Attendance Policy

Approved By: Educational Performance and Standards Committee

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Created: October 2024

Amended on: August 2026

Created by: Deputy Trust Leader

Amended by: Director of Education

Attendance Policy

The Senior Attendance Champion for our school is: Mrs. Louise Shaw
The Attendance Officer for our school is: Ms. Debbie Mason

Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

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-Trust 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 and Objectives

This attendance policy ensures that all staff, governors and parents in our schools are fully aware of and clear about the actions necessary to promote good attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

- Creating an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by our schools
- Raising awareness of parents, carers, and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensuring that our policy applies to non-statutory school age children in order to promote good habits at an early age.
- Establishing a pattern of monitoring attendance and ensuring consistency in recognising achievement and dealing with difficulties.
- Recognising the key role of all staff in promoting good attendance.

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Definitions

Authorised absence
An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by parent, an absence will be unauthorised.

Unauthorised absence
An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.

Persistent absence (PA):
Missing 10 percent or more of schooling across the year for any reason

Severe absence (SA):
Severe absence is identified where a pupil misses 50% or more of possible sessions.

Missing education
Not registered at a school and not receiving suitable education in a setting other than a school.

ACE Derbyshire Trust Attendance Framework

A graduated response to pupil attendance is applied following DfE Guidance: Expect – monitor – listen and understand – facilitate support – formalise support – enforce.

Attendance	Category	Response	
97%+	Excellent	Recognition	• Daily monitoring • Positive communication • Attendance promotion
95%-96.9%	Good	Monitor	
90%-94.9%	At risk	Early discussion	• Parent conversation • Attendance review • Barrier identification
Below 90%	Persistent Absentee	Targeted intervention	• Senior Leader oversight • Attendance meeting and plan • Potential multi-agency involvement
Below 50%	Severe Absence	Intensive support plan	• External agencies • Safeguarding review • Local authority involvement

Supporting vulnerable pupils

The Trust recognises that some pupils face additional barriers to regular school attendance and is committed to ensuring that attendance expectations are supportive, inclusive and responsive to individual circumstances. Schools will work proactively with pupils, families and external agencies to identify and address barriers to attendance at the earliest opportunity.

Pupils with Special Educational Needs and Disabilities (SEND)

The Trust is committed to ensuring that attendance procedures are implemented in a way that is fair, proportionate and inclusive for pupils with SEND. Where attendance concerns arise, schools will consider whether a pupil's special educational needs, disability, medical condition or neurodiversity may be contributing to attendance difficulties.

Reasonable adjustments will be considered where appropriate, and attendance barriers linked to disability, additional needs or medical conditions will be assessed as part of the school's graduated response. Schools may implement personalised attendance support plans and, where appropriate, phased reintegration arrangements to support pupils in returning successfully to full-time education.

Pupils with Social Workers

Pupils who are subject to Child Protection Plans, Child in Need Plans or Early Help support are recognised as a priority group. Attendance will be routinely reviewed as part of safeguarding activity, and concerns regarding attendance will be considered within multi-agency meetings and support planning processes.

Schools will work closely with social workers, families and other professionals to ensure that attendance difficulties are identified and addressed promptly, recognising the protective factor that regular school attendance can provide for vulnerable children.

Children in Care and Previously Looked After Children

The Trust recognises the importance of education in promoting stability, wellbeing and positive outcomes for Children in Care and Previously Looked After Children. Attendance will be monitored closely by the Designated Teacher and other relevant professionals, with attendance reviewed as part of Personal Education Plan (PEP) processes where applicable.

Schools will work collaboratively with carers, parents, Virtual School colleagues and other agencies to identify and overcome barriers to attendance, ensuring that pupils receive appropriate support to engage successfully in education.

Young Carers

The Trust recognises that young carers may face additional responsibilities at home which can affect their attendance, punctuality and engagement with learning. Schools will seek to identify young carers sensitively and provide appropriate support, working with families and partner agencies where appropriate.

Where caring responsibilities are impacting attendance, schools will work with the pupil and family to explore practical solutions and reasonable support measures to help maintain regular attendance and participation in education.

Pupils with Mental Health Needs

The Trust acknowledges that mental health needs can significantly impact a pupil's ability to attend school. Schools will work collaboratively with pupils, families and relevant external agencies to understand individual circumstances, identify barriers and develop supportive strategies that promote attendance and wellbeing.

Where appropriate, schools may implement Attendance Support Plans, Emotional Based School Avoidance (EBSA) support plans, pastoral interventions, reasonable adjustments and phased reintegration arrangements. The Trust's aim will always be

to maintain access to education wherever possible, whilst ensuring that support is tailored to the needs of the individual pupil.

Elective Home Education (EHE) and Children Missing Education (CME)

The Trust will fulfil its statutory responsibilities in relation to Elective Home Education and Children Missing Education. Where a parent expresses a wish to educate their child at home, schools will follow local authority procedures and ensure that parents are able to make informed decisions.

Where a pupil is absent from education and their whereabouts are unknown, schools will undertake all reasonable enquiries and make timely referrals in accordance with Children Missing Education procedures to ensure that children remain safe and have access to suitable education.

Collaborative Working

For all vulnerable pupils, schools will adopt a whole-family, child-centred approach. Attendance concerns will be considered alongside safeguarding, wellbeing, SEND and wider contextual factors. Schools will work collaboratively with pupils, families, local authorities, health services and other relevant agencies to identify barriers, coordinate support and secure the best possible educational outcomes.

Where attendance concerns are identified for any vulnerable pupil, schools will consider whether the absence may be indicative of a safeguarding concern. Attendance information will be reviewed alongside wider safeguarding information, wellbeing indicators, SEND needs and external agency involvement to ensure that pupils receive the right support at the right time.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

The Local Governing Committee has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the ACE Derbyshire Complaints policy
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.

- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Acknowledging good or improved attendance of individual pupils and classes
- Arranging attendance training for all relevant staff that is appropriate to their role.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The attendance officer is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.
- Consulting with the ISAT if a pupils attendance gives cause for concern
- Informing the LA of any pupil being deleted from the admission and attendance registers.
- Hold regular attendance reviews.
- Have oversight of vulnerable pupils.
- Quality assure attendance processes.
- Report to governors and the Trust.

The attendance officer for our school is: Ms. Debbie Mason

Pupils are responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and at least 2 weeks in advance.
- Booking any medical appointments around school where possible and providing evidence of appointments when asked.
- Following any family-based support implemented by the school to improve attendance.
- Booking holidays outside of term time.

Registration

All ACE Derbyshire schools have high expectations for pupils' attendance and punctuality, and ensure that these expectations are communicated regularly to parents and pupils.

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

The school day starts at 8:50am, 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 by 8:45am.

Registers will be taken as follows throughout the school day:
· The morning register will be marked by 9:20am. Pupils will receive a late mark if they are not in their classroom by this time.
· The morning register will close at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time.
· The afternoon register will be marked by 1:00pm. Pupils will receive a late mark if they are not in their classroom by this time.
· The afternoon register will close at 1:10pm. Pupils will receive a mark of absence if they are not present.
Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff

All attendance records are documented using Arbor. Attendance registers are legal documents and these must be kept secure and preserved in line with the relevant retention schedule

Lateness

Children who are persistently late after close of register soon fall behind with their learning.

Any pupil who comes into school after 9:20am will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school later than 9:30am will be marked as late after close of register (Attendance code U). This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9:30am will have the absence recorded as a medical absence (Attendance code M).

If pupils are persistently late, a letter will be sent or conversation will be had with parents to remind them of the school times and their legal duty. If lateness continues, a meeting will be held as per the attendance procedure.

Parents/carers should note that children who arrive late after the register has closed are given a 'U' code, which is the equivalent of an unauthorised absence, and this will affect the child's attendance figures. Fixed penalty notices may be issued to parents/carers whose children persistently arrive after this time

Absences

Parents will be required to contact the school office via telephone before 8:50am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

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

The school will always follow up any absences in order to:
· Ascertain the reason for the absence.
· Ensure the proper safeguarding action is being taken.
· Identify whether the absence is authorised or not.
· Identify the correct code to use to enter the data onto the school census system.
Where a pupil is absent for more than three school days in a row, or more than 10 school days in one term, the pupil's parent will be expected to provide a signed letter with an explanation for the absence(s).

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of Persistent Absence, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, the details of pupils who have missed 10 school days or more without authorisation.

If a pupil's attendance drops below 90 percent, the attendance officer will be informed, and the formal process will follow.

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

If a child is absent for at least 5 consecutive days and the school have not been notified to the child's whereabouts, a home visit will be carried out.

Attendance register

The school uses name of electronic management information system to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.
Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:
· Present.
· Absent.

· Attending an approved educational visit.
· Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

Attending the School

- / = Present at the school (morning session)
- \ = Present at the school (afternoon session)
- L = Late arrival before the register is closed

Attending a Place Other Than School

- B = Attending any other approved educational activity
- D = Dual registered at another school
- K = Attending education provision arranged by the local authority
- P = Participating in a sporting activity
- V = Attending an educational visit or trip
- W = Attending work experience

Absent with Leave

- C1 = Leave of absence for participating in a regulated performance or undertaking regulated employment abroad
- C2 = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- C = Leave of absence for exceptional circumstances
- J1 = Leave of absence for attending an interview for employment or admission to another educational institution
- M = Leave of absence for attending a medical or dental appointment
- R = Religious observance
- S = Study leave

Absent without Leave

- G = Holiday not granted by the school
- N = Reason for absence not yet established
- O = Absent in other or unknown circumstances
- U = Arrived after registration closed

Unable to Attend

- Q = Unable to attend the school because of a lack of access arrangements
- Y1 = Unable to attend due to transport normally provided not being available
- Y2 = Unable to attend due to widespread disruption to travel
- Y3 = Unable to attend due to part of the school premises being closed
- Y4 = Unable to attend due to the whole school site being unexpectedly closed
- Y5 = Unable to attend because the pupil is in criminal justice detention
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other unavoidable cause

Administrative / Other

- E = Suspended or permanently excluded and no alternative provision made
- I = Illness (not medical or dental appointments)
- T = Parent travelling for occupational purposes
- X = Non-compulsory school age pupil not required to attend school
- Z = Prospective pupil not on the admission register
- # = Planned whole or partial school closure

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Where there is more than one afternoon session, and therefore the attendance register is taken more than once in the same afternoon, the school will use the codes from the last afternoon session as the basis for its statistical attendance data.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

Applications for Leave of Absence in Term Time

In September 2013 the government introduced new regulations making it clear that Headteachers **must not** give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.
Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education. Parents/carers should be aware that it is the policy of the schools in this Trust not to approve term time holidays unless in exceptional circumstances.

Any requests for term time leave should be made on a holiday request form available from the school office and handed in at least 2 school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where

repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

Headteachers may seek advice from colleagues within the Trust for requests from parents to ensure a consistent approach.

Addressing Attendance Concerns

The school expects attendance of at least 95%.
For schools within the Trust offering flexi-schooling, the school expects 60% attendance.

It is important for children to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

The ACE Derbyshire attendance procedure is as follows:

1. Daily monitoring of attendance by office staff
2. A letter (appendix 13) or conversation to alert parents that attendance is below 90%. The letter or conversation must be recorded on My Concern.
3. The child's attendance will be monitored over the next 20 days. If the child's attendance does not improve, parents will be invited to an attendance meeting (appendix 14) to ascertain the reasons for the absences. If appropriate, an attendance plan will be written (template in appendix 19) outlining the responsibilities and views of the child, parent and the school. Parents will also be informed of their legal responsibility regarding attendance. The attendance plan will be reviewed in 20 days.

If a child's attendance does not improve and absences are unauthorised this may lead to consideration of parental responsibility measures which include the issue of penalty notice fines or other statutory action. (see appendix 15/16 for letters)

Parents can contact Mrs. Louise Shaw for support with attendance in our school.

Attendance meeting expectations

Attendance meetings will:

- Explore barriers
- Capture pupil voice

- Capture parent voice
- Agree support strategies
- Set measurable attendance targets
- Agree review dates
- Record actions
- Consider Early Help plans where appropriate

Attendance meeting plans should be stored on My Concern and shared with parents and relevant staff members.

Remote education

Remote education will not normally be used as an alternative to attendance at school. The Trust recognises that regular attendance in school is essential for pupils' educational progress, wellbeing and wider development.

Remote education will only be considered as a last resort where it has been established that a pupil is unable to attend school but remains well enough to continue learning. Any use of remote education will be time-limited, regularly reviewed and focused on supporting the pupil's return to full-time attendance as soon as possible.

In exceptional circumstances, including where attendance is affected by SEND, medical needs, mental health needs or emotional barriers to school attendance (EBSA), remote education may form part of a phased reintegration plan. Such arrangements will be agreed on an individual basis, supported by an attendance or support plan, and implemented only where they are judged to support, rather than hinder, the pupil's successful return to school.

National framework for penalty notices

The new national threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised leave in term time (Attendance code G).

If your child’s absence falls into this category the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 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 five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

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

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Monitoring and analysing absence

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

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:
· The school cohort as a whole.
· Individual year groups.
· Individual pupils.
· Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
· Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
· Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:
· Patterns in uses of certain codes.
· Particular days of poor attendance.
· Historic trends of attendance and absence.
· Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how

attendance data changes in response to any interventions implemented to increase attendance in future.

The Trust is committed to the robust monitoring of attendance through a structured programme of analysis, challenge and support at school, Trust and governance level.
The Local Governing Committee (LGC) will regularly review attendance information and trends to gain assurance that attendance is being effectively promoted and that appropriate support is in place for pupils experiencing attendance difficulties.
Governors will provide strategic oversight and constructive challenge, seeking assurance that the school's attendance approaches are effective and aligned with Trust expectations.
The Board of Directors will receive regular attendance updates and will ensure that schools across the Trust work collaboratively, sharing effective practice, expertise and successful interventions to improve attendance outcomes for all pupils.
The Director of Education will oversee and analyse attendance across the Trust, identifying strengths, emerging trends, areas of concern and opportunities for improvement. Termly Attendance Review Meetings will take place between each school's leadership team and the Director of Education. These meetings will provide structured opportunities to review attendance performance, evaluate the impact of strategies and agree priorities for further action.
The Trust will utilise the Department for Education's View Your Education Data (VYED) attendance tool, alongside other available attendance data sources, to:

- Analyse recent and historical attendance trends.
- Monitor overall attendance, persistent absence and severe absence.
- Compare school performance against national, local and statistically similar schools.
- Review attendance across key pupil groups.
- Identify areas of strength and priorities for improvement.
- Evaluate the effectiveness of attendance strategies and interventions.
- Support schools in implementing evidence-informed approaches to improve attendance.

As part of the termly review process, particular consideration will be given to the attendance of vulnerable groups, including:

- Pupils who are persistently absent (PA).
- Pupils who are severely absent.
- Pupils with Special Educational Needs and Disabilities (SEND).
- Disadvantaged pupils eligible for Pupil Premium (PP).
- Pupils who have a social worker, including those supported through Child Protection, Child in Need or Early Help plans.
- Children in Care (CIC) and Previously Looked After Children (PLAC).

Where trends or concerns are identified, schools will be expected to demonstrate how attendance barriers are being identified and addressed and how support is being targeted to improve attendance outcomes. The Trust will use attendance data not only to monitor performance but also to inform collaborative problem-solving, share effective practice and ensure that all pupils are supported to attend, participate and achieve.

Reporting

The headteacher will report half termly to governors and to the Director of Education on:

- Whole school attendance
- Persistent absence
- Severe absence
- Vulnerable pupils
- Impact of interventions
- Attendance compared with national figures
- Trust attendance position

Appendix 1 – leave approved – 5 days +

Recipient(s) full name

Address DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In August 2024, **The School Attendance (Pupil Registration) (England) Regulations 2024** came into force**.** These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am able to grant approval for your request for **NUMBER** school days on the basis that the reason given is exceptional.

Yours sincerely

Appendix 2 – leave request denied (unauthorised)/late application - 5 days +

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In August 2024, **The School Attendance (Pupil Registration) (England) Regulations 2024** came into force**.** These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late **(*expand on this if necessary e.g. quote school policy or when the application was received)*** I was unable to advise you of my decision prior to your departure.

For your information, **CHILD'S NAME** absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term-time' and you may be issued with a penalty notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 3 – leave unauthorised/denied - 5 days +

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In August 2024, **The School Attendance (Pupil Registration) (England) Regulations 2024** came into force**.** These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. If your child is absent from school during the specified dates you may be issued with a Penalty Notice for this unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 4 – challenge reason for absence (where reason is provided) - 5 days +

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

CHILD'S NAME was absent from school for **NUMBER** school days between **DATE** and **DATE**. You informed **SCHOOL** that **CHILD'S NAME** was absent due to **REASON**.

It is my belief that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 5 – challenge absence (5 days +)

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

CHILD'S NAME was absent from school for **NUMBER** days between **DATE** and **DATE** without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (Or give details of the contacts made by school during the absence.)

It is my belief **(*or -*** You have since informed us**)** that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position. Unless I hear from you in the next 5 school days I will refer the case to the Local Authority and you may be issued with a penalty notice for unauthorised absence.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 6 – leave request denied (unauthorised) (less than 5 days)

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for CHILD'S NAME, for NUMBER school days, from DATE to DATE, for the purpose of a family holiday.

In September 2013 the **Education (Pupil Registration) (England) (Amendment) Regulations 2013** came into force**.** These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 7 – challenge reason provided – multiple holidays (less than 5 days)

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

CHILD'S NAME was absent from school for **NUMBER** school days between **DATE** and **DATE**. You informed **SCHOOL** that **CHILD'S NAME** was absent due to **REASON**.

It is my belief that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position.

As your child has now had 10 or more sessions of unauthorised absence, you may be issued with a penalty notice for these unauthorised absences. For your reference, the previously unauthorised absences were recorded on the following date(s):

- **INCLUDE PREVIOUS G CODED DATES IN CURRENT ACADEMIC YEAR, LESS THAN 10 SESSIONS AND NOT INCLUDED WITH ANY PREVIOUS PN REQUEST**

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 8 – challenge absence – reason provided (less than 5 days)

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

CHILD'S NAME was absent from school for **NUMBER** school days between **DATE** and **DATE**. You informed **SCHOOL** that **CHILD'S NAME** was absent due to **REASON**.

It is my belief that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 9 – challenge absence multiple holidays totalling 10 or more sessions (less than 5 days)

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

CHILD'S NAME was absent from school for **NUMBER** days between **DATE** and **DATE** without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. (**Or** give details of the contacts made by school during the absence.)

It is my belief **(*or -*** You have since informed us**)** that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position.

As your child has now had 10 or more sessions of unauthorised absence, you may be issued with a penalty notice for these unauthorised absences. For your reference, the previously unauthorised absences were recorded on the following date(s):

- **INCLUDE PREVIOUS G CODED DATES IN CURRENT ACADEMIC YEAR, LESS THAN 10 SESSIONS AND NOT INCLUDED WITH ANY PREVIOUS PN REQUEST**

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 10 – challenge unexplained absence (less than 5 days)

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

CHILD'S NAME was absent from school for **NUMBER** days between **DATE** and **DATE** without explanation. You were sent a text message, enquiring about the reason for absence, each day during this time. *(**Or** give details of the contacts made by school during the absence.)*

It is my belief ***(or -** You have since informed us)* that **CHILD'S NAME** was absent from school due to a family holiday. In view of this, in accordance with Government regulation, I must mark the register for **CHILD'S NAME** with a 'G' which means 'unauthorised absence for a holiday during term-time'.

If this is not the case please arrange an appointment to meet with me to discuss the matter further and where possible provide evidence to support your position.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Appendix 11-leave request denied (unauthorised) multiple holidays totalling 10 or more sessions (less than 5 days)

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In August 2024, **The School Attendance (Pupil Registration) (England) Regulations 2024** came into force**.** These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional.

As your child has now had 10 or more sessions of unauthorised absence, you may be issued with a penalty notice for these unauthorised absences. For your reference, the previously unauthorised absences were recorded on the following date(s):

- **INCLUDE PREVIOUS G CODED DATES IN CURRENT ACADEMIC YEAR, LESS THAN 10 SESSIONS AND NOT INCLUDED WITH ANY PREVIOUS PN REQUEST**

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely,

Appendix 12 - leave unauthorised/late application (less than 5 days)

School Headed Paper

Recipient(s) full name

Address DATE

Dear

Absence from School

Thank you for your application requesting leave of absence for **CHILD'S NAME**, for **NUMBER** school days, from **DATE** to **DATE**, for the purpose of a family holiday.

In August 2024, **The School Attendance (Pupil Registration) (England) Regulations 2024** came into force**.** These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

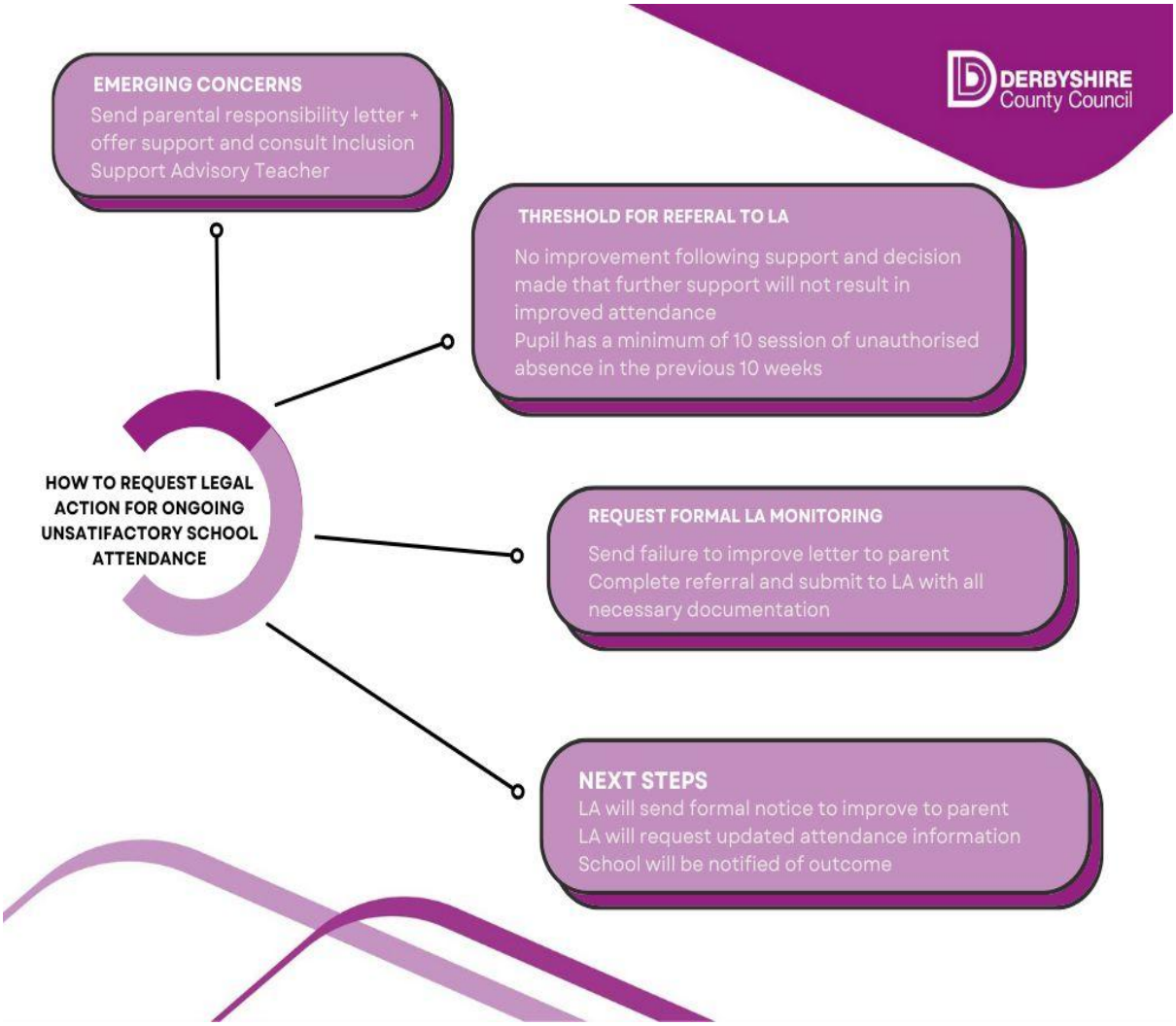
Having carefully considered your application, in line with Government guidelines, I am unable to grant approval for your request as the reason given is not exceptional. In any event, as your application was received late ***(expand on this if necessary e.g. quote school policy or when the application was received)*** I was unable to advise you of my decision prior to your departure.

For your information, **CHILD'S NAME** absence has been marked in the register with code 'G' which means 'unauthorised absence for a holiday during term-time.

Whilst on this occasion we will not be requesting a Penalty Notice please note that should there be any further periods of unauthorised leave during term time regardless of the duration this may result in a request for a penalty notice

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely


DERBYSHIRE
County Council
EMERGING CONCERNS
Send parental responsibility letter + offer support and consult Inclusion Support Advisory Teacher
THRESHOLD FOR REFERAL TO LA
No improvement following support and decision made that further support will not result in improved attendance
Pupil has a minimum of 10 session of unauthorised absence in the previous 10 weeks
HOW TO REQUEST LEGAL ACTION FOR ONGOING UNSATIFACTORY SCHOOL ATTENDANCE
REQUEST FORMAL LA MONITORING
Send failure to improve letter to parent
Complete referral and submit to LA with all necessary documentation
NEXT STEPS
LA will send formal notice to improve to parent
LA will request updated attendance information
School will be notified of outcome

Appendix 13 – initial letter to parents regarding attendance

Dear

School attendance

Your child's attendance is:
The school target is

Each half term, attendance is reviewed across the school, in particular those children with less than 90% attendance. Please find attached a copy of your child's attendance record, as it is below 90%.

There may be reasons for your child's absence that the school is already aware of, such as illness, but we still wish to bring the attendance to your attention.

Every lesson counts and it is important that your child develops the right work ethic from an early age. The table below demonstrates the number of days missed:

Attendance Percentage		Days missed over a school year
100%		0 days
95%		10 days
90%		20 days
85%		30 days
80%		40 days

Your child's attendance will now be monitored for the next 20 days.

If you wish to discuss your child's attendance please do not hesitate to contact me.

Yours sincerely,

Appendix 14 – parent invite to meeting letter

Dear Parent,

School attendance

Your child's attendance is currently below 90% and a meeting has been arranged for you to discuss your child's attendance with state professionals

Child's name:

Attendance:

Your appointment is:

Yours sincerely,

Appendix 15 – parent responsibility letter for attendance

Dear

As you are aware, I am concerned about **NAME's** school attendance. I have enclosed a copy of **HIS/HER** attendance printout for your information. Whilst the average attendance for a child of **PHASE** age is **NUMBER** % your child's attendance is **NUMBER**%.

I am obliged to make you aware of your legal responsibilities in relation to school attendance. Under Section 444 of The Education Act 1996 a parent is guilty of an offence if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school.

If **NAME's** attendance continues to be unsatisfactory and **HIS/HER** absences marked as unauthorised then I will have no option but to refer your case to Derbyshire County Council for consideration of legal action. This may result in:

- A Penalty Notice payable up to £160 fine per child, per parent.
- Prosecution under s444 (1) Education Act 1996 where, if convicted, you may be fined up to **£1000**.
- Prosecution under s444 (1a) Education Act 1996 where, if convicted, you may be fined up to **£2500 and/or a community order or imprisonment.**

In order to support you and **NAME** to improve the situation we would like to offer you **INSERT INITIAL SUPPORT OFFER/PACKAGE/MEETING AND NAME OF A LINK PERSON IN SCHOOL TO CONTACT.**

I will continue to monitor the situation but if **NAME's** attendance does not improve then legal action may follow. If you wish to talk to **ME/NAME**, TITLE regarding this issue please do not hesitate to contact me on the number at the top of this page.

Yours sincerely

Headteacher/Designated attendance lead

Appendix 16 – failure to improve letter for attendance

Private and Confidential

Date

Dear

As you know, **NAME's** attendance has been an ongoing concern and he/she is in the category or persistent absentee.

Unfortunately, despite our offers of support, **NAME** has continued to miss school without good reason and **HIS/HER** absences remain unauthorised.

Section 444 of the Education Act 1996 states that if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly then their parent is guilty of an offence.

Consequently, I intend to forward your case to the Local Authority for consideration of legal proceedings against you.

Please contact **NAME OF MEMBER OF STAFF** on the telephone number at the head of this letter, if you wish further clarification on this matter.

Enc: Register Extract

Yours sincerely

Headteacher/Designated attendance lead

Appendix 17 – punctuality letter 1

To the parents of

Each half term, attendance is reviewed across the school, and this includes punctuality.

We have noticed that your child is late for school on a regular basis causing them to miss learning that takes place at the start of the school day.

The school day starts at (insert time)

This letter is a reminder that you have a legal duty to ensure that your child attends school regularly and on time. If your child fails to attend regularly and punctually after this letter is received, you will be asked to attend a meeting with the senior leadership team.

If you require any support with attendance and/or punctuality, please contact (insert names of professionals)

We will review attendance and punctuality again in 20 days.

Appendix 18 – punctuality letter 2

To the parents of

Each half term, attendance is reviewed across the school, and this includes punctuality.

We have noticed that your child continues to be late for school on a regular basis causing them to miss learning that takes place at the start of the school day. Your child had been recorded as late on the following dates:

The school day starts at (insert time)

You have a legal duty to ensure that your child attends school regularly and on time. You will be committing an offence, therefore, if your child fails to attend regularly and punctually and the school has not given permission for the absence or late arrival.

If you require any support, please contact (insert names of professionals)

We will review attendance and punctuality again in 20 days.

Appendix 19 - Attendance plan proforma

Attendance meeting for child's name

Date:

Attendees:

	Review date:	Review date:
What are the current issues? School views •		
Parents views: •		

School's offer of support:

Offer	To be implemented with parents' agreement?	Review date:	Review date:

Parent requests for additional support:

Request	School offer	Review date:	Review date:

Child's views

Actions for parents:

•

Legal Duty:

Parents are aware of their legal duty to provide their children with a suitable education. If a child is enrolled at school, parents have a legal duty to ensure they

attend regularly. Parents are also aware they can fulfil this duty through home education.

Additional information for parents:

Schools have to inform the Local Authority of any pupils who are regularly absent from school. Schools also have a safeguarding duty to investigate absences. The attached booklet is from Derbyshire County Council.

Date for plan to be reviewed: