



WHOLE SCHOOL ATTENDANCE POLICY

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1 POLICY CONSULTATION & REVIEW

- 1.1 This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.
- 1.2 We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.
- 1.3 This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body in April 2025.

2 BACKGROUND

- 2.1 At Lockwood Primary School we recognise that good school attendance is essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education.
- 2.2 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the

school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

- 2.3** The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called *Working together to improve school attendance* and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

- 2.4** This policy is written with the above guidance in mind and underpins our aims to:

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
- Promote children's welfare and safeguarding.
- Ensure every pupil has access to the suitable, full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

- 2.5** Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors about the responsibilities and the procedures in place to promote and monitor pupil attendance.

- 2.6** Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

- 2.7** For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable.

- 2.8** We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on Safeguarding, Behaviour, and Special Educational Needs and Disabilities amongst others. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

3 PROMOTING REGULAR ATTENDANCE & KEY ROLES

- 3.1** At Lockwood Primary School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

3.2 Key Roles

- 3.2.1** Working Together to Improve School Attendance requires schools to publish the names of key personnel in regards school attendance

- 3.2.2** Lockwood Primary School's Senior Attendance Champion is the Headteacher, Mr C. Johns

- 3.2.3** The Attendance Officer at Lockwood Primary School is Miss S. Langley

- 3.2.4** The member of the school's Governing Body with responsibility for attendance is XXXXXXXXXXXX

- 3.2.5** To contact any of the above people, please telephone 01287 650238 or email office@lockwood.rac.sch.uk
- 3.2.6** Improving school attendance is everyone's business, it is a responsibility shared by the whole school community; governors, staff, pupils and families. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.
- 3.2.7** To help us all to focus on this, we will:
- Build strong relationships and work jointly with families.
 - Listen to parents and carers when they tell us about their children and families.
 - Give parents and carers information about attendance in our newsletters.
 - Promote the benefits of high attendance.
 - Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
 - Celebrate excellent attendance by displaying and reporting individual and class achievements.
 - Recognise good or improving attendance.
 - Report to parents and carers regularly on their child's attendance and the impact on their progress.
 - Contact parents and carers should their child's attendance fall below the school's target for attendance.
 - Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.

3.3 Roles and Responsibilities

3.4 The Governing Body

- 3.4.1** The Local Governing Board/Trustee Board of Lockwood Primary School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:
- 3.4.2**
- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
 - Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior attendance champion.
 - Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
 - Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
 - Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
 - Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
 - Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
 - Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
 - Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

3.5 The Headteacher and Senior Leaders of the school (including senior attendance champion)

3.5.1 The Headteacher and senior leaders of Lockwood Primary will:

- Actively promote the importance and value of good attendance to all pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors/Trustees and on a half-termly basis to the lead governor/trustee for attendance.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Set out how Pupil Premium will be used to support pupils with irregular attendance.

3.6 All Staff

3.6.1 All staff at Lockwood Primary School will:

- Actively promote the importance and value of good attendance to all pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

3.7 Parents Carers and Families

3.7.1 Lockwood Primary School requests that parents:

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.

- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

3.8 Pupils

3.8.1 Pupils at Lockwood Primary School will

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another trusted adult if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate equipment requested and on time for the class.
- Complete all home learning tasks given to them, seeking help in a timely manner if it is needed.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

4 TYPES OF ABSENCE

4.1 Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

4.2 Every half-day absence from school has to be classified by the school (not by the parent), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'. Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher

4.3 For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed
- Not attending school for any reason

"Regular" attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

4.4 Authorised Absences

4.4.1 Authorised absences are morning or afternoon sessions away from school for a genuine reason such as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave

An absence due to a family emergency or unavoidable cause

4.5 Unauthorised absences

4.5.1 Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the Headteacher, including any arranged by other family members or friends.
- Leaving school during the day without a suitable reason
- Any other absence in term time which has not been agreed.

4.5.2 This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

4.6 Persistent and Severe Absence

4.6.1 A pupil is defined by the Government as a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

4.6.2 Pupils classed as a persistent absentee will miss at least 123 hours of schooling over a year unless it is addressed and improved.

4.6.3 A pupil who has missed 50% or more schooling is defined by the Government as 'severely absent' (SA). Pupils within this cohort 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.

4.6.4 Pupils classed as severely absent will miss at least 617 hours of schooling over a year unless it is addressed and improved.

4.6.5 The attendance of all pupils at our school is monitored to identify children who are PA, or are at risk of becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support.

4.6.6 If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court.

4.6.7 Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

4.7 Leave of Absence

4.7.1 We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At

Lockwood Primary School, leave of absence is only granted at the discretion of the **Headteacher** and shall not be granted unless there are 'exceptional circumstances'. Lockwood Primary School will respond to all applications for leave of absence in writing.

- 4.7.2** Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix). Lockwood Primary School will treat each application individually and discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.
- 4.7.3** When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.
- 4.7.4** Lockwood Primary School will not arrange, prepare and distribute work for pupils to complete during periods of unauthorised absence.
- 4.7.5** Medical Appointments and absence due to illness
- 4.7.6** Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must be collected by an adult who must sign the pupil out at the school office. No pupil will be allowed to leave the school site without parental confirmation.
- 4.7.7** In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents and carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.
- 4.7.8** Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent or carer. We will invite parents to attend a school-led Attendance Support Panel as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the school nursing service or to liaise with the child's healthcare professional.¹
- 4.7.9** Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with the DfE guidance Supporting pupils with medical conditions at school.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

We will also consider whether an Individual Healthcare Plan is required.

¹ This is in accordance with the NSCP [Joint Protocol between Health Services & Schools in respect of the management of pupil absence from school when medical reasons are cited](#)

4.8 Pupil Absence for the purposes of Religious Observance

- 4.8.1** Lockwood Primary School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

4.9 Gypsy, Roma and Traveller pupils

- 4.9.1** Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. We recognise that there are many complex and interwoven factors that may influence the educational attainment of GRT pupils. At our school, we have high expectations of all pupils, regardless of their background whilst recognising the lifestyle and cultural traditions of GRT communities.
- 4.9.2** In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil who is a mobile child²² and is unable to attend school because:
- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
 - that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
 - if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted
- 4.9.3** This provision applies only when the family has no fixed abode and are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.
- 4.9.4** When a family is trading or otherwise conducting their business in or around Norfolk, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Lockwood Primary School will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended Lockwood Primary School in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at Lockwood Primary School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.
- 4.9.5** To ensure we can effectively support all our pupils, we ask that parents:
- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
 - Inform the school regarding proposed return dates.

5 SCHOOL PROCEDURES

5.1 Register Keeping and Recording

- 5.1.1** The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:
- Present;
 - Absent;
 - Present at approved educational activity; or

²² A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

- Unable to attend due to exceptional circumstances.

5.2 Expected absence procedure for parents:

5.2.1 A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

5.2.2 If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence as early as possible and always before 9.10am when our register closes.
- Parents should telephone the school office on 01287 650238 and press '2' to report a pupil absence or '3' if they wish to speak to a member of the office staff, however the office may be unmanned at this time.
- Contact the school on every further day of absence, again before 9.10am
- Ensure that your child returns to school as soon as possible.

5.2.3 If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.10am and where no reason for absence is known. We will telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will try additional contact telephone numbers, send message using the eSchools communication software, send letters home and, a home visit may be made, in the interests of safeguarding.

5.2.4 Where a pupil has a social worker or youth offending team worker We will also inform them where there are unexplained absences from school in line with statutory requirements. We will also inform social workers and youth offending team workers if their name is to be deleted from the school register.

5.3 Late Arrival at School (Punctuality)

5.3.1 Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

5.3.2 At Lockwood Primary School all pupils are expected to arrive on time for every day of the school year. The school day begins at 8.40am. We advise all parents to ensure their child is on site prior to this. Classroom doors close and the school register will be taken at 8.45am. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign their child in and provide a reason for their absence. If their arrival is before 9.10am it will be recorded as late - L code (Late before the close of register).

5.3.3 The school register will officially close at 9.10am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with a member of the Senior Leadership Team, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good class and individual punctuality.

5.3.4 Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

5.4 Support for Pupils and Parents

5.4.1 At Lockwood Primary School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

5.4.2 We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

5.4.3 Strategies we may use to support you include:

- Let you know if your child's attendance or punctuality is causing a concern.
- Offer you the chance to discuss any attendance issues informally with your child's teacher or another member of staff.
- Arrange a meeting so that you may discuss the situation with our Headteacher.
- Offer free or reduced cost access to our wraparound care provision before or after school
- Create a personalised support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child
- Offer signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment & Plan with you
- Refer the matter to an external agency for multi-agency support, or consult with the Multi Agency Children's Hub (MACH) or the police, where there are safeguarding concerns
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate)
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions

5.4.4 To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

6 ATTENDANCE REWARDS & INTERVENTIONS

6.1 The school's values include that 'every minute is a learning minute' and encourage children to see that learning is a reward in itself for attitude, effort, perseverance and attendance. The school will recognize but not reward 100% attendance as for most children, negotiating a whole year at school without any time off for medical or illness reasons is unachievable. Pupils will know that the attendance target for them over a school year is at least 96%

6.2 The school may choose to have a 'heightened focus' on attendance for a shorter period during the year where individuals and classes can achieve rewards for improved or 100% attendance within this period. Such rewards may include certificates and stickers, raffle entry tickets, extra play times or class trophies.

6.3 The school's approach to each attendance band is shown below:

Percentage Attendance	Equivalent days absent per year	Attendance Classification	Support & Intervention
96% to 100%	0 to 7½ days	Excellent	Recognition to both pupils and parents from school for reaching and maintaining school target for attendance
92% to 96%	8 to 15 days	Working towards school target	<ul style="list-style-type: none"> • Attendance shared with parents/carers • Steps to achieve school target outlined • Offer of informal discussion/support • Outline of possible action if improvement not made • Recognition and reward for improvements
90% to 92%	15½ to 19 days	In danger of becoming persistently absent	<ul style="list-style-type: none"> • Letter 1 – Notification of concerns • Attendance monitoring initiated • Offer of informal meeting/discussion • Short-term action plan considered • Home visits • Consideration of reasonable adjustments • Outline of possible action if improvement not made • Recognition and reward for improvements
50% to 90%	19½ to 95 days	Persistently Absent	<ul style="list-style-type: none"> • Letter 2 – notification of PA status • Attendance monitoring initiated (if not already) • Formal meeting with Attendance Champion or member of SLT • Attendance action plan • Attendance contracts • Consideration of reasonable adjustments • Proof of medical appointments required • Referral to RCBC Attendance and Welfare Service • Notice to Improve • Penalty Notices • Referral to Early Help Services • Referral to Children's Social Care • Prosecution or Parenting Order
Below 50%	More than 95 days	Severely Absent	<ul style="list-style-type: none"> • Letter 3 – notification of SA status • Attendance monitoring initiated (if not already) • Formal meeting with Attendance Champion or member of SLT • Attendance Action Plan • Proof of medical appointments required • Referral to RCBC Attendance and Welfare Service • Notice to Improve • Penalty Notices • Referral to Early Help Services • Referral to Children's Social Care statutory services • Prosecution or Parenting Order

Lockwood Primary School Attendance Banding and Approach to Support

7 PART-TIME TIMETABLES

- 7.1** All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.
- 7.2** In line with national and local guidance, the school will notify the Redcar & Cleveland Borough Council School Attendance and Welfare Service of all part-time timetables as soon as a plan has been agreed.

8 SCHOOL ATTENDANCE AND THE LAW

- 8.1** The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.
- 8.2** Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.
- 8.3** A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

9 NATIONAL FRAMEWORK FOR PENALTY NOTICES

- 9.1** There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.
- 9.2** Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.
- 9.3** For more information, see the Redcar & Cleveland Penalty Notice Code of Conduct available on the Redcar & Cleveland Borough Council website and via the school office:
<https://www.redcar-cleveland.gov.uk/schools-and-education/school-attendance-and-welfare-service/legal-action-to-enforce-school>
- 9.4** There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."
- 9.5** We will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

10 DELETIONS FROM THE REGISTER

- 10.1** At Lockwood Primary School we will only add and delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving and transition work undertaken with the child's new school if applicable..
- 10.2** At Lockwood Primary School we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information
- 10.3** We follow Redcar & Cleveland Borough Council Child Missing in Education procedures and will inform the local authority of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.
- 10.4** Lockwood Primary School will follow Redcar & Cleveland Borough Council Child Missing in Education procedures when a pupil's whereabouts is unknown. The school will carry out joint enquiries with Redcar & Cleveland Borough Council to establish the whereabouts of the child.
- 10.5** If a parent or carer elects to home educate their child, we will only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and the Local Authority in which the child lives will be informed of the removal from roll as outlined above.

11 RELATED POLICIES

- 11.1** To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- Safeguarding and Child Protection Policy
- Supporting Children with Medical Needs Policy
- Admissions Policy
- Behaviour Policy
- Special Educational Needs Policy
- Teaching and Learning Policy
- Equality and Diversity Policy
- Exclusions Policy

Copies of these policies are available via the school office.

11.2 STATUTORY FRAMEWORK

- 11.2.1** This policy has been devised in accordance with the following national legislation and guidance:

- [Working together to improve school attendance, DfE \(August 2024\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Keeping children safe in education, DfE \(September 2023\)](#)
- [Working together to safeguard children, DfE \(December 2023\)](#)

- 11.3** This policy also refers to local guidance and procedures

- 11.3.1**
- [Leave of Absence Policy, RCBC \(July 2024\)](#)
 - [Penalty Notice Code of Conduct, RCBC \(July 2024\)](#)
 - [Elective Home Education](#)

Appendix 1: Leave of absence request form

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME		
<p>Important information for parents – please read before completing this form</p> <p>The Department for Education's Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is very unlikely a leave of absence will be granted for a family holiday as the Government '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'.</p> <p>Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.</p> <p>Our aim is for every pupil's attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child's attendance, please contact Miss S Langley in the school office in the first instance.</p>		
<p>I have read the above information and wish to apply for leave of absence from school for (please list all children currently at the school)</p>		
Full Name	Date of Birth	Class

PARENT/CARER DETAILS (please list all parents)			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			

OTHER SIBLINGS Please provide the name of any other siblings and the school that they attend		
Child's Full Name	Date of Birth	School

DETAILS OF THE ABSENCE					
Date of First day of absence:				Date of last day of absence:	
Total Number of days absent:				Expected date of return to school:	
Please provide the reason for this request including supporting evidence:					
Please read the following statement and sign to indicate you understand this: I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/children's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child. I have read and understood Lockwood Primary School's Attendance Policy I have read and understood Redcar & Cleveland Borough Councils' Penalty Notice Code of Conduct information regarding penalty notices for absence from school and the action they may take.					
Signed:				Full name:	
				Date:	
Signed:				Full name:	
				Date:	

To be completed by the school:			
Date request received by the school:		Total number of days requested:	
Child's Name:		Authorised	Declined
Reason for school's decision:			
In the case of a term time holiday please confirm which parent(s) took the holiday:			
Headteacher:			
Signed:		Date:	