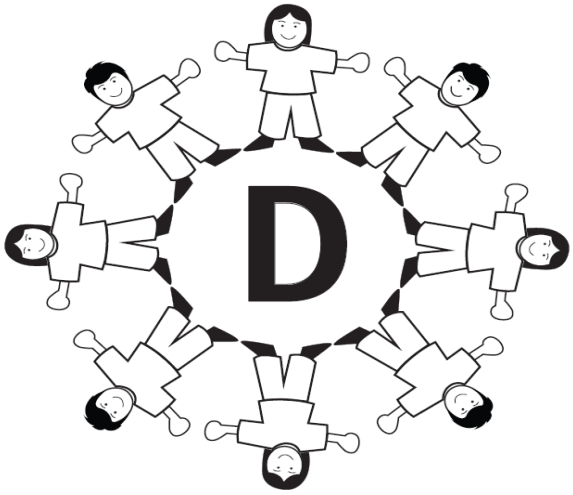
Dalestorth Primary and Nursery School



Attendance Policy
September 2026

Introduction

Dalestorth Primary and Nursery School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. **High achievement and a child being able to fulfil their true potential depends on good attendance.**

All stakeholders– pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance. The purpose of the policy is to clarify everyone's part in this and outline how the school looks to sustain and improve school attendance.

The school will ensure that all stakeholders know of the policy and have access to it.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on Working together to improve school attendance and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- Maintained schools: Part 3 of the Education Act 2002
- The Education (Pupil Registration) (England) Regulations 2006
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment

It also refers to:

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

Roles and responsibilities

All staff (teaching and support) at Dalestorth Primary and Nursery School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day.

The office staff will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. **The office staff and Miss Radford (Attendance Champion)** will also ensure that up-to-date attendance data and issues are shared with, are made available to staff, pupils, parents and governors.

hey will ensure that attendance issues are identified at an early stage through regular and ongoing monitoring and that support is put in place to deal with any difficulties.

Governors' Responsibilities

The governing body of Dalestorth Primary and Nursery School will ensure that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the

school. Governors will be updated regularly with details on attendance, absence and the number of pupils being closely monitored. Mr Robertson will also use national statistics to contextualise the school's attendance data.

The governing board is responsible for:

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

The link governor for attendance is: Jo Wain

Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and authorising the Deputy headteacher to be able to do so

- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

Attendance Champion

The school attendance champion is responsible for:

- Monitoring and analysing attendance data
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Setting a clear vision for improving and maintaining good attendance
- Leading, championing and improving attendance across the school
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the headteacher
- Working with education welfare officers to tackle persistent absence
- Carry out home visits when a child has been absent longer than 5 days
- Advising the headteacher/deputy headteacher when to issue fixed-penalty notices

The attendance officer is Laura Radford and can be contacted via class dojo or telephone.

School Office staff

School Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Laura Radford where appropriate, in order to provide them with more detailed support on attendance
- Advising the headteacher when to issue fixed-penalty notices

Class Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis. Where appropriate they will use the correct codes, and submitting this information to the school office at 9.10am and 1.15pm.

In addition to the above as part of transition to another class or school an attendance certificate will be printed for any pupil where attendance or lateness is a concern and passed on to the next teacher/school so that they can be proactive in ensuring improvement.

Parents' / Carers' Responsibilities

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Dalestorth Primary and Nursery School.

Dalestorth Primary and Nursery School expects parents / carers will:

- ensure their children attend the school every day on time
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

Parents will also be expected to:

- notify Dalestorth Primary and Nursery School on the first day of absence by telephone, email or dojo. Absences need to be reported by 8.50am on the day of the absence.
- ensure their children arrive at school on time, wearing correct uniform, and with the right equipment for the day - where uniform is absent, pupils will be provided with this.
- work in partnership with the school, for example by attending parents' meetings and consultations, signing homework diaries, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives
- Provide the school with more than 1 emergency contact number for their child. If their child is in Nursery or Foundation Stage 2 more than 2 emergency contacts should be provided.
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to the schools attendance contract that is made with the school or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Miss Radford, pastoral and attendance lead, who can be contacted via 01623459339 or Dojo

Pupils' Responsibilities

All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they can speak to a staff member. Miss Radford will work with children to support their attendance.

Pupils should attend all their lessons on time, ready to learn. Pupils also have a responsibility for following school procedures if they arrive late



Attendance in Brief

School begins at 8:50 am and children should be in school for registration by this time. Any child arriving late will need to go to the School office with their parent/carer, so that a reason for lateness can be given. This is the only way to enter the building so that school is not disrupted in any way. Please do not ask the class teacher or pupils to open any outside doors because it is important that we keep our school safe for everyone. Please phone the school office as soon as possible with the reason for your child's absence.

Our Policy

The Attendance policy is on the website.

Acceptable reasons for absence	Unacceptable reasons for absence
• Vomiting and Diarrhoea (48 hour policy) • Illness, with a risk to others (e.g. infection). • A death in the immediate family. • Medical and dental appointments which cannot be made out of school hours. (However please try to make these appointments out of school time or for after 1.15pm) • To take part in special tuition outside of school.	• Truancy. • Feeling unwell. • Tummy ache. • Head ache. • Minding the house. • Shopping. • To help with siblings/family. • School uniform was in the wash. • Looking after relatives. • Over sleeping or laying in. • Visiting friends or relatives. • Birthday.

Birthday Treat



Children are allowed to come to school in their own clothes on their birthday! This will allow us to celebrate with them and make them feel extra special on their birthday. If their birthday is on a weekend or over a holiday they may wear their own clothes on the Friday directly before.

Systems and strategies for managing and improving attendance

Parents are regularly reminded about the importance of good attendance and its links to pupil outcomes. Dalestorth Primary and Nursery School is committed to supporting parents and pupils in sustaining and improving attendance and the following measures are used to ensure policy and procedure can be applied fairly and consistently:

- Having in place an Attendance Policy that staff, pupils and parent/carers are familiar with.
- Promotion of the importance and legal requirements of good attendance to pupils and their parents/carers partnership books etc)
- Following the Pupil Registration Regulations, particularly for accurate, up to date and correct usage of coding
- Robust systems for monitoring attendance and data to analyse absence patterns
- Setting of trigger point/thresholds (pathway)
- Early intervention and a clear understanding of who does what and when (pathway)
- Clear and timely communication with parent/carers concerns and expectations about attendance by: Phone calls, letters, meetings in school or other venues and home visits (all of which are documented).
- Identifying the causes for absence from pupils and parents' point of view.
- Setting realistic targets and plans to support improved attendance.
- Supporting the most vulnerable pupils by: referral/signposting to other agencies, encouraging the return of pupils with catch up opportunities and reintegration plans.

- Recording all actions in Attendance Case Files/chronologies.
- Sending formal letters to parent/carers.

Recording Attendance

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

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

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

Any amendment to the attendance register will include:

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

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.
The school day starts at 8.50am and ends at 3.20pm.
Pupils must arrive in school by 8.50am on each school day.
The register for the first session will be taken at 8.50am and will be kept open until 9.10am. The register for the second session will be taken at 1.15pm and will be kept open until 1.35pm.

See Appendix 1 for the DfE attendance codes.

Lateness and punctuality

Pupils are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their education, and that of others in their class, if they are late. The school's threshold for lateness is defined as 10 late occasions over a 10 week rolling period.

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Where a pupil is persistently late, Miss Radford will make contact with parents/careers to offer support.

How persistent lateness is managed can be found in the schools Protocol for Absence accompanying this policy (Appendix 4)

For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the school office.

For the same reason it is important that pupils leaving the premises legitimately (eg for a medical appointment), or returning to school later in the day report to the school office.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. Proof of appointment will be asked for by the office staff. A leave of absence form can be collected and submitted to the school office along with proof of appointment.

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

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Following up unexplained absence and unplanned absence

The pupil's parent or carer must notify the school of the reason for any unplanned absence by **8:50 a.m. on the first day of absence**, or as soon as reasonably practicable thereafter. Notification should be made by telephoning the school office, emailing the school office, or sending a ClassDojo message to the school office.

If the pupil remains absent after the first day, parents or carers are requested to keep the school office informed each day that the child is absent.

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

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified.

Where any pupil we expect to attend school does not attend, or stops attending, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will visit the family home
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's social worker
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: a letter advising school attendance needs to improve (Letter 1) and if attendance does not improve a penalty notice will be issued.

Reporting to parents

Where a pupil's attendance falls below 95% Miss Radford will monitor this. Should a pupil's attendance reach 94% or below letter 7 will be sent informing parents of this.

Approval for term-time absence

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

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

- Taking part in a regulated performance, or regulated employment abroad
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Dalestorth Primary and Nursery School will consider every application individually, its policy is NOT to grant leave of absence requests other than in exceptional circumstances. Time off school for family holidays **is not a right**. Every request is treated as unique and comparisons are not made. Consistency in approach is a priority. An application must be made in writing, using the school's documentation (appendix 3) with accompanying appropriate evidence, at least **4 weeks** in advance of the intended absence dates. The headteacher may require evidence to support any request for leave of absence.
Dalestorth Primary and Nursery School will NOT authorise a leave of absence request during periods of national tests, ie SATS.

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.'

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

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

- Illness (including mental-health illness) and medical/dental appointments, staff will ask for a copy of medical appointment cards to store on file.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)

- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

How leave of requests are managed can be found in the school's Protocol for Absence accompanying this policy (Appendix 2)
The holiday request form is included as Appendix 3)

Persistent unauthorised absence

Persistent absence is where a pupil misses 10% or more of school. Reducing persistence absence is central to the schools aims for improving attendance.

We will:
- Use attendance date to find patterns and trends of persistent absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with parents/careers of pupils
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, we will sensitively consider some of the reasons for absence
- Provide parents with letters informing them of their child's attendance
- Where appropriate send a letter informing parents/carers of a monitoring period.

Dalestorth Primary and Nursery School has in place a system of first-day calling. This means that parents will be telephoned on the first day a pupil is absent without explanation to establish a reason for the absence. Where parents/careers cannot be reached Miss Radford will make visits to the family's home address. This helps to identify at an early stage, pupils who do not have a good reason for absence or who may be absent without their parents' knowledge. If there is not a response on the first day, calls/visits are made until contact is made. Where children are absent for 3 days or more we may visit the family home to offer support.

In the event that a pupil is persistently deemed to have unauthorised absence (where a parent gives no reason for a pupil being absent from school) application of the school's protocol for monitoring persistent unauthorised absence will begin. The schools threshold for unauthorised absence is defined as 5 days (10 sessions) of unauthorised absence over a 10 week rolling period.

How persistent absence is managed can be found in the schools Protocol for Absence accompanying this policy (Appendix 2)

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve (Letter 3) to give parents a final chance to engage with support.
Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.
They will include:
- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with

- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period.
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Issuing of Penalty Notices

A penalty notice is a suitable intervention in circumstances where the parent is judged capable of securing their child's regular attendance or whereabouts but is not willing to take responsibility for doing so. Penalty notices will also be issued for holidays which are not authorised.

In the vast majority of instances penalty notices will be the last resort where all other efforts to address non-attendance or poor punctuality have failed.

Dalestorth Primary and Nursery School is committed to ensuring every possible measure and level of support has been provided before recommending that a penalty notice be requested from the Local Authority.

A recommendation for the LA to issue a penalty notice will always consider the following factors:

- Age of child
- Number of children in the family
- The possible effect on other siblings
- The extent of the non-attendance
- Family history regarding school attendance
- Previous convictions
- Whether parenting support would be more appropriate to prosecution

In cases where a recommendation to issue a penalty notice is applied, this will always be supported with a robust evidence base to support the recommendation.

Parents must make themselves aware of the school thresholds for absence and punctuality these are attached to this policy in the *'Protocol for Absence'*

Penalty Notices fines will be considered when there have been 10 sessions (5days) of unauthorised absence in a 10 week period. Any child who arrives after registers close will be marked with a U code. This code is classed as an unauthorised absence. If a child attends a medical appointment, proof will be sought and marked accordingly on the register.

1st offence
The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be £160 per parent/carer, per child. If paid within 28 days, this will be reduced to £80 per parent/carer, per child.

2nd offence within 3 years
The second time a Penalty Notice is issued for term time leave or irregular attendance the amount will be £160 per parent/carer, per child to be paid within 21 days. No reduced rate will be offered.

3rd Offence and any further offence within 3 years
The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued. The case will be presented straight to the Magistrates' court. At Magistrates; fines can be up to £2500 per parent/carer, per child. Cases found guilty in Magistrates' Court can show on a parents future DBS certificate, due to 'failure to safeguard a child's education'.

Conclusion

Regular school attendance is a necessary contributor to ensuring the school core values are upheld and supported. For example:

- Skills and Knowledge for Life

Good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling life-style.

- Aim High

Encourage children to want to have high levels of attendance and be proud of this.

- Respond to Challenge

To be united as a school in maintaining a high expectation and sustaining schools for attendance.

- Self Discipline

For pupils and parents to hold themselves to account, being punctual and not taking days out of school unnecessarily

- Take Care

Schools and the LA have a statutory duty to promote the safety and welfare of children
The best way to safeguard children is to ensure they attend school regularly attendance at school supports children's emotional and social health and development

POLICY REVIEW
This policy is to be reviewed every year.
Policy written by: L Radford
Policy adopted: September 2026
Policy due to reviewed: September 2027

Appendix 1 - Attendance Codes

Code	Description:
Code / \:	Present at the school / = morning session \ = afternoon session This code is classified for statistical purposes as attending. Pupils must not be recorded as present if they are not in school during registration.
Code L:	Late arrival before the register is closed. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent.
Code K:	Attending education provision arranged by the local authority. The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.
Code V:	Attending an educational visit or trip This code is classified for statistical purposes as attending an approved educational activity
Code P:	Participating in a sporting activity This code is classified for statistical purposes as attending an approved educational activity
Code B	Attending any other approved educational activity The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. This code is classified for statistical purposes as attending an approved educational activity.
Code M:	Leave of absence for the purpose of attending a medical or dental appointment. If a pupil is present at registration but then leaves the school to attend a medical or dental appointment during the session in question, no absence needs be recorded for that session. This code is classified for statistical purposes as authorised absence.
Code J1:	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution This code is classified for statistical purposes as authorised absence.
Code X:	Non-compulsory school age pupil not required to attend school. This code is classified for statistical purposes as not a possible attendance
Code C2:	Leave of absence for a compulsory school age pupil subject to a part-time timetable In very exceptional circumstances, where it is in a pupil's best interests, schools can temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.
Code C:	Leave of absence for exceptional circumstances A leave of absence in term time should only be agree in Exceptional circumstances. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. This code is classified for statistical purposes as authorised absence
Code T:	Parent travelling for occupational purposes. The pupil is a mobile child (no fixed abode) and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. If there is genuine and reasonable doubt over the reason given, the school may ask for proof that the family are required to travel for occupational purposes during the period of absence. For statistical purposes this is counted as authorised absence
Code R:	Religious observance This code is classified for statistical purposes as authorised absence.

Code I:	Illness – Physical and Mental (not medical or dental appointment) Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Where the school has genuine and reasonable doubt about the authenticity of the illness, medical evidence should be requested to support the absence.
Code Q:	Unable to attend the school because of a lack of access arrangements. This code is classified for statistical purposes as not a possible attendance.
Code Y1:	Unable to attend due to transport normally provided not being available. This code is classified for statistical purposes as not a possible attendance.
Code Y2:	Unable to attend due to widespread disruption to travel (caused by a local, national, or international emergency). This code is classified for statistical purposes as not a possible attendance.
Code Y3:	Unable to attend due to part of the school premises being closed. This code is classified for statistical purposes as not a possible attendance.
Code Y4:	Unable to attend due to the whole school site being unexpectedly closed. This code is classified for statistical purposes as not a possible attendance.
Code Y6:	Unable to attend in accordance with public health guidance or law
Code Y7:	Unable to attend because of any other unavoidable cause. This code is classified for statistical purposes as not a possible attendance.
Code G:	Holiday not granted by the school. This code is classified for statistical purposes as unauthorised absence
Code N	Reason for absence not yet established. This code is classified for statistical purposes as unauthorised absence.
Code O:	Absent in other or unknown circumstances. Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised. This code is classified for statistical purposes as unauthorised absence
Code U:	Arrived in school after registration closed. This code is classified for statistical purposes as unauthorised absence.
Code Z:	Prospective pupil not on admission register. To enable schools to set up registers in advance of pupils joining the school to ease administration burdens. This code is not collected for statistical purposes.
Code #:	Planned whole school closure. This code is not collected for statistical purpose

Appendix 2 Protocol for Absence

Dalestorth Primary and Nursery School
Protocol for Absence

Operational (day to day)

In the event that a pupil is not present before 9:10am the following protocol should be adhered to…

- 9:10am (or as soon as pupils are in class) The office staff to complete phone calls home and attendance registers to clarify the absence. A text message/email is also sent. Should contact not be made with parents/careers home visits will be carried out.

- All absences to be recorded on Arbor and where required, a professional judgement comment made by the member of staff who makes the phone call.

Monitoring absence and identification of persistent absence

- Authorised absence monitoring will be ongoing by the office staff and Miss Radford. Any attendance falling below 96% is a cause for concern and will prompt action, were the child's attendance will be monitored closely. (see pathway)

- Where a child's absence falls below 95% the parents will be contacted by Miss Radford to make them aware of the absence rate and invited to a meeting to discuss concerns. (Letter 7)

- If there are further concerns or the percentage doesn't get any better, the parent is contacted for a second time for a meeting with Miss Radford. Miss Radford will make the parent aware that this is due to persistent poor attendance and discuss with the parent how this is becoming a barrier to their child's learning and progress. This will include a request that the attendance must improve from the day of the meeting or they will be referred to Mr Robertson. Parents will be issued with a monitoring letter for the remainder of the academic year (Letter 8).

- In the event that there is still no improvement, then Mr Robertson will pass the case file/EHAF onto the Family Service Enforcement Lead and inform the parent in writing. (Letter 6)

Monitoring absence and identification of persistent unauthorised absence

- Ongoing monitoring identifies those pupils who have met the school's threshold for unauthorised absence which is defined as 5 days (10 sessions) on unauthorised absence over a 10 week rolling period.

- Mr Robertson issues a warning letter of penalty notices for unauthorised absence (Letter 8)

- The following day from the date on this letter is the first day of a 30 day monitoring period where unauthorised absence should not continue to reach a 5 day (10sessions) threshold over a 10 week rolling period.

- In the event that unauthorised absence continues to rise and meets the 5 days threshold the Mr Robertson will request a penalty notice to be issued by the LA. (Letter 9)

- On the same day, Letter 5-accompanying this policy will be sent to the parent informing them that a request has been made to the local authority to issue a penalty notice as a result of persistent unauthorised absence.

Leave of absence requests

- On receipt of a leave of absence request (Appendix 3) from a parent and accompanying evidence if provided, Mr Robertson will deem it to be 'exceptional' or not. A consideration of the following will be part of the decision-making process.

    - the nature of the event for which the leave is sought
    - the frequency of the request
    - whether the parent gave advanced notice
    - the pupil's attainment, attendance and impact on learning
    - the pupil's ability to catch up on missed schooling

  It must be stressed that these are considerations and NOT criteria that if met, deem a request for leave of absence 'exceptional', therefore authorised.

- The request will be unauthorised or authorised
- If unauthorised, a copy of the form will be returned with an attached copy of Letter 2 (accompanying this policy), this will inform parents, that unauthorised leave of more than 5 days (10 sessions) over a 10 week rolling period can lead to a penalty notice fine of up to £160 for each pupil being issued and that this will be requested from the LA if the pupil is removed for the period stated on the leave of absence request.
- If pupil IS removed from school for the period requested, then on return to school Letter 10 accompanying this policy is sent to the parent informing them that a request to issue a penalty notice has been made as result of their actions.
- On the same day that this letter is sent Letter 9-accompanying this policy is sent to the LA requesting a penalty notice to be issued.

Where we believe a holiday has been taken but not leave of absence has been submitted letter 4 will be issued. Should proof not be provided that the absence was not for the reason of a holiday letter 9 will be sent to the LA requesting a penalty notice to be issued.

Appendix 3

REQUEST FOR WITHDRAWAL FROM LEARNING – TERM TIME ABSENCE

Pupil's name: _____ Class: _____

Home address:_____

_____

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school: _____

Date of return to school: _____

Total number of school days missed: _____

Please explain the exceptional circumstances that make it necessary for your child to be absent in term time:

_____

_____

_____

I make application for my child named above to have authorised absence from school for the reasons stated.

I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice and/or prosecution under 444 of the Education Act 1996.

I understand that holidays will not be authorised.

I have enclosed a copy of a relevant document to support my request,
e.g. a special invitation letter. Please tick to show this is enclosed / attached. ☐

Name of Parent/Carer making application: _____

Signed: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL
GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE.

For school use: Date received: ☐

Has been authorised ☐ Has not been authorised ☐

Signed: _____ Senior Leader - Attendance Date: _____

Reason:

_____

_____

_____

Appendix 4 Protocol for Lateness

Dalestorth Primary and Nursery School
Protocol for Lateness

'Late' is defined as arriving at school after 8:50am therefore without a mark in the class register

Operational (day to day)

In the event that a pupil is late, the following protocol should be adhered to…

- A late pupil will arrive at the school office. The office staff will acknowledge they are present in school and note this on the lates board and update Arbor.
- The child should be given an N code on the class register by the class teacher until the office staff changes it at the office on Arbor.

Monitoring lateness and identification of persistent lateness

- Lateness monitoring will be ongoing by Miss Radford and the office staff and identification of the time a pupil is late and where there is potential for the threshold for unauthorised lateness to be met. Any pupil who has accrued 30 minutes of lates across a 6 week period is deemed to be a cause for concern and will prompt action in the form of a letter from Miss Radford.

- At a total of 60 minutes late within a 6 week rolling period, a parent will be invited in the meet with Miss Radford and the class teacher to discuss with the parent how this is becoming a barrier to their child's learning and progress. This will include a request that punctuality must improve or the child will be collected at Mr Robertson's discretion.

- Should a child's punctuality continue to remain a concern a penalty notice will be issued (Letter11)

Letter 1

Attendance Report: {First name} {Last name} {Selected Term} {Current Date: Year}

Dear Parent/Carer,

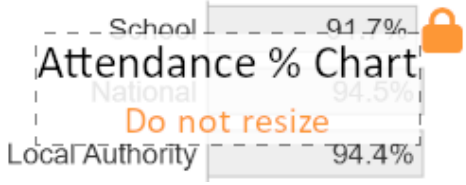
Attending school every day can help {First name} to achieve {possessive pronoun} full potential. Research suggests that being in school regularly reduces stress and anxiety and boosts confidence. Therefore, our aim is for all children to be in school every day. We recognise that this isn't always possible, but we ask parents to help us to do everything we can together to ensure children attend school.

So far this school year, {First name} has attended {Attendance: Attended Percentage} of sessions (a session is a half day). Therefore {pronoun} has missed {Attendance: Days Missed Count} days of school.
{First name} has been late to school on {Attendance: Late Total Count} occasion(s).

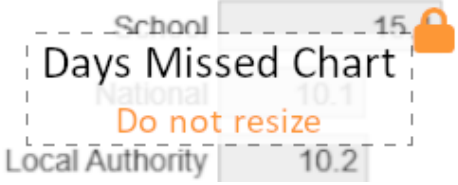
99%	Excellent attendance
96%	Good attendance
91%	Room for improvement
90% or lower	Cause for concern

Here are some additional attendance statistics for {First name} and some comparisons with the school, Local Authority and national values. They cover the current academic year so far ({Attendance: Date Range}).

Attendance percentage



Days missed



Absences

- {Attendance:AbsenceList}

Parents and school have a duty to ensure that all children attend school regularly.

A penalty notice may be issued if a child has 10 sessions (5 days) of unauthorised absence within a rolling 10 week period.

Fine amounts may be £160 per parent, per child.

Each parent can receive up to two fines for the same child within a three-year period. A third offence within three years may result in the Local Authority considering prosecution in Magistrates' Court and can be a fine of up to £2500.

In some circumstances, the Local Authority may determine that prosecution through the Magistrates' Court is a more appropriate course of action from the outset. This may be considered in cases involving lengthy periods of unauthorised absence, repeated instances of unauthorised leave during term time or other significant attendance concerns.

If you have any concerns regarding your child's attendance or there are circumstances affecting attendance that you would like to discuss, please do not hesitate to contact the school. We are committed to working in partnership with families to support every child in achieving the best possible attendance.

Thank you for your continued support and cooperation.

Yours sincerely,

Attendance Team
Dalestorth Primary and Nursery School

Letter 2

Example letter warning of Penalty Notice for Leave of absence taken in term time

(LETTER HEAD)

5 April 2023

Mr XXX & Ms XXX

XXX Meadow Lane

Nottingham

NG7 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE WARNING

Child X (dob XX/XX/XXXX)

I note your application to take …….. out of education for …. days to go on holiday. Schools are only allowed to agree a leave of absence during term time in exceptional circumstances

I have considered your application and do not feel it meets the exceptional circumstances criteria and therefore your request has been declined. Should you decide to remove your child from school on the dates indicated in your application then their absence will be marked in the register as unauthorised.

An unauthorised leave of absence of 5 days/10 sessions (over a 10-week rolling period) 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 who is absent. The fines can be issued to both parents for each child.

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.

If you do remove …….. from school for the period stated in your application I will request that the local authority issues a penalty notice.

Yours sincerely

Ms XXX XXXX

Letter 3

Example letter – School Attendance Notice to Improve

(LETTER HEAD)

[Address Starts Here]

Dear

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, «FORENAME» «SURNAME» are a parent/carer of «Students_Name», (called in this notice "the pupil") who is a registered pupil at «School_Name».

The school have offered support to you and your family to try and help improve «Students_Name»'s attendance, including (delete as appropriate):

1. Telephone calls. The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.

2. An Attendance Overview Letter. The school wrote to you, letting you know about «Students_Name»'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.

3. An Attendance Support Meeting Invite. The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

4. Reasonable Adjustments. The school offered your child temporary changes to their normal timetable to support improved attendance,

5. Improving Attendance Contract. The school agreed a contract with you to improve your child's attendance. This included actions that both the school and you as a prent committed to.

6. Referrals to external agencies: The school referred your child to external agencies so they could access additional support.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «WARNING_START_DATE» and «WARNING_END_DATE» the pupil failed to attend regularly at «School_Name», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have twenty school days (4 weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued / a referral may be made to the Local Authority requesting they issue you with a Penalty Notice. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days if this is the first offence.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.

More information regarding this notice can be found in the attached leaflet. If you wish to discuss this notice, or discuss what further support is available, please contact our team as soon as possible:

Contact Name

Name of Team/Service

Address

Telephone:

Yours sincerely

(Name)

(Job Title)

(School Name)

Letter 4

Example letter advising parent that school suspect an unauthorised leave of absence

(LETTER HEAD)

Our Ref:

Mr xxxxxxx & Ms xxxxxxx

XX Meadow Lane

Nottingham

NG7 5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

Between (date) and (date) your child was absent from school. We suspect this was for the purpose of a holiday in term time. This absence has resulted in your child having 5 days / 10 sessions of unauthorised absence over a 10 school week period.

Please contact the school by (date) to provide evidence this was not the case. If reasonable proof is not provided a request will be made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Yours sincerely

Mr xxxxxxxxx

Letter 5

Example letter advising parent that school have requested Penalty Notice to be issued for unauthorised absence

(LETTER HEAD)

Our Ref:

Mr xxxxxxx & Ms xxxxxxx

XX Meadow Lane

Nottingham

NG7 5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

Further to our letter dated (Insert Date) notifying you that your child had incurred unauthorised absence from school and that any further absence may result in a request to the Local authority to issue a Penalty Notice fine.

We are now writing to advise you that because your child (insert name) has had unauthorised absences of 5 days over a 10-week period a request has been made to the Local Authority to issue a Penalty Notice to you for failing to ensure that your child attends school regularly.

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

Yours sincerely

Mr xxxxxxxxx

Letter 6

Example letter advising parent that school are referring for enforcement only

(LETTER HEAD)

Our Ref:

Mr xxxxxxx & Ms xxxxxxx

XX Meadow Lane

Nottingham

NG7 5HP

Dear Mr XXX and Ms XXX

Unfortunately, since our recent contact with you sharing concern around XXXX's school attendance there has been no improvement. As you do not consent to support to improve XXXX's attendance the school have made a referral for enforcement action to the Local Authority.

Yours sincerely

Mr xxxxxxxxx

Letter 7

Example letter advising parent that school are concerned about attendance

(LETTER HEAD)

Our Ref:

Mr xxxxxxx & Ms xxxxxxx

XX Meadow Lane

Nottingham

NG7 5HP

Dear Mr XXX and Ms XXX

Child X (DOB)

Your child XXX's attendance is a cause of concern at XX%. I am writing to bring this to your attention in order that we might work together to improve this. I enclose an attendance certificate for your information. I am proposing a school meeting/ home visit/telephone discussion (delete as appropriate) to further discuss ways we can support your child.

Should our joint efforts to improve attendance be unsuccessful the school may decide to refer for enforcement action.

Yours sincerely

Mr xxxxxxxxx

Letter 8

Monitoring Warning

Dear

As I am sure you are aware, you, as parent, have legal responsibility under Section 444 (1) of the Education Act 1996, for ensuring that your child attends school regularly. The registers at the school show that, to date (Child) attendance is currently ????%.

From today Tuesday 8th December 2026 (Child's) attendance will be monitored for the remainder of this academic year. If during this time they have more than 5 days or 10 sessions of absence over a 10 week period without sufficient medical evidence we will request that the local authority issue a penalty notice. The notice can be issued to both parents/carers for each child whose absence is persistent. Due to new legislation from the local authority the monitoring period also covers students arriving persistently late into school, if your child arrives late to school their mark will be recorded as a 'U' code which gives an unauthorised mark for that session.

The penalty notice fines are issued to each parent, for each child, and are:

- £160 for a first offence. If paid within 28 days, this will be reduced to £80 per parent.
- £160 for a second offence within 3 years. The payment is to be paid within 28 days and a reduced rate is not offered.
- Third offences within 3 years will be presented to the Magistragtes' Court. At Magistrates; fines can be upto £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a parents futures DBS certificate. No penalty will be issued on a third offence.
- When a fine remains unpaid the matter may be enforced at the magistrate's court. The maximum fine for this offence is £2500 per parent, per child.

The local authority will not issue more than two penalty notices within 3 years to any person taking more than two periods of unauthorised absence. Where further absences occur or where the local authority deem it appropriate, enforcement will be dealt with directly by the court.

Please take immediate steps to ensure (Child's) attendance improves. If (child) is too ill to attend please obtain medical evidence so this can be logged on our system as an authorised absence. Any other reason for absence should be discussed with the school as we aim to work with you.

Yours sincerely

Letter 9

Our Ref:

Family Service
Home Brewery Building
Sir John Robinson Way
Arnold
Nottinghamshire
NG5 6DA

For the Attention of Enforcement Lead

Dear……..

Penalty Notice Request – Dalestorth Primary and Nursery School

I am requesting that Mr xxxxxxxx and Ms xxxxxx are issued with a Penalty Notice for failure to ensure that xxxx(child) (date of birth xx/xx/xx) attends school regularly.

I enclose a copy of the letters sent to Mr xxxxxxx and Ms xxxxx, a copy of child's attendance certificate, showing the unauthorised absences and a copy of the case notes.

I look forward to hearing how the case has progressed.

Yours sincerely

Mr Robertson
Head Teacher

Letter 10

Our Ref:

<date>

Mr xxxxxxx & Ms xxxxxxx
XX Mansfield Road
Nottinghamshire
NG17 5HP

Dear Mr xxxxxl & Ms xxxxxx

Child X (dob XX/XX/XXXX)

On (DATE) we wrote to you to explain that Dalestorth Primary and Nursery 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.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

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.

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

Yours sincerely

Mr Robertson
Head Teacher

Letter 11

5 April 2012

Mr XXX & Ms XXX
XXX Mansfield Road
Nottinghamshire
NG17 5HP

Dear Mr XXX & Ms XXX

PENALTY NOTICE

Child X (dob XX/XX/XXXX)

On *insert date* you met with The office staff and Mr/Mrs/Miss…..to explain that……had accumulated 8 separate instances of lateness over a six week period.

The registers at Dalestorth Primary and Nursery School show that, to date, your child has now been persistently late for 10 separate instances over a period of six school weeks and this means that your child's absence from school now meets the school's persistent lateness threshold.

You, as parent, have legal responsibility under Section 444(1) of the Education Act 1996, for ensuring that your child attends school regularly.

I am now writing to advise you that a request has been made to the Local Authority to issue a Penalty Notice for failing to ensure that your child attends school regularly.

Yours sincerely

Mr Robertson
Head Teacher

Attendance Pathway

Dalestorth Primary and Nursery School Attendance Pathway 2026-2027

Attendance is monitored every 1-2 weeks. If a child falls below 96% they are then monitored fortnightly.

Once a child falls to 95% parents are then invited in to meet with Miss Radford for an informal discussion about the impact of poor attendance and to offer any support they need.

The child is then on the monitoring list for the remainder of the year. If the attendance percentage does not then rise after the meeting another meeting is held in the following half term.

If parents choose not to engage with the meetings offered after 2 opportunities the matter is then passed on to the Head Teacher.

Once a child reaches 90% and parents have not engaged with Miss Radford or the Head Teacher they are then forwarded to the Family Service Enforcement team. No further absences are authorised from this point for any reason.

Penalty notices will be issued for unauthorised holidays or 10 sessions of absence in a 10-rolling week period. This will be handled by the Local Authority. Please see Penalty notice warning letters sent home from school and on the website.

<u>Special Circumstances:</u> Home visits will take place at the Head Teacher's discretion. This may happen if a child has been absent with no contact from parents. Or if we feel there is a safeguarding issue one may be carried out sooner.