Hill Farm Primary

Attendance policy

Date effective:	September 2025
Review Cycle:	Annually
Review Date :	September 2026
Ratified by Governors on:	October 2026
Policy approved by:	Ruth Winters
Author:	Leah Hammond
Signed – Headteacher	Dawn Wilson

1. Introduction/Aims

At Hill Farm Primary School we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Coventry City Council.

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our school aims to:

Ensure that all staff, governors, parents/carers and pupils in our school are fully aware of and clear about the actions necessary to promote good attendance.

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.

- Achieve a minimum of 96% attendance for all pupils, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a pupil's education.
- Ensure that our policy applies to Nursery and Reception aged pupils in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Local Authority so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage pupils to have a sense of responsibility for their attendance.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance. As a school we always offer support in the first instance and ensure partnership working with families.
- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their pupil attends regularly and punctually.
- Equipping pupils with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the pupil's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Developing and implementing procedures to follow up non-attendance at school.

2. Attendance Objectives

Our school attendance policy:

· Is easy to understand by pupils, parents and staff

· Is clear and consistently applied, transparent and fair

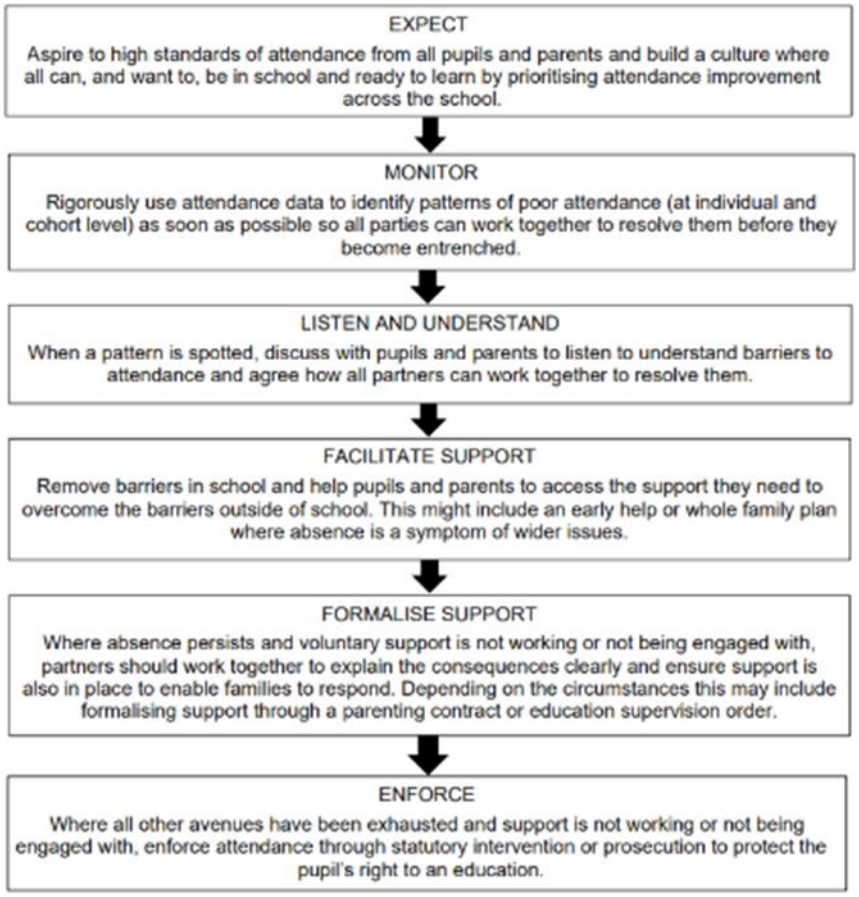
· Considers the individual needs of pupils and their families

· Is easy to find so that the whole school community is aware of our attendance expectations

· Includes the contact details of key staff to make it easy for parents to get in touch

· Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone

· Is followed in accordance with the procedures in the flowchart below



3. Legislation and guidance

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

· Promote good attendance and reduce absence, including persistent absence.

· Ensure every pupil has access to full-time education to which they are entitled.

· and act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A “Parent” is defined as:

· Any natural parent, whether married or not

· Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person

· Any person who, although not a natural parent, has care of a child or young person

4. Roles and responsibilities

Improving attendance at Hill Farm is the responsibility of everyone in the school community – pupils, parents/carers, governors and all staff.

Role	Name	Contact details
Senior Attendance Lead	**Leah Hammond**	**02476595455** **Leah.hammond@castlephoenixtrust.org.uk**
Named Governor/Trustee for Attendance	**Ruth Winters**	**Ruth.Winters@castlephoenixtrust.org.uk**

Governors

The Local Governing Board of Hill Primary School recognises the importance of school attendance and promotes it across the school’s ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance, and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.

School responsibilities

Hill Farm Primary school will:

- Offer a safe and supportive environment, which welcomes pupils regardless of race, gender or ability.
- Establish clear and effective procedures for administration.
- Foster a climate where the school community, teachers, parents/carers, governors and pupils value attendance and punctuality.
- Comply with legal requirements.
- Ensure any pupil presenting poor levels of attendance and punctuality are noted, monitored and appropriate action taken.
- Have systems in place offering rewards and incentives for regular attendance and punctuality.
- Keep parents/carers informed about their pupil’s attendance through established procedures.
- Support governors in taking an active role in promoting good attendance and governors.
- Work in partnerships with Parents/Carers, The Family Hub, Children’s Services and other outside agencies.

- Put additional targeted support in place to remove any barriers where absence becomes persistent.
- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.
- Intensify support through statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent pupils with the local authority.
- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Inform the pupil's social worker, where there us one, if there are any unexplained absences and if the child's name is to be deleted from the register.

Pupil expectations

- To attend every day and on time.
- Speak to the class teacher or another adult in school if they are experiencing difficulties at school or at home which may impact their attendance.

Parent/carer expectations

- Parents/Carers are to sign an Attendance Agreement, outing expectations every academic year or when a new child joins Hill Farm Primary School.
- To encourage their children to attend school every day, on time unless prevented from doing so by illness or attendance at a medical appointment.
- If pupil is late then Parent/Carer should complete a Reason for Lateness form, at the Main School Office.
- To contact the school on the first day of absence.
- To arrange holidays and medical appointments outside school hours. If unavoidable, informing the school in advance medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- To regularly update emergency contact details.
- Talking to the school as soon as possible about any pupil's reluctance to come to school so that problems can be quickly identified and dealt with.
- Proactive engage with the formal support offered- including meeting with class teacher, parenting contracts or Early Help to prevent the need for legal action.

5. Recording Absence and Attendance

Leave of absence

The headteacher can grant a leave of absence when a pupil needs to be absent from school with permission. The headteacher will restrict leaves of absence to the specific circumstance set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Taking part in a regulated performance or employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances*

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

*The headteacher will consider a leave of absence for other exceptional circumstances at their discretion. This must be requested in advance by a parent who the pupil normally lives with. The headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. Further evidence maybe requested to support the request. If a leave of absence is granted, the headteacher will determine the length of time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or leave of absence for the purposes of leisure or recreation to be an exceptional circumstance.

All absences associated with a family holiday (without exceptional circumstances) during term time will be marked as unauthorised on the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority by the headteacher and be issued with a fixed penalty notice.

Leave of absence must be requested from and agreed by the Head Teachers in advance of any absence. If approved, the absence is registered as authorised and if not approved but still taken, as unauthorised.

Parent/Carer are to request a leave of absence form from the main office at least 10 days before the leave is due to take to place.

A penalty notice request may be submitted to the Local Authority by the headteacher should:

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not authorised by the headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the head teacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with

the parents, school will seek advice from the Local Authority. This could result in a possible children missing from education procedure being instigated.

Illness and Medical Appointments

Where pupils have frequent short term illnesses and broken weeks that are adversely affecting their attendance, we will monitor their attendance and may contact parent/carers to discuss if there is anything we can do to help as a school.

In line with Department for Education guidance, if the authenticity of the illness is in doubt, we may ask parents to provide medical evidence, such as a prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that a parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, then a leave of absence form for medical reasons should be completed. No pupil will be allowed to leave the school site without parental confirmation.

Pupil Absence for the purposes of Religious Observance

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

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the headteacher. Examples of unsatisfactory explanations include but are not limited to:

- Truancy – a pupil is away from school without authority from the Head Teacher. This includes parentally condoned absences.
- Any late after registration has closed.
- Any absence which the school has not been informed about, either by letter, email or telephone.
- Staying at home to look after a siblings or sick relatives.
- Going shopping, birthdays, going to the airport to meet relatives or hair cut etc.

Also any absence where we are not given any reason for will be classed as an unauthorised absence.

6. Our Procedures

Registration

The school gates open at 8.20 until 8.50 am. This time is sufficient for all pupils to come into their classroom.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register must be completed by the class teacher at 8.55am (AM session) by 1.30pm (PM Session). (Attendance code / and \ for pupils who are present). All attendance records are documented using Arbor. Attendance registers are legal documents and need to be filled in accurately.

Lateness

Once the gates are closed at 8.50 am the only way to get into school is via the school office. Any pupil who comes into school this way from 9.00 am will be marked as late on the attendance record. Records are kept of those pupils who are late and the amount of minutes late after registration. This is documented on the electronic register for each pupil (Attendance code L).
Registration will close 30 minutes after the registration opened for all pupils. Any pupil arriving after this time will be marked as late and not gain an attendance mark for the morning (Attendance code U).
Pupils who have attended a dentist or doctor's appointment (evidence of appointment provided) and subsequently come to school later than the 30 minute period that registration is open, will have the absence recorded as an authorised medical absence (Attendance code M).

Where there have been persistent incidents of lateness parents/carers will initially be advised of the concerns the school has through a discussion with the pupil's class teacher. If this doesn't resolve the issues then parents will receive either a letter or phone call outlining the school concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

Collecting before 3.20 p.m.

If it is necessary for your child to leave school before the end of the day to attend an appointment, please complete a form which is available from the school office, stating the time at which the child will be collected. No child will be allowed to leave the site unless collected by his or her parents, or another adult who is known by the school to have permission from the parent to collect their child. All children must be signed out at the school office.

Patterns of Absence

If a pupil is absent from school the parent/carer should contact the school on 02476595455. Choose option 3 and then leave a message with your pupil's name, class and reason for absence.
If a parent/carer does not inform the school, a member of staff will ring emergency contacts on the first day of absence, send a text message or in cases where attendance is already

being monitored may undertake a home visit to ascertain why the pupil is absent. Absence reporting is an essential part of safeguarding, the school needs to the whereabouts of all pupils to ensure they are safe

Nursery Attendance

Regular attendance is important in helping children to settle and benefit fully from nursery provision. Where attendance falls below 80%, or where a child misses 10 consecutive sessions without explanation, the school may offer the place to another child on the waiting list. Each case will be considered individually, considering reasons for absence.

The School's Approach to Promoting Good Attendance and Punctuality

The school is aiming to achieve an attendance target of 96% minimum in line with government expectations. In order to achieve this we have a number of strategies in place. These include:

- Weekly class attendance awards for reception, Key Stage 1 and 2.
- Reward systems put in place for individual pupils to help encourage improved attendance.
- Class attendances to be shared with pupils, staff and parents.
- Every half term, pupils with attendance between a certain amount to receive a letter to let parents/pupil know what their attendance is and advising them what it needs to be to meet the school target. They will also be given the opportunity to discuss with us strategies to encourage improved attendance.
- A list of school holidays is sent home at regular intervals and is on the school website.
- Yearly certificates and rewards are given to pupils achieving 100%, 98%+ and 96%+.

Monitoring Attendance

All staff who take the register have responsibility for ensuring that all of the attendance data is accurately recorded on the Arbor system. This is monitored weekly by our attendance lead for the school. The summary findings are shared with Senior Leadership Team, half-termly and appropriate actions are put in place to follow up on any concerns.
In addition to this the Attendance Lead monitors specific attendance concerns and follows up on them weekly either by way of a phone call, teacher meeting or a home visit.
Where capacity allows, the Attendance Lead will also carry out three-day home visits to discuss the absence and offer any support that the pupil may need in order for them to return to school.
The attendance lead may also request penalty notice fines if attendance support meetings held by the school do not improve attendance.
If a pupil's attendance falls below 96% and a parent/carer is failing to communicate with school then a clear strategy of intervention will be put in place via class teacher.
Persistent absence is classed as 90% or lower. Over a full academic year this would be 40 sessions (20 days). Absence at this level is causing considerable damage to a child's educational prospects.

If attendance falls below 90% the following actions will be put in place.

1. The Attendance Lead or one of the Safeguarding Team will phone home to discuss the situation and may depending on the circumstances arrange a home visit.

2. A letter will be sent home to the parents and they will be invited in to school to discuss their pupil's attendance with a member of SLT in school.
3. Targets will be set to improve the attendance. An attendance plan will be written and agreed and the attendance will be monitored closely.
4. Further absences may only be authorised if appropriate evidence is provided.
5. The pupil's attendance will be discussed with the local authority and outside agencies may be informed and asked for involvement.
6. If there is no significant improvement in attendance or it worsens over a 5 week period a fixed penalty notice will be requested.

Fixed Penalty Notices

Penalty notices will be issued by the Head teacher to parents or carers if your children are absent from school. Penalty notices will be issued in line with the National Framework for Penalty Notices.

The threshold is 10 sessions (equivalent to 5 school days) for any unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years.

The school will prioritise a 'support first' approach offering support to families in cases where it is appropriate. Penalty notices can still be issued where support is not appropriate, such as leave of absence in term time or when support has not been engaged with.

Penalty Notices will be issued by post to your home address to each parent or carer by the local authority at the request of the Headteacher. The Penalty Notice is:

- £80 for each of your children if paid in full within 21 days.
- £160 if paid in full after 21 days but within 28 days.

If a second penalty notice is issued to the same parent within a rolling 3-year period, the notice will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.

A national limit of 2 penalty notices that can be issued to a parent of the same child within a rolling 3-year period has been set within the National Framework, so at the 3rd (or subsequent) offence(s) a prosecution will be considered.

7. Staged Reintegration/Reduced timetables

All children of compulsory school age are legally entitled to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so.

We will not use a reduced timetable to manage a pupil's behaviour. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable. We will never put a reduced timetable in place without written agreement from parent/carer and/or

other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family We will notify the Attendance and Children Missing Education Team of all reduced timetables as soon as a plan has been agreed.

8. Analysing attendance

The school will:
Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance
The school will:
Provide regular attendance reports to [class teachers/form tutors], and other school leaders, to facilitate discussions with pupils and families
Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

9. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE, (August 2024)
- School attendance parental responsibility measures, DfE (January 2015)
- Children missing education, DfE (September 2016)
- Keeping children safe in education, DfE (September 2024)
- Working together to safeguard children, DfE (July 2023)

10. APPENDICES

Appendix 1: Attendance Codes
The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	**Present (am)**	**Pupil is present at morning registration**
\	**Present (pm)**	**Pupil is present at afternoon registration**
L	**Late arrival**	**Pupil arrives late before register has closed**

Attending a place other than the school		
K	**Attending education provision arranged by the local authority**	**Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority**
V	**Attending an educational visit or trip**	**Pupil is on an educational visit/trip organised or approved by the school**
P	**Participating in a sporting activity**	**Pupil is participating in a supervised sporting activity approved by the school**
W	**Attending work experience**	**Pupil is on an approved work experience placement**
B	**Attending any other approved educational activity**	**Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience**
D	**Dual registered**	**Pupil is attending a session at another setting where they are also registered**
Absent – leave of absence		
C1	**Participating in a regulated performance or undertaking regulated employment abroad**	**Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school**
M	**Medical/dental appointment**	**Pupil is at a medical or dental appointment**
J1	**Interview**	**Pupil has an interview with a prospective employer/educational establishment**
S	**Study leave**	**Pupil has been granted leave of absence to study for a public examination**
X	**Not required to be in school**	**Pupil of non-compulsory school age is not required to attend**
C2	**Part-time timetable**	**Pupil is not in school due to having a part-time timetable**
C	**Exceptional circumstances**	**Pupil has been granted a leave of absence due to exceptional circumstances**
Absent – other authorised reasons		

T	**Parent travelling for occupational purposes**	**Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes**
R	**Religious observance**	**Pupil is taking part in a day of religious observance**
I	**Illness (not medical or dental appointment)**	**Pupil is unable to attend due to illness (either related to physical or mental health)**
E	**Suspended or excluded**	**Pupil has been suspended or excluded from school and no alternative provision has been made**
Absent – unable to attend school because of unavoidable cause		
Q	**Lack of access arrangements**	**Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school**
Y1	**Transport not available**	**Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available**
Y2	**Widespread disruption to travel**	**Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency**
Y3	**Part of school premises closed**	**Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open**
Y4	**Whole school site unexpectedly closed**	**Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)**
Y5	**Criminal justice detention**	**Pupil is unable to attend as they are:** • **In police detention** • **Remanded to youth detention, awaiting trial or sentencing, or** • **Detained under a sentence of detention**

Y6	**Public health guidance or law**	**Pupil's travel to or attendance at the school would be prohibited under public health guidance or law**
Y7	**Any other unavoidable cause**	**To be used where an unavoidable cause is not covered by the other codes**
Absent – unauthorised absence		
G	**Holiday not granted by the school**	**Pupil is absent for the purpose of a holiday, not approved by the school**
N	**Reason for absence not yet established**	**Reason for absence has not been established before the register closes**
O	**Absent in other or unknown circumstances**	**No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence**
U	**Arrived in school after registration closed**	**Pupil has arrived late, after the register has closed but before the end of session**
Administrative codes		
Z	**Prospective pupil not on admission register**	**Pupil has not joined school yet but has been registered**
#	**Planned whole-school closure**	**Whole-school closures that are known and planned in advance, including school holidays**

Detailed explanation of categories of absence.

Illness
Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness.

Medical / Dental Appointments
Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents/carers should show the appointment card to school to confirm the appointment.

Other Authorised Circumstances
This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement or part time timetable agreed as part of a reintegration package.

Religious Observance

Hill Farm Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside holiday periods or weekends. Consideration will be given to authorising absence or special leave for religious observance. Parents/carers are requested to give advance notice to Hill Farm Primary School if they intend their child to be absent.

It is reasonable that no more than one day be designated for any individual occasion of religious observance or festival. Any further absence will be categorised as unauthorised. In such cases the school may request that a Penalty Notice is issued.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family is engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

Traveller children will be recorded as attending an approved educational activity or dual registered when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced.

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The pupil has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- The death of a pupil.
- A pupil has transferred between schools.
- A pupil is withdrawn to be educated outside the school system.
- Failures to return from an extended holiday after both the school and the local authority have tried to locate the pupil.
- A medical condition prevents their attendance and return to the school before ending compulsory school-age.
- 20 days of continuous unauthorised absence have occurred, and both the local authority and school have tried to locate the pupil.
- A pupil has left the school but it is not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

The school will follow the Local Authority's Children Missing Education Protocol when a pupil's whereabouts is unknown.

Penalty Notices in detail (Anti-Social Behaviour Act 2003)

Penalty Notices will be considered when:

- A pupil is absent from school for the purpose of a holiday in term time and the absence has not been authorised.

- A pupil has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve.

Amendments have been made to the 2007 penalty notices regulations in the Education (Penalty Notices) (England)(Amendment) Regulations 2013. These amendments came into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure that his/her children's regular attendance at school.

The penalty is £60 for those who pay within 21 days and £120 for those who pay within 28 days. Parents who do not pay a fine within 28 days may be prosecuted. This brings attendance penalty notices into line with other types of penalty notices.

The procedure for issuing Penalty Notices will be in accordance with the Local Authority's Penalty Notice Protocol. If parents fail to engage with support and their child continues to have unsatisfactory attendance, a request may be made to the Local Authority to pursue legal proceedings.

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

APPENDIX 2- Attendance Waves of Intervention

