



ATTENDANCE AND ABSENCE POLICY

October 2024

Next Review: October 2026

Approved by: Governing Body

Statement of intent

School attendance is everyone's responsibility. Glade Hill Primary and Nursery School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

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

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

We are committed to:

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

1. Legal framework

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

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2016) 'Children missing education'

2. Roles and responsibilities

The governing body has overall responsibility for:

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

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the SLT to be an 'Attendance Champion'.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.
- Form positive relationships with families and build trust between school and home.
- Rewarding good attendance.
- Ensuring that children feel safe and happy to attend school

The attendance team is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.
- Assisting parents and pupils with problems which may affect school attendance
- Rewarding good attendance.
- Referring to other agencies where there are specific needs and concerns.

Pupils are responsible for:

- Recognising they have to attend school.
- Attending their lessons and any agreed activities when at school.

Parents are responsible for:

- Bringing their children to school on a regular basis and for them to be prepared for their day when they arrive.
- Arriving on time.
- Promoting good attendance with their children.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

Education Welfare Service are responsible for:

- Providing a communication link between school and the Local Authority (LA).
- Helping parents to understand their legal responsibilities and rights within the Education system.
- Advising parents who to contact within the LA for specialised assistance.
- Liaising with identified school staff.
- Undertaking home visits, either pre-arranged or without notice as considered necessary on receipt of a detailed referral.
- Instigating legal proceedings on behalf of the LA including parental prosecutions in the Magistrates' Court and if deemed appropriate, apply for Education Supervision Orders through the Family Court.
- Planning and reviewing casework.
- Providing feedback to schools.
- Offering strategic/policy advice, support and training in relation to matters of attendance and absence from school.
- Working together with schools in the management and promotion of improving school attendance.
- Advising and supporting schools in the use of penalty notices and parenting contracts within the provisions of the Anti-Social Behaviour Act 2003.
- Holding termly targeted support meetings

3. Definitions

The following definitions apply for the purposes of this policy:

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency (evidence will be required)

Unauthorised absence:

An unauthorised absence is where either no explanation has been given for the child's absence or where the explanation offered is not considered acceptable by the school

- Parents keeping children off school unnecessarily and/or without an authorised reason
- Absences which have never been explained
- Absence due to shopping, looking after other children or birthdays etc.
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

If absences are continually recorded as unauthorised the school may refer this to the Local Authority's Education Welfare & EOTAS Service. The Local Authority can use various sanctions to promote regular attendance such as issuing a penalty notice fine or initiate court proceedings.

Persistent absence (PA):

- Missing 10% or more of schooling across the year for any reason

Severely Absent

- Missing 50% or more of schooling across the year for any reason

Lateness

- Late - arrival at school after the gates have closed.
- Unauthorised late - arrival to school after the register has closed.

4. Attendance expectations

The school has high expectations for pupils' attendance and punctuality and ensures that these expectations are communicated regularly to parents and pupils.

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

School hours are defined 'as school session or the break between sessions on the same day'

All children must be dropped off at school between **8.30 and 8.45am**.

Registers will be taken as follows throughout the school day:

- The morning register (session 1) will be marked by **9.00am**. Pupils attending after this time will receive a late mark.

- The morning register will close at **10.00am**. Pupils attending after this time will receive an unauthorised late mark, (**U code**, late after register closes) **which denotes as an unauthorised absence. This will affect their attendance percentage.**
- The afternoon register (session 2) will be taken at **1:00pm or 1.15pm** (depending on lunch timings).
- The afternoon register will close at **1:30pm**.

WORKING TOGETHER TO IMPROVE SCHOOL ATTENDANCE

0 – 3 DAYS OFF	<i>100% to 99%. Excellent attendance! Pupils with this attendance should achieve the best grades they can, leading to the best possible start in their secondary education. Individual and class incentives celebrated.</i>
4 – 7 DAYS OFF	<i>98% to 96%. Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education.</i>
8 - 17 DAYS OFF	<i>95% to 91%. Pupils with this attendance are missing a month of school per year and may fall behind in Maths and English; it will be difficult for them to achieve their best.</i>
18 – 27 DAYS OFF	<i>90% to 86%. These pupils are missing 6 weeks of school a year. It will be very difficult for them to keep up and achieve their best. Education Welfare Service involvement.</i>
28+ DAYS OFF	<i>85 – 80% AND UNDER Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice. Education Welfare Service involvement</i>

5. Absence procedures

Illness and other legitimate reasons.

Parents will be required to contact the school office via telephone, text message via Arbor or email on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day. Medical evidence may be requested to support absences.

The school will decide in all cases whether to authorise an absence on the basis of the evidence available.

Failure to inform school of reason for absence may result in a home visit being conducted, and the child's attendance registration mark will be recorded as an unauthorised absence.

Holidays in term time (family holidays)

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that schools can no longer grant any leave of absence during term time unless there are exceptional circumstances.

If families, choose to take their child out of school during term time for an unauthorised holiday/leave of absence they will be referred to Education Welfare for a penalty notice to be issued.

- Penalty notices are issued **per parent per child**. They are £80 if paid within 21 days rising to £160 if paid after 21 days but before 28 days. If the penalty notice remains unpaid then the Local Authority may instigate legal proceedings against you under section 444(1) of the Education Act 1996. If found guilty of this offence you could be fined up to £1000 (see more details in Appendix 1)
- A referral will be made for a Penalty Notice to be issued if the school is informed or suspect that a family has been on holiday whilst suggesting to the school another reason of absence. **It will be up to the family to prove that they have not taken a family vacation**
- Children/young people taken out of school for a holiday will have the non-attendance recorded as an unauthorised absence 'G' code, which will affect overall attendance percentages.
- A child or young person who does not return to school at the end of the recorded unauthorised holiday date will initially be subject to enquiries being made by the school.
- If after ten days of the expected return date, the child/young person has still not returned to school, a referral will be made to the Education Welfare Service for further enquiries to be made.
- Following the above information, if a parent/carer still intends to take their child on holiday during term time, they have a duty to inform the school of this action and give at least 6 weeks' notice of the event
- Parent/carers must write to the Headteacher via the admin email address
- All cases will be dealt with on an individual basis.

Responding to non-attendance

The following actions may be applied when addressing concerns around non-attendance to all pupils:

- A text will be sent out, followed by a telephone call if contact is not made by the parent. We will also contact other contacts on the pupil's record. If the child has low attendance, or there are other concerns, a home visit will be carried out.
- Failure to inform the school of reasons of absence will result in an unauthorised absence being recorded.
- If face to face or telephone contact appears to be deliberately avoided, we will, as a school, consider unannounced home visits
- Any child, who is absent for more than 2 days, with no reason may receive a home visit from a member of the Attendance team.
- The Attendance Officer will contact parents if a child has 5 days of absence within a half term to discuss if there are any problems or concerns that they could support with. These 5 days do not have to be consecutive but should also give parents more of an insight into gaps in learning and the knock-on effect these days can have.
- Pupil attendance is reviewed every week.
- Other emergency contacts that are record on a pupils file will be called to help gain reasons for absence.
- If pupils have siblings who attending other school settings, we may call the school to obtain if the sibling is in school or if they have reason for absence.

Persistent Absentees

All pupils with an attendance rate of **90%** and below are considered as persistent absentees and will be closely monitored. The following actions are highly probable for such cases:

- A text message or warning letter will be sent to inform the family that their child's attendance has fallen below 90% asking parents to speak to school regarding any difficulties they may be facing. A

letter 1 will then be sent out to inform parents of the actions school will take if their child's attendance remains or continues to fall below 90%.

- Further absences will be unauthorised unless one of the following is shown to school: a medical certificate, a letter from a medical practitioner, dated prescribed medication or an appointment slip/text message.
- If there is little or no improvement in their child's attendance, letter 2 will be sent, inviting parents/carers in to school to attend an attendance meeting. This may require parents to work alongside our Attendance Improvement Officer to improve their child's attendance and routines.
- An Attendance Improvement Plan will be put in place and reviewed. Copy will be given to parents.
- Parents/carers will be invited to attend a formal review with our Headteacher, Attendance Officer and Education Welfare Officer if attendance shows no improvement
- Removal of Nursery placement will be considered.
- A formal request for intervention will be made to the Education Welfare Service for legal action to be considered.
- For any child whose attendance falls below 60% - agencies will take full account of all that is known about the child and consider completing a Multi-Agency Referral Form (MARF) for additional support from Children's Social Care
- Whenever possible, the school's Attendance Leads will offer support and guidance to avoid poor attendance levels. This will include looking at alternative support to help avoid those external barriers preventing a parent from bringing a child to school.

Lateness

Issues relating to punctuality will initially be addressed with the parents/carers in the following ways:

- If there are 2 or more lates in a one-week period, parents will receive a text message
- If this occurs for 3 occasions, a call will be made to parents to discuss and a letter will be sent home
- If no improvement is made, parents will be informed that we will monitor lateness with U codes, which will affect pupil's attendance percentage.
- If there is still no improvement, formal meetings in school will be arranged where attendance targets will be agreed.
- The Local Authority will be asked to issue a Penalty Notice on the school's behalf for any pupil registered late (recorded as U) for 10 sessions or more in a six-week period.
- The school may request that a Penalty Notice is issued where there has been persistent lateness that results in unauthorised absences being recorded.

Safeguarding/leave of absence in term time/extended leave of absence

Any safeguarding issues pertaining to a child being taken out of school in circumstances that cause concern will be addressed directly to the Social Care Duty Team via a Multi-Agency Referral Form (MARF).

Any child absent from school for more than 20 days will be referred to the Children Missing Education (CME) team after all relevant checks have been made by school.

Children Missing Education (CME)

Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's unauthorised absence and children missing from education procedures and Attendance Policy:

- Parents are expected to contact school on the first day of absence
- School will contact parents if no reason of absence has been given to school, initially by School Comms text, if there are attendance, welfare or safeguarding concerns this will also include a telephone call
- School Comms text and phone call if no contact has been made, on the previous day, additional emergency contact numbers will also be called
- Potential home visit if no contact is made, and contact made with any additional agencies who are working with the family (who may be in a better position to visit the family)
- Referral to CME if information is gained that the family have moved out of area

- Referral to CME if child has not returned after 10 days with no contact from the family after efforts made by school, if we believe the child should or may be removed from roll whether the onward school is known or not
- The Children Missing Education (CME) Officer within the Education Welfare Service will work closely with the school to try to identify the child's current whereabouts/destination
- Both parties will then agree an appropriate time and category to remove the child from the school roll. This includes those children and young people who are expected to move swiftly into appropriate provision; this is in line with The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- After 20 school days of absence and efforts by both the school and CME to find the child prove unsuccessful, the CME Officer will consult the school to discuss whether to remove their name from the school roll. The final decision about removal from a school roll remains with the Headteacher following consultation with the Local Authority via CME
- The school will create a 'lost pupil' record on the national Lost Pupil's Database School to School (s2s) to assist future schools and Children Missing from Education Officers to identify and locate children
- It is the duty of both the Education Welfare Service and school to collaborate in finding the pupil before deleting them from the register
- For further information please contact the CME Officers directly - cme.educationwelfare@nottinghamcity.gov.uk

6. Attendance register

The school uses Arbor to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session.

This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.
- Unauthorised Absences

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

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence for exceptional circumstance
- K = Attending education provision arranged by local authority
- V = Attending an educational visit or trip
- P = Participating in a sporting activity
- W = Attending work experience
- E = Excluded/Suspended but no alternative provision made
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Attending any other approved educational activity
- D = Dual registered at another school

- C1 = Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- J1 = Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- S = Leave of absence for the purpose of studying for a public examination
- X = Non-compulsory school age
- C2 = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- T = Parent travelling for occupational purposes
- Q = Unable to attend the school because of a lack of access arrangements
- Y1 = Unable to attend due to transport normally provided not being available
- Y2 = Unable to attend due to widespread disruption to travel
- Y3 = Unable to attend due to part of the school premises being closed
- Y4 = Unable to attend due to the whole school site being unexpectedly closed
- Y5 = Unable to attend as pupil is in criminal justice detention
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other unavoidable cause
- G = Holiday not granted by school
- N = Reason for absence not yet established
- O = Absent in other or unknown circumstances
- U = Arrived in school after registration closed
- Z = Prospective pupil not on admission register
- # = Planned whole school closure

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

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

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

7. Authorising parental absence requests

Leave of absence

All requests for a leave of absence must be made to the Headteacher in writing as soon as possible prior to the planned absence. A written response will be sent to parent/carer

Any leave of absence granted by the school is recorded as authorised absence using the appropriate national code. Periods that are refused are recorded as unauthorised absences. At Glade Hill Primary and Nursery School, when considering such requests, we consider the following:

- Circumstances of the request
- Purpose of the leave
- The pupil’s general absence/attendance record over the last twelve months
- The amount of time requested
- Length of the proposed leave
- The proximity to SATs
- General welfare of the pupil

As mentioned, such requests receive a response in writing that addresses the following points:

- The expected date of return
- That the parents are expected to contact the school if anything delays the pupil returning to school when expected
- What action will be taken if the pupil fails to return when expected
- A letter will be sent out should a request be refused. This will state what action will be taken if the parents/carers ignore the refusal and keep their child away
- A follow up letter after their return stating that a referral will be made to the Education Welfare Service for a request for service and/or a penalty notice to be issued.

Healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible and appointments need to be made during school hours, parents will be expected to provide proof of appointments (appointment cards, letters, texts, emails etc.) to obtain approval for their child's absence to attend such appointment. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks' in advance.

In Nottingham City, one day for each religious festival should be counted as authorised absence. The Pupil Regulations 2006 state that absence for religious observance should be treated as authorised (absence) *'on a day exclusively set apart for religious observance by the religious body to which the parent belongs'*. Additional days off for shopping or for extended celebrations should be treated as unauthorised absence.

In respect of pilgrimages, school may request to see copies of visas. Dates of return should also be agreed prior to the period of leave.

8. SEND and health-related absences

Glade Hill Primary and Nursery School recognises that pupils with Special Educational Needs or a Disability (SEND) and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult. The school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any Education Health and Care Plans (EHCPs) or Individual Healthcare Plans (IHPs) that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

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

Managing absences of pupils with health care needs

- Parents are advised to contact the school on the first day their child is unable to attend due to illness
- Absences of pupils with health care needs will not be authorised unless the family has had prior discussion with school staff about the challenges and difficulties presented by their child's needs; this will enable school to understand the context and complexity of their child's additional health care needs. Glade Hill Primary and Nursery School is committed to supporting all children regardless of their needs and is very much interested in offering support, guidance and referral to the relevant agencies.

- Absences of known pupils due to health needs will be authorised (using the relevant codes) unless the school has genuine cause for concern which will trigger attendance and/or safeguarding procedures.
- The school will continue to provide support to pupils who are absent from school because of health needs by liaising with the pupil's parents to arrange schoolwork as soon as the pupil is able to cope with it and, if available, facilitate online access to the curriculum from home.
- To help ensure a pupil with additional health needs is able to attend school following an extended period of absence, a personalised or part-time timetable will be considered. Agreed periods of absence due to a part-time education timetable will be recorded with a C code for pupils of compulsory school age and an X code for non-compulsory school aged pupils

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

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

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Early Help Assessment
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable for a limited time.
- Ensuring a pupil can have somewhere quiet to spend lunch and break times.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

9. Working with parents to improve attendance

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

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

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

If a pattern of absence becomes problematic, the attendance team will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able

to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance team will work with the Headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance team will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

10. Collecting Children after School

Children should be collected promptly at the end of the school day. Regularly requesting to take children out of school early for any reason is not acceptable without the permission of the Headteacher who may grant permission in exceptional circumstances.

The school reserves the right to refer families to Social Care for children who are repeatedly not collected by parents/carers at the end of the school day as this is considered to be wilful neglect.

The school also reserves the right to take children, who are not collected, to the local police station when the parent/carer cannot be contacted to find out why the child(ren) have not been collected.

11. Rewards and Incentives

At Glade Hill Primary and Nursery School attendance is a priority and we are constantly monitoring pupil attendance. We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age.

We aim to keep above our whole school target of 96% attendance for the year. In recognition of the effort it takes to keep attendance at this level, we use incentive schemes and rewards to encourage and improve the attendance of our children.

Each term the children that have attended school 100% will get a bronze badge, if they achieve this again for a second term they will receive a silver badge and in the third term they will receive a gold badge. Children are also able to receive bronze and silver badges in the second and third terms.

Every week, in Celebration Assembly, the weekly class attendance percentages are announced. Each key stage has a trophy which is presented to the class with the best attendance each week. If any class achieves 100% attendance in a week then they are given a whole class reward.

Recognition Awards

We also like to celebrate the small steps our pupils may make to improve their attendance or punctuality. Recognition awards and prizes may be awarded by the Attendance Officer for a range of reasons, such as: a child being on time for a week; a child attending school every day for 2/3 consecutive weeks; improvements noticed in learning due to improved punctuality or attendance.

Penalty Notice Fines Information

With the introduction of The National Framework for Penalty Notices, the following changes will come into force for Penalty Notice fines on 19th August 2024

Per Parent, Per Child Penalty Notice fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines. First Offence The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be: £160 per parent, per child if paid within 28 days Reduced to £80 per parent, per child if paid within 21 days

4 consecutive days (8 sessions) of term time leave, Penalty Notice Fines will be issued.

For Term Time leave of 4 or more consecutive days (8 sessions), inset training days are school days and can be included in the 4 or more consecutive days (8 sessions) where there was intent to be absent for term time leave.

Notice fines will be considered when there have been 4 or more consecutive days (8 sessions) of unauthorised absence in a 10-week period

Second 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, per child paid within 28 days

Third Offence and Any Further Offences (within 3 years) The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.

Example Letters used for Attendance

APPENDIX 2

Copy of Warning letter

Dear

As we are reaching the end of the **academic year/term**, we would like to take this opportunity to highlight the importance of punctuality and how arriving to school on time each day has been proven to have a positive impact on your child's wellbeing, confidence, and learning.

Over this academic year/ term **name** has been late to school **?** times, these late marks have contributed to **her/his** overall attendance which currently stands at **%**.

Each morning, we begin with essential routines such as phonics and reading groups, and other interventions to help children make the best progress possible. These lay the foundations for your child's academic achievement. These early sessions are carefully planned and tailored to meet your child's learning needs.

When your child arrives late, this can cause them to feel unsettled, embarrassed, and sometimes anxious as they walk into a classroom that is already in full flow. Their classmates are already engaged in learning, and your child must try to catch up quickly—often missing out on vital instruction that have been given by the class teacher. Over time, this can affect their confidence and ability to keep up with peers, even when the teachers and other staff are as supportive and as understanding as possible.

Lateness also causes significant disruption for teachers, teaching assistants and the office staff, taking them away from their jobs including supporting other children with their learning.

As parents and carers, you play a vital role in setting routines and expectations. Teaching your child the importance of being on time is not just about school—it's a life lesson that will help them succeed well into adulthood.

As you may be aware, last August the DFE (Department of Education) implemented new guidance around attendance. In regards to lateness, Nottingham City Council can now pursue **penalty notices** for continued lateness. Children arriving to school after the register has closed, will automatically receive an unauthorised absence for their morning mark because they miss crucial learning time. Children who receive 10 or more unauthorised lateness marks will receive a penalty notice.

Therefore, going forwards and continuing throughout the next academic year we will be monitoring **name's** attendance marks, and if lateness continues, we will invite you in for a meeting to discuss this matter further and where necessary we will have no option but to follow the DFE guidelines and follow the penalty notice procedure.

We understand that mornings can sometimes be challenging, and we appreciate all that you do to support your child. If you are facing difficulties with morning routines or arriving on time, please don't hesitate to reach out. We are here to help and work together in the best interests of your child.

Let's work together to ensure every child starts the day with confidence, calm, and every opportunity to thrive.

Your sincerely

Mrs Stapleton

Headteacher

Penalty Notice Information

The first time a referral is made for a Penalty Notice for **term time leave or irregular attendance**, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.

The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.

The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.

Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996. Magistrates' fines can be up to £2500 per parent per child, and cases found guilty in Magistrates' Court can show on the parents future DBS certificate due to a 'failure to safeguard a child's education'.

Copy of 1st Letter

Dear

Re: CHILD NAME AND ATTENDANCE PERCENTAGE

We are writing to you as we have a legal duty to inform parents when their child's attendance is low, and where necessary follow our school attendance policy along with the new procedures that have been set out by the Local Authority and DFE.

At Glade Hill Primary and Nursery School each child is expected to attend every session available, however, we appreciate this may not always be possible.

As of today, **name** has been off school a total number of **?** days, meaning **her/his** attendance stands at **27.3%**, which is below the recommended national average of 94%. **This level of attendance is causes for concern and cannot continue.**

Going forward we will be monitoring **NAME** attendance and we ask for your support in ensuring **NAME** is in school every day to maximise **his/her** learning. Should **his/her** attendance continue to fall or little improvement is being made, we will write to you again inviting you in for a meeting to discuss this matter further.

Should **NAME** be absent from school we may require sufficient evidence to be provided to help support authorising **his/her** absence. Should evidence not be provided we will have no option but to mark his/her daily registration mark as an **unauthorised absence**, failure to notify school of absence will also result in an unauthorised absence mark.

An unauthorised absence is where either no explanation has been given for the child's absence or where the explanation offered is not considered acceptable by the school.

If absences are continually recorded as unauthorised the school may have no option but to follow the DFE and Local Authority guidelines and refer this to the Local Authority's Education Welfare & EOTAS Service.

We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact Mrs Raynor our attendance officer should you have any worries or concerns with your child's attendance going forward.

Yours sincerely

Mrs Stapleton
Head Teacher

Mrs Raynor
Attendance Officer

Copy of 2nd Letter

Dear

Re: CHILD NAME AND ATTENDANCE PERCENTAGE

Following our previous letter dated **{date of letter 1}**, **{pupil name}**'s attendance has failed to improve, and they have now missed **X sessions/X days** so far, this academic year.

Studies confirm that poor attendance at school directly impacts on a pupil's achievement. It is essential that **{name of pupil}** improves their attendance in order to increase the chances of academic success.

In order to discuss this matter further, I would like to invite you to attend meeting in school.

Date:

Time:

Venue:

At this meeting an Attendance Improvement Plan will be developed to address any barriers your child may be experiencing, and to look at strategies to support their attendance. If you are unable to attend this meeting, please contact the school to rearrange at a date and time that is suitable for you. If you fail to attend, the meeting will go ahead in your absence and an Attendance Improvement Plan will be produced on yours and your child's behalf.

School will continue to monitor your child's attendance. However, should this fail to improve, **(pupil name)**'s attendance may be raised with the Local Authority which could lead to a Penalty Notice or even Legal Action.

We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact me on **{telephone number}** or **{email address}**.

Yours sincerely,

(signature)

Name

Job Title

Copy of 3rd Letter

Dear **name of parent**

Re: **Attendance concern name of child DOB year group**

Did not attend

Following our previous letter on **date of letter 2** you were invited to attend a meeting on **date** to discuss your child's attendance but unfortunately you did not attend.

The meeting went ahead in your absence and an Attendance Improvement Plan (AIP) was devised to support you and **name of child** in improving their school attendance (in accordance with the DfE Working Together to Improve School Attendance Guidance). A copy of the AIP is enclosed for your information.

Or did attend-

Thank you for attending the meeting on **date**. We really appreciate your support and hope to see **name of child's** attendance improve. I have enclosed a copy of the Attendance Improvement Plan that we agreed during the meeting. We will contact you on **date in 2 weeks** to review the plan and ensure it is working effectively.

We will continue to monitor **name of child's** attendance and punctuality throughout the academic year. Should there be any further unauthorised absences then a decision will be made in respect of a referral to the Education Welfare and EOTAS Service for legal consideration. Please note that the decision to authorise or unauthorised an absence is at the discretion of the school.

Should you wish to discuss this further, please do not hesitate to contact me on **telephone number of school**.

Yours sincerely,

Signature

Name

Job title

Copy of 4th Letter

Dear

Re: CHILD NAME AND ATTENDANCE PERCENTAGE

Unfortunately, despite the interventions outlined below, **(child's name)** attendance has failed to improve, and they are now classed as a persistent absentee.

(insert attendance interventions/ offers of support)

A request for service has now been made to the Education Welfare and EOTAS Service who will consider any legal intervention.

Failing to ensure regular attendance at school may result in the issuing of a Penalty Notice or prosecution. The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.

The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.

The third time a referral is made for a Penalty Notice for term-time leave or irregular attendance, a Penalty Notice will not be issued. A prosecution file will be prepared using the Single Justice Procedure, that will be dealt with by a Magistrate sitting at Southern Derbyshire Magistrates' Court. This is the allocated Court in our region for dealing with these matters.

Any legal proceedings would relate to section 444 of the Education Act 1996. Magistrates' fines can be up to £2500 per parent per child, and cases found guilty in Magistrates' Court can show on the parents future DBS certificate due to a 'failure to safeguard a child's education'.

As a school we have a responsibility to continually monitor and review your child's attendance. We are committed to working with you to improve your child's attendance. If you wish to discuss this matter further, please contact me on **{telephone number}** or **{email address}**.

Yours sincerely,

(signature)

Nursery Poor Attendance Letter

Dear

Good attendance at school and nursery is crucial to ensure continued progress.

We have noticed that **name's** attendance is low and he/she has missed a total number of ? sessions.

If you would like **name** to continue coming to nursery, please ensure they are on time and attend sessions regularly. Poor attendance at nursery can lead to a child's place being revoked.

If you would like to discuss this matter further please speak to one of the Nursey Team or Mrs Raynor In the school office.

Yours sincerely

Mrs Stapleton

Head Teacher

Mrs Raynor

Attendance Officer

Under 5 Attendance Letter

Dear Parent/Carer,

We understand that ensuring your young child attends school regularly can be challenging. We want to assure you that we value your partnership in supporting your child's education and well-being and ensuring they attend school regularly and on time.

[Child's name] has been absent from school for **[number]** days this term, meaning their attendance is currently **%** which is below the expected average of 95%. While we understand that there may be reasons for their absence, we also want to emphasise the importance of regular school attendance for your child's development, education and well-being

Going forward I will be monitoring **name's** attendance closely and may require sufficient evidence to be provided in order for me to authorise **her/his** absence. If evidence cannot be provided or we believe the reason given is not satisfactory we will have no option but to mark **her/his** attendance mark as an **unauthorised absence**.

When your child turns 5 they will be classed as statutory school age, meaning it is a legal requirement that your child attends school. Should children of statutory school age receive 10 unauthorised absences, they will have then reached the threshold where a penalty notice will be applied by Nottingham City Council.

School provides a structured and stimulating environment where children learn essential skills, develop their social and emotional abilities, and make lifelong friendships. Missing school, even for a few days, can affect their academic progress and overall development.

I would like to see **name's** attendance rising in the coming weeks and terms so that penalty notices will not be an issue in the coming terms and years.

Please contact me if you have any concerns about your child's attendance or if you would like to discuss any challenges you are facing.

I look forward to working with you to ensure **[Child's name]** receives the full benefits of a quality early years education.

Yours sincerely,

Mrs Raynor

School Office Manager