



An Academy

# BOUGHTON PRIMARY SCHOOL: AN ACADEMY



An Academy

## Attendance Policy and Procedures

2022 - 2024

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APPROVED:	<b>FGB MTG 22<sup>ND</sup> JUNE 2022</b>
BY:	<b>FULL GOVERNING BODY</b>
TO BE REVIEWED:	<b>EVERY TWO YEARS – JUNE 2024</b>

At Boughton Primary the named personnel with designated responsibility for attendance are:

Head Teacher	Family Liaison Support Worker	Administrator and Attendance Officer
Mary James	Jenny Malcolm	Natalie Cullum

### Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our Funding Agreement and Memorandum and Articles of Association.

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## Overview

**It is a legal requirement** that pupils of compulsory school age receive full-time education and this, with the exception of education at home or elsewhere, means regular attendance at school. Irregular attendance leads to pupils missing teaching, learning and the social and emotional benefits of being at school; it leads to children not fulfilling their true potential. Put simply, absence from school means missed learning.

## Covid-19

During the school years 2019-2020 and 2020-2021, schools had to partially close due to Covid-19; attendance monitoring ceased during that time. Schools reopened in March 2021 and attendance became mandatory for all pupils of compulsory school age.

We are mindful, however, that the pandemic has affected families in various ways and that events which were cancelled were rescheduled into 2022. This has had a significant impact upon school attendance (both nationally and here at Boughton Primary). Our governing body and leadership team are agreed that we need a robust policy, in order to ensure that all stakeholders prioritize children's attendance at school, to maximise every child's opportunity to reach their full potential.

We are working closely with the Education Inclusion Partnership Team at West Northamptonshire Council, to ensure that EVERY child has their entitlement to full-time education.

# 1. Aims

Boughton Primary aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Our minimum threshold for attendance is 96%; attendance below this threshold will trigger our support mechanisms. Persistent unauthorised absence and term-time holidays will result in the school following statutory processes and making referrals to West Northamptonshire Council.

# 2. Definitions

Throughout this document, the following terminology is used with the intended meaning listed below:

Terminology	Definition
Parent	Any adult with parental responsibility for a child, whether the child resides with them or not.
Carer	Any adult in the family without parental responsibility, but with the ability to affect change for a child. For example, a step-parent living in the family home, who does not have parental responsibility but is involved in the day-to-day care of the child.
Authorised absence	An absence that is authorised (allowed) by the school. The first four periods of illness-related absence will usually be authorised, without the school requiring further medical evidence.
Unauthorised absence	An absence that is unauthorised (not allowed) by the school. This includes, but is not limited to: <ul style="list-style-type: none"> <li>- More than four periods of illness-related absence in a school year, without medical evidence (e.g. GP letter or appointment card, prescription)</li> <li>- Term-time holidays</li> <li>- Non-urgent medical appointments (routine doctor or dentist appointments, that could be made out of school hours or in the school holidays)</li> </ul>
Session	Attendance is recorded in registration sessions. Each day has 2 sessions: morning and afternoon. A child is required to be present at school for the full session in order to be registered as attending.
Late	The school gate and doors open at 8.40a.m. and registration takes place at 9a.m. Registers close at 9.10a.m. Our early opening time allows a good window of opportunity for the children to arrive punctually, ready to begin their lessons when registration ends. Late arrival to school is recorded as: <ul style="list-style-type: none"> <li>- Arrived before the end of registration (L)</li> <li>- Arrived after registration (U)</li> </ul> Lates after registration count as an unauthorised absence for the session.

### 3. Home/School Partnership

Schools have a responsibility for safeguarding the children in their care; securing regular attendance is part of this responsibility. Non-attendance can be closely linked to disengagement, and even anti-social behaviour.

This responsibility requires the school and home to work closely together; to this end, we ask parents and carers to:

1. **Ensure that their child arrives on time** for morning and afternoon school; register is at 9am. Persistent lateness over time has the same impact on learning as persistent absence. It is imperative that parents and carers do everything in their power to secure their child's punctuality;
2. **Notify the school on the first day of absence**, before 9.00a.m., and keep the school informed during the period of absence;
3. **Get in touch at an early stage about any concerns** they have about their child's attitude to school that may be impacting their attendance.

In return the school will:

1. **Contact parents/carers on day one of absence** if no message has been received from home (known as first day response);
2. **Contact parents/carers as soon as we are beginning to become concerned** about their child's attendance. Initial contact will be by phone, and will be followed up by letters if concerns persist.
3. **Follow up promptly any concerns that parents pass on to us** that may be affecting their child's attitude to, or feeling of wellbeing in, school;
4. **Regularly remind pupils** of the importance of good attendance and punctuality;
5. **Ensure that parents/carers understand that attendance and punctuality is their responsibility** and not their child's as in most cases children have limited power over their arrival time at school and attendance;
6. **Follow the procedures and processes within this policy**, if attendance is a cause for concern. This includes making referrals to West Northamptonshire Council, which may result in cautions, penalty notices or legal proceedings.

### 4. School procedures

#### 4.1 Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register is taken at the start of the first session and second session of each school day (9a.m. and 1p.m). This is done electronically using SIMS. The teacher will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent (including late)
- Unable to attend due to exceptional circumstances
- The register is uploaded after every registration.

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

#### 4.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9a.m. or as soon as practically possible (see also section 6).

Parents need to make DIRECT CONTACT with the school office, either by telephone or email, as outlined below.

### **HOW TO CONTACT THE SCHOOL**

We ask that parents contact school by 9a.m. to report absence, either **telephone: 01604 842322** or email: [admin@boughtonacademy.co.uk](mailto:admin@boughtonacademy.co.uk)

Please do not pass messages on via other parents, through personal contact to staff or at the gate; ***we need direct contact from the child's parent or carer to the school office.*** This is to ensure the safety of your children, so that we have a record of their whereabouts if they are not here.

If we have not heard from you by 9a.m. you will receive a telephone call from school to ascertain the reason for your child's absence.

The first **four** periods of absence due to ill-health will usually be authorised, unless the school has concerns about the authenticity of the illness. **After this, all absences will be unauthorised.** If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this.  
NB: the school may use discretion in exceptional circumstances, where a child has a significant or severe health need or disability.

Absence due to parental ill-health will usually be unauthorised; whilst we will endeavor to be understanding of family circumstances, it is a parent's legal duty to ensure their child attends school.

### **4.3 Medical or dental appointments**

Parents/carers need to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Non-urgent appointments need to be made out of school hours and will not be authorised.

### **4.4 The School Day**

<b>Timings: Morning</b>	<b>What happens</b>
8.40a.m.	Playground gate opens (Reception, Year 1 and Year 2) Classroom doors open (Years 3 to 6)
8.55a.m.	Playground bell rings Classroom doors and gates close
9.00a.m.	Registration for all classes
9-9.10a.m.	Pupils arriving between 9 – 9.10a.m. are marked L (late before close of register)
After 9.10a.m.	Pupils arriving after 9.10a.m. are marked U (late after close of register), which <i>counts as an unauthorised absence for the morning session.</i>
<b>Timings: Afternoon</b>	<b>What happens</b>
1p.m.	Registration for the afternoon session. Pupils need to be present for the full afternoon session. A present mark at 1p.m. followed by early collection before the end of the school day <i>counts as an absence for the whole session.</i>
3.20p.m.	End of school day for Reception, Year 1 and Year 2
3.30p.m.	End of school day for Years 3 to 6

## **4.5 Punctuality**

### **Morning session:**

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. Lates after the register has closed are marked as unauthorised absence for the session. This is because every part of the school day counts towards a child's attendance record. Persistent lateness will be addressed initially by a conversation with parents/carers to ascertain the reasons for this, followed by a letter. A meeting with the Attendance Team (which includes the Head Teacher) will be necessary if punctuality doesn't improve. *Parents can be prosecuted if their child persistently arrives late.*

### **End of the school day**

All pupils need to be collected by 3.30p.m. (3.20p.m. in Reception and Key Stage One). Late collection can cause a child considerable distress. We ask that parents/carers inform the school if they are going to be late so that their child/ren can be advised. This often helps to alleviate a child's anxiety.

- After 15 minutes, children not collected will be brought to Reception and a telephone call will be made to the 1st Contact, followed, if no response, by all other contacts in numerical order.
- If there is no response, the child/ren will be taken to after-school club and parents will be charged for using this facility.
- If we have heard nothing from parents/carers by 5p.m. school staff will need to contact the MASH team (0300 126 1000) and possibly the police.

## **4.6 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Initial contact will be made by phone, and support will always be offered to try and maximise pupil attendance. Sometimes a conversation between the school and home is enough to deal with any concerns before they become big issues.

Support may take the form of meet and greet for a pupil, some additional support or mentoring by the teacher, teaching assistant or Family Liaison Support Worker, or multi-agency work with the family in the form of an Early Help Assessment.

Staff will make a home-visit in circumstances where there is reason to be concerned about persistent absence.

## **4.7 Reporting to parents**

The Head Teacher writes to all parents each term, with a summary of attendance across the school and a class-by-class breakdown. Where a pupil has less than satisfactory attendance, we will write to parents as soon as we become concerned and will provide a copy of their child's attendance record.

We report to parents at the end of the school year and enclose their child's attendance record with their annual report.

## **5. Authorised and unauthorised absence**

### **5.1 Term-time absence**

*The over-riding expectation for school staff and parents must be that EVERY school day matters and any absence results in missed learning.*

Head Teachers are not able to grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. Requests are considered individually, taking into account the specific facts, circumstances and context. However, the majority of requests will be returned as unauthorised.

The Department for Education (DFE) has issued guidelines to all schools detailing valid reasons for **authorised absence**, which include:

- Illness or receiving emergency medical attention
- Religious observance notified in advance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents belong. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart
- Exceptional family circumstances (e.g. bereavement, serious illness)
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- There are other absences, such as “Approved Sporting Activity” that may be authorised (at the discretion of the Head Teacher and only if the pupil’s attendance record is above 96%).
- There may also be events affecting families, some unforeseen, which will necessitate absence from school and professional discretion will need to be used in these cases about whether the absence can be authorised.

**Unauthorised absences** are those where there is not an acceptable explanation for the absence and it doesn’t fall into one of the authorised categories above.

*In addition, the Head Teacher can decide not to authorise an absence request, due to a poor attendance record.*

We expect absences to be kept to a minimum: routine medical and dental appointments should be arranged out of school hours, and should not involve the need to collect children early from school. Early collection counts as an unauthorised absence for the afternoon session.

**Term time holidays are NEVER authorised.**

**All** term-time holidays meet the criteria for referral to the local authority, who may issue a caution or penalty notice. A two-week holiday in term time (10 school days) would take a pupil below the 96% expected threshold for attendance.

See Appendix 3 for further detail regarding term-time absence and “exceptional circumstances”.

## **5.2 Legal sanctions**

Schools can refer parents for a penalty notice from the local authority due to the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to refer ultimately rests with the Head Teacher, following West Northamptonshire’s code of conduct for issuing penalty notices.

### **Criteria for referral:**

- 10 sessions or more unauthorised within a 6 week period
- An unauthorised period of 10 sessions (5 days) or more – usually a term-time holiday
- 10% unauthorised absences across the academic year

## **6.Strategies for promoting attendance**

At Boughton Primary School, we believe that good attendance is an expectation rather than something to be rewarded. The benefits of attending regularly, apart from those mentioned earlier, include children being able to be included in special experiences and activities. We also link our weekly “Good to be Green” awards to attendance; pupils have to be in school all week to achieve this.

Good attendance is something that may be out of the control of children, depending on their own health or family’s circumstances. For that reason, we do not give individual awards for attendance; instead, the class with the best overall attendance each term earns a treat.

## 7. Attendance monitoring

The attendance officer monitors pupil absence on a weekly basis and the Attendance Team meets at least monthly to discuss issues and concerns.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

The threshold for "good" attendance is above 96%.

It is important to note that 96% indicates at least 8 school days (16 sessions) missed in a full school year. Therefore, the aspirational aim should be that our children are attending **every day**, and arriving on time and ready to learn.

As soon as concerns arise, we will move to the 3 stages of our policy:

### 7.1 STAGE 1: TELEPHONE CONVERSATION

The Attendance Officer or Family Liaison Support Worker will contact parents/carers to discuss the concerns about the child's attendance via a solution-focused conversation.

A copy of the notes from the conversation will be sent to the parent, along with the child's attendance record. This will include an agreement from the parent to ensure their child's attendance will be at least 96% from the date of the call onwards. Parents will be reminded that only the first four periods of illness will be authorised by the school, and that the school reserves the right not to authorise any absence if there is no evidence of an appropriate reason.

### 7.2 STAGE 2: LETTER AND CONTRACT

A letter will be sent to the parents/carers, as an invitation to meet and begin a Parental Contract for attendance.

The meeting will take place as soon as possible from the date of the letter.

The contract is to be agreed between school and parents/carers; if parents do not attend, a further meeting should be scheduled.

If attendance issues are resolved because of the contract, no further action will be taken; if not, the school moves to stage 3.

### 7.3 STAGE 3: FINAL LETTER RESULTING IN EITHER IMPROVEMENT OR REFERRAL

Final letter inviting parents/carers to a meeting to address the issue. Failure to attend the meeting or failure to adhere to the contract results in a referral to Education Inclusion Partnership Team and a request for a Penalty Notice to be issued by West Northamptonshire Council, which may eventually lead to **legal proceedings**.

## 8. Roles and responsibilities

### 8.1 The Board of Governors

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head Teacher to account for the implementation of this policy.

### 8.2 The Head Teacher

The Head Teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Head Teacher also supports other staff in monitoring the attendance of individual pupils, and in setting up contracts or referring cases to the council.

### 8.3 The Attendance Officer

The attendance officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the Head Teacher
- Works as part of the Attendance Team to tackle persistent absence
- Works with the Education Inclusion Partnership (WNC) as needed to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues



- Supports the Head Teacher in the administration required to start an Attendance Contract, or to make a referral to the council.

#### **8.4 The Family Support Liaison Worker**

The FSLW:

- Works as part of the Attendance team to tackle persistent absence
- Follows up any safeguarding concerns linked to poor attendance
- Supports families in a holistic way, to address the root causes of poor attendance
- Supports the Head Teacher in any work needed with outside agencies e.g. WNC.

#### **8.4 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via SIMS.

Class teachers and teaching assistants need to ensure that attendance messages are reiterated to parents, by giving parents an absence form rather than accepting messages at the doors or gate.

#### **8.5 Office team**

The office team take calls and emails from parents about absence and record information on SIMS. The office team are able to over-ride codes on SIMS when there has been a concern noted about attend, to ensure that absences are recorded appropriately when authorised or unauthorised.

### **9. Monitoring arrangements**

This policy will be reviewed every 2 years by the Head Teacher and Attendance Team, or more frequently if there are changes in legislation or new information available to update the policy. At every review, the policy will be shared with the governing board.

### **10. Links with other policies**

This policy is part of our Safeguarding suite of policies and links to our Child Protection & Safeguarding policy.

## APPENDIX 1: ATTENDANCE CODES

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (a.m.)	Pupil is present at morning registration
\	Present (p.m.)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit organised or approved by the school.
<b>Authorised Absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical/dental appointment (the school will not authorise routine appointments which could be made out of school hours)
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
8	Isolating	Isolating due to family member or pupil awaiting test result
<b>Unauthorised Absence</b>		
G	Term time holiday	Pupil is on holiday (the school will never authorise term time holidays)
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replace with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with the reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
<b>Other</b>		
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend Also used for Covid related absence
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register has been set up but pupil has not yet joined the school
#	Planned school closure	Whole/partial school closure due to half-term/bank holiday/ INSET day

## APPENDIX 2: THE IMPACT OF PERSISTENT ABSENCE

There are 190 school days each year, where children are required to attend school, each with two sessions a day, which adds up to 380 registration sessions.

This means there are 175 days (weekends and school holidays) for shopping, birthday treats, non-urgent medical and dental appointments and family holidays.

If a child misses 16 days of school in a year, then s/he spends more time out of school than in school (191 days out, 174 in).

If a child misses one day a week for their entire school life (ages 4-16) it is equivalent to missing 2 entire years of school.

The table below shows the potential impact:

% Attendance	School days a year attended	% Absence	School days a year missed	School weeks a year missed	Over 5 years, entire school years missed
100	190	0	0	0	0
90	171	10	19	4	0.5 (6 months)
80	152	20	38	8	1
70	133	30	57	12	1.5
60	114	40	76	15	2
50	95	50	95	19	2.5
40	76	60	114	23	3
30	57	70	133	27	3.5
20	38	80	152	30	4
10	19	90	171	34	4.5

# APPENDIX 3a: LEAVE OF ABSENCE REQUEST FORM (EXCEPTIONAL)

BOUGHTON PRIMARY SCHOOL

Leave of Absence Form: Exceptional Circumstances



## PART 1: PARENT TO COMPLETE

Child's name and class:

I request permission for the above-named child to be allowed to have a leave of absence for:

Dates/Times

From:

To:

*The majority of requests will be unauthorised.*

*Parents are reminded that they could receive a fixed penalty notice, per child, per parent, if they choose to take their child out of school in term time.*

Please state below, the "exceptional circumstances" that necessitate a leave of absence from school in term time :

Signature of Parent/Guardian:

Printed Name of Parent/Guardian:

Date:

## APPENDIX 3b: GUIDANCE ON BACK OF LEAVE OF ABSENCE REQUEST FORM (EXCEPTIONAL)



### Additional guidance for Parents and Carers re: Absence Requests

*Regular and punctual attendance of pupils at schools is, under section 7 of the Education Act 1996, a legal requirement, parents being responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have.*

**Schools are bound by government legislation and we ask that parents make every effort to comply with the attendance regulations.**

#### Authorised Absences

The Department for Education (DFE) has issued guidelines to all schools detailing valid reasons for authorised or justified absences:

- ✓ Sickness/illness\*
- ✓ Emergency medical appointments
- ✓ Scheduled hospital appointments or treatment
- ✓ Days for specific religious observance, notified in advance

#### Absence allowed in exceptional circumstances, at the discretion of the Head Teacher, notified in advance

The DFE guidelines look at the area of "Special Occasions" and make clear that only truly exceptional occasions should be classified as authorised. These include:

- ✓ Absence due to exceptional family circumstances (e.g. bereavement, serious illness)
- ✓ Family wedding or civil partnership taking place on a school day (just the day of the event)
- ✓ Examinations off-site
- ✓ Educational opportunity
- ✓ Attendance at an event at the request of a public organisation
- ✓ Visit to a new school
- ✓ Family re-location visit

#### Unauthorised Absences

Unauthorised absences are those where:

- ~ no letter or acceptable explanation is provided by parent(s)/carers;
- ~ the reason for the absence does not fall into one of the categories of authorised absence above.

The following absences cannot be authorised, under any circumstances:

- family holiday, no matter what length
- leaving school early to travel to an event
- routine medical or dental appointments, which could be arranged outside school hours
- minding the house
- caring for relatives
- awaiting repair people
- shopping
- a birthday

The Head Teacher reviews each request and decides if it meets the criteria for authorisation. Parents should keep their copy of the authorisation in case they are required to prove their child has authorised absence during term-time.

**\*Please note that we may ask for evidence of illness, e.g. doctor's note, if a child's attendance has fallen well below the 96% threshold.**

*The Local Authority has jurisdiction to impose fines for unauthorised absence.*

## APPENDIX 3c: REPLY FROM ATTENDANCE OFFICER REGARDING LEAVE OF ABSENCE REQUEST (EXCEPTIONAL)

### PART 2: ATTENDANCE OFFICER TO COMPLETE

<b>Outcome: Authorised</b> <b>AUTHORISED AT THE ATTENDANCE OFFICER'S DISCRETION, IN LINE WITH DfE GUIDELINES</b>	Tick
Emergency medical appointment	
Hospital scheduled appointment or treatment	
Religious observance, notified in advance	
Other exceptional circumstances: delete as appropriate <i>Family wedding/civil partnership; examinations off-site; educational opportunity; attendance at an event at the request of a public organisation; visit to a new school; family re-location visit; compassionate grounds.</i> Other :	
<b>Outcome: Unauthorised</b> <b>PLEASE BE AWARE THAT THE LOCAL AUTHORITY MAY IMPOSE A FINE FOR UNAUTHORISED ABSENCE AND SCHOOLS ARE ASKED TO REPORT THESE.</b>	Tick
Term-time holiday <i>DfE guidelines do not allow Head Teachers to authorise <b>any</b> term-time holiday, whatever the reason given by the parent. <b>All</b> term-time holidays will be unauthorised.</i>	
Leaving school early to travel to an event	
Routine doctor/dental appointment, which could be made outside school hours	
Attendance is below 96% (     %) which means an absence which would usually be authorised cannot be.	
<b>Signature of Attendance Officer:</b> <b>Date:</b>	

## APPENDIX 3d: LETTER FROM HEAD TEACHER REGARDING UNAUTHORISED LEAVE OF ABSENCE



An Academy

### Boughton Primary School

Moulton Lane,  
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Northampton.  
NN2 8RG  
Tel: (01604) 842322  
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Head Teacher:  
Mary James BEd (Hons)  
Senior Leaders:  
Jodie Hartwell (Deputy Head)  
Elaine Webster (School Business Manager)

To the parent of \_\_\_\_\_  
Address

Date

Dear \_\_\_\_\_

Child/ren's name(s)	
Dates of absence	
Reason given for absence	

Government guidelines prevent Head Teachers from granting any Leave of Absence during term time, unless there are exceptional circumstances. This is to ensure that every child receives their legal entitlement to full-time education. Parents risk receiving a penalty notice from the Local Authority if they choose to take their children out of school during term-time.

**With reference to your request for term-time absence, I need to notify you that your request has not been authorised.** The enclosed form explains the reasons for this.

If you choose to take the leave, the absence will be recorded as unauthorised. The Local Authority may issue penalty notices when children miss five school days which are recorded as unauthorised absences. Fixed Penalty Notices are £60 per child, per parent if paid within 21 days. Between 21 and 28 days, the penalty rises to £120 per child, per parent. If payment is not received within 28 days parents may be prosecuted and receive a fine up to £1000.

Should you choose to continue with the request for absence, the school will follow the processes outlined in our Attendance Policy, in line with local and national guidance. This means that we will refer to the Local Authority, who may issue a penalty notice.

Yours sincerely,

Mary James  
Head Teacher

*'Excellence through Effort and Enjoyment'*

## APPENDIX 4: RECORD OF CONVERSATION ABOUT ATTENDANCE

This should be used by any member of staff when a conversation (including by email) happens regarding attendance, for example if a parent mentions at drop-off that they need to collect their child early for an appointment.

<b>Child's name and class:</b>
<b>Parent's name:</b>
<b>Date of conversation:</b>
<b>Current attendance (attach SIMS print out)</b>
<b>Notes from conversation</b>
<b>Absence request form given? (YES or NO)</b>
<b>If no form was given, please state why not:</b>
<b>Any other notes, including requests for follow-up from the Attendance Team</b>



## APPENDIX 5: RECORD OF TELEPHONE CONVERSATION WHEN CONCERNS ARISE

**BOUGHTON PRIMARY SCHOOL**  
**Record of Telephone Conversation re: Attendance**



<b>Child's name and class:</b>
<b>Parent's name:</b>
<b>Date of conversation:</b>
<b>Current attendance (attach SIMS print out)</b>

<b>Explain reason for call:</b> I am phoning to advise you that we are concerned about your child's attendance. What can the school do to help?
<b>Notes from conversation:</b>
<b>Agreement:</b>
Attendance needs to be 96%+ from the date of the call onwards. If it continues to fall, this will trigger a meeting with the Attendance Team and a Parent Contract will be established.
Signed:
Counter-signature of Head Teacher:
Cc: Pupil file Parent School Attendance file
Date of review by Attendance Team:
Notes:
Further action:

## APPENDIX 6: STAGE 2 LETTER – MEETING FOR CONTRACT and overleaf Attendance Summary



An Academy

# Boughton Primary School

Moulton Lane,  
Boughton,  
Northampton.

NN2 8RG

Tel: (01604) 842322

Fax: (01604) 821156

Email: admin@boughtonacademy.co.uk

Head Teacher:

Mary James

Senior Leaders:

Jodie Sadler (Deputy Head Teacher)

Elaine Webster (School Business Manager)

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<salutation>

<address>

<date>

Our ref: stage2letter/initials

Dear <salutation>

**Further to your telephone conversation with Mrs Cullum/Mrs Malcolm, I am writing to update you regarding <forename>'s attendance which is <percentage\_attendance>%** The attached attendance register shows the authorised and unauthorised absences.

As you will be aware, Boughton Primary School expects a minimum of 96% attendance in line with DFE recommendations from all students as regular attendance at school is a crucial factor in enabling children to reach their full potential and achieve maximum benefit from their education. Overleaf you will find details of your legal responsibilities, regarding your child's attendance at school.

Poor school attendance damages educational achievement and the future progress of young people. Promoting and supporting good attendance at school is essential to learning and attainment. 90% attendance is the equivalent of a half-day absence every week, which totals to four full weeks of lessons over an academic year.

We would like to work together with your support to achieve high levels of attendance. To this end, I would like to invite you to meet with our attendance officer, Mrs Natalie Cullum, and me on <DATE AND TIME>, to establish a Parent Contract with you.

**Please telephone or email the school to confirm your attendance at the meeting.**

Non-attendance at the meeting will result in further absences being unauthorised, unless you are able to provide evidence from a medical professional of your child's illness or reason for absence.

Yours sincerely

Mary James  
Head Teacher

*'Excellence through Effort and Enjoyment'*

## **BOUGHTON PRIMARY SCHOOL: ATTENDANCE SUMMARY FOR PARENTS**

### **YOUR LEGAL RESPONSIBILITIES**

*Regular and punctual attendance of pupils at schools is, under section 7 of the Education Act 1996, a **legal requirement**, parents being responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have.*

*Compulsory school age is defined as commencing at the start of term on or after a child's fifth birthday and concluding on the last Friday in June of the school year in which the pupil becomes 16.*

### **NOTIFICATION PROCEDURES**

- **Medical appointments**  
Medical appointments need to be notified in writing at least 48 hours in advance, with accompanying evidence where possible (e.g. hospital letter; text from doctor's surgery etc.). Routine appointments taken within school hours will be **unauthorised**.
- **Emergency appointments**  
We ask that the school be notified first thing in the morning should there be any need for an appointment to be made. Again, without written evidence these will be **unauthorised**.
- **Early pick-up**  
This counts as an **unauthorised** absence, even if not for the whole morning/afternoon session.

Only the first **four** occurrences of sickness in one academic year will be authorised by the school; thereafter these will be recorded as **unauthorised** unless there is an ongoing medical condition that we have been made aware of and have medical evidence to support the absence.

**ALL** term-time holidays are unauthorised, regardless of the length of time or reason for the holiday.

### **HOW TO CONTACT THE SCHOOL**

We ask that parents contact school by 9a.m. to report absence, either **telephone: 01604 842322** or **email: [admin@boughtonacademy.co.uk](mailto:admin@boughtonacademy.co.uk)**

Please do not pass messages on via other parents, through personal contact to staff or at the gate; **we need direct contact from the child's parent or carer to the school office**. This is to ensure the safety of your children, so that we have a record of their whereabouts if they are not here.

If we have not heard from you by 9a.m. you will receive a telephone call from school to ascertain the reason for your child's absence.

## APPENDIX 7: CONTRACT

### Boughton Primary School



An Academy

#### PARENTAL CONTRACT MEETING (ATTENDANCE)

**(The meeting should not commence if parents do not attend. Parents should be written to detailing the support available)**

Date and time of meeting	
Chair of Meeting	
Others present/roles	

**Purpose of Agreement:**

To improve the above pupil's school attendance record and avoid legal action being taken.

Pupil and family details					
Pupil's name:			Pupil's D.O.B.		Y_
Pupil's address:			Pupil's ethnicity:		
	Post Code				
Parent 1 – name:			Parent's D.O.B.		
Parent 1 address (if different to child)			Parent 1 ethnicity:		
Parent 1: Do you consider yourself to have a disability?	No	Yes – give details	Parent 1 gender:		
Parent 2 – name:			Parent 2 D.O.B.		
Parent 2 address (if different to			Parent 2 ethnicity		

child)			
Parent 2: Do you consider yourself to have a disability?	No	Yes – give details	Parent 2 gender:

Please include all those with parental responsibility including those who have day to day care for the child.

Sibling 1: name		D.O.B.		School	
Sibling 2: name		D.O.B.		School	
Sibling 3: name		D.O.B.		School	

Are there any attendance issues with these children?

SUMMARY OF INVOLVEMENT	
Dates from to	
School telephone calls to home	
Family Liaison Support Worker involvement	
Letters from school	
Home visits	
Meetings	
School has made you aware of your legal responsibilities in relation to this matter via the following means:	Attendance policy on website, paper copy available on request Attendance leaflet Letter(s) home

If you are unsure of your legal responsibilities, this meeting is intended to ensure that you now have a clear understanding.

#### YOUR LEGAL RESPONSIBILITIES

Regular and punctual attendance of pupils at schools is, under section 7 of the Education Act 1996, a **legal requirement**, parents being responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have.

Compulsory school age is defined as: commencing at the start of term on or after a child's fifth birthday and concluding on the last Friday in June of the school year in which the pupil becomes 16.

MULTI-AGENCY INVOLVEMENT		
Are any agencies currently involved with either parent or with the family?	NO Offer EHA	YES Give details

<b>If EHA is declined, give reasons:</b>		

<b>VOICE OF THE CHILD</b>
<b>Summary of young person's strengths</b>
<b>Young person's views</b>

Summary of Areas of Concern:					
Attendance in last ____ weeks ____ out of ____ = ____% Attendance ____% Un.Abs					
Issues Raised	YES	NO	Issues Raised	YES	NO
1. Alleged Bullying			5. Peer/Staff relationships		
2. Medical			6. Academic		
3. Home related difficulties			7. Behaviour/Attitude		
4. Transport			8. Community/other		

Areas of concern identified – please describe their impact upon attendance.

**Agreed Action:- We agree to address the following target areas for improvement in attendance and/or punctuality and to co-operate fully within these aims:**

**Please include actions for all (where appropriate) and ensure these are clear with who is carrying out action and timescales.**

Action point	ACTION	WHO IS RESPONSIBLE
1.	Attendance between now and Review Date – minimum 96%	Parents

2.		
3.		
4.		
5.		
6.		

If I am concerned about my aspect of the delivery of the plan I will contact \_\_\_\_\_ immediately.

**Review meeting (within 6 school weeks)**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

*If the targets are met within the 6 week period, this contract will be reviewed. If there is significant improvement and support has been put in place that needs to be monitored the PCM can be extended with a PCM review for a further 6 weeks.*

The attendance team will agree at the review meeting whether the contract needs to continue, even if targets have been met.

**However, if the targets are not met and there is no legitimate reason for the non-attendance then a contact will be submitted to the Local Authority Education Inclusion Partnership Service. This may result in:**

- A Fixed Penalty Notice payable up to £120 fine for each parent

Alternatively you may be subject to proceedings by way of:

- Prosecution under s444 (1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under s444 (1) (a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or 3 months imprisonment.

SIGNATURES OF ALL INVOLVED WITH THIS CONTRACT	
<b>PARENTS' SIGNATURES</b>	
Parent 1	
Parent 2	
<b>HEAD TEACHER</b>	
<b>SCHOOL REPRESENTATIVES</b>	
<b>PUPIL</b>	
<b>OTHERS</b>	

## APPENDIX 8: STAGE 3 LETTER



An Academy

# Boughton Primary School

Moulton Lane,

Boughton,

Northampton.

NN2 8RG

Tel: (01604) 842322

Fax: (01604) 821156

Email: admin@boughtonacademy.co.uk

Head Teacher:

Mary James

Senior Leaders:

Jodie Sadler (Deputy Head Teacher)

Elaine Webster (School Business Manager)

<salutation>

<address>

<date>

stage3letter/initials

Our ref:

Dear <salutation>

Further to our meetings and Parent Contract, we note that <forename>'s attendance has not improved whilst being monitored and, despite our best efforts to support you in improving <forename>'s attendance, the overall percentage remains at <percentage\_attendance>% (Please see attached attendance register). Any further absences will be unauthorised unless you are able to provide evidence from a medical professional of your child's illness.

As explained to you when we introduced the Parent Contract, the next step for the school is to refer the case to the Education Inclusion Partnership Team, who may take more formal action.

**Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full time education either by regular attendance at school or education otherwise. Section 444 (1)(a) of the same Act states that where a parent of a child who knowingly and without justification fails to ensure regular attendance of a registered student at that school, the parent of the child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, institute legal proceedings in the Magistrates' Court under this section of the Education Act 1996, against those parents concerned. Alternatively, Section 44B of the same Act empowers the Local Education Authority to issue a Penalty Notice of £120.**

This could result in an interview being held under caution in accordance with the Police & Criminal Evidence Act 1984. You should also be aware that if convicted of an offence of failing to ensure regular attendance of your child at school under **Section 444, 1/1A Education Act 1996**, you could be fined up to **£1000/£2500 and/or receive a term of imprisonment not exceeding three months.**

*We would like to give you a final opportunity to work with the school to address this issue. Therefore you are invited to a meeting with the Attendance Team on <date and time>.*

**Failure to attend this meeting will result in a referral to the EIPT being made.**

Please telephone or email to confirm your attendance at the meeting.

Yours sincerely

Mary James

Head Teacher



## **APPENDIX 9: PENALTY NOTICE CHECKLIST**

### **Penalty Notice (PN) Request Checklist**

#### **Before completing form**

- Has the period for which the PN is requested been recorded as unauthorised?
- Are there any missing marks or coding irregularities?
- Does coding on the register accurately reflect the dates for which the PN is being requested?
- Is the reason for the request indicated on the form eg unauthorised holiday or unauthorised absence?
- Have the parents/carers been informed that they could receive a PN.

#### **Criteria for issuing PN**

- 5 days or more continuous absence if overall attendance is below 90% (in the previous rolling year) or if there are further G codes in the academic year.
- Can be used as a sanction for irregular attendance.

#### **Documentation to accompany irregular attendance request**

- Completed Contact form
- Attendance certificate ensuring all absences are coded as unauthorised eg no 'N' codes
- Evidence of actions taken – letters issued, notes of meetings held, Parent Contact Meeting (PCM) chronology, offer of Early Help Assessment (EHA)
- Evidence that the parent/carer has been notified that they may receive a PN (this can be within documentation of school website, in behaviour policy, in newsletters to parents etc.

#### **(If Leave of Absence Request Form is completed by parent/carer)**

- Copy of request for leave of absence received from parent/carer and signed by all relevant parent/carers and any letter pertaining to that request.

- Signed evidence that school have informed parent/carer in writing that absence will be unauthorised and that this could lead to a PN being issued.
- Reasons for not authorising the holiday should be clearly stated to parent/carer.
- Up to date registration certificate showing the period of absence as unauthorised 'G'

**(If Leave of Absence Request Form has not been completed by parent/carer)**

- Up to date attendance certificate showing the period of absence as unauthorised 'G'.
- Evidence as to why the school believe that the absence was for the purpose of a leave of absence.
- Signed copy of letter to parent from the head teacher stating that the absence will be coded as unauthorised as it is believed to be for the purposes of a leave of absence without exceptional circumstance and that this could lead to a PN being issued.

**Completing contact form**

- Parents' full name and surname.
  - If there are two parents, details of both parents should be completed.
  - Address should be checked.
  - A PN will be issued individually to both parent/carers.
- First language if not English – the PN will be issued in that language.
- The contact form should only be submitted once the child has returned to school. If the child fails to return then the school should follow their Missing child procedures.
- Documentation provided by the school which supports the request for a PN by the Local Authority can be used as evidence should any legal action be taken. All cases where there is non-payment of the PN would be considered for a prosecution under s.444 of the Education Act 1996.
- In the event that the case proceeds to a prosecution school staff may be required to provide a written witness statement and may be required to give evidence in court.

**Please note that in all cases where PN's have to be withdrawn by the Local Authority due to material errors or incorrect procedures followed or caused by the school, an administration charge of £30 may be considered.**