

Attendance, Punctuality and Absence Policy

Clipstone Brook Lower School



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1. 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.

2. Legislation and guidance

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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- 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 the Attendance Lead to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
 - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mrs Sarah Orr and can be contacted office@clipstonebrooklower.co.uk or 01525 376085.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)

- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The staff responsible for attendance are Mrs Zoe Toms and Mr Sam Gale and can be contacted via office@clipstonebrooklower.co.uk

3.5 Class Teachers

Class Teachers 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 at each registration point (8.40am and 1.20pm)

3.6 School Office staff

School staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the other staff where appropriate, in order to provide them with more detailed support on attendance

3.7 Parents

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

- All natural parents, 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 expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Mr Sam Gale who can be contacted via 01525 376085

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.30am and ends at 3.10pm (for pre-school children start at 8.40am and end at 3.20pm)

Pupils must arrive in school by 8.40am on each school day.

The register for the first session will be taken at **8.40am** and will be kept open until **8.55am**. The register for the second session will be taken at 1.00pm (Reception, Y1) or 1.20pm (Y246) and will be kept open until 1.25pm. Children arriving outside of these times will be marked as **ABSENT**.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.50am or as soon as practically possible, by calling the school office staff, who can be contacted via 01525 376085 or via the StudyBugs app. Please note that a detailed reason for the absence will be requested so that our records can be accurate.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, **or** there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily

Those children already on monitoring plans may also be asked for medical evidence as part of the agreed monitoring plan.

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. The final decision with this sits with the Headteacher.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment and provides evidence of the appointment (e.g. letter of appointment, screenshot of confirmation of appointment etc.).

Requests for leave of absence should be made by email to office@clipstonbrooklower.co.uk

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the **minimum amount of time necessary**.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed, will be marked as **late**, using the appropriate code (L).
- After the register has closed, will be marked as **absent**, using the appropriate code (U).

Children who are regularly late after the register has closed will be monitored in the same way as pupils who are absent. Families will be offered support to ensure excellent punctuality.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Contact the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact other known contacts or if concerned, the Police/IFD.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Contact the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues after two days, the school will consider involving an education welfare officer and to make a home visit
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate
- Consider if the absence meets the 'Children Missing in Education' threshold, liaising with Local Authority officers

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels. (new from Sept 26)

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave

- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as occasions that are unexpected, unavoidable and outside of your control.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

Family holidays or visits to relatives will NOT be authorised as they are not considered to be 'exceptional circumstances'.

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 for leave of absence should be submitted as soon as it is anticipated and, where possible, at least two before the absence (via email). The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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. Request **MUST** be made in advance and will be limited to two days
- 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
- 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

5.2 Sanctions

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

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within **3 years of the date of the issue of the first penalty notice**. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

NB: penalty notices are monitored within a **three year period**. For example, a family receiving a penalty notice for taking holiday during term time in 2024 and then take a holiday in 2025 they will receive a second penalty notice the higher rate as outlined above (even if this is in a difference academic year). If this family took a further holiday in 2026, alternative action (including potential prosecution) will be taken.

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

6. Strategies for promoting attendance

At our school, we are committed to fostering a positive and supportive environment that encourages good attendance and academic success. We promote regular attendance by creating an engaging and inclusive curriculum that motivates students to attend school consistently. Our staff works closely with families to address any barriers to attendance, offering resources and support for students who may face challenges. Additionally, we recognise and celebrate high attendance, emphasising the importance of being present for both academic growth and social development. We believe that by maintaining open communication and a proactive approach, we can ensure all students have the opportunity to thrive and succeed in their educational journey.

Half termly 'attendance match reports' will form part of our Bulletin communication so that families and classes can track how well they are doing collectively in terms of good attendance. An attendance 'cup' will be awarded to the Year group with the highest collective attendance figure for that half term. (new in September)

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

Every pupil is a unique individual and we are committed to supporting and promoting positive attendance in a personalised way. School will always work closely with parents/carers and where appropriate, other agencies to make a personalised plan of support for pupils with identified complex barriers.

7.2 Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority

The school will work alongside with the Local Authority and their policy on school absence linked to medical conditions and EBSA where statutory thresholds are met.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

Careful and considered planning of a reintegration back to school will be undertaken in partnership between home and school.

8. Attendance monitoring

At CBL we will:

- Run reports which highlight children's attendance percentage. Attendance includes authorised and unauthorised absences combined AND lates before and after registration closes. A standard email letter containing this information will be sent to ALL families (regardless of attendance percentage) every half term for their own monitoring
- Twice a half term, the school will run reports to monitor those with attendance that falls below or is approaching the Nationally expected figure of 95% attendance or below. These families will receive direct communications around the concerns identified and of the monitoring processes in place. It will encourage families to seek support from us if there are barriers to attendance.
- Twice a half term, we will also run a report looking at unauthorised absences (even if the sum of these absences has not taken the child's overall attendance below the threshold above). This will include term time holidays. Fixed penalty notices will be issued for unauthorised absences that exceed 10 sessions (i.e. 5 school days) in a ten week period.
- Identified children (i.e. those with unauthorised absences, or who are nearing or below the 95% attendance threshold) will be monitored on a more regular basis so that we can monitor improvement and put in any additional support that may be required. We may request evidence of illness in order to authorise future absences at this point. See section 8.2.

8.1 Monitoring attendance

Specific pupil information will be shared with the DfE and Local Authority.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and

- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 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 severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- 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

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses **10%** or more of school (i.e. **90% attendance or below**), 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. Children who are showing signs of being at risk of persistent absence (e.g. those with 92% attendance that is continuing to decline) will also be included within this group.

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
- Communicate regularly with the identified families by letter, phone and via agreed meetings
- Create **Attendance Contracts** for each individual child and family which set clear targets for improved attendance where attendance is concerning and continuing to decline
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - 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 (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every 2 years by the Headteacher. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Positive relationships and behaviour policy
- Children unable to attend school with medical conditions

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
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
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: • 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		
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

1. Support First	2. Notice to Improve	3. First Action (£80) – Fixed Penalty Notice	4. Second Action (£160)- Fixed Penalty notice 2	5. Third Action- Prosecution
Clipstone Brook Lower School adopts a 'support first' principle. All families will be offered support to break down in-school and out-of-school barriers to attendance. Regular monitoring letters will be sent so that families understand their attendance position and can monitor improvements Stage Two monitoring will involve a Parent Contract with personalised targets for improved attendance	<u>Sporadic Absence:</u> Issued for 10 sessions of unauthorised absence over a 10 school-week period. Families are offered a 6 week period to improve their attendance and engage with support. Letters are sent to make families aware of our concerns and given a timeframe in which to demonstrate active improvement. <u>Holidays</u> NB; this is not used for unauthorised holidays taken in term time as these proceed directly to stage three (orange)	<u>Sporadic Absence:</u> Issued for 10 sessions of unauthorised absence over a 10-week period. <u>Holidays</u> Issued for a first unauthorised holiday taken in term time. PENALTY: £80 per pupil, per parent if paid within 21 days. £160 up to 28 days. If unpaid within 28 days, it will proceed to court. 3 Year 'rolling period' commences.	<u>Sporadic Absence:</u> Issued for second period of 10 sessions missed over a 10-week period <i>within a 3- year rolling time frame</i> <u>Holidays</u> Issued for a second unauthorised holiday taken in term time over a 3- year period. In both cases must be same parent/child. PENALTY: £160 per pupil, per parent. If unpaid within 28 days will proceed to court	<u>Sporadic Absence:</u> System will place a block on any FPN system and the school will need to refer on V2 for a PACE. <u>Holidays</u> As above but will not need PACE interview. In both cases same parent/child. PENALTY: S. 444(1)/(1a) prosecution

Appendix 2: Escalation Grid

Please note that this information forms part of a child's pupil records and is automatically passed to all new schools that a child may attend. Moving local authority/area or school to will not prevent stages 4 or 5.

Appendix 3: Example of whole school monitoring letter

Dear Parent/Career

The Importance of School Attendance and Punctuality

As the new academic year gets underway, we are already seeing a lot of children being absent from school. We would like your support and to remind you about the importance of good attendance and punctuality, which as a school we take very seriously. Days off school soon add up and missing lessons makes it hard to catch up, resulting in students having to work harder when they come back and missing vital information that will prevent their progress. There are 175 non-school days a year for holidays, cultural experiences and family time. It may be useful for you to know what attendance figures mean for your child. However, we must congratulate you if your child's attendance is above 96%, this is an excellent effort.

[Name]'s attendance is currently [attendance %]

Above 98%	<u>Excellent attendance</u>
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Students with 96% attendance – the equivalent of missing only half a day per fortnight – are more likely to get the best results during progress reviews. Remember that if your child misses just one week of school every term, then by the time they eventually leave school, they would have missed the equivalent of an entire academic year's schooling.

We do understand that sometimes absence from school cannot be avoided due to illness and/or medical appointments. However, it is important that you ensure when making the decision to keep your child home that this is really necessary. We hope that we can work together with parents to improve school attendance. If you consider that there are additional issues which impact on your child's ability to attend school regularly, please do get in touch.

Punctuality is also very important because arriving late to school and into lessons is very disruptive for the teacher and other students. It also means that late students themselves miss important input from teachers. New rules put in place by the department for education over the summer also now mean parents could face a fixed penalty notice if a child is late after registers close 11 times in a 10-week period.

Number of Lates	<u>Excellent punctuality</u>
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Thank you for your support in ensuring excellent attendance and attainment.

Yours sincerely

*This letter is automatically generated through our MIS system when students hit a trigger point. It is not personalised to each case. If you do not feel that this letter is accurate, please contact us to discuss.

Appendix 4: Attendance Contract Information

Attendance Contracts

Purpose of attendance contracts and when they may be appropriate

An attendance contract is a formal written agreement between a parent and the school to address irregular attendance at school or alternative provision. An attendance contract allows a more formal route and is intended to provide support and offer an alternative to prosecution. Parents cannot be compelled to enter an attendance contract, and they cannot be agreed in a parent's absence.

Where there are attendance concerns, the school must use an attendance contract. A meeting should be arranged with the parent(s), it should include the pupil if they are old enough to understand.

The aim from the outset should be for the parent(s), the pupil where they are old enough, and the school to work in partnership. The meeting should explain the purpose of an attendance contract and why using one would be beneficial in the family's circumstances. The parent(s) should be asked to outline their views on the pupil's attendance at school, any underlying issues and how they believe these should be addressed. The meeting should also allow them to share their views on the idea of an attendance contract and what type of support they think would be helpful to secure the pupil's regular attendance.

Where a parent fails to attend the meeting without good reason or notification, further attempts should be made to contact them and arrange another meeting but all attempts at support should be recorded.

A referral to the Local Authority cannot be submitted unless an Attendance Contract has previously been offered by the school.

Schools must ensure:

- The attendance contract offer letter is on school letterhead.
- If there are two parents, then separate attendance contract letters for each parent should be arranged.
- The attendance contract letter includes parent's full name and address (**separate to each parent**).
- The date letter is sent is visible on the attendance contract letter.
- The attendance contract offer letter includes minimum of one unauthorised absence.
- On the attendance contract offer letter, ensure it gives the parent/carer a time and date of attendance contract meeting

It is good practice to issue the offer of an Attendance Contract each academic year. A copy of the offer letter must be attached to the referral form.

Attendance Contracts – guide for parents

What is an attendance contract?

An attendance contract is a formal written agreement between a parent or carer and the school to address irregular attendance at school or alternative provision. An attendance contract may be offered if your child is failing to attend school regularly.

An attendance contract is meant to support you and the school to identify and address the issues surrounding your child's irregular attendance at school and encourage a positive working relationship to improve attendance. The attendance contract is not intended to be a punishment, it is to provide support and offer an alternative to prosecution. The aim is for the parent/carers, pupil and school to work in partnership.

What does it involve?

Everyone signed up to the contract will agree to take certain actions which are realistic and which address the issue of irregular attendance for a specified period of time. You might agree to do things such as getting your child up on time, engage with external support and reporting any difficulties to school as soon as possible. School might agree to inform you if your child does not arrive at school, deal quickly with any problems and involve other agencies that might be able to offer you additional support. This is not an exhaustive list. The contract will be reviewed regularly.

Do I have to enter into an attendance contract?

Entry into an attendance contract is voluntary but it does provide you with an opportunity to address any underlying issues and to get support to improve your child's attendance at school. If you do take up the offer of an attendance contract and try to comply with it, this may assist your case if the local authority decides to take legal action against you for your child's irregular attendance. If you refuse the offer or don't comply without good reason this may also be presented as evidence.

If you decide not to enter into a contract, you will need to try to find other ways of improving your child's attendance and it may be worth discussing how you intend to do this with the school.

How is an attendance contract arranged?

You will be invited to a meeting in school with a school representative. The meeting should include your child, for either part or all of the meeting, if they are old enough to understand.

At the meeting you will be asked to share your views on your child's attendance and whether there are any underlying issues. Try to think about the reasons behind your child's absences, any particular difficulties you are experiencing at the moment and what would help you to improve your child's attendance. Also think about what you can do to improve attendance.

School will explain what support they can offer and whether any other agency might also be able to help you and your child. You will be able to discuss what is expected of both you, your child and the school, and then agree the actions that will support improved attendance. If you choose to accept the offer, the final contract will be signed by you and the school representative.

Appendix 5: Example Template for Attendance Contract

Attendance Contract Template

Date/time of meeting:	
Venue:	

Pupil name:	
Date of birth:	

Present at meeting:	
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Action agreed (including person responsible, resources required etc.)
<i>EXAMPLES OF ACTIONS AGREED:</i> • Pupil will arrive at school by 8.30 a.m. every day (parent) • Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return (parent) • Parent will provide medical evidence for every sickness absence pupil may incur (parent) • School staff will 'meet and greet' every day (school)

Attendance target:	
Timescale for improvement:	

Date for review meeting:	
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I confirm that this Attendance Action Plan was agreed by all present.

Signed:

..... Parent/Carer

..... Pupil

..... School Representative

..... Other Agency

URGENT: School Attendance Notice to Improve for
[INSERT CHILD'S NAME, DOB]

At Clipstone Brook Lower School we believe that regular school attendance is essential if children are to gain the full benefit from their education.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly, the child's parent may be guilty of an offence under s.444 Education Act 1996. This notice is sent to you as the parent/carer of **[CHILD'S NAME]**, (called in this notice "the pupil") who is a registered pupil at Clipstone Brook Lower School.

The school has offered support to you and your family to try and help improve **[CHILD'S NAME]**'s attendance, including:

1. **Telephone calls.** We contacted you every day your child was absent to understand why your child was absent and to offer support with any issues your child may be having.
2. **Letters.** We emailed to you on **[INSERT DATES]** letting you know about **[CHILD'S NAME]**'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **Attendance Support Meeting Invitations.** We invited you to meetings on **[INSERT DATES]** to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.
4. **Bespoke support for identified barriers to regular attendance.** *Please include a summary of support you have put in place/signposted to, to support the pupil and their family to overcome identified barriers to regular attendance.*

Unfortunately, despite the support that has been offered, attendance remains a cause for concern. Between **[PERIOD OF CONCERN START DATE]** and **[PERIOD OF CONCERN END DATE]**, **[CHILD'S NAME]** has failed to attend regularly at Willen Primary School which has resulted in 10 sessions (half days) or more of unauthorised absence. Please see the attached registration certificate for details. We are very concerned that this amount of absence will have a harmful impact on **[CHILD'S NAME]** learning and wider development.

You now have 30 school days (6 weeks) in which to improve your child's attendance. This means that between **[ENTER DATE OF LETTER]** and **[DATE IN 6 WEEKS]**, your child must show significant improvements in attendance and have no unauthorised absences from school during this period. If there are any unauthorised absences during this time, we will need to refer this to the Local Authority, whereby they will consider what legal intervention is most appropriate to pursue. More information regarding the national framework for penalty notices and possible legal intervention can be found in our school attendance policy.

We still want to work with you to help **[CHILD'S NAME]** to attend school regularly. Please contact Mr Gale via the office to make an appointment or arrange a phone call to discuss this notice and what further support is available.

Yours sincerely

