Rise Park Primary and Nursery School

Attendance Policy And Procedures



Prepared by : Miss M Lockwood **on: 05.11.2026**

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Attendance Policy Statement

Statement of intent

School attendance is everyone's responsibility, good attendance and punctuality are vital if pupils are to achieve their maximum potential.

Rise Park Primary and Nursery School believes that in order to facilitate teaching and learning, good attendance is essential. Rise Park Primary and Nursery School is committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

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.

Aims of the Policy

- Promoting and modelling high attendance and its benefits
- Clear procedures encouraging pupils to achieve their maximum potential by maintaining good attendance and punctuality
- 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

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education 2022'
- DfE (2016) 'Children missing education'

The Law relating to attendance and safeguarding.

Section 7 of the Education Act 1996 states that:

- the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable:

- to age, ability, and aptitude and
- to any special educational needs, he/ she may have
- either at school or otherwise

Compulsory School Age: A child is compulsory school age from the beginning of the next term after their 5th birthday until the last Friday of June in the academic year of their 16th birthday.

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered in cases where a student is absent from the Rise Park Primary and Nursery School and the absence is unauthorised.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate: • The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £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 issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Attendance target

Rise Park Primary and Nursery School intends to maintain its high levels of attendance each year. Our current target for 2026 - 2027 is 97%.

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

Minimum attendance targets for the school and for classes are displayed in the school and you should take time to study them.

We will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this because we know that good attendance is the key to successful schooling, and we believe our pupils can be amongst the best in the country.

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 on the school website and we ask for your full support.

Working Together

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

What parents can expect from the governing body:

- 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.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across schools.
- 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

What parents/carers and pupils can expect from the school:

- broad, balanced education that is dependent on regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Efficient and accurate recording and monitoring of attendance
- First day contact with parents/carers when absence is unexplained
- Regular attendance information is given to parents/carers e.g., by newsletter, individual letter, parent evenings.
- Parents/carers are encouraged to make contact with school to discuss any issues impacting on their child's attendance or punctuality.
- Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school.
- Prompt action when a problem has been identified
- Liaison with officers from the Local Authority to assist and support families where needed

What the school expects of our pupils:

- pupils attend regularly on time and ready to learn
- pupils are prepared for the day with appropriate equipment e.g. P.E. kit
- To report to the office should they arrive after registration time
- To tell a member of staff if there is any problem which may prevent them from attending school

What the school expects of parents/carers:

- fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school on the first day their child is absent for any reason
- To arrange medical and dental appointments out of school times wherever possible, and to obtain authorisation from the school if unavoidable
- To arrange holidays out of school time. Further guidance is offered under the section ***Term time requests for Exceptional Leave*** later in this policy
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school
- To call school by 9.00am on each day of absence with the reason for absence.

Procedures

Registers are a legal document; care must be taken to ensure registers are marked accurately. Attendance of all pupils is monitored and evaluated regularly using the following procedures:

Parents will be required to contact the school office via telephone, text message or e-mail on the first day of their child's absence before 9.00am – 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.
The school will decide in all cases whether to authorise an absence on the basis of the evidence available.

Registration

- Registration takes place each morning at 9.00am and each afternoon at 1.00 pm.
- Class teachers will enter a present mark (/) on the Arbor register for each pupil present and an absent mark (N) for any pupil that is absent. Any messages received will be added to the register for checking by office staff. All reasons for absences will be kept on file and be made available to the Local Authority where appropriate

Responding to lateness

- The morning register will be marked from 8.50am until 9.00am. 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
- Pupils arriving after 9.30am will receive a mark late after register closes mark (U code) which denotes as an unauthorised absence. In case of emergency the register shows the pupil is on the premises, but they will not receive a present mark toward their overall attendance.
- The afternoon register will be taken at 1:00pm.
- The afternoon register will close at 1:10pm.
- Parents/carers will be contacted by school if their child is persistently late.

Responding to absence – criteria for requesting support from the Multi Agency Support Team (MAST)

- Home/school contact has not prompted an improvement in attendance
- Poor overall attendance (e.g. below 90%) and no mitigating circumstances or acceptable reasons for absence provided to school
- If attendance continues to give cause for concern strategies will be considered and steps taken in an attempt to improve attendance and punctuality. This could include home visits from school staff, meetings in school with other professionals if deemed appropriate
- When a pupil has not attended for 10 school days the school has a statutory responsibility to inform the Local Authority.

Awards and Rewards

- Attendance assemblies are held regularly to celebrate individual pupil's attendance, class attendance and whole school attendance.
- Improved attendance is recognised and rewarded.
- Termly certificates will be awarded to pupils with 100% attendance.
- Weekly Trophy awarded to the class with the highest attendance.
- Extra play time for the class with the highest attendance each week.

Absence

Only the Headteacher may authorise absence.

- Even when a parent/carer provides an explanation of absence the Headteacher will decide whether to accept the explanation and authorise the absence.

Authorised Absence

An authorised absence is where the school has either given permission in advance for the child to be absent or where an explanation offered is accepted as satisfactory justification for absence.

Absence may generally be authorised for the following reasons:

- Illness, medical appointments - appointments should always be made outside school times where possible.
- Unavoidable cause (which is expected to be an emergency and unavoidable)
- Days of religious observance

Unauthorised Absences

An unauthorised absence is where either no explanation has been given for the child's absence or where the explanation offered is not considered acceptable by the school.
This includes:

- Parents / Carers keeping children off school to assist with translation.
- Absences which have never been properly explained
- Children who arrive at school too late to get a late mark – See lateness section.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time.

If an absence is recorded as unauthorised the school may refer this to the Local Authority's Education Welfare & EOTAS Service. The Local Authority can use various sanctions to promote regular attendance such as issuing a penalty notice fine or initiate court proceedings. (Further information below)

Whilst any child may be off school because they are ill, it can sometimes be that they are reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers, and the child wherever possible. 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 makes things worse.

Absence Procedures

If your child is absent, you must:

- Contact us as soon as possible (before 9.00am) on the first day of absence and give an expected return date. You need to call at least every second day thereafter to advise school of your child's progress.
- Or you can call into school and report to reception, who may arrange for a member of staff to speak with you.

If your child is absent, we will:

- Telephone, text or email you on the first day of absence if we have not heard from you.
- Carry out home visits if persistently absent.
- If absence falls to 94% a phone call will be made to inform parents/carers and this will then be monitored on a weekly basis until attendance improves.
- Invite you in to discuss the situation with our Attendance Officer and/or Family Support Worker, Assistant Headteacher if absences persist.

Persistent and Severely Absent pupils (PA and SA)

A pupil is a 'persistent absentee' if they miss 10% or more of their schooling across the school year for whatever reason.

A pupil is "severely absent" if they miss 50% or more of their school across the school year for whatever reason.

Absence at both these levels is causing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level, is given priority and you will be informed of this immediately.

PA and SA pupils are tracked and monitored carefully, and we also combine this with academic mentoring where absence affects attainment.

All our PA and SA pupils and their parents/carers are subject to an Action Plan and the plan may include allocation of additional support, individual incentive programmes and participation in group activities around raising attendance.

If your child has or is at risk of reaching the threshold for Persistent Absence or Severely Absent you will be asked to provide evidence for any future absence. This may be medical evidence for illness which can be in the form of prescription, appointment cards, medicine packaging, hospital letter or a screen-print from the My GP app. Where we have concerns about your child's health, we may ask you to talk to the school nurse or for permission to contact their GP or other medical professionals for advice.

We will use our attendance data to identify patterns of poor attendance at both individual and for different groups within the school population. Once concerns have been identified we will work together with pupils, parents, and other services where appropriate to resolve the issue, understand and remove any barriers to attendance and work to resolve them before they become a more serious issue.

Requests for term time exceptional leave

Working together to improve school attendance states "the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance."

Parents should plan their holidays around school breaks and avoid requesting leave of absence for holidays unless it is unavoidable. There is no entitlement in law for any leave of absence from school in term time. Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any monetary savings you may make by taking a holiday in school time are offset by the cost to your child's education.

All applications for a leave of absence must be made in advance to the Headteacher and will only be considered if there are exceptional circumstances. In deciding the school will consider the circumstances of each application individually, including any previous pattern of leave in term time. The Headteacher will be the final arbiter as to the authorisation of any leave.

Full details of our policy and procedures are available from the school.

Any period of leave taken without the agreement of the school, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Your child's school place may also be at risk. Previous good attendance or your child's education ability are not

considered when the school make the decision. If you have siblings at other schools, you must seek permission from all the schools, and it is possible that one school may grant it, and another may not.

If exceptional leave is agreed, you will receive a letter from the school. If you do not get a letter **DO NOT** assume that permission has been granted. Only the Headteacher can decide if they will grant exceptional leave – **no one else in school has permission to do so** and leaving an application form is not permission to take leave.

If leave has been granted and a child returns late outside of the agreed dates either before or after, the school will reserve the right to unauthorise the entire period of leave taken.

Parents/carers wishing to take a pupil out of school for a holiday should be actively discouraged. Any leave during term time can only be authorised by the Headteacher under *exceptional circumstances*. If parents/carers wish to apply for term time leave under exceptional circumstances a request form must be completed by the parent/carer, clearly stating what the exceptional circumstances are, and given to the Headteacher for consideration no less than 20 days prior to the requested leave begins. The school will inform parent/carers in writing, within 10 days, whether the leave has been authorised (it should be made clear why a decision has been made and the criteria used should be re-iterated).

If an unauthorised holiday is taken consideration could be given to issuing a Penalty Notice (see guidance). At the Headteacher's request, the Local Authority will issue the Penalty Notice and inform the school of the outcome.

It is essential that both the Local Authority and the school be consistent so that there can be no allegations of bias or favouritism. If it is seen that the policy is not being applied consistently the Local Authority will not be able to apply a Penalty Notice.

Children Missing from Education

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that if you keep school informed of any change of details** and regularly update them if details change. Your child may be at risk of losing their school place if your whereabouts are not known.

It is also important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter.**

Children in Public Care

Rise Park Primary and Nursery School is the co-ordinator who liaises with the Local Authority's Children Looked After (CLA) team. CLA pupils will be set up as an Attendance Group on Arbor and their individual attendance will be checked each half term.

Roles & Responsibilities

The Attendance Officer

- Monitoring and analysing attendance data
- Ensure attendance data is accurate and up to date
- 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

- Collaborating with school staff e.g., pastoral lead/family liaison officer/SENCo to tackle persistent absence and to follow up absences
- Advising the headteacher *(or other member of staff authorised by the headteacher)* when to issue fixed penalty notices
- Is aware of those pupils the school is most concerned about for example looked after children, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children
- Parents are expected to contact school at an early stage and to work with the staff
- Ensure Cover staff have a "what we do" for attendance information sheet.

Other school staff who may deal with attendance include:

The role of Governors

There is a School Governor with responsibility for monitoring attendance and who is responsible for school attendance policies and issues. It is their role to be aware of general attendance issues and along with the whole Governing Board inform and oversee school attendance performance initiatives.

Reports and statistics and initiatives to improve school attendance will be shared and consulted on with the Governing Board and documented in Governor's meeting minutes (made available to all parents) and the Governors Annual Report.

- Recognise the importance of school attendance and promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discussing challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.
- Hold the headteacher to account for the implementation of this policy.
- Attending Targeted Support Meeting where appropriate.

The Headteacher's Role

The Headteacher will consider every request for leave on its individual merits. Ultimately the Headteacher will be the final arbiter of the authorisation of any leave.

The Headteacher oversees the collection and reporting of attendance data and the publication of statistics and reports on attendance to parents, pupils, governors and to Nottingham City Council. Data used to target attendance improvement efforts to the pupils or pupil cohort who need it most. Data will also inform the annual review of school's attendance policy and practice.

The role of the Attendance Champion/ Senior Leaders

The attendance champion will work with the headteacher to devise a working attendance policy, reviewed at regular intervals, and based on school attendance data.
They will:

- monitor weekly attendance patterns and trends and identify whole school strategies and support for children who are missed school.
- Evaluate effectiveness of interventions and their impact on attendance levels.
- be aware of those pupils the school is most concerned about for example looked after children, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children.
- Ensure Cover staff may need a "what we do" for attendance information sheet.
- Consult with Pupil Attendance Team / other services as appropriate.
- Attend Targeting Support Meeting where appropriate.
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

The role of teachers

All class teachers / tutors have a responsibility in keeping an attendance register. This is a legal document and must be completed accurately. It is a legal requirement that the attendance register must be marked at the beginning of each morning and afternoon session. Absences are coded according to the information received from the parent of the child.

- Morning register should be completed by 9.00am
- Afternoon register should be completed by 1.00pm

Where it is not possible to access the attendance management system manual registers should be returned to the attendance officer / school office by the above times.

Cover staff may need a "what we do" for attendance information sheet.

The class teacher monitor the register daily and is encouraged to highlight any emerging patters of absence and lateness or any alarming changes in this area.

Class teachers encourage patterns of punctuality and good attendance by praising those children who came to school each day and arrive on time.

The class teachers report any concerns about a child's attendance or punctuality to the School Attendance lead and the Headteacher. This can sometimes then be referred to the LA if a Penalty Notice or legal action is being sought.

Class teachers ensure that information about absences is passed on to the appropriate person.

Class teachers welcome back pupils after an absence using positive language.

Help & Support

If you need help with attendance, it is important that you contact school about the issues as soon as possible. The quicker we know what the problem is, the quicker that we can work together to solve it and put a plan together which will meet your child's needs and ensure your child can benefit from all that school has to offer. Where needed we can also involve other services to make sure that your child and your family gets the right support, at the right time from the right people.

If parents have any comments, concerns, or complaints regarding the school attendance policy these can be addressed in writing to the Headteacher, or an appointment can be arranged for discussion with the Headteacher. Parents who wish to work with the school in partnership to promote and implement good school attendance practice are encouraged and applauded. If a parent believes the school can support or assist them in their child's school attendance, we would be happy to accommodate this.

Summary

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

Appendices:

Appendix 1: Penalty Notice Fines

Penalty Notice Fines for School Attendance are Changing!

With the introduction of The National Framework for Penalty Notices, the following changes will come into force for Penalty Notice fines issued after 19th August 2024

Per Parent, Per Child	**First Offence**
Penalty Notice fines will now be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.	The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be: £160 per parent, per child if paid within 28 days Reduced to £80 per parent, per child if paid within 21 days

5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

10 sessions of unauthorised absence in a 10-week period

Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period

Second Offence
(Within 3 years)

The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child

Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.

Appendix 2: Attendance Codes in Arbor:

New attendance codes further to the DfE's reform of the "Working together to improve school attendance". Summary of what codes will be removed and added for the academic year 2024/25

Previous codes to be removed		
H -	Family Holiday (agreed)	
J -	Interview	

Y -	Unable to attend due to an exceptional circumstance	
Codes		
/	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 (within 30 mins)
U	Late arrival	Pupil arrives late after register has closed (within 30 mins)
V	Attending an educational visit or trip	Pupil attends a school-arranged educational visit or trip supervised by school staff.
P	Participating in a sporting activity	Pupil attends an approved educational sporting activity.
W	Attending work experience	Pupil attends work experience as part of their education arranged by the local authority or school.
C1	Leave of absence - Regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
C2	Leave of absence - Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
J1	Leave of absence - Interview	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the Local Authority
Q	Unable to attend - lack of LA access arrangement	Unable to attend the school because of lack of access
Y1	Unable to attend - Transport not available	Unable to attend due to transport normally provided not being provided
Y2	Unable to attend Widespread travel emergency	Unable to attend due to widespread disruption to travel
Y3	Unable to attend - unavoidable partial closure	Unable to attend due to part of the school premises being closed
Y4	Unable to attend - unavoidable full closure	Unable to attend due to the whole schools' site being unexpectedly closed
Y5	Unable to attend - Detention sentence	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend - Public Health Guidance/Law	Unable to attend in accordance with Public Health guidance or law
Y7 -	Unable to attend - Unavoidable other than Y1-Y6	Unable to attend - Unavoidable other than Y1-Y6
As part of the DfE'2 reform where the following codes are used there will be a requirement to provide a supporting explanation in the New Academic Year		
B	Educated off site (not Dual-Reg)	Pupil is at a supervised off-site educational activity approved by the school
	****Please note: the change for coding for children accessing remote education, including those having live lessons online or using AV1. They now have to be marked as absent as for a B code a teacher has to be physically present with the pupil. the DfE and they are suggesting that the school marks the child as 'I' as in too ill to attend school*	
K	Alternative provision provided by the LA	Attending education provision arranged by the Local Authority
Y7	Unable to attend - Unavoidable other than Y1 - Y6	Unable to attend because of any other unavoidable cause
E	Suspended or Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
M		Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
T	Parent traveling for occupational purposes Gypsy, Roma and Traveller absence	pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them. Pupil from a Traveller community is travelling, as agreed with the school
D	Dual registered at another school	Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.eg hospital school or PRU temporarily
G	Holiday not granted by the school	Used when a pupil is absent for a holiday that the school did not approve in advance.

N	Reason for absence not yet established	Employed when the reason for a pupil's absence has not been determined before the register closes. If not established within 5 days must be amended to O
O	Absent in other or unknown circumstances	Used when no reason for absence is established, or the school is not satisfied with the reason given,
Z	Prospective pupil not on admission register):	Utilised to set up registers in advance for prospective pupils who have not yet officially joined the school.

Appendix 3: Term Time Exceptional Leave Form:

Requests for term time exceptional leave

Working together to improve school attendance states "the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance."

There is no entitlement in law for any leave of absence from school in term time. Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

All applications for a leave of absence must be made in advance to the Headteacher and will only be considered if there are exceptional circumstances. In deciding the school will consider the circumstances of each application individually. The Headteacher will be the final arbiter as to the authorisation of any leave. Full details of our policy and procedures are available from the school and on the website.

Any period of leave taken without the agreement of the school, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Your child's school place may also be at risk. Previous good attendance or your child's education ability are not considered when the school make the decision. If you have siblings at other schools, you must seek permission from all the schools, and it is possible that one school may grant it, and another may not.

If exceptional leave is agreed, you will receive a letter from the school. If you do not get a letter **DO NOT** assume that permission has been granted. Only the headteacher can decide if they will grant exceptional leave – **no one else in school has permission to do so** and leaving an application form is not permission to take leave.

If leave has been granted and a child returns late outside of the agreed dates either before or after, the school will reserve the right to unauthorise the entire period of leave taken.

Any leave during term time can only be authorised by the Headteacher under *exceptional circumstances.* If parents/carers wish to apply for term time leave under exceptional circumstances a request form must be completed by the parent/carer, clearly stating what the exceptional circumstances are, and given to the Headteacher for consideration no less than 20 days prior to the requested leave begins. The school will inform parent/carers in writing, within 10 days, whether the leave has been authorised. It will be made clear why a decision has been made.

If an unauthorised holiday is taken consideration will be given to issuing a Penalty Notice. At the Headteacher's request, the Local Authority will issue the Penalty Notice and inform the school of the outcome.

Rise Park Primary
Extended Leave Request

To be completed by the Parent / Carer:

I apply for my child to be granted approval for extended leave in term time during the academic year:

Name of Pupil: ……..…….. Class: ……

Name of other siblings attending Rise Park Primary:

Name of siblings: …….. Class: ……..

Name of siblings: …….. Class: ……..

Dates of intended leave: From …….. to ……..

Reason for leave in term time:
……
……
……
……
……
……
……
……
……

Signed ……..…… (Parent/ Carer) Date ……..

THIS FORM SHOULD BE RETURNED TO THE SCHOOL OFFICE NO LATER THAN 6 WEEKS BEFORE THE PROPOSED EXTENDED LEAVE. PLEASE ALLOW UP TO 30 WORKING DAYS FOR SCHOOL TO CONSIDER YOUR REQUEST.

Please note carefully:

- If your request is due to exceptional circumstance please provide evidence to support your application. It is your responsibility to provide this. School will not call you to request this and your request will be declined.
- It is very important that children attend school regularly or their education can be badly disrupted.
- Approval should be sought BEFORE the extended leave is booked as permission may not be granted by the school if the pupils attendance record is poor.

- In accordance with the Education regulations which came into force from September 2013, leave will only be granted if there is exceptional circumstance. Holidays will not be authorised.
- If a pupil is taken out of school for extended leave without the school's approval the parent/carer may be liable for a penalty notice and the pupil could be taken off roll.
- Your child is NOT guaranteed a place back in school on return of the unauthorised extended leave.

Useful Information for Parents

Term – time leave

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

The Education (Penalty Notices) (England) Regulations 2007

Amendments have been made to the 2007 Regulations in Education (Penalty Notices) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1 September 2013.

The regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school. Parents must pay £60 if they pay within 21 days or £120 if they pay after 21 days but within 28 days.

For office use only

Current Year Attendance …… % **Previous Year Attendance ……%**

Is the attendance above 95% Yes / No

Is there an exceptional circumstance given Yes / No

Has extended leave been grant in the last 12 months? Yes / No

Head Teachers Comments

Leave Approved YES / NO

Signed:	**Date:**
Head Teacher	

Appendix 4: Additional Resources and links:

- Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016 (legislation.gov.uk)
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016 (legislation.gov.uk)
- Children Missing Education Children missing education - GOV.UK (www.gov.uk)
- School behaviour and attendance: parental responsibility measures https://www.gov.uk/government/publications/parental-responsibility-measures-forbehaviour-and-attendance
- Arranging education for children who cannot attend school because of health needs https://assets.publishing.service.gov.uk/media/657995f0254aaa000d050bff/Arranging_education_for_children_who_cannot_attend_school_because_of_health_needs.pdf
- Supporting pupils at school with medical conditions https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf
- Education Act 1996: The Education Act 1996 is the primary piece of legislation that sets out the legal framework for school attendance in England and Wales. It outlines the responsibilities of parents, carers, and schools in ensuring regular school attendance. Sections 444-447 of the Act deal with offenses related to non-attendance and penalties for parents and carers.

- Education (Pupil Registration) Regulations 2006: These regulations specify the procedures for registering pupils and maintaining attendance records in schools in England. They also define the circumstances in which a pupil can be marked as absent or present.
- Education (Pupil Registration) (England) (Amendment) Regulations 2013: These regulations amended the 2006 regulations and introduced stricter rules on authorizing term-time holidays. Under these regulations, headteachers are only allowed to grant leave of absence in exceptional circumstances.
- Child Employment Legislation: Legislation such as the Children and Young Persons Act 1933 and the Children (Performances) Regulations 1968 govern the employment and attendance of children involved in performances, modelling, and other activities outside of regular school hours.
- Children Missing Education (CME) Statutory Guidance: This guidance outlines the responsibilities of local authorities in identifying and tracking children who may be missing education, including those who are not on a school roll or are not receiving suitable education.
- Section 19 of the Education Act 1996 (England and Wales) outlines the duty of local authorities in ensuring that suitable education is provided for children of compulsory school age.
- Keeping Children Safe in Education: https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf

Additional Policies aligned to the Attendance Policy at Rise Park Primary and Nursery School

- Behaviour Policy
- Teaching and Learning Policy
- Safeguarding Policy
- Mental Health Policy
- SEND statement
- Pupil Premium Policy

Appendix 5: Parent Friendly Attendance Policy

Introduction:

Rise Park Primary and Nursery School is an inclusive school dedicated to establishing a collective responsibility for attendance.

- Our Attendance process is completely aligned with Department for Education (DFE) guidelines as well as those set out by the Local Authority.

Importance of School Attendance:

- School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and prospects, making it an indispensable aspect of any educational system.

Safeguarding Children

- The school has a duty to safeguard the welfare of all students. Any concerns about a child's attendance will be investigated promptly to ensure support for their well-being.
- Unexplained or extended absences will trigger safeguarding procedures, which may include home visits and communication with relevant agencies.

Additional Policies:

- Policies aligned with the Attendance Policy: Behaviour, Teaching and Learning, Safeguarding, Mental Health, SEND, and Pupil Premium.

Parents: parents play a vital role in ensuring school attendance by fostering a culture of punctuality and commitment to their child's education. Parents are responsible for ensuring their child's regular and on-time attendance, which not only supports their academic progress but also instils essential life skills.

School: the school will play a critical role in monitoring and promoting attendance. This will be achieved through communication with parents, identifying and addressing barriers to attendance, and implementing necessary interventions to support students in their education.

Children: the role of children attending school is to actively engage in their education, demonstrate a commitment to learning, and adhere to the school's attendance policies. By attending school regularly and punctually, students not only benefit from their educational opportunities but also contribute to a positive and inclusive learning environment for themselves and their peers. Consistent attendance is essential for their academic progress, social development, and preparation for future success, ensuring they make the most of the educational resources provided by the school.

External agencies: these agencies play a crucial role in supporting school attendance by offering specialised services and resources to address various attendance-related challenges. External agencies often collaborate with our school, and we signpost families to relevant services, including educational welfare officers, counsellors, and other local authorities' teams. They provide additional support for students and their families, helping to tackle underlying issues such as health problems, social or behavioural difficulties, and other barriers to attendance. By working together, external agencies and schools can identify and address these issues effectively, promoting improved school attendance and well-being.

Removal from Roll:

Children Missing Education (CME)

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's unauthorised absence and children missing from education procedures and Attendance Policy:

- Parents are expected to contact school on the first day of absence
- School will contact parents if no reason of absence has been given to school, initially by School Comms text, if there are attendance, welfare or safeguarding concerns this will also include a telephone call
- School Comms text and phone call if no contact has been made, on the previous day, additional emergency contact numbers will also be called
- Potential home visit if no contact is made, and contact made with any additional agencies who are working with the family (who may be in a better position to visit the family)
- Referral to CME if information is gained that the family have moved out of area
- Referral to CME if child has not returned after 10 days with no contact from the family after efforts made by school, if we believe the child should or may be removed from roll whether the onward school is known or not

- The Children Missing Education (CME) Officer within the Education Welfare Service will work closely with the school to try to identify the child's current whereabouts/destination
- Both parties will then agree an appropriate time and category to remove the child from the school roll. This includes those children and young people who are expected to move swiftly into appropriate provision; this is in line with The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- After 20 school days of absence and efforts by both the school and CME to find the child prove unsuccessful, the CME Officer will consult the school to discuss whether to remove their name from the school roll. The final decision about removal from a school roll remains with the Headteacher following consultation with the Local Authority via CME
- The school will create a 'lost pupil' record on the national Lost Pupil's Database School to School (s2s) to assist future schools and Children Missing from Education Officers to identify and locate children
- It is the duty of both the Education Welfare Service and school to collaborate in finding the pupil before deleting them from the register
- For further information please contact the CME Officers directly - cme.educationwelfare@nottinghamcity.gov.uk

Elective Home Education (EHE)

Parents have the right to choose Elective Home Education. Parents that wish to home educate must send a letter to the Head Teacher informing them that they wish to educate their child at home. A referral will then be made to the Elective Home Education Team at the Local Authority who will then contact the parent.

School Times:
The school day starts at **9.00am**, 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 and entering the classrooms by **8:50am**. The School day will end at **3.15pm**.

Requesting Exceptional Leave of absence during term time:
- Parents must request leave of absence for their child in writing at least 6 weeks in advance.
- Leave of absence during term time will only be authorised in exceptional circumstances.
- Holidays during term time only authorised in exceptional circumstances.

Reporting a Child's Absence:
- Explain the process for reporting a child's absence.

Definitions:
The terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. Here are their definitions:

Persistent Absence (PA):
Definition: Persistent Absence is a term used to describe a level of student absence from school that is a significant cause for concern.
Threshold: In England, a student is persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions. For most children during the academic year this will amount to 19 days absence.

Risk of Persistent Absence:

Definition: The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.
Threshold: While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently below 95% but has not yet reached the 90% threshold for persistent absence. As the school communicates to parents in days, we identify 18 days to 12 days as risk of PA.

Severe Absence (or Severe Persistent Absence):
Definition: The term "Severe Absence" is used to describe the most serious cases of nonattendance.
Threshold: Focus will be given by all to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners and potential flexible adjustments to support them further.