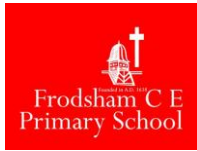


# ATTENDANCE AND PUNCTUALITY POLICY



**Love each other, as God loves us.**

**At Frodsham CE Primary School we endeavour to:**

- Create a warm and welcoming ethos centred on shared Christian values.
- Develop happy, confident and resilient children who show respect for themselves and others, and make a positive contribution to their community.
- Make learning fun inside and outside of the classroom by providing a broad range of exciting and rich learning experiences which challenge and motivate all children.
- Recognise every child is unique, meet their individual needs and celebrate their achievements.
- Encourage all to be the best they can be.

**Our core Christian values are: Love Respect Kindness Community Faith Resilience**

**Presented to Staff and Governors: September 2025**  
**Person Responsible: Lucy Kirby**

**Next Review: September 2026**

## **Introduction**

'Improving attendance is everyone's business.' (DFE Working together to improve school attendance February 2024) This policy clearly explains the procedures and responsibilities of all leaders, staff, children and parents to promote a whole school culture of high attendance. Every child has the right to an education and parents have a legal duty to ensure their child attends school regularly. Good attendance starts with our school being somewhere children want to be: a calm, safe and loving environment where all children are keen and ready to learn. A place where we 'love each other, as God loves us'. John 15:12

This policy has been adapted from the Cheshire West and Chester model attendance and Punctuality Policy. Frodsham CE recognises the importance of good attendance and the impact it has on children's progress, attainment, enjoyment of learning and relationships within school. Good attendance helps a child to realise their potential and ensure they are motivated, confident and enjoy a diverse range of curricular opportunities and experiences. For our most vulnerable children, regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided. Our school policy promotes good attendance, which is recognised and rewarded as an achievement. The school monitors attendance and ensures quick and early intervention, if a problem is identified. We recognise that whole school preventative and proactive approaches are key to promoting children wellbeing and attendance. **A child must attend school every day that they are required to do so unless an exceptional circumstance applies.**

Our policy is published on our school website. It will be sent to parents with any initial information when pupils join the school and reminded of it at the beginning of each school year and when it is updated. As the barriers to attendance evolve quickly, the policy should be reviewed and updated as necessary. In doing so, we will seek the views of staff, pupils, parents and governors. The Attendance and Punctuality Policy is based on the premise of equal opportunities for all.

## **Aims**

The aims of this policy are:

1. To ensure the safeguarding of our children.
2. To ensure attendance targets are met and the school has high levels of pupil attendance.
3. To promote a positive attitude towards punctuality, preparing pupils for adult life.
4. To provide a clear framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
5. To promote effective partnerships with the Education Welfare Service and with other services and agencies.

## **Implementation**

### **1. Legislation**

## ATTENDANCE AND PUNCTUALITY POLICY

Regular and punctual attendance at school is a legal requirement. Regular attendance is essential to enable children to maximise their educational attainment, opportunities and further development.

- Section 7 of the Education Act 1996 states that “The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise”.
- Section 444 (1) of the Education Act 1996 states that “if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his parent is guilty of an offence”.
- Section 576 Education Act 1996 - Meaning of “parent”

For the purposes of Education Law, the definition of a ‘parent’ and who is responsible for ensuring regular attendance to school is:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carer/s.

### 2. Registers

Registers provide the daily record of attendance of all pupils. They are legal documents and the register may be required in a court of law, for example as evidence in prosecutions for non-attendance in school.

‘Education (Pupil Registration) (England) Regulations 2006’ (section 6)

Schools must take the attendance register at the start of the first session of each school day, morning (a.m.) and once during the second session, afternoon (p.m.).

On each occasion they must record whether every pupil is:

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

The school should follow up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school’s electronic register, or management information system as a priority and returned to the school office in a timely manner. This is used to download data to the School Census.
- Consider early identification, assessment, intervention and support processes that may need to be implemented.

The register should be marked using the codes as advised by the Department for Education (DfE) ‘Working together to improve School Attendance Guidance’ (for maintained schools, academies, independent schools and local authorities) [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#) (See appendix 3.)

### 3. Procedure

Children are expected to attend school regularly, unless there is good reason for absence.

There are two types of absence:

- Authorised (where the school approves a pupil absence)
- Unauthorised (where school will not approve the absence)

The school has a duty to safeguard all its pupils. If a child is absent, the parents/carers should inform the school on the **first day of absence** and each following day of absence, stating the reason.

We expect parents to contact the school office when their child is absent to explain the reason by reporting absence through school spider or leaving a phone message by 8.45am. If school have not received any notification of absence, the Office Administrator, Mrs V Singer, will attempt to make contact with a parent by 9.10am to ensure safeguarding. School must hold at least two, preferably three emergency contact numbers

## ATTENDANCE AND PUNCTUALITY POLICY

for each child. If no contact can be achieved or the reason for absence is not accepted the absence will be unauthorised. Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no later than 5 working days after the session.

At Frodsham CE Primary School, the Senior Attendance Champion is: Mrs L Kirby, Headteacher. She can be contacted via email: [admin@frodshamce.cheshire.sch.uk](mailto:admin@frodshamce.cheshire.sch.uk) or telephone: 01244 667993.

/

### **4. What can parents and carers do to help work in partnership with school?**

Let the school know straight away why your child is absent. Home/school communication is extremely important in supporting your child to achieve and feel settled in school. Try to make any dental or GP appointments outside of school time, wherever possible and ensure children will only be out of school for the minimum amount of time necessary for the appointment.

It is important that school and parents / carers work together with a shared plan and outcomes when supporting a child's attendance and wellbeing. If despite persistent attempts to work with parents, there continues to be a lack of engagement, then legal procedures may be followed to secure engagement and school attendance.

As a school, we recognise that building respectful relationships with families and working in collaboration is essential to ensuring the best outcomes for children. We require all parents to actively support the work of the school, including promoting attendance and engagement. We are committed to ensuring that systems and processes are in place with regards to promoting attendance and would encourage parents to make contact if they have concerns about their child.

We will provide parents / carers with information about Emotionally Based School Non-attendance to discuss needs and strategies to support their child, as appropriate.

### **5. Absence Monitoring**

School robustly monitor and analyse attendance data to promptly identify and address possible concerns and allow for early interventions to support the child or family's underlying needs. This will include:

- Weekly attendance code analysis.
- Specific cohort and group monitoring – particularly for vulnerable groups.
- 'Welcome back' meeting for all pupils that have been absent for 5 days – to check wellbeing and ensure there are no ongoing needs that will impact on attendance.
- The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.
- The school's strategy for reducing persistent and severe absence, including how access to wider support services will be provided to remove the barriers to attendance and when support will be formalised in conjunction with the local authority.

### **6. Early Identification and Intervention: assess, plan, do and review**

Every pupil has a right to a full-time education and Frodsham CE Primary school sets high attendance expectations for all pupils. Frodsham CE Primary school will consider the individual needs of pupils and their families who have specific barriers to attendance and will consider our obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

For any child who is absent from school, it is essential to fully understand the reasons for this so that targeted, evidence-based interventions and support can be put into place. All staff have a part to play in promoting attendance. We recognise the importance of ensuring that key members of staff from across the school, including leaders, class teachers, teaching assistants, ELSAs and office staff attendance work in collaboration to consider and identify the holistic needs of the child and to overcome barriers to attendance. In accordance with the principles of early intervention, a graduated approach of assess, plan, do and review will be followed utilising a range of school-based resources, evidence-based interventions and seeking advice and support from external services at an appropriate stage, when needed.

Appropriate assessments will be important to help understand the underlying reasons that may be contributing to attendance difficulties. This may be an assessment that focuses on the individual child's needs such as an SDQ, SEND assessments and wellbeing assessments or may include the holistic needs of the family, such as

## ATTENDANCE AND PUNCTUALITY POLICY

a TAF assessment. Assessments will include the views of the child as well as parents/carers, and identify strengths (what is working well) and needs (what is working less well).

Assessments undertaken may identify that a child is experiencing underlying emotional based needs that are contributing to non-attendance. Cheshire West and Chester Council has developed guidance for schools - Emotionally Based School Non-attendance: Good practice guidance for schools. This is a whole school framework with a graduated approach to support the early identification and intervention of children who may struggle to cope in school or attend school.

Information from assessments will inform a SMART action plan with focussed targets developed in partnership with families, and other services as appropriate. For example, Early Help and Prevention and Social Care may have a part to play in the delivery of support and intervention to promote engagement and attendance. SMART plans should be personalised to effectively meet a child's needs and improve attendance and wellbeing outcomes.

Regular reviews of support and attendance plans are essential to monitor the impact of interventions and to adjust these accordingly. If, despite targeted support and intervention, attendance and wellbeing concerns persist, we may seek further advice and support from external services including mental health services, specialist teaching and education services.

### 7. Medical Absence

Absence due to illness should be reported to the school using School Spider or by phone on the first day of absence and any subsequent days. School will contact parents during the first day if no satisfactory reason for absence has been received. The school will ask about the child's symptoms in order to record their absence accurately.

In the majority of cases, a parent's notification that their child is ill can be accepted without question or concern. Schools should not routinely request that parents provide medical evidence to support illness. Schools are advised not to request medical evidence unnecessarily as it places additional pressure on health professionals.

Only where the school has a **genuine and reasonable doubt about the authenticity** of the illness should medical evidence be requested to support the absence. In instances of **long-term or repeated absences for the same reason**, however, seeking medical evidence may be appropriate to assist in assessing whether the child requires additional support to help them to attend more regularly, and whether the illness is likely to prevent the child from attending for extended periods. If a parent proactively seeks out a note from a GP, it does not imply a need for absence unless this is explicit in their letter.

If a medical absence is likely to be ongoing or long term, then we will offer support in accordance with the school's policies and statutory guidance relating to children with health needs.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>. As a school we need to plan how children can access education and how and when the child will return to school. In accordance with the Equality Act 2010 the school must also demonstrate that reasonable adjustments are made to meet a child's educational needs.

For children who have a medical condition and cannot attend school, the school will refer to the Cheshire West and Chester Council's Medical Needs Team.

<https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/medical-needs-service/medical-needs-policy-latest.pdf>

Their policy states that referrals must come directly from the child's school and must be supported by medical evidence from one of the following health professionals:

- consultant paediatrician or adolescent psychiatrist
- consultant child psychiatrist
- hospital consultant

Supporting evidence from a General Practitioner alone cannot be accepted.

As from 19<sup>th</sup> August 2024, schools must make a sickness return to the Local Authority and provide the full name and address of all pupils who have been recorded with the code I (Illness) and who the school has reasonable grounds to believe they will miss 15 days consecutively or cumulatively because of sickness. This

## ATTENDANCE AND PUNCTUALITY POLICY

is to help the school and Local Authority to agree any provisions needed to ensure continuity of education of pupils who cannot attend because of health needs, in line with the statutory guidance on Education for Children with health needs: <https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

### 8. Lateness and Punctuality

At Frodsham CE Primary we will apply a robust day to day process to track and follow up on absence and poor punctuality. We will ensure registers are completed accurately and on time, twice per day, in accordance with the timings set out below. This will indicate which pupils are absent from or are late for school.

- Our gates open at **8.35am** and children can wait on the playground.
- We expect all children to be in their classroom by **8.45am** ready for registration. If your child is in class at this time, they will be marked as present.
- Registers close at **9am**. If your child arrives at school after **8.45am** but before **9am**, they will need to enter the school by the main entrance and the parent will need to sign them in the late book. They will be marked as late in the register and will receive the **L code**.
- If your child arrives at school after the registers have closed at **9am**, they will be marked as late and will receive the **U code**. This is an unauthorised absence for that session.
- Afternoon registers will be taken at **1.15pm**.

In accordance with the 'Education (Pupil Registration) (England) Regulations 2006', if your child arrives after the registers close, they will receive a mark, code U, that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Fixed Penalty Notice or other legal action if the problem persists.

Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, you will be invited to a meeting to resolve the issues. If there is no improvement following this meeting, further action will be taken which may include referral to external agencies.

You may approach the school at any time for support and advice if you are having difficulty getting your child to school on time or maintaining regular attendance.

### 9. Unauthorised Absence and Fixed Penalty Notice

An absence may be coded as 'unauthorised' if:

- i. no reason for absence has been given
- ii. medical evidence is not received when requested
- iii. a request for a leave of absence has been unauthorised
- iv. a pupil arrives at school after registration has closed at 9am.

Parents/carers should be aware that Frodsham CE may contact the Local Authority if a pupil has 10 or more unauthorised absences in the current term with a view to issuing a Fixed Penalty Notice or other legal action.

The first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days. A third penalty notice must not be issued within a 3 year period. Therefore, in cases where the threshold is met for a third (or subsequent) times within those 3 years, a penalty notice cannot be issued and alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions. (see *appendix 1 for CW&C Code of Conduct*).

### 10. Promoting and Incentivising Attendance (Rewards and Incentives)

At Frodsham CE, rewards, incentives and competitions play an important part when working to improve attendance. The most effective schools consistently promote the benefits of good attendance. Rewards and incentives should be devised with the children's and families' views at the heart. This will mean that our incentives and rewards are purposeful and meaningful. At Frodsham CE, the School Council will play an important part in this to ensure that we improve attendance in the most effective way. Schools that have good

## **ATTENDANCE AND PUNCTUALITY POLICY**

attendance recognise that it is not a discrete piece of work but rather it is an integral part of the school's ethos and culture.

At Frodsham CE, we understand that some pupils find it harder than others to attend school. Therefore, it is important that attendance is recognised, celebrated and held in high regard, no matter how small the improvements might be. Improved attendance or improved punctuality should be recognised and praised, not just 'perfect' attendance. Every child has the right to feel they can achieve and be successful, so any reward/incentive system must be inclusive of those with children with additional needs. It is important that pupils see the attendance incentives and competitions as a team effort and not to blame individuals. At Frodsham CE, children will be taught about the positive link between attendance and high achievement through assemblies and dedicated PSHE sessions.

Attendance information should be readily available for both children and parents. At Frodsham CE, we will share attendance information in the form of display boards, website, assemblies and information being sent home. Barriers affecting attendance in our school will be explored, taking both the children and parents' views into account, so that every staff member is clear about how they can help to improve attendance and/or punctuality. This will be reflected in our rewards and incentives and time will be dedicated to such barriers in order to try to remove them. Late Gates and attendance certificates are examples of how we might do this. At Frodsham CE, we will recognise and celebrate attendance on a weekly basis allowing all families the opportunity to achieve and feel successful - a new week, a new start.

We are proud to be a Trauma Informed school, and as such, all children will be welcomed back to school by leaders, class teachers, ELSAs and reasons for their lateness or absence will be explored sensitively with barriers established and the necessary support provided. At Frodsham CE, we recognise that some pupils will require their own individual reward systems.

### **11. Application for Exceptional Circumstances**

As of 19<sup>th</sup> August 2024, the law ceases to include a leave of absence for a family holiday. A leave of absence should not be granted unless there are 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. Head Teachers are only empowered to approve a leave of absence when it is requested in advance by the parent or carer with whom the child resides and when circumstances of the requested leave are 'exceptional'.

The Head Teacher and the Governing Body will determine what constitutes an exceptional circumstance on an individual basis. If parents/carers need to request Exceptional Leave of Absence, they must complete an 'Exceptional Leave of Absence' form available on the school website or from the school office. It should be noted that if any application is declined and absence occurs of a consecutive 5 or more unauthorised days, then school may apply to the Local Authority for a Fixed Penalty Notice to be issued to each parent/carer.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Parent/carer's working commitments
- Holiday pre-booked by another family member

A child's absence during term time seriously disrupts their continuity of learning. Not only do they miss the teaching on the days they are away but are less prepared for the lessons building on that teaching when they return to school. There is a consequent risk of under achievement, which we must seek to avoid.

The Governing Body is responsible for ensuring any attendance issues are dealt with in line with school policy.

### **12. Religious Observance**

We recognise that some pupils may need to participate in days of religious observance. Where a day of religious observance.

- falls during school time and
- has been exclusively set apart for religious observance by the religious body to which the pupil belongs

## ATTENDANCE AND PUNCTUALITY POLICY

We ask that parents/carers notify school in writing in advance where absence is required due to a religious observance.

### 13. Parent travelling for occupational purposes

The pupil is a mobile child (a child of compulsory school age with no fixed address) and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. It is expected that the child attends a school where their parent(s) is travelling and be dual registered at that school and this school.

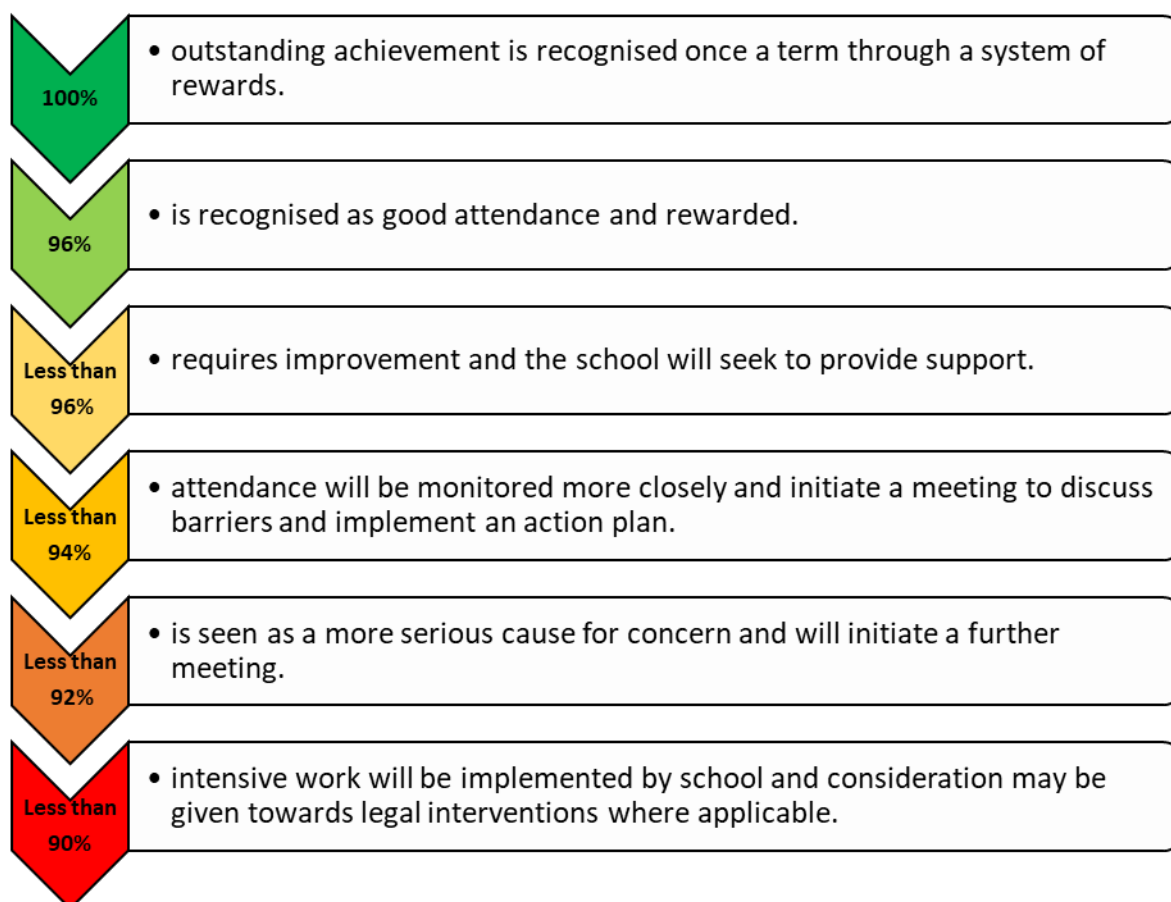
### 14. Enforced School Closure

If Frodsham CE School was forced to close for a period of time, we have the facility to operate an online virtual school. The expectation is children will still engage with ALL activities when work is set. Procedures for online learning will be sent to parents as and when required.

### 15. Impact

All children will achieve well by developing knowledge and skills on their journey through school. Due to robust monitoring of attendance, all children, including vulnerable children and children with special educational needs and disabilities (SEND), will have fair and equitable access to school in order to achieve the best possible outcomes. Pupils will leave Frodsham CE School ready for a successful transition to secondary education.

The table below sets out the attendance targets and at what stage parents/carers will be contacted about their child's attendance.



### Roles and Responsibilities

#### Parents' Role

- Parents are responsible for ensuring that their child attends school regularly, punctually and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible using School Spider or the school's dedicated absence phone line.
- To notify the school office if a child has a medical appointment, prior to the appointment.

## ATTENDANCE AND PUNCTUALITY POLICY

- Holidays are not permitted during term time. In exceptional circumstances an event may require term time absence.
- Parents asking for Leave of Absence for any reason other than medical, must do so in advance on the request form. The request should state the purpose of the absence and the exceptional reason for them wanting to take it in term time.
- Parents are informed promptly of any concerns that may arise over a child's attendance or punctuality.
- Parents engage in an attendance planning meeting with school, if attendance is below 94%.
- A child's absence from school is considered as unauthorised until a satisfactory explanation is forthcoming from the parents.

### Class Teacher's Role

- Staff endeavour to encourage good attendance and punctuality through personal example.
- Staff regularly communicate and promote the importance of good attendance and punctuality on achievement.
- Registers are called promptly at 8:45 a.m. and at 1.15pm and completed on SIMs in accordance with the list of symbols shown. **No gaps must be left for any child.** Registers should be saved.
- If class teachers have concerns about a child's attendance or punctuality they make their concerns known to the headteacher, who may take a range of actions, such as seeking support from ELSAs, contacting parents directly or involving the Family Support Worker.
- Individual pupil attendance and punctuality is reported to parents in their Annual Report.

### Office Administrator Role

- To ensure children who are late enter school via the school office and are recorded in the 'Late Book' and register as late.
- To record all School Spider and telephone messages regarding absence on the designated clip board in the office and enter codes onto the register.
- To phone the parent of any child who is still absent by 9.10am and has not contacted school to explain this absence.
- To record in the 'Pass Out' book any children who are arriving late due to an appointment or who are leaving school to attend an appointment.
- To print off registers daily and make available to staff, along with the 'Pass Out' book, during a fire alarm.
- Meet with the Education Welfare Service for the annual register check.
- To produce regular reports to the head teacher and governors on pupil absence, identifying any pupils with persistent absence and regular lateness. Send letters to parents.
- Manage any requests for absence, and provide written response, as well as apply for FPN when necessary.

### Headteacher's Role

- The parents of pupils whose attendance is a cause for concern (i.e. where a child's attendance falls below 96%) are contacted by letter and the matter discussed, if necessary, with the headteacher.
- If a pupil is persistently absent (below 90%) or late, and the school's efforts to affect an improvement have been unsuccessful, the situation is referred to the Education Welfare Service for support and guidance.
- The headteacher will implement initiatives to celebrate and promote good attendance and punctuality where necessary.
- To authorise leave of absence under exceptional circumstances.
- To liaise with other agencies: Education Welfare Service, Family Support worker and Social Care when this may serve to support and assist pupils who are experiencing attendance difficulties.
- To report attendance figures to governors termly through the school self-evaluation summary.
- The school will keep accurate attendance records on file for a minimum period of three years.

### The role of governors

- Monitor the school attendance and punctuality data termly and ensure action is taking place to address any concerns.
- Analyse attendance figures for different groups including disadvantaged children and ensure school is addressing any concerns.
- Compare the school's attendance figures to local and national data and set targets for improvement if required.

## **ATTENDANCE AND PUNCTUALITY POLICY**

- To support the school and headteacher when addressing any concerns about individual children's attendance and punctuality.
- To ensure the attendance and punctuality policy is reviewed annually, published on the school website and regularly monitor and evaluate its implementation.

### **4. Opportunities for Spiritual and Moral Development**

In Christian education, we are aware that God is at the heart of all that we do. Children need to be present at school to experience the full range of opportunities for Spiritual and Moral Development.

### **5. Equal opportunities**

We will ensure that the specified aims are implemented for all children regardless of race, religion, gender, ability and disability.

Children with specific special needs, preventing good attendance at school, will have this taken into account if a request for additional leave is requested.

Teachers will provide school work to be completed at home only under exceptional circumstances where a child's medical condition necessitates a prolonged absence from school and whose parents or carers request it.

### **6. Health and Safety**

Correct completion of registers is vital in ensuring the health and safety of our pupils. This policy must be adhered to by all staff to ensure that the safeguarding of children is our main priority and that in the event of an emergency such as a fire, all children are accounted for.

# ATTENDANCE AND PUNCTUALITY POLICY

## Appendix 1

### Cheshire West & Chester

#### **Code of Conduct for Education Fixed Penalty Notice (Unauthorised Leave of Absence & Irregular Attendance)**

1. A Fixed Penalty Notice (FPN) can only be issued in cases of unauthorised absence.
2. The first penalty notice issued to the parent for that pupil will be charged at £160 if paid within 28 days reducing to £80 if paid within 21 days.
3. Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first notice, the second notice is charged at a flat rate of £160 if paid within 28 days.
4. A third penalty notice must not be issued within a 3 year period. Therefore, in cases where the threshold is met for a third (or subsequent) times within those 3 years, a penalty notice cannot be issued and alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.
5. A FPN may be issued per parent per child.
6. Penalty Notices may be considered appropriate if:
  - Unauthorised absences of at least 10 consecutive school sessions (five school days).
  - Sessions either side of a weekend or school holiday will be counted as consecutive school days.
  - For poorly attending learners, at least 10 sessions (five school days) lost due to unauthorised absence during a school term. These do not need to be consecutive.
  - For poorly attending learners, persistent late arrive at school in a term. Persistent means at least 10 sessions of late arrival.
  - The presence of an excluded child in a public place in the child's first five days of exclusion  
(*N.B. points 2 to 4 do not apply where a FPN is issued for an excluded pupil in a public place.*)
7. The school must notify parents of the Attendance Policy and clearly state that parents may receive an FPN for an unauthorised leave of absence relating to holiday in term time.
8. Schools and the Education Welfare Services will take into account any exceptional circumstances when determining whether to issue a FPN.

## ATTENDANCE AND PUNCTUALITY POLICY

### Appendix 2

#### What does 'percentage attendance' mean?

Parents/carers should be advised that from September 2015 the Government have categorised those pupils who have attendance of 90% and below as 'Persistent Absence' pupils (P.A.). RSA will be specifically targeting this cohort of pupils, in an effort to improve their attendance in the future. The table below shows the learning time lost against percentage attendance figures.

| Attendance during one school year | Equivalent Days | Equivalent Sessions | Equivalent Weeks | Equivalent Lessons Missed |
|-----------------------------------|-----------------|---------------------|------------------|---------------------------|
| 95%                               | 9 Days          | 18 Sessions         | 1.4 Weeks        | 45 Lessons                |
| 90%                               | 19 Days         | 38 Sessions         | 3.4 Weeks        | 95 Lessons                |
| 85%                               | 29 Days         | 58 Sessions         | 5.4 Weeks        | 145 Lessons               |
| 80%                               | 36 Days         | 72 Sessions         | 7.1 Weeks        | 180 Lessons               |
| 75%                               | 48 Days         | 96 Sessions         | 9.3 Weeks        | 240 Lessons               |

## ATTENDANCE AND PUNCTUALITY POLICY

**Appendix 3 - Absence Codes:** According to the DfE guidance the following codes are used on the register. **New Attendance Codes from 19<sup>th</sup> August 2024**

### **Attending a place other than the school.**

These codes are classified for statistical purposes as attending an approved educational activity.

|        |                                                               |
|--------|---------------------------------------------------------------|
| Code K | Attending education provision arranged by the local authority |
| Code V | Attending an educational visit or trip                        |
| Code P | Participating in a sporting activity                          |
| Code W | Attending work experience                                     |
| Code B | Attending any other approved educational activity             |
| Code D | Dual registered at another school                             |

### **Absent leave of absence** - These codes are classified for statistical purposes as authorised absence.

|         |                                                                                                                               |
|---------|-------------------------------------------------------------------------------------------------------------------------------|
| Code C1 | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.      |
| Code M  | Leave of absence for the purpose of attending a medical or dental appointment                                                 |
| Code J1 | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution |
| Code S  | Leave of absence for the purpose of studying for a public examination                                                         |
| Code X  | Non-compulsory school age pupil not required to attend school                                                                 |
| Code C2 | Leave of absence for a compulsory school age pupil subject to a part-time timetable                                           |
| Code C  | Leave of absence for exceptional circumstance                                                                                 |

### **Absent - other authorised reasons** - These codes are classified for statistical purposes as authorised absence.

|        |                                                                     |
|--------|---------------------------------------------------------------------|
| Code T | Parent travelling for occupational purposes                         |
| Code R | Religious observance                                                |
| Code I | Illness (not medical or dental appointment)                         |
| Code E | Suspended or permanently excluded and no alternative provision made |

### **Absent - unable to attend school because of unavoidable cause.** - These codes are classified for statistical purposes as not a possible attendance

|         |                                                                         |
|---------|-------------------------------------------------------------------------|
| Code Q  | Unable to attend the school because of a lack of access arrangements    |
| Code Y1 | Unable to attend due to transport normally provided not being available |
| Code Y2 | Unable to attend due to widespread disruption to travel                 |
| Code Y3 | Unable to attend due to part of the school premises being closed        |
| Code Y4 | Unable to attend due to the whole school site being unexpectedly closed |
| Code Y5 | Unable to attend as pupil is in criminal justice detention              |
| Code Y6 | Unable to attend in accordance with public health guidance or law       |
| Code Y7 | Unable to attend because of any other unavoidable cause                 |

### **Absent - unauthorised absence** - These codes are classified for statistical purposes as unauthorised absence.

|        |                                             |
|--------|---------------------------------------------|
| Code G | Leave of absence not granted by the school  |
| Code N | Reason for absence not yet established      |
| Code O | Absent in other or unknown circumstances    |
| Code U | Arrived in school after registration closed |

## ATTENDANCE AND PUNCTUALITY POLICY

|                  | Date      | Reviewed by               | Notes                                                                                                                       |
|------------------|-----------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Policy received  | Oct 09    | Admin staff and governors |                                                                                                                             |
| Reviewed/amended | May 2011  | Admin Committee           | Gail to address lateness                                                                                                    |
| Reviewed/amended | Sept 2012 | Gail Fullbrook            |                                                                                                                             |
| Reviewed/amended | May 2013  | Lucy Kirby                |                                                                                                                             |
| Reviewed/amended | Mar 2016  | Lucy Kirby                |                                                                                                                             |
| Reviewed/amended | Dec 2017  | Simon Jones               |                                                                                                                             |
| Reviewed/amended | Jan 2019  | Lucy Kirby                |                                                                                                                             |
| Reviewed/amended | Jan 2020  | Lucy Kirby                |                                                                                                                             |
| Reviewed/amended | Feb 2021  | Lucy Kirby                |                                                                                                                             |
| Reviewed/amended | Nov 2021  | Nathalie Bell             | New morning procedure updated                                                                                               |
| Reviewed/amended | Mar 2022  | Lucy Kirby                |                                                                                                                             |
| Reviewed/amended | May 2023  | Lucy Kirby                |                                                                                                                             |
| Policy Rewritten | Sept 2024 | Lucy Kirby                | Rewritten using the new CWAC model policy and implementing: DfE Working together to improve school attendance February 2024 |
| Reviewed/amended | Sept 2025 | Lucy Kirby                | No amendments                                                                                                               |