



# Attendance and Absence Policy

At Greasley Beauvale Primary and Nursery School, the Governors recognise the importance of ensuring equal opportunity for all children and adults. The Governors will continue to ensure that this is an essential element of all school policies and actions.

The right to develop, learn and work in an environment free from discrimination is implicit in our school's ethos and embodied in its Vision.

## ***Our Vision:***

At Greasley Beauvale Primary and Nursery School, our vision is for everyone to **reach their true potential, nurture their talents** and foster a personal **love of learning** through a **safe, engaging and challenging curriculum. We take notice of each other** and **strive to be healthy and happy in body and mind.** We **champion physical, emotional and mental wellbeing** to **promote the best outcomes for everyone** to **build a healthy future together.**

**At Greasley Beauvale Primary School, you are “Learning for Life” to “Paint Your Own Rainbow”**

This latest update of this policy was written in May 2024. The Full Governing Body approved it remotely through the School Bus.

Nominated staff member responsible for policy: Mrs Tracy Salisbury (Attendance Officer)

Next review date: July 2026

Signed: *P. O'Neil* *Tracy Salisbury* (Co-Chairs) Date: September 2024

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## Statement of intent

Greasley Beauvale Primary and Nursery School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school. Therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

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 and carers.
- Intervening early and working with other agencies.
- 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.

The school's attendance officer is Mrs Tracy Salisbury, and can be contacted via email at [tsalisbury@greasley.notts.sch.uk](mailto:tsalisbury@greasley.notts.sch.uk) or by telephone on 01773 712128.

Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

### 1. Legal framework

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

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

- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Children Missing Education Policy
- Home Visit Policy
- Pupils with Additional Health Needs Attendance Policy
- Parent and Carer Code of Conduct
- Home-School Communication Policy

## **2. Roles and responsibilities**

### **The Full Governing Body 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 Senior Leadership Team (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 school's Complaints Procedures Policy.
- Having regard to Keeping Children Safe In Education (KCSiE) when making arrangements to safeguard and promote the welfare of children.
- Ensuring there are Children Missing or Absent from Education arrangements in place and that these are regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance

### **The Head Teacher is responsible for:**

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- 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.
- Supporting the Attendance Officer in managing and monitoring attendance; including any communication and/or meetings with parents and carers where needed.

### **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 (ATTEND).
- Developing a relational approach with parents and carers (including being the positive link between school staff) as relationships can be key to improving 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.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

**Pupils are responsible for:**

- Arriving punctually to school.
- Following any support provided by the school to improve attendance.

**Parents and Carers 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 in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

### **3. Definitions**

The following definitions apply for the purposes of this policy:

**Absence:**

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

**Authorised absence:**

- 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

#### **Unauthorised absence:**

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed at 9:30am
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

#### **Persistent absence (PA):**

- Missing 10 percent or more of schooling across the year for any reason. This equates to 19 school days.

#### **Children Absent (or Missing) from Education**

- Not registered at a school and not receiving suitable education in a setting other than a school
- In the context of **Keeping Children Safe in Education (KCSIE) 2023**, the term "missing from education" has been updated to "children who are absent from education." This change emphasises the **safeguarding risks** associated with children who are repeatedly absent or absent for prolonged periods. Such absence can be a warning sign of various safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation

## **4. Attendance expectations**

The school has high expectations for pupils' attendance and punctuality, and ensures 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**. All pupils should be in their classroom, ready to begin lessons at this time. The classroom doors will be open from **8:45am**. The registers are taken at 8:55am and submitted to the office.

Registers will be taken as follows throughout the school day:

- The morning register will be taken at 8:55am. Anyone arriving to school after this time, should report to the school office to be signed into school by their parent/carer.
- Pupils will receive a late mark (L) if they arrive at school between 8:55am and 9:30am. A late mark does not affect the attendance percentage.
- The morning register officially closes at 9:30am. Anyone arriving at school after this time, without an acceptable reason, will receive a 'late after registers close mark' (U). This is an unauthorised absence mark and will affect their attendance percentage.
- The register will be taken again at 1:00pm. Pupils will receive a late mark if they arrive at school after this time.

## 5. Absence procedures

Parents will be required to inform school as soon as possible 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. An absence can be reported by calling school and leaving a message on the absence line, reporting the absence on the Weduc app or by calling the school office during opening hours.

Where a pupil is absent, and their parent has not contacted the school by 9:30am to report the absence, the attendance lead will contact the parent/carer on the first day they are absent.

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 on the register.

Where a pupil is absent for more than **three** school days in a row, the attendance lead will contact the parent/carer to ascertain when the child is expected to return to school.

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 or where there has been a large number of absences due to illness reported.

In the case of Persistent Absenteeism, arrangements will be made for parents to speak to the attendance lead and Head Teacher. The school will inform the LA, on a **termly** basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation.

## 6. Attendance register

The school uses Scholarpack 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.
- Receiving an authorised or unauthorised absence mark.
- Late or on time.

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

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed

- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

When the school has planned to be fully or partially closed, the code '#' will be used.

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

Any absence codes will be recorded in the register by a member of the office team and will include, in the notes, the reason for the absence.

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

## 7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. Together, the Attendance Officer and Head Teacher will handle all requests for absence. The decision to grant or refuse the request will ultimately be at the sole discretion of the Head Teacher, taking the best interests of the pupil and the impact on the pupil's education into account. The Head Teacher's decision is not subject to appeal.

However, if the parent and carer wishes to make a complaint then the Complaints Procedure should be followed.

## **Leave of absence**

The Head Teacher is **unable** to authorise holidays taken during term time apart from those taken in exceptional circumstances.

In order to have requests for a leave of absence considered, the school will expect parents and carers to complete a 'leave of absence' form at least **four weeks** prior to the proposed start date of the leave of absence. These can be submitted on the Weduc app or by completing a paper copy that can be collected from the school office. Parents and carers should provide the dates and the reason for the absence.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where a child's attendance is already at a level causing concern, a telephone conversation maybe had with the parent or carer to discuss the impact of further absences.

Where the absence is granted, the Head Teacher will determine the length of time that the pupil can be away from school. The school will not grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where the child's attendance level is already a cause for concern
- That the leave of absence will mean that a pupil would be absent for more than 5 school days (in total) during the academic year

If term-time leave is not granted, and the leave is taken, the absence will be recorded as an unauthorised absence. This could lead to a referral to the Family Service through the Early Help Assessment Team and may result in a penalty notice. The school cannot grant leaves of absence retrospectively. Therefore, any absences that are not approved by the school in advance will be marked as unauthorised.

When a leave of absence request is received, an email, confirming receipt of the letter and whether the absence is agreed or not will be sent to the parent/carers. (Appendix G).

If the absence would mean that the number of unauthorised absences reaches the threshold of 10 sessions (5 days) over a 10 school week period, the school will consider requesting for a penalty notice to be issued. If it is decided that a penalty notice is to be issued the parent or carer will be notified in writing.

## **Illness and healthcare appointments**

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment and not a full day or half-day absence.

If a child has an appointment during the school day and either arrives late or is collected early, proof of the appointment will be required. If this is not provided, the absence may be recorded as unauthorised.

## **Performances and activities, including paid work**

If a child is required to be absent during the school day to take part in performances, certain sporting or other activities, on an adhoc basis, parents and carers must inform the school in advance of the absence, in writing. The Head Teacher will make a decision as to whether the absence will be authorised or not and this will be communicated to the parent or carer.

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education. The LA will ensure that the arrangements are suitable for the pupil before approving these arrangements.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where the LA has granted a licence and it specifies the dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and the LA has approved it, it is at the discretion of the Head Teacher to authorise the leave of absence for each day. The Head Teacher will not authorise any absences that would mean that a pupil's attendance would fall below **95%**. Where a licence has not been obtained, the Head Teacher will not authorise any absence for a performance or activity.

## **Religious observance**

Parents will be expected to request absence for religious observance at least **four weeks** advance.

The school will only accept absence request on the grounds of religious observance for days that are exclusively set apart by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

## **Gypsy, Roma and Traveller absence**

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least **four weeks** in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

## 8. SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult. If school is concerned about the barriers to attendance, the attendance lead, along with another adult who is involved with the child (e.g. Class Teacher, SENDCO) will arrange to meet with the parent/carer and child to begin the ATTEND framework process.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made to reduce barriers to attendance in line with any Education Health Care Plans (EHCP) or Provision Maps that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate (e.g. The Schools Behaviour and Attendance Partnership – SBAP).

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents and carers will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the Designated Safeguarding Lead (DSL) and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.
- Ensure that they keep good lines of communication open with the parents or carers (and in some cases the child).

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Considering a part-time timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and break times.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.

- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.
- Other possible 'reasonable adjustments' that can be discussed with the Head Teacher, SENDCo, Attendance Officer, Behaviour lead, Early Help Lead and Mental Health lead (depending on the need or potential barrier).

## **9. Leave during lunch times**

Parents and carers can request permission to take their child home at lunchtime. It is at the Head Teacher's discretion as to whether or not a pupil will be allowed to leave the premises.

Parents should submit a written request, outlining the reasons for their child to leave the premises during lunchtime. The Head Teacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision.

The lunchtime hours are 12pm-1pm (11.45am-12.15pm for Rainbows Nursery). Parents will be required to meet their child at the school office at the start of lunchtime to sign them out of school and will be expected to be back in school for the afternoon register. If they arrive back to school after the register has been taken they will receive a late mark.

The Head Teacher reserves the right to withdraw their permission at any time. Any decision to withdraw permission will be in writing, explaining the reasons for the decision. If permission is withdrawn, parents will not be entitled to appeal the decision.

## **10. Truancy**

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

## **11. Absent pupils (Children absconding from school)**

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the absent pupil will inform the Head Teacher immediately
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Head Teacher
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.

- Parents will be informed immediately that their child may have absconded from school and the course of action being taken (and next steps).
- The school will attempt to contact parents using the emergency contact numbers provided
- Parents will be notified of their personal responsibilities for their child if the child has left the grounds, whilst still being supported by school and staff where possible.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The absent pupil's teacher will record the incident on CPOMS.
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well and to establish the reason or trigger that led to the child to abscond.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The Head Teacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.

The Head Teacher will carry out a full investigation and the outcome will be recorded on CPOMS. Policies and procedures will be reviewed where necessary.

## **12. Attendance intervention**

In order to ensure the school has effective procedures for managing absence, and avoiding a child becoming classed as persistently absent (PA), the attendance officer, supported by the Head Teacher and appropriate members of the Senior Leadership Team (SLT), will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Contacting parents and carers when their child has had 5 days of absence
  - Engaging with LA attendance teams.
  - Consider using fixed penalty notices.

The school will use attendance data, in line with the 'Monitoring and analysing absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

The school will acknowledge outstanding attendance and punctuality in the following ways:

- Certificates sent by email to parents and carers of those children who have had fewer than 5 days of absence (to date) up to the end of the Autumn and Spring terms.
- Certificate and badge given to pupils at the end of the academic year. Bronze (above 96%, equal to less than 8 days of absence) Silver (above 97%, less than 5 days of absence), Gold (above 98%, less than 4 days of absence).

The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g. by setting individualised targets.

### **13. Working with parents to improve attendance**

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance.

The school will ensure that there are at least two sets of emergency contact details for each pupil, wherever possible, to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education. Parents will be made aware that this means their child must attend school every day that it is open, except for in certain circumstances, e.g. sickness or absences that have been authorised by the Head Teacher in advance. The school will regularly inform parents and carers about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly (ATTEND). The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the Head Teacher and any relevant school staff, e.g. the DSL, Behaviour and Anti-Bullying Lead and SENDCO, to address this. Where the barriers are outside of the school's control, e.g., they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, and will encourage parents to access support that they may need.

### **14. Persistent absence (PA)**

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- Looked After Children (LAC)
- Young carers
- Pupils who are eligible for Free School Meals (FSM)
- Pupils with English as an Additional Language (EAL)
- Pupils with Special Educational Needs and Disabilities (SEND)
- Pupils who have faced bullying and/or discrimination
- Pupils who face difficulties with Social Emotional and Mental Health needs (SEMH)

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Meeting with parents and carers and pupils to discuss patterns of absence, barriers to attendance (ATTEND), and any other problems they may be having.
- Consider a home-school agreement with parents and carers, which they must sign, to help improve attendance.
- Establishing plans to remove barriers and provide additional support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or Provision Map may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

## 15. Penalty notices

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance. Where engagement strategies to improve attendance have not had the desired effect the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions (5 days) of unauthorised absence in a rolling period of 10 school weeks, the school will consider issuing a penalty notice. This includes pupils with unauthorised absences for holidays/day trips. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

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.

## **16. Legal intervention**

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance. However, where engagement strategies to improve attendance have not had the desired effect the attendance officer will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the Head Teacher will consider issuing a fixed penalty notice in line with the LA's code of conduct.

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.

### **Education Supervision Orders (ESOs)**

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent/carer and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

## **17. Monitoring and analysing absence**

The attendance officer, using an 'Escalated Days Approach' (Appendix I) will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address signs of unusual patterns or high level of absence and to reduce the risk of a child becoming classed as persistently absent (PA).

The school will collect data regarding punctuality 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 attendance data on a half-termly basis to identify areas of concern. This will include identifying, for each group:

- Any patterns
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The Attendance Officer will provide regular reports to the Head Teacher, to review and to agree on the next steps. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions put in place.

The Attendance Officer will provide termly reports to the governing body to review attendance data.

## **18. Training of staff**

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially 'at-risk' pupils as part of their induction and refresher training.

Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The attendance officer and other staff with specific attendance functions in their role will attend relevant training including interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance (ATTEND) to enable them to support staff and pupils in school.

Staff will be made aware that an increase in absence from school could indicate a safeguarding concern and any concerns should be brought to the attention of a DSL immediately.

## **19. Attendance Monitoring Procedures**

**Greasley Beauvale Primary and Nursery School** has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard

1. The Attendance Officer monitors the registers daily to identify any areas of concern or any patterns. If anything is identified, this is brought to the attention of the Head Teacher to agree any possible interventions.

2. Once registers have closed at 9:30am, and if not already notified, the Attendance Officer will contact the parents and carers of any pupils who have been marked absent (N) to establish the reason for the absence and to ensure that the correct code is used in the register. If a reason is not provided, the pupil will receive an unauthorised absence mark.
3. The Attendance Officer reviews attendance data half-termly. The data is compared, where necessary, to attendance levels from the previous half term to see if there has been any decline. This is shared with the Head Teacher to decide on the cause of action.
4. If a pupil's has had 5 days of absence, for any reason, an email will be sent to the parents to let them know that their child's attendance is at a level beginning to cause concern. The letter also has an attached leaflet outlining how parents can work with the school and their child to improve attendance. (Appendix A).
5. If a pupil in one of our Reception or Nursery classes (under 5 years old) has been absent for 5 days for any reason, an email will be sent to the parents and carers notifying them that their child's attendance is beginning to cause concern. (Appendix E) If attendance continues to decline, parents will be contact to discuss the issues and if necessary, a support plan put in place.
6. If a pupil has an unusually high levels of absence due to illness and/or medical appointments a letter will be sent informing the parent/carer that any future absences for this reason will be recorded as unauthorised if supporting evidence is not provided. (Appendix F)
7. If a pupil's attendance continues to decline, and they have been absent for 8 days or more, a second letter will be sent home explaining that the pupil's attendance is now being monitored over a 6-week period. (Appendix B)
8. If attendance does not improve, and the pupil has had 12 days or more of absence, parents will be invited to meet with the Attendance Office and Head Teacher to discuss the issues and to begin the ATTEND process to identify and address any barriers. (Appendix C)
9. If parents and carers do not engage with the school, and there is no improvement, a letter will be sent informing them of the concerns and that a referral to the Family Service, through the Early Help Assessment Form (EHAF), as part of Education Enforcement, is to be made and that this may result in a fine (Appendix D)
10. If a pupil's attendance improves when they have previously had a poor level of attendance a letter is sent home to congratulate the pupil and their parents on improving attendance. (Appendix I)

## **20. Monitoring and review**

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **96%**

This policy will be reviewed **bi-annually**. The next scheduled review date for this policy is **May 2026**

Any changes made to this policy will be communicated to all relevant stakeholders.

## **Appendices**

Appendix A: Message to parents when a child has been absent for 5 days.

Appendix B: Letter B. When attendance continues to fall and the pupil has been absent for 8 days or more.

Appendix C: Letter C. When there is no improvement in attendance, and the child has had 12 or more days of absence. ATTEND is offered.

Appendix D: Letter D. Referral letter when a pupil has been absent for 16 days or more.

Appendix E: Message to Reception children parents when their child has been absent for 5 days or more.

Appendix F: Medical and appointment letter for those with poor attendance and a high level of absences reported for illness and/or appointments.

Appendix G: Message to parents regarding an unauthorised absence request

Appendix H: Penalty notice letter for leave of absence taken during term time.

Appendix I: Letter to parents congratulating them on improved attendance.

Appendix J: Escalated Days Approach

## **Appendix A**

### **Weduc message sent to parents and carers when their child has been absent for 5 days**

Dear Parent and Carer,

We are writing to let you know that, the attendance records show that PUPILS NAME's has been absent from school for at least 5 days this academic year and their attendance has dropped to PERCENTAGE%.

We understand that absences due to illness or medical appointments are sometimes unavoidable with young children, and we do not expect any child to be in school if they are unwell. However, even having an occasional day of absence can have a negative impact on their attendance and their educational progress. In addition to this, school absences can also interfere with your child developing friendships, social skills, values and life skills.

We would appreciate your help in supporting your child to attend school every day, where physically possible, so that they can get the best possible outcomes. We understand that every family's situation is unique, and are here to provide support where necessary. If your child has an ongoing medical condition or there are other reasons that may be causing additional or unusual absences, please contact us to discuss the issues. If needed, a plan can be put in place to support you and PUPILS NAME.

If you would like to discuss PUPIL NAME attendance or anything else relating to the policy, please do not hesitate to contact us.

Yours sincerely

Mrs Tracy Salisbury & Mrs Michelle Bates

Attendance Lead      Head Teacher



**Greasley Beauvale Primary School**

**Head Teacher – Michelle Bates**

## **APPENDIX B-LETTER B**

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DATE

Dear Parent and Carer of PUPIL NAME, CLASS

We are writing to express our concern regarding your child's recent level of absence from school. Pupil's name has so far been present for only % of school days this academic year.

Since the start of the academic year, your child has had NUMBER absences, which includes NUMBER sessions of unauthorised absence due to a holiday taken during term time.

Having a good level of attendance ensures that your child has the opportunity to achieve the best possible academic progress that they can. The wellbeing and educational progress of our pupils is our priority, and we believe that your child's regular attendance is hugely important in enabling them to succeed at school. Due to the absences taken this academic year, your child will be unlikely to achieve 95% attendance by the end of year and as such is at risk of not achieving the expected academic progress and attainment. In addition, school absences can also interfere with your child developing friendships and important social skills and values.

Due to the level of PUPIL's absence, we will be monitoring their attendance over a 6-week period (excluding school holidays) for further sessions of unauthorised or unusual absence. Any further episodes of unauthorised absence may result in a referral to the Family Service through the Early Help Team and a penalty notice may be issued.

We would appreciate your help in supporting PUPIL to attend school every day so that they can get the best possible outcomes and have the opportunity to develop important skills. We believe that working together is the best way to achieve this. Please see attached a leaflet regarding how we can work together to help improve attendance.

If you would like to discuss your child's attendance or anything else relating to the policy, please do not hesitate to contact us.

Yours sincerely

Mrs Tracy Salisbury & Mrs Michelle Bates

Attendance Lead

Head Teacher



## Greasley Beauvale Primary School

Head Teacher – Michelle Bates

### APPENDIX C-LETTER C

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DATE

Dear Parent and Carer of PUPIL NAME, CLASS

We have written to you previously regarding concerns we have with PUPIL NAME attendance.

Since writing to you, your child's attendance has continued to decline and is now at a level causing serious concern. PUPIL NAME attendance is currently at % and they have been absent for DAYS this academic year.

The wellbeing and educational progress of our pupils is our priority, and we believe that your child's regular attendance is hugely important in enabling them to succeed at school. Due to the absences taken this academic year, your child will be unlikely to achieve 95% attendance by the end of year and as such is at risk of not achieving the expected academic progress and attainment. In addition, they are also missing time with their peers socially and their educational routine and structure is being affected.

As your child's attendance has continued to decline, their attendance will be monitored for a further 6- weeks. We would also like to invite you to meet with us to begin the ATTEND process. This is a collaborative approach where we work together to see if we can identify the barriers to attendance. Once identified, this will help to focus the support in the right area to help address the barriers, and in time, help improve their attendance. Please contact the school to arrange an appointment for us to meet as soon as possible.

If we do not hear from you, or your child has any further sessions of unauthorised absence, we may need to make a referral to the Family Service, through the Early Help Assessment Team, as part of Education Enforcement. This is an external team to school and may result in a penalty notice.

We would appreciate your help in supporting PUPIL to attend school every day so that they can get the best possible outcomes and have the opportunity to develop important skills. We believe that working together is the best way to achieve this.

Yours sincerely

Two handwritten signatures are shown side-by-side. The signature on the left is for Michelle Bates and the one on the right is for Tracy Salisbury.

Mrs Michelle Bates & Mrs Tracy Salisbury

Head Teacher

Attendance Lead



## Greasley Beauvale Primary School

Head Teacher – Michelle Bates

### APPENDIX D-LETTER D

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DATE

Dear Parent and Carer of PUPIL NAME, CLASS

We have written to you previously regarding concerns we have with PUPIL NAME attendance.

In reference to the letter we sent to you dated DATE, we are writing to inform you that, due to the continued unauthorised absences and the decline of your child's overall attendance, we will be making a referral through the Early Help team.

PUPILS NAME attendance is currently at % which continues to cause serious concern. Since the start of this academic year, PUPIL has had a total of NUMBER sessions (NUMBER days) of unauthorised absences. Please see attached a copy of their attendance record.

A referral will be made today to the Early Help team for enforcement action and you should be aware that this may lead to court proceedings and a possible fine due to his/her level of attendance.

The Early Help team are external to the school and they will be in contact with you direct regarding the referral.

Yours sincerely

Two handwritten signatures are shown side-by-side. The signature on the left is 'Michelle Bates' and the signature on the right is 'Tracy Salisbury'.

Mrs Michelle Bates & Mrs Tracy Salisbury

Head Teacher

Attendance Lead

## **Appendix E**

### **Weduc message sent to parents and carers of Reception children whose attendance has fallen below 95%.**

Dear Parent and Carer

As part of our monthly attendance review, we have noticed that your child's attendance has fallen to XXXX. Please see enclosed a copy of their attendance record.

Although your child is currently in one of our Reception classes, and we are aware as per our Admissions Policy that children do not have to be in school until the term after they turn 5 years old, we felt that we should make you aware that your child's attendance is now at a level which is causing concern. Should your child be in year 1 (or above), this level of attendance would trigger our attendance management process and further intervention.

We do understand that absences due to illness are sometimes unavoidable and we do not expect your child to be in school when they are not well enough. However, we do feel that it is important that your child achieves a good level of attendance and that holidays, and routine medical appointments, during term time, are avoided where possible. Even having an occasional day of absence can have an adverse effect on their educational progress and can impact your child developing friendships, social skills and life skills.

We understand that every family's situation is unique, and are here to provide support where necessary. If your child has an ongoing medical condition or there are other reasons that may be causing additional or unusual absences, please contact us to discuss the issues. If needed, a plan can be put in place to help support you and PUPILS NAME.

If you would like to discuss your child's attendance or anything else relating to the policy, please do not hesitate to contact us.

Yours sincerely

Mrs Tracy Salisbury & Mrs Michelle Bates

Attendance Lead      Head Teacher



**Greasley Beauvale Primary School**

**Head Teacher – Michelle Bates**

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## **APPENDIX F-MEDICAL/APPOINTMENT LETTER**

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DATE

Dear Parent and Carer of PUPIL NAME, CLASS

We are writing to express our concern regarding your child's recent level of absence from school. Pupil's name has so far been present for only % of school days this academic year and their record shows that they have a high level of absences due to illness or medical appointments. Please see a copy of their attendance record.

We understand that absences due to illness or medical appointments are sometimes unavoidable. However, even having an occasional day of absence can have an adverse impact on their attendance and also their educational progress as well as interfering with them developing friendships and important social skills and values

Due to the level of PUPIL's absence, and the high level of reported absences for illnesses and/or appointments, we now require you to provide us with a doctor's note or an appointment card/letter for any further absences of this nature. Unfortunately, if these are not provided, the absence will be recorded as unauthorised.

If your child has an ongoing medical condition or there are other reasons that are causing additional or unusual absences, please contact us so that we can discuss the issues. If necessary, we can put a plan in place to help support you and your child.

We would appreciate your help in supporting PUPIL to attend school every day so that they can achieve the best possible educational outcomes (progress and attainment) and have the opportunity to develop important skills. We believe that working together is the best way to achieve this.

If you would like to discuss your child's attendance or anything else relating to the policy, please do not hesitate to contact us.

Yours sincerely

Mrs Tracy Salisbury & Mrs Michelle Bates

Attendance Lead

Head Teacher

## Appendix G

### **Weduc message sent to parents and carers of for unauthorised term-time absence request.**

Dear Parent and Carer

Child's name(s):      Dates Requested: DATES (NUMBER days)

Dear Parent and Carer

I have received your application for leave of absence during term time due to REASON. In line with our attendance policy, we are unable to authorise this absence as we do not feel that this meets the exceptional circumstances criteria.

CHILD's attendance is currently at % which includes, to date NUMBER sessions (NUMBER days) of unauthorised absence.

The wellbeing and educational progress of our pupils is our priority, and we believe that your child's regular attendance is hugely important in enabling them to succeed at school. Should you choose to take your child out of school on these dates, they may not achieve the national average of 96% attendance for this academic year and, as a result, may not achieve the expected educational outcomes (both attainment and progress). The absence may also interfere with your child developing friendships and important social skills and values.

This leave of absence will be recorded as unauthorised on your child/ren's attendance record. Unauthorised absences of 5 days/10 sessions for the purpose of a family holiday can lead to you being issued with a penalty notice fine of up to £160 for each child and can be issued to both parents. In addition, in some circumstances, the local authority may decide a prosecution is more suitable (for example lengthy or repeated leave of absence periods or where a parent/carer has already been issued two penalty notice fines for CHILDS NAME)

Please note that should you choose to take your child/children out of school for the period stated above, a request to the local authority for a penalty notice to be issued will be made.

Yours sincerely

Mrs Michelle Bates & Mrs Tracy Salisbury  
Head Teacher      Attendance Lead



**Greasley Beauvale Primary School**

**Head Teacher – Michelle Bates**

## **APPENDIX H-PENALTY NOTICE LETTER**

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Dear Parent/Carer of CHILD NAME

On (Date) we wrote to you to explain that the school would not authorise (child name) absence from school for ..... days for a holiday. We also informed you that this could lead to a Penalty Notice being issued to you.

As you chose to take your child out of school from DATE to DATE (Number of sessions and days) I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice due to the number of unauthorised absence sessions meeting the threshold of 10 sessions/5 days or more. A penalty notice fine of up to £160 for each child, to both parents, can be issued.

Please note that in some circumstances the local authority may decide a prosecution via Magistrates court is more suitable, for instance lengthy or repeated leave of absence periods. This would include circumstances where a parent/carer has already had two fines for (child's name) over a 3-year rolling period.

Should you wish to discuss any of the above, please do not hesitate to contact the school.

Yours sincerely

Mrs Michelle Bates & Mrs Tracy Salisbury  
Head Teacher                  Attendance Lead

## **Appendix I**

### **Appendix I- Weduc message congratulating pupils and parents for improvement to attendance**

Dear Parent and Carer,

We are writing to you to congratulate you and your child, PUPIL, on the improvement to their attendance this term.

Over the past few months, we have seen a significant and positive change in [Child's Name]'s attendance record. Regular attendance is a crucial factor in academic success, and this improvement reflects the hard work and dedication that both of you have invested.

The improvement in their attendance will have a positive effect on PUPIL'S academic performance, social development, and overall school experience. In addition, attending school regularly helps students to stay connected with their peers and to gain important life skills.

We are so proud of PUPIL and we really appreciate the support you have given to PUPIL, and to the school, in helping them to attend school regularly. Your support and involvement are vital to their success, and we are confident that this trend of improved attendance will continue

Please feel free to contact us at any time should there be anything we can do to support you and PUPIL in the future.

Congratulations once again and thank you for your ongoing support.

Yours sincerely

Mrs Tracy Salisbury & Mrs Michelle Bates

Attendance Lead      Head Teacher



# Attendance - Escalated Days Approach

## Whole School

Greasley Beauvale are committed to providing a welcoming environment for all children to gain a sense of belonging to enable to them to progress through regular attendance at school.

## 5 Days absent

Stage 1 - Email sent to parents to inform them that their child's attendance has triggered the first stage of attendance management procedures

Attendance Officer to monitor any patterns of absence

## 8 Days absent

Attendance begins to cause concern.

Stage 2 (Letter B) sent to parents to inform them of concerns

Attendance to be monitored for 6 weeks.

The child can now only achieve 96% attendance for the academic year

## 12 Days absent

Attendance begins to cause serious concern.

Stage 3 (Letter C) sent to parents to inform them of concerns and the risk of a referral to education enforcement if no improvement.

Parents invited in to school to begin ATTEND framework.

The child can now only achieve 93% attendance for the academic year.

## 16 Days absent

Child is at serious risk of becoming Persistently absent (PA)

Stage 4 (Letter D) sent to parents to inform them that a referral to education enforcement is to be made

Parents invited to work with the school to address any barriers to attendance

Parenting contract may be considered

The child can now only achieve 91% attendance for the academic year

## 19 Days absent (or more)

The child will now be classed as persistently absent (PA) from school for the remainder of the academic year.

A child is classed as PA when they have been absent for 10% or more of the school year. This equates to 19 school days.

The child is at severe risk of falling behind their peers both academically and socially

The school will continue to support the child and family