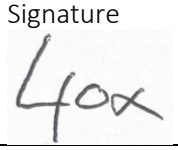
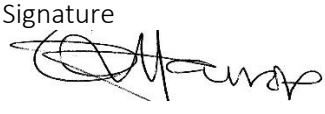
IMPERIAL AVENUE INFANT SCHOOL

ATTENDANCE POLICY

Policy Date:	September 2026	Version	1.5	
Policy Review Date:	Autumn Term 2026	Headteacher Mr Leigh Fox	Signature 	Date 3 November 2026
Ratified by Governing Body:				
		Chair of Governors Miss E Harrop	Signature 	Date 3 November 2026

ATTENDANCE POLICY
IMPERIAL AVENUE INFANT SCHOOL

Introduction

This is a successful school and you and your child play your part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. As a school we will work closely with the Education Welfare Service to support regular school attendance. This school attendance policy is written to reflect the law and also the guidance produced by the Department for Education.

It is very important that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

Why Regular Attendance is so important

Any absence (including lateness) affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility; failing to ensure your child's regular attendance and permitting their absence from school without a good reason is an offence in law and may result in a Fixed Penalty Notice (for each parent/carer) and/or prosecution.

Promoting Regular Attendance

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

To help us all to focus on this we will:

- Give you information on attendance on our television screen at the end of each half term;
- Provide you with reports termly on how your child is performing in school, what their attendance and punctuality is, and how this relates to their attainment;
- Celebrate good attendance by displaying class achievements;
- Reward good or improving attendance through class certificates

Understanding types of absence

By law, every half-day absence from school has to be classified by the school (not by the parents/carers), as either **authorised or unauthorised**. This is why information about the reason for any absence is always required, preferably in writing.

Authorised absences are mornings and/or afternoons away from school for a genuine reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings.

This includes:

- parents/carers keeping children off school unnecessarily (ie condoned absence)
- truancy during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- absences linked to shopping, looking after other children, birthdays
- trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance should be addressed by the school, the parents/carers and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more of their sessions over the school year for whatever reason. Absence at this level causes considerable damage to any child's educational prospects and we need parents'/carers' full support and co-operation to tackle this. **If a child has less than 100% and there is any unauthorised absence, the position is that the child could have attended more regularly, and this will be a concern.**

We monitor all pupil absence closely and where the school has concerns about your child's attendance, we will be in touch with you about this.

PA pupils are identified and monitored carefully through our pastoral system. All our PA pupils are subject to an action plan. The plan may include: (support offered to raise attendance, interventions children may receive due to absences, meeting dates with the Head Teacher and Attendance Officer). All children who fall into the PA category are also automatically made known to the Education Welfare Officer (EWO).

Absence Procedures

If your child is absent you must:

- Contact the school office as soon as possible on the first day of absence giving a full reason for absence. Telephone the school on 0116 2824503, chose option 1 and leave a message.
- Call into school and report to reception, who will arrange for a member of staff to speak with you either then or at a later point.
- Report your child's absence via the schools ReachMoreParents Weduc app. More information on this can be found on our website.

If your child is absent we will:

- Telephone or send you a message via weduc you on the first day of absence (*and on subsequent days)* if we have not heard from you;
- Write to you if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence.
- Invite you in to discuss the situation with our Attendance Officer and Head teacher if absences persist;
- Refer the matter to the EWO if attendance is a concern.
- In some circumstances, if your child is absent from school and has not been seen, we will arrange for a visit to your home to be undertaken to establish that your child is safe. This visit could be undertaken by a Police Officer.

Telephone numbers

There are times when we need to contact parents about a variety of matters, including absence,

so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we always have an up to date number; if we don't have your contact number, something important may be missed. There will be regular checks on telephone numbers throughout the year. In addition to holding a contact number for parents, we ask for two additional numbers in case of an emergency. Please provide these to the school office.

The Education Welfare Officer

Parents/carers are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may refer the child to the EWO from the Local Authority. He/she will also try to resolve the situation by agreement with parents/carers. However, if attempts to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Fixed Penalty Notices or prosecutions in the Magistrates' Court.

Full details of the options to enforce attendance at school are available from the school or the Local Authority. (Please note that Penalty Notices may be issued by the Local Authority immediately following a period of holiday-related leave that has not been authorised by the school, alternatively, court action may be taken)

Parents/carers or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Authority on 0116 454 5510. They can also be reached by e-mailing education.welfare@leicester.gov.uk.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and they do not spend time with their class teacher getting vital information and news for the day. Pupils arriving late disrupt lessons, it can be embarrassing for the child and this in itself can also encourage absence.

How we manage lateness

Children who are later to school than 8.50am should be taken in through the school office. Registers are marked by 9.00am and your child will receive a late mark if they are not in by that time.

The registers will be closed at 9.15am. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice or be prosecuted if the problem persists.

If your child is regularly late, you will be asked to meet with the Head teacher to resolve the problem. You can approach us at any time if you are having problems getting your child to school on time.

Holidays in Term Time

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents/carers to help their child by not taking children away in term time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. There is **no automatic entitlement** in law to time off in school time to go on holiday or other trips.

All applications for leave must be made in advance. Parents are required to comply with the

school's procedure for requesting leave of absence for their child. In accordance with the law, agreement will only be given where the Head teacher considers the reason for the request to be exceptional in nature.

Full details of our policy and procedures are available from the school office. It is important that all parents/carers are aware that requests for leave should be made prior to making any bookings. Also, that the decision made by the Head teacher will be confirmed in writing and without this written confirmation, it cannot be taken that there is agreement to authorise the absence. Any period of leave taken without the written agreement of the school, or in excess of that agreed, will be classed as unauthorised.

For unauthorised absence from August 2024, Penalty Notices will increase to £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in you receiving a criminal conviction. Please also be aware that any cases of extended periods of unauthorised absence, linked to holidays or trips away, are highly likely to result in prosecution action by the local authority.

Should a Penalty Notice be issued, failure to pay by the 28th day will usually mean that the Local Authority proceeds to the Magistrates' Court in relation to the failure to ensure regular attendance.

Please see the school office for the absence request form.

This policy has additional information for mobile children. Please see end of policy.

School targets, projects and special initiatives

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The Attendance target for the school for 2026-2027 is 96%.

Throughout the school year, we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our newsletter and we ask for your full support.

Attendance for classes will be celebrated in the achievement assembly on Fridays.

The Registration System

The school will use a computerised system for keeping school attendance records. The following national codes will be used to record attendance information.

Present	
**/ **	Present (AM, PM)
L	Late arrival before the register has closed
Approved Education Activity	
B	Attending any other approved educational activity (changed definition from 19/08/2024)
K	Attending education provision arranged by local authority (new from 19/08/2024)
P	Participating in a sporting activity
V	Attending an educational visit or trip
W	Attending work experience
Authorised absence	
C	Leave of absence for exceptional circumstance (changed definition from 19/08/2024)
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad (new from 19/08/2024)
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable (new from 19/08/2024)
E	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointments)
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution (new from 19/08/2024)
M	Leave of absence for the purpose of attending a medical or dental appointment
R	Religious observance
S	Leave of absence for the purpose of studying for a public examination
T	Parent travelling for occupational purposes
Unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Not counted in possible attendances	
D	Dual registered at another school (i.e. pupil attending other establishment
Q	Unable to attend the school because of a lack of access arrangements (new from 19/08/2024)
X	Non-compulsory school age pupil not required to attend school
Y1	Unable to attend due to transport normally provided not being available (new from 19/08/2024)
Y2	Unable to attend due to widespread disruption to travel (new from 19/08/2024)
Y3	Unable to attend due to part of the school premises being closed (new from 19/08/2024)
Y4	Unable to attend due to the whole school site being unexpectedly closed (new from 19/08/2024)
Y5	Unable to attend as pupil is in criminal justice detention (new from 19/08/2024)
Y6	Unable to attend in accordance with public health guidance or law (new from 19/08/2024)
Y7	Unable to attend because of any other unavoidable cause (new from 19/08/2024)
Z	Pupil not on admission register
#	Planned whole school closure (changed definition from 19/08/2024)

If you would like a copy of your child's attendance record at any point, please ask **at the school office**

Security of Registers

By law, registers must be kept for at least six years. Electronic back-ups or micro-fiche copies can be made. These also need preserving for at least six years. Printed registers will be safely stored. *(Registers are stored in locked cabinets)*

Those people responsible for attendance matters in this school are:
Mrs L Lowe, Attendance & Admin Officer
Mr L Fox, Head teacher

Mobile Children

Mobile children of compulsory school age are expected by law* to attend at least 200 sessions out of the possible 380 sessions per school academic year. The use of the T code (T) for more than 180 sessions could indicate that the pupil has failed to meet this requirement. Please note that absence for travelling purposes should only be coded "T" when the parent is engaged in trade or business of such a nature as to require them to travel from place to place. If this is not the case, the child is required to be in school as usual.

*The Education (Pupil Registration) (England) Regulations 2006

It is important that there is consistency between schools in relation to the approach to the absence of mobile children and this school therefore adopts this policy.

However, it has also been recognised that mobile children's attendance tends to be very low and can result in significant problems with achievement, attainment and whole school attendance performance management.

Of particular importance is:

a) The coding of the absence of mobile children in schools

b) Movement among families of mobile children; children may leave and return at the parents' will and at very short notice, with no indication of the whereabouts of a child and/or his/her welfare

c) This in turn makes it difficult for the school to exercise the duty of care to children and to provide a good education to each and every one of our pupils. It is important that the school is able to monitor, assess and review children's development and to ensure that children are progressing.

Whilst respecting the need for families of mobile children to conduct their day to day businesses, it is important for everyone to work together to maximise the opportunity for all children to achieve and attain through improving attendance and punctuality in school. Families of Mobile children are therefore subject to the same limitations and constraints in regulation as all other families albeit with discretion where travel is for business purposes.

Families of Mobile children will be requested to complete a Mobile Child Tracking Form before a child's period of absence from school commences where travel is for business purposes and/or the child will be accessing education in another location. Requests for absence of any other nature should be made using the schools leave of absence request process. *Information is available from the school office*.

Please note the following
Absence linked to travel for the reasons listed below will not constitute travel for work purposes. The school must conform to regulations to provide equality for all pupils and set the foundations for a fair Attendance Policy for the whole school population:

1. Bereavement
2. Weddings
3. Visiting Relatives
4. Absence the family feel is religious observance where this is in excess of 1 day exclusively set apart by the religious body
5. Pre-wedding preparations and weddings
6. Birthdays

Where a family does not inform the school or seek permission for absence before departure, the absence will not be authorised.

Mobile Child Tracking Form - Guidance

The purpose of the form is to record the proposed leave of pupils from families of mobile children, recording details of their local residence and their current contact numbers. The purpose of the form is also to record information about intended travel dates and the expected date of return. If the family is staying in a Local Authority in another area of the country, the details can be recorded and confirmed.

If the student is dual registered with a school outside of the local authority, this information should be confirmed and the dual registration procedures undertaken accordingly.

The purpose of this process is to support good practice, to encourage families of mobile children to share their proposed arrangements prior to leaving and to ensure that effective contact is maintained. The Mobile Child Tracking Form should assist in reducing cases of children deemed to be missing in these circumstances and therefore strengthen the safeguarding procedures in place, as well as ensuring that children's school attendance is maximised.

Together, we anticipate a continued improvement in attendance at school by working jointly with parent(s)/carer(s), and the Education Welfare Service to achieve better educational outcomes for our Mobile Children and Young People.

Date of Policy Autumn term 2026
Review: Autumn Term 2027

MOBILE CHILD TRACKING FORM

In the interest of pupil welfare the school and parent/s will complete the following information together ***before pupil(s) travel:***

Child's Name: Child's dob:
Base 1: Leicester address with post code:

Parent(s)/Guardian(s)/ Carer(s) Name(s):
Base 2: Address with post code (other residence):
Reason for travel:
Landline telephone number:
Mobile telephone number:
Email address:

TRAVEL DATES

Travel Date	HT1	HT2	HT3	HT4	HT5	HT6
Expected Return date	HT1	HT2	HT3	HT4	HT5	HT6

School details where child is dual registered:

Education Packs provided Y / N

Please note:
Mobile children whose whereabouts are unknown can be deleted from the school roll in the same way as other (non-mobile) pupils after thorough investigations have been undertaken and the pupil has not been located. In all cases, the school complies with the LA and Maintained Schools Protocol on the Management of Children Missing from Education.

Application form for pupil's leave of absence

Please read the information overleaf before completing this form.

For your request to be considered, the form must be completed and returned to ***Imperial Avenue Infant School*** at least two weeks before you plan to leave. Please complete all sections of the form. A copy of this will be sent to you when the *Head teacher* has considered the application to let you know if the absence has been authorised.

Please do not book any flight tickets etc. until you have received confirmation from school that leave has been authorised

Name of student:	DoB:	Class:
First day of absence:	Date of return to school:	No. of days Requested:

I request authorised absence for my above son/daughter for the following reason/s:

……

……

Full Destination Address:……

……

Date you plan to travel: …… **Date you plan to return**: ……

(Please note the application will not be considered without all the above information).

We request details of a friend or relative to be a point of contact. If you do travel, the person will notify us of any changes to your circumstances which may affect the date of your return. We may have to contact them in the event of your child not returning as expected:

Name of contact…….. Address: ……..

Telephone number: …… Mobile: ……..

Please provide names of any other children in your family and the school they attend:

……

……

I confirm I understand the information above and the guidelines (see over).

Signed: …….. parent/carer Print name: ……

Parent/carer's address:……Date:……

School to complete:

Date form received:…… Attendance to date:…… Age:……..

Decision: authorised [ ] Unauthorised [ ] ……

……

How has the parent been informed: Copy of the completed Leave of Absence Request

Date form returned to class:……..

Name of Head teacher: Mr Leigh Fox

Signed:……

Imperial Avenue Infant School is very reluctant for a pupil to miss any part of his/her education.

1. In line with the Government guidance, the school management and its governors are unable to authorise any term time absence, unless our view is that there are **exceptional circumstances.**

2. If permission is granted, photocopies of airline or travel tickets **showing date of booking** will be required by the school office **before** you travel. If your request has been agreed, failure to provide this information will mean that the request is no longer agreed and your child's absence will be classed as unauthorised.

3. We may also request copies of other travel related documents from you. We will advise you if this is the case. Where we do not receive copies of documents requested, this is likely to mean that we will not authorise some or all of any absence your child has in relation to this request.

4. If permission is granted, pupils must ensure that they are up to date with their school work before they leave and in addition, it will be parents/carers responsibility to ensure that their child makes up any missed work in his/her **own time** upon return.

5. **The decision made by the school is final.**

Please note

For unauthorised absence from August 2024, Penalty Notices will increase to £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in you receiving a criminal conviction. Please also be aware that any cases of extended periods of unauthorised absence, linked to holidays or trips away, are highly likely to result in prosecution action by the local authority.

If your child has unauthorised leave of absence prior to the end of the summer term in 2024, you will either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or, your case will be referred by the Local Authority directly to the Magistrates' Court.