19th August 2024.

Appendix 5: Pontefract Attendance Management Procedure

Attendance Procedures One Minute Guide

- **Weekly attendance monitored by school attendance team**

Attendance drops below 96%

- Parent (and pupil in secondary) will be contacted and informed of falling attendance. If PA during the previous year an invite into school to establish the following – via the Targeted Support Meeting Stage.
  - Any in school barriers to attendance
  - Key worker allocated

Attendance Declines (Remains above 90%)

- Opportunity to discuss attendance and potential barriers

Targeted Support Meeting Offered

Targeted Support Meeting Review

Attendance Contract

Notice To Improve Issued

Attendance continues to decline / targets are not met / drops below 90%

Targets have not been met / limited engagement

- Paperwork to be completed and submitted to EWO service at Wakefield
- Intensify support through statutory children's social care involvement where there are safeguarding concerns. If voluntary support has not been effective or not engaged with / refused at this stage formal support as an alternative to prosecution with the Local Authority or children's services may be offered.

Formal Prosecution

Appendix 6: Pontefract Roles and Responsibilities

Maintaining attendance above 97% and challenging any absences is everyone's responsibility

- **Class teachers / Form Tutors / Support Staff**

- Maintain attendance above 97% and challenge absence below 97% but above 95%.
- Class teachers / form tutors to ensure informal conversation with parents / pupils who have attendance that has fallen below 97% following period of absence.

- **Attendance Officer / Learning Mentor / Admin (primary) / Family Liaison Officer / Assistant SENCO**

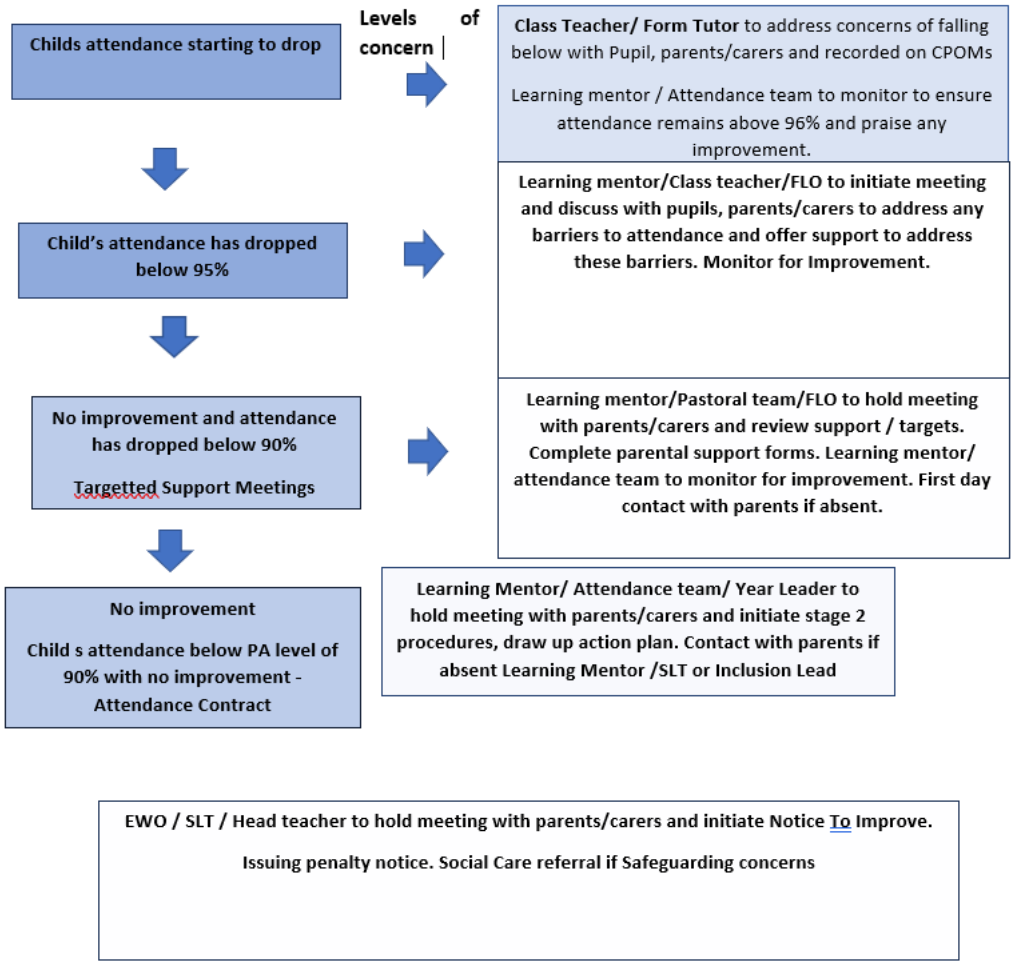
– Responsible for first day response (See daily procedures)
– Chasing up any missed registers (LM / AO)
– Responsible for the overview of all am and pm marks.
– Make phone calls throughout the day for any pupils on attendance tracker as required.
– Provides accurate data on a daily basis regarding who is absent and late to school/ lesson.
– Weekly attendance reports for key and priority groups for attendance meetings.
– To support the most vulnerable pupils in school and try and get them back into school.
– To liaise with parents on a daily basis.
– To do home visits when required.
– (Family Liaison Officer / Learning Mentor) Ensure that the PA warning list ready for Friday AM each week.
– Send out PA warning Letters and added to tracker. (Family Liaison Officer / Learning Mentor)
– (Family Liaison Officer / Learning Mentor) Attendance letters and meetings and upload all documentation upload to CPOMS (Target Support Meeting)
– Assistant SENCO (Secondary) complete Target Support Meeting for pupils that are at SEND.
– Complete attendance tracker Accordingly

Attendance Champion, SLT / Family Liaison Officer, EWO, Principal

– To strategically plan, implement and review all attendance strategies within school (Attendance Champion)
– To communicate with pupils and parents the importance of outstanding attendance.
– To meet with an inclusion team regularly to update on strategy and explore new ideas on how school can improve attendance, reduce lateness and reduce PA and discuss vulnerable pupils.
– To analyse key data and discuss future target areas and strategies.
– To update teaching staff on attendance strategies and procedures regularly.
– To communicate to parents verbally and by writing regarding attendance/ PA.
– To meet with parents in school to support attendance based on tracker and hold formal support meetings.
– To complete the PA tracker and upscale any fast track or court proceedings on a weekly basis (previous year PA)
– To work in partnership EWS to prosecute and fine parents of pupils who refuse to attend school.
– Ensure referrals to partner agencies / TAS are completed as part of support.
– (Family Liaison Officers / Learning Mentor) To complete Targeted Support Review meetings / letters and upload paperwork to CPOMS / add to tracker.

- SENCO / Assistant SENCO (Secondary) complete targeted support meetings for pupils that are at SEND.
- EWO / Attendance Champion / Principal (primary) lead formal Attendance Contract / prosecution meetings / notice to improve and upload all the paperwork to CPOMS. SENCO support if required.
- Attendance Champion / EWO to ensure children are targeted on the attendance tracker.
- Attendance Champion refer those with severe absence to LA EWO via termly meetings.

Non-statutory attendance – Inclusion leaders/Learning Mentor/ EYFS Lead

Attendance in this specific cohort is often poor as parents have no legal obligation to bring their children to school. However, if parents perceive it is acceptable to not bring their children to school when they are pre-statutory age they often mirror that behaviour when they turn statutory. The school's stance on the attendance of all children in their care should be the same regardless of the age of the child. Parents who have pupils in this group should be treated no differently to other groups in terms of strategy and support.

Absence Roles and Responsibilities Flowchart