

**Our Lady of Peace Catholic Primary
and
Nursery School**



Primary Attendance and Absence Policy

Approved by the Governing Body of Our Lady of Peace Catholic Primary
and Nursery School

Statutory

Review Dates:	Date Reviewed: July 2024	Next Review: AUG 2025
--------------------------	------------------------------------	------------------------------

ATTENDANCE POLICY

Introduction

The governing body of Our Lady of Peace Catholic Primary and Nursery School believe that every child, (Article 28 of the United Convention of the Rights of every Child) has the right to attend school. In accordance with this right is the expectation that parents will ensure that their children attend school according to the term dates. The school will comply with legislation in offering the correct number of days for attendance. Our Lady of Peace School believes that all children must be afforded their rights as it is in keeping with its mission of:

‘With Christ in our hearts, together we grow’

Aims

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

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

We will also promote and support punctuality in attending lessons.

Contents

Statement of intent

1. Legal Framework
2. Roles and responsibilities
3. Definitions
4. Attendance expectations
5. Lateness and Punctuality
6. Absence procedures
7. Attendance Register
8. Authorising parental absence requests
9. Leave of Absence (Withdrawal from Learning)
10. SEND- and health-related absence
11. Missing children
12. Attendance intervention
13. Working with parents to improve attendance
14. Persistent Absenteeism
15. Deletion of a Pupil
16. Legal intervention
17. Monitoring and analysing absence
18. Training of staff
19. Monitoring and review

Appendices

- A. Appendix 1 – Attendance Codes
- B. Appendix 2 – Withdrawal from Learning Form

Statement of intent

Our Lady of Peace Catholic Primary and Nursery 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 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 such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- 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.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The person who is responsible for attendance is Mrs H Hadaway (Senior Attendance Champion) and the Attendance Officer is Mrs A O’Sullivan, and can be contacted via [**attendance@olopprimary.co.uk**](mailto:attendance@olopprimary.co.uk). Staff, parents and pupils will be expected to contact the Attendance Officer for queries or concerns about attendance.

1. Legal framework

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

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

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
 - Education Act 1996
 - Equality Act 2010
 - The Children (Performances and Activities) (England) Regulations 2014
 - Children and Young Persons Act 1963
 - DfE (2016) 'Children missing education'
 - DfE (2023) 'Providing remote education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Attendance Officer Home Visit Policy
- DfE Guidance – Summary of responsibilities where a mental health issue is affecting attendance

2. Roles and responsibilities

The governing board has overall responsibility 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.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- 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 'Keeping children safe in education' 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.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school
- Appointing a member of the SLT to co-ordinate attendance
- 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 it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising a member of the SLT be able to do so

Staff are responsible for:

- Following this policy and ensuring pupils do so too
- Ensuring this policy is implemented fairly and consistently
- Modelling good attendance behaviour
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated

- Where designated, staff are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office

The Attendance Officer is responsible for:

- Monitoring attendance and the impact of interventions
- Analysing attendance data and identifying areas of intervention and improvement
- Communicating with pupils and parents with regard to attendance
- Following up on incidents of persistent poor attendance
- Informing the LA of any pupil being deleted from the admission and attendance registers
- Advising the Headteacher (authorised by the Headteacher) when to issue fixed-penalty notices

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school
- Arriving punctually to lessons when at school
- Attend school every day, on time

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, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e., lives with and looks after them)

Parents are responsible for:

- Providing accurate and up-to-date contact details
- Providing the school with more than two emergency contact numbers
- Updating the school if their details change
- The attendance of their children at school
- Promoting good attendance with their children
- Call the school to report their child's absence before 0830 am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Ensure that, where possible, appointments for their child are made outside of the school day

3. Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending 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

Unauthorised Absence:

- 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
- Absence due to the parent having an appointment of any nature (not the child)
- Absence where the whole day is requested for a minor general medical appointment

Persistent Absence (PA):

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

Severe Absence (SA):

- When a pupil enrolment's overall absence equates to 50% or more of their possible sessions

4. Attendance Expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school gates will open at 08:35am and close at 08:55am each morning. The gates will reopen at 3:15pm at the end of the day.

The school day starts at **08:55am**, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site before **8:55am**. Pupils will have a morning break at **10:30am**, which will last until **10:45am**, and a lunch break at **12:00pm**, which will last until **1:00pm** – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times. Reception pupils' lunch is from 11:45am-12:45pm.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **8:55am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:10am**. Pupils will receive a late mark (U) to show that they were on site, but this will count as an unauthorised late mark
- The afternoon register will be marked by **1:00pm**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **1:10pm**. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

5. Lateness and Punctuality

A pupil who arrives late

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

If a child is late 3 times in one week, a letter will be sent to the parent, if lateness continues, a meeting will be held between the school and parent

6. Absence Procedures

Parents will be required to contact the school office via telephone or email before **8:30am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g., one school day.

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school.

If, after attempting to call parents and all contacts on the child's pupil record and no contact has been made, a home visit may be made by members of school staff.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence
- Ensure the proper safeguarding action is being taken
- Identify whether the absence is authorised or not
- Identify the correct code to use to enter the data onto the school census system

The school will not routinely request medical evidence where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is a concern around the overall attendance of the child at school or when the absence is three days or more. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

However, where a pupil is absent for more than three school days in a row, or more than 10 school days in one term, the pupil's parent will be expected to provide a written update with supporting evidence.

In the case of Persistent Absence, arrangements will be made for parents to speak to the Attendance Officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 90 percent, the Attendance Officer will be informed, and a formal meeting will be arranged with the pupil's parent.

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

7. Attendance Register

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

Designated staff members will take the attendance register **at the start of each school day** and **at the start of the afternoon session**. This register will record whether pupils are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

8. Authorising Parental Absence Requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the Headteacher – the decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The Headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

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.

9. Leave of Absence (Withdrawal from Learning)

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the Headteacher in writing at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above **10 percent** for any reason

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with a Withdrawal From Learning Form, accessible via the school office. The Headteacher will 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
- Performances and activities, including paid work

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.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and will result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

10. SEND- and health-related absences

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

In line with the 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 DFE guidance - Summary of responsibilities where a mental health issue is affecting attendance.

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 day.
- Provide the LA with information about the pupil's needs, capabilities and programme of work
- Help the pupil reintegrate at school when they return
- Make sure the pupil is kept informed about school events and clubs
- Encourage the pupil to stay in contact with other pupils during their absence

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

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

- Holding termly meetings to evaluate any implemented reasonable adjustments
- Incorporating a pastoral support plan
- Carrying out strengths and difficulties questionnaire

- Identifying pupils' unmet needs through the Common Assessment Framework
- Using an internal or external specialist
- Enabling a pupil to have a reduced timetable, in line with advice from the LA SEND Team
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out
- Temporary late starts or early finishes
- Phased returns to school where there has been a long absence
- Small group work or on-to-one lessons
- Tailored support to meet their individual needs

11. Children who are unaccounted for during the school day

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Headteacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified
- The school will attempt to contact parents using the emergency contact numbers provided
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted

- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located

The Headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

12. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the Attendance Officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 1. Sending letters to parents
 2. Holding meetings with parents
 3. Engaging with LA attendance teams
 4. Using fixed penalty notices

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- Class Attendance Certificates in Celebration assembly
- On a termly basis Postcards will be sent home for 100% and improved attendance
- Class achievements will be presented on the Attendance Board in Upper Key Stage.

The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g., by setting individualised targets.

13. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g., social services.

The school will ensure that there are **two** sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g., sickness or absences that have been authorised by the Headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the staff member will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g., bullying, the Attendance Officer will work with the Headteacher and any relevant school staff, e.g., the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g., they are related to issues within the pupil's family, the Attendance Officer will liaise with any relevant external agencies or authorities, e.g., children's social care or the LA, and will encourage parents to access support that they may need.

14. Reducing Persistent Absenteeism (PA) 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
- Discuss attendance and engagement at school
- Listen, and understand barriers to attendance
- Explain the help that is available
- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary
- Offering catch-up support to build confidence and bridge gaps
- Meeting with parents to discuss patterns of absence, barriers to attendance, and any other problems they may be having
- Making regular contact with families to discuss progress
- Assessing whether an EHC plan or IHC may be appropriate
- Considering what support for re-engagement might be needed, including for vulnerable groups

The school will focus particularly on pupils who have rates of absence under 90 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g., social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

15. Deleting Pupils from the School Roll

The deletion of any pupil from a school register must be carried out in accordance with;

- *The Education (Pupil Registration) (England) Regulations 2006* (amendment in 2016) and
- *The CME Guidance 2016 published by the DfE.*

These guidance documents outline the duties on a school and the local authority.

Deletions Following 20 days of absence

The Education (Pupil Registration) (England) Regulations 2006 states the following in regards to the 20 days off roll;

That he (child) has been continuously absent from the school for a period of not less than twenty school days

and

(i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2);

(ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause;

and

(iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is.

- Schools must have regard to the above guidance before removing any child from the school roll
- Deletions should take place on day 21 or later to ensure the child has been absent for at least 20 consecutive school days
- If schools are unsure if a pupil can be removed from roll please contact the Attendance Team for guidance **prior** to deleting from the roll

16. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after 6 weeks, the Attendance Officer will consider:

- Working with the LA to put a parenting contract or an education supervision order in place
- Engaging children's social care where there are safeguarding concerns

Where the above measures are not effective, the Headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

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.

The first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days, this will be reduced to £80 per parent per child if paid within 21 days.

If the second offence is within 3 years of the first offence, the second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days No reduction for early payment.

If a Third offence onwards and within 3 years of the first offence is committed for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child. Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education.

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

17. Monitoring and analysing absence

The Attendance Officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole
- Individual year groups
- Individual pupils
- Demographic groups, e.g., pupils from different ethnic groups or economic backgrounds
- Other groups of pupils, e.g., pupils with SEND, CLA and pupils eligible for FSM.
- Pupils at risk of PA

The Attendance Officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance
- Historic trends of attendance and absence
- Barriers to attendance

The Attendance Officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The Attendance Officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

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
- 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

18. Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g., the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the Attendance Officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

19. Monitoring and Review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 96 percent – full details of the school's absence levels can be found on the school website.

This policy will be reviewed annually by the Headteacher. The next scheduled review date for this policy is date.

Any changes made to this policy will be communicated to all relevant stakeholder

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment

Non-Statutory

The school has a commitment to safeguarding and promoting the welfare of children.

J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available

Non-Statutory

The school has a commitment to safeguarding and promoting the welfare of children.

Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		

Non-Statutory

The school has a commitment to safeguarding and promoting the welfare of children.

Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Non-Statutory

The school has a commitment to safeguarding and promoting the welfare of children.

Appendix B – Withdrawal from Learning Form

Withdrawal from Learning Request Form

It is school policy that leave of absence taken during term time will **not be** authorised under any circumstances. The school may authorise up to 5 days in exceptional circumstances, but this would be at the discretion of the Headteacher and on an individual basis.

If you have chosen to withdraw your child from learning, notifications should be made by completing the details below in full and returned to the school office at least 2 weeks before, along with a copy of your flight booking, if applicable. (The flight details should include date booking was made, date of leaving and date of return to the UK). If you feel that the request is because of exceptional circumstances, you will be asked to provide additional information and a decision will be made by the Headteacher.

Parents will be issued with a penalty notice if your child has an unauthorised absence of 5 days or more.

The first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days, this will be reduced to £80 per parent per child if paid within 21 days.

If the second offence is within 3 years of the first offence, the second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days No reduction for early payment.

If a Third offence onwards and within 3 years of the first offence is committed for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child. Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education.

If your child is absent for over 20 days, you will lose your child's school place and will be required to reapply through the Local Authority. There is a waiting list of children requiring a school place. Please be aware that there is no guarantee a place will be available on your return.

Please complete the information overleaf and return to the Attendance Officer at attendance@olopprimary.co.uk

Non-Statutory

The school has a commitment to safeguarding and promoting the welfare of children.

Withdrawal from Learning Request Form

Date:		
Name of child:		
Class:		
Date of absence: No of days requested:	From:	To:
Reason for absence:		
If travelling abroad, please confirm the country you are visiting, and confirmation of booking		
If applicable, relevant supporting documentation is attached that may support my request.		
I understand that if I withdraw my child from education for 5 days or more and it is not authorised by the Headteacher, I will be fined by the Local Authority.		
I understand that if I withdraw my child from education for 20 days or more, I will lose my child's school place.		
Parent's name and signature		
<p>Headteachers Decision</p> <p><i>Authorised: Your request has been authorised for the following dates:</i></p> <p>...../...../..... to/..... /.....</p> <p><i>Unauthorised: Your request has been unauthorised for the following dates:</i></p> <p>...../...../..... to/...../.....</p> <p>Head teacher signature: Date:</p>		

Non-Statutory

The school has a commitment to safeguarding and promoting the welfare of children.