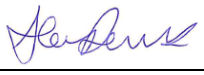
Attendance Policy (SS-02)

Ratified by Governors:	Mr A.Rankin, Chair of Governors
Signature:	
Date:	November 2026

Ratified by SLT:	Mr R J King, Headteacher
Signature:	
Date:	November 2026

Committee Responsible:	Governing Board
Author:	Mr H Carter, Assistant Headteacher – Behaviour Support & Attendance
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Version	Date	Comments	Author
02	19/04/21	Updated to include 2019/20 data. Covid addendum to Policy written.	HCa
03	12/09/22	Updates to procedures and information about attendance. To support our 2022-23 Attendance Strategy. Appendices included.	HCa
04	9/11/23	Updates to job roles and procedures. Section on school values and the link with attendance included.	HCa
05	4/10/24	Updates to procedures, especially around unauthorized absence Attendance codes amended to be in line with new DfE guidance. Policy to be read in conjunction with updated information for parents and carers on the school website.	HCa
06	01/09/25	Links to updated DfE and Cumberland attendance documents included. Minor changes to some in-school procedures and job roles.	HCa
07	8/9/26	Updated to reflect current DfE attendance guidance, including attendance codes, penalty notice arrangements, SEND and EBSA considerations, reasonable adjustments, and attendance evidence requirements.	HCa

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1. Introduction

This Policy is designed to support our work in ensuring that all pupils achieve high levels of attendance at Cockermouth School. We believe that regular school attendance is the key to enable pupils to maximise the educational opportunities available to them, and to become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

It sets out the principles, procedures and practice that Cockermouth School will undertake. Strategies, sanctions and possible legal consequences of poor attendance and punctuality are also detailed, as well as rewards for, and benefits of, good attendance.

This policy is to be read in conjunction with a range of other supporting documents and with the school's attendance information for parents and carers, which can be found on the school website:

https://cockermouthschool.org/attendance-and-absence

We work closely with the Local Authority. More information about parental responsibilities concerning your child or children's school attendance and the legal consequences if they fail to attend can be found here:

https://www.cumberland.gov.uk/schools-and-education/school-attendance-and-exclusion/school-attendance

We use the Cumberland Council School Attendance Handbook to support us with our attendance work. The link for this can be found here:

https://cumberlandsend.co.uk/sites/default/files/364232/2026-01/School%20Attendance%20Handbook.pdf

This Policy will be reviewed, amended as necessary and published annually in accordance with current legislation and guidance. The *DfE statutory guidance 'Working together to improve attendance document'* updated in July 2026, makes it clear that attendance is the essential foundation to positive outcomes for all pupils.

https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

Roles and responsibilities are outlined in the supporting documentation for Working Together to improve school attendance. A summary table of responsibilities can be found below. These responsibilities apply to parents, schools, Governors/governors and the Local Authority

Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

For pupils with specific health issues impacting on attendance, the following documents may be helpful to read in conjunction with this policy:

Supporting pupils with medical conditions
https://www.cockermouthschool.org/perch/resources/documents/supporting-pupils-with-medical-conditions-policy-ss-13.pdf

DfE document: Mental health issues affecting a pupil's attendance: guidance for schools
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1136965/Summary_of_responsibilities_where_a_mental_health_issue_is_affecting_attendance.pdf

2. School Values and Attendance

Cockermouth School's values are Include, Community, Aspire, Respect, Enjoy; #icare

This policy has these values at the heart of what it is trying to achieve.

Include
When pupils attend well, they can participate actively in all the school offers. Attending well can help to build confidence and ensures that pupils develop the right social skills, and learn to work with others. We are committed to supporting those where there are barriers to attendance, to ensure they can access the full range of opportunities that the school offers and to ensure that nobody is left out.

Community
As a school we look after one another and make sure that everyone feels included. We make sure that no-one is left behind and for that reason we work together and encourage and promote excellent attendance throughout a pupil's time at Cockermouth School.

Aspire
Being in school is important to your child's achievement, wellbeing, and wider development. The higher a pupil's attendance, the more they are likely to learn, and the better they are likely to perform in exams and formal assessments. We want our pupils to aim high and to have ambitious goals and dreams. Attending well and arriving on time play an important role in this.

Respect
We have high expectations for all of our pupils, which includes expecting all of our pupils to attend well. We work positively with parents and carers, showing politeness, patience, persistence and dialogue and seek to understand and overcome any barriers to a child attending well. We treat all pupils and parents with dignity and understand that in modelling respectful relationships we can build a positive relationship between home and school, which can be the foundation of good attendance.

Enjoy
We are a school that encourages and promotes pupils to enjoy their learning and extra-curricular experiences with one another. We aim to inspire pupils, so that they can enjoy their time here at Cockermouth School. Pupils can only make the most of these opportunities when they attend school well.

3. Principles

Receiving a full-time, suitable education is a child's legal entitlement.

Under the Education Act 1996, it is parents' and carers' legal responsibility to ensure this happens. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for a leave of absence in advance from the school.

Attending school regularly aids intellectual, social and emotional development and is essential if children are to benefit fully from their school life.

Attending school regularly safeguards the welfare of children whilst they are not in the care of their parents and carers. The Education (Pupil Registration) (England) Regulations 2013, legally require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the pupil was:

Present, Late or Absent – the absence is either authorised or unauthorised and coded appropriately using the DfE's agreed absence codes. *(See Appendix 2)*

4. Aims of the Policy

Our expectations for attendance are high, and we aim to ensure that all children attend school regularly and punctually in order to maximise their educational achievement and social development. The whole-school attendance target is 96% or above. Statistics show a direct link between under-achievement and attendance levels below 90%. Therefore, the key aims of this policy are:

To support Cockermouth School's duty to safeguard its pupils to the best of its ability.

To ensure that all those responsible for children's education, including parents, carers, staff and Governors understand and accept their responsibilities in relation to attendance.

To minimise absence from school, thereby reducing levels of persistent absence.

To improve the life chances of the pupils attending Cockermouth School and prepare them to be fully contributing citizens when they reach adulthood. Regular attenders are more successful in transferring between primary school, secondary school, higher education and employment or training.

We work in partnership with parents and carers in promoting and encouraging 100% attendance and punctuality for all our pupils. We ensure that staff receive professional development to maintain knowledge of registration, attendance and punctuality procedures as well as school attendance and punctuality levels.

5. Policy objectives

- To increase whole-school attendance to exceed 96%.
- To reduce persistent absence to less than 10% of the school population.
- To reduce the gap between whole-school attendance and the attendance of disadvantaged pupils to within 2%
- To reduce persistent absence amongst disadvantaged pupils to <15%
- To safeguard the welfare, health, social and emotional development of children.
- To reduce or eliminate term time holidays / leave of absence.
- To maximise the potential of every individual pupil.

To ensure robust systems are in place to monitor and manage attendance and punctuality throughout the school.

To recognise and praise excellent and improving attendance.

6. Attendance

Attendance Matters
Good attendance is essential to success in school:

90% attendance = ½ day missed every week
1 school year at 90% attendance = 4 whole weeks of lessons missed

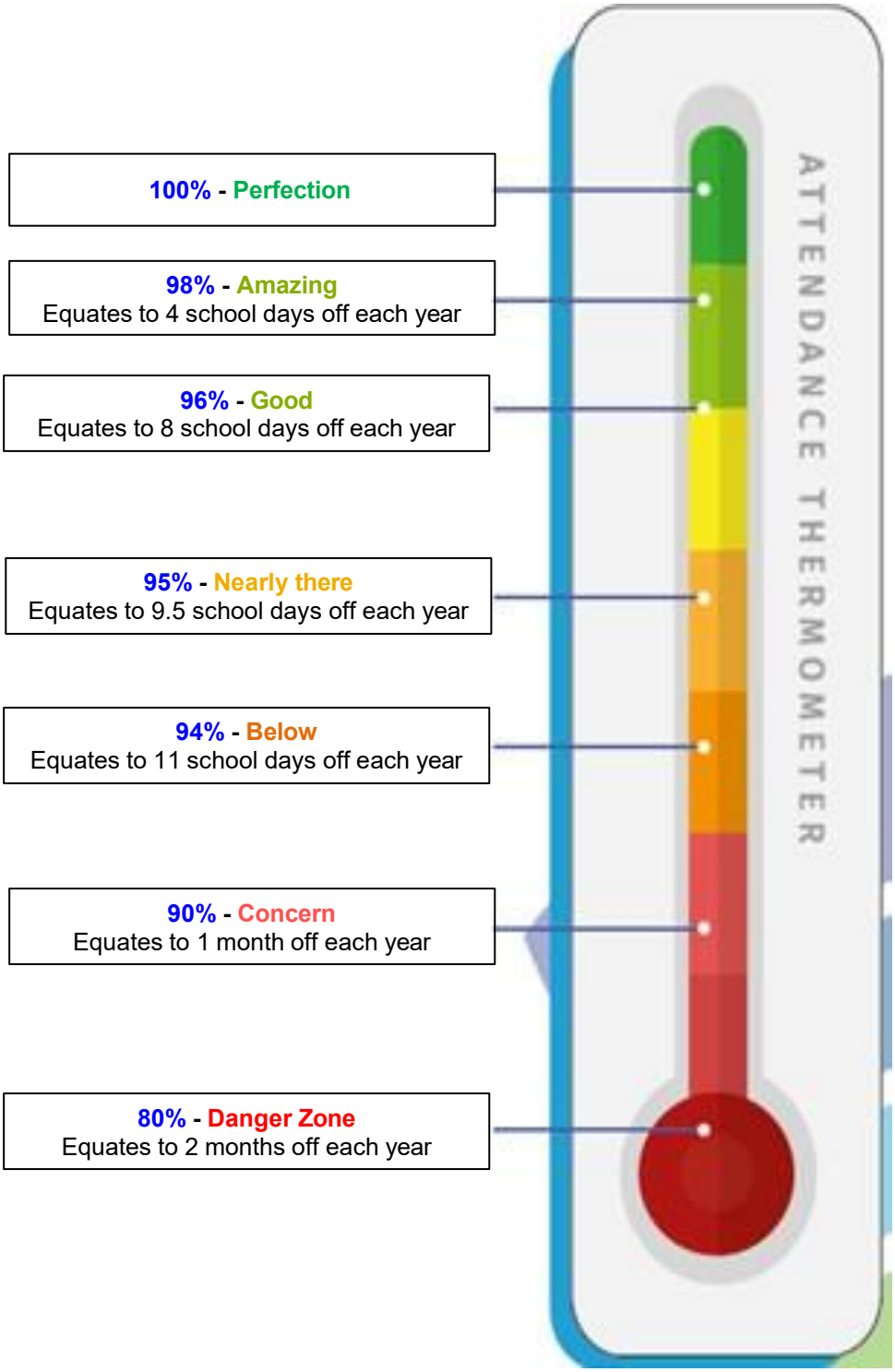
90% attendance over 5 years of secondary school = ½ a school year missed
It is suggested that 17 missed school days a year = one GCSE grade drop in achievement

Attendance Impact Table

Attendance	95%	90%	85%	80%	75%	70%
Number of days of lost learning	9	19	28	38	48	57
Number of lessons lost (5 lesson day)	45	95	140	190	240	285

The whole school target for attendance is above 96%. Attendance of 95% means pupils will have missed 10 school days in a year. Over 5 years this means 50 days, which is almost a full school term.

The following attendance thermometer is a helpful guide that Cockermouth School will use as a simple reference point for pupils, parents and carers in order to promote good attendance:



7. Responsibilities

7.1 COCKERMOUTH SCHOOL WILL:

- Provide and promote a welcoming and positive atmosphere so that children feel safe and know that their presence is valued.
- Raise awareness of the importance of full attendance and punctuality, communicating regularly about attendance and making attendance a high priority.
- Encourage parents and carers to fully support the Policy as a vital contribution towards their child's education.
- Encourage pupils to have a positive attitude towards attendance and punctuality so that they can retain this into adult life.
- Celebrate good attendance by regularly praising and rewarding pupils.
- Ensure that attendance is effectively monitored, and that absences are followed up promptly, meaning that parents are always informed about their child's absences.
- Regularly share attendance data with key stakeholders, especially pastoral and safeguarding teams, to ensure that attendance is carefully monitored and appropriate responses made.
- Communicate effectively with other agencies where there are concerns about attendance.
- Meet the legal requirements with the use of correct codes for absence, with particular reference to authorised and unauthorised absence.
- Ensure that all staff comply with the school Policy and deal consistently with absence and punctuality concerns.
- Ensure attendance information is available for Governors, parents and

  carers. Share good practice with other schools.
- Have procedures in place to help pupils return after a significant absence.
- Make every effort to meet the individual needs of all pupils to encourage their full attendance

  .

7.2 WE EXPECT OUR PARENTS AND CARERS TO:

- Provide up-to-date contact numbers and changes of address.
- Notify Cockermouth School when their child is unable to attend, with a reason, on the first day of the absence by 8.30am.
- Notify Cockermouth School after the first day of absence if the absence is continuing. Keep Cockermouth School well informed, in cases of lengthy absence.
- Keep absences to a minimum. An explanation from a child's home does not mean an absence automatically becomes authorised (the decision whether or not to authorise an absence will always rest with Cockermouth School).

- Provide medical evidence indicating attendance at the dentist, doctor or optician before the arranged appointment unless an emergency situation has arisen (whenever possible all appointments should be made outside of school hours).
- Follow government guidelines introduced in September 2013 and clarified in the latest DfE guidance in 2024. No leave of absence can be authorised by the school for holidays during term time. We expect all holidays to be arranged out of term time. Where there are exceptional circumstances we may authorise leave during term time and will consider each case on its merits. (Please see section 12)
- Ensure that their child arrives at school on time each day.
- Let Cockermouth School know if their child is going to be late, e.g. if a car breaks down; if an urgent appointment has been made.
- Understand the importance of good attendance and punctuality and promote this with their child, aiming for 100% attendance each year.
- Provide explanations of any absence and medical evidence for whole day appointments as well as medical evidence for persistent absence from school due to alleged illness.
- Only request leave of absence if it is for an exceptional circumstance.

7.3 WE EXPECT OUR PUPILS TO:

- Attend every day unless they are ill or have an authorised absence. Arrive in school on time.
- Go to all their registrations and lessons on time.
- Take responsibility for registering at the appropriate place if they are late or are leaving the school site during school hours.

8. Absence Coding

Every absence must be classified by Cockermouth School as **authorised** or **unauthorised**. This is why information about the cause of any absence is always required.

Types of absence that are likely to be **authorised** are illness or emergencies.

Medical or dental appointments will be authorised, although these should be organised outside of school hours wherever possible.

Medical evidence may also be required. This may be any of the following:

- Hospital discharge letter
- Note from a GP
- Copy of an appointment card from your GP
- Copy of a prescription or copy of a medication label
- Note from a pharmacist
- Note from any other health care professional (e.g. physiotherapist, optician, podiatrist etc.)

Other types of absence are likely to be **unauthorised**.

Cockermouth School can, if needed, change an authorised absence to an unauthorised absence and vice versa, if new information is presented. Any changes will be communicated to parents and carers.

9. Registration and Punctuality Procedures

Clear information on attendance procedures will be provided for pupils, parents and carers via the school website, letters, posters, assemblies and form tutors.

Legally the register must be taken twice a day, once at the start of the school day at 08:40, and once during the afternoon session at 13:10. The registers will remain open for 30 minutes. Pupils arriving after 08:40 but before the end of the registration period will be coded L (late before registers close) which is a present mark. Pupils arriving after the registers have closed will be coded U (late after registers close) which counts as an unauthorised absence for the whole session.
Therefore a pupil arriving at 09:15 will be recorded as absent for the whole morning session.

If there is no known reason for the absence at registration, the absence will be recorded as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory in the view of Cockermouth School, and/or evidence of the reason cannot be provided, the absence will be coded as O (unauthorised absence).

It is reasonable for members of staff to ask questions regarding a child's attendance and punctuality and when appropriate, request evidence to support the reason for absence from school.

Registration is at 08:40 each morning; pupils should therefore arrive at school by 08:35
If pupils arrive after 08:40 they will be deemed to be late and recorded as such.

Pupils are registered in every lesson and formally for their PM mark in their afternoon registration.

9.1 RESPONDING TO LATENESS

Pupils arriving late will have this recorded.

An after-school detention will be issued after a pupil is issued with 5 lates to any session during the school day.

We will periodically run "late gates" at the start of the school day to pick up pupils arriving late to morning registration. Staff on duty at the front of school will meet with all pupils arriving late, discuss the reasons for the lateness and follow this up with a lunchtime detention. The aim of a late gate is to reduce lateness to registration each morning. Pupils arriving after 08:55 without a good reason will be issued with a same-day lunchtime detention.

10. Absence Contact

Parents and carers are expected to notify Cockermouth School on the first day if their child is unable to attend for any unavoidable reason, such as illness. Parents and carers are requested to inform the school before 08:30 if their child is too unwell to attend school. To record an absence, parents and carers are asked to use the absence email address absence@cockermouthschool.org **or** contact the school directly by ringing 01900 898888 and leaving a message on the designated absence answerphone.

If the school does not receive notification, it will text/telephone on the first day of absence, to try to establish the reason for the absence. First day contact will be carried out as early as possible in the school day, in order to notify parents and carers as quickly as possible that their child is not in school. Where significant concerns exist about attendance, a home visit may well be carried out.

If the child is still too unwell to attend the following day, parents and carers should again telephone the school before 08:30 to inform them of this second day of absence. If a child is absent for five

days or more due to ill health, or where there are concerns regarding the frequency or pattern of absence, the school may request medical evidence in order to determine whether the absence can be authorised.

11. Continuing Absence Procedures

If after five days of absence, your child has not been seen and no contact has been made with the school, we will make all reasonable enquiries to establish contact with parents and carers, including making enquiries to known friends and wider family.

In the event of an absence of **three or more days** without contact from the family, a home visit will be made, either by the school or other Local Authority professional, to ascertain the safety and well-being of the child and, in addition, the reason for absence from school.

If the child is not seen and contact has not been established with the named parent or carer, the Local Authority will be notified that the child is at risk of being missing from education (CME). If we cannot establish a reason for absence, then we will continue to schedule home visits during this period, as we have a responsibility to see the child in person, so that we can ensure that they are safe and well. A police welfare check may well be requested if concerns continue to exist.

12. Unauthorised Absence and Penalty Notices

The New National Framework for Penalty Notices for absence came into force on 19 August 2024.

A single consistent national threshold for when a Penalty Notice must be considered by **ALL** schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.
- For example, a 5-day unauthorised leave of absence would meet the national threshold.
- The 10-school week period can span different terms or school years.

First Offence

- The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:
- £80 per parent, per child if paid within 21 days.
- If not paid within 21 days, the fine will increase to £160 per parent, per child, payable between the 22nd and 28th day.

Second Offence (within 3 years)

- The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:
- £160 per parent, per child – payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

- The third time an offence is committed, a Penalty Notice WILL NOT be issued, and the case will be presented straight to the Magistrate's Court:
- Prosecution can result in criminal records and fines of up to £2,500.
- Cases found guilty in a Magistrates Court can show on the parent's future DBS (Disclosure and Barring Service) certificate (Disclosure and Barring Service) due to a 'failure to safeguard a child's education'.

12.1 TRAVELLER CHILDREN

There are special arrangements for the children of the travelling community. Children of Traveller groups, whose families do not travel are expected to register at a school and attend as normal.

Parents should be asked to inform the school, in advance, of their travelling plans and to inform the school when they are likely to return. The school may use the T code if it is not known whether the pupil is attending educational provision elsewhere.

To help ensure continuity of education for Traveller children it is expected that, wherever possible, the child should attend school elsewhere when their family is travelling and be dual registered at that school, whilst remaining on the register of the base school.

13. Applications for Leave of Absence in Term Time (includes holidays in term time)

All pupils are encouraged to attend school every day of the 190 days that school is open.

As a school, we prioritise teaching and learning. Therefore, in accordance with national guidelines, Cockermouth School does not authorise holidays during term time. Permission, however, may be sought and may be granted in exceptional circumstances. A request for such absence should be made by filling in the relevant Leave of Absence form *(See Appendix 1),* which is also available to download from the school website.

Parents and carers of a child performer can seek leave of absence from school for their child to take part in a performance. A request for such absence should be made by filling in the relevant Leave of Absence form. It is, however, down to the Headteacher's discretion as to whether to authorise this. The school may wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

Parents and carers of able sportsmen and women can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Headteacher's discretion as to whether to authorise this. The school may wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

Parents and carers of pupils who require time off (in advance) for any other reason may also make a request in writing to the Headteacher. Each case will be considered on an individual basis and it is down to the Headteacher's discretion as to whether to authorise such absence.
If pupils achieve 100% attendance (190 days) that still leaves 175 days in the year to arrange a holiday.

14. Non-starters

Pupils who are allocated places but fail to start are also treated as Children Missing in Education (CME). If Cockermouth School has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the pupils to the Local Authority for further checks.

15. Vulnerable Children

Pupils who are Currently Looked After (CLA), subject to a Child Protection Plan (CP) or Children in Need (CIN) will be treated with highest priority and will be known to the Attendance Officer and Designated Safeguarding Lead. Any unexplained absence will be followed up immediately by a telephone call to the home. Any outside professionals who are also working with the children and family will be notified of the absence as required. Home visits will be made to pupils in this category at the earliest opportunity.

Children with Special Educational Needs and Disabilities (SEND) and disadvantaged pupils will be treated with similar priority in order that their time in school can be maximised, and their learning supported to the greatest extent possible.

16. Leavers and Children Who Cease to Attend Without Prior Notice (Children Missing in Education - CME) Procedures

Parents and carers must inform the school in writing if they are planning to remove their child from Cockermouth School. This must include the details of the new school the child is planning to attend or that they are exercising their right to educate their child otherwise. All information will be passed onto the Local Authority. If after ten days' continuous absence the school has been unable to ascertain the whereabouts of a pupil, they will refer the child's details to the Local Authority, in order to perform further checks that are not available to school.

17. Promoting Attendance

Cockermouth School will use all possible opportunities to promote the importance of good attendance and punctuality.

The school will celebrate those pupils who maintain high levels of attendance, and they will be recognised and rewarded by the pastoral teams and at school events.

The foundation for good attendance is a strong partnership between the school, parents, carers and the pupil.

18. Understanding Attendance

You may wonder why Cockermouth School are concerned if your child's attendance is below 90%.

90% attendance equates to a day off every two weeks and as such represents a significant amount of absence (19 days of absence in the school year). It is the threshold below which a pupil is considered to be persistently absent (PA)

That is why we communicate and work with families and pupils whose attendance drops below 90%, as this level of attendance is likely to have a significant impact on a pupil's ability to reach their full potential within school.

We know that attendance has a very close link to wellbeing and attainment in school. Every extra day missed is associated with a lower attainment outcome, which can have a significant impact on pupils' future plans.

19. Persistent Absence Procedures

Regular monitoring of the registers will be made by the Attendance Officer, to identify pupils with a pattern of absences that may lead to persistent absence and contact will be made with parents and carers.

All pupils who have attendance below 90% (at any time throughout the school year) will be regarded as persistently absent (PA). As such, their attendance will be tracked and interventions will be made to try to ensure that their attendance returns to a level in excess of 90%, as soon as is possible.

Initially Cockermouth School will try to resolve the problem with parents and carers and this will involve regular communication and meetings. If these initial meetings do not lead to improved attendance, the school may request medical evidence in order for the school to authorise any further absence due to ill health.

The school will work with parents and carers and will offer the necessary support however, if the

pattern continues, the pupil will move through a stepped process. *(See Appendix 4)*

The Attendance Officer and Heads of Year will meet regularly to discuss pupils who are attendance concerns and will agree on when to move them onto the next stage of this stepped process.

If attendance concerns persist, Cockermouth School will make a referral to the Local Authority.

Where a pupil is identified as severely absent (missing 50% or more of their possible sessions), the school will maintain regular contact with the pupil and family. As part of this support, the school will normally carry out a Safe and Well Check at least every two weeks. Depending on the circumstances and identified level of risk, this may take the form of a home visit, a Microsoft Teams meeting, a telephone conversation, or another agreed method of contact. The purpose of these checks is to promote the pupil's welfare, assess any safeguarding concerns, understand barriers to attendance, and support re-engagement with education. Where safeguarding concerns exist, the frequency and method of contact may be increased and other agencies involved, in accordance with the school's safeguarding procedures.

20. Responding to Poor Attendance

Parents and carers are asked to contact the school on the first day of their child's absence.

All incoming messages and emails will be recorded and information shared with our Attendance Officer.

Attendance information will be shared with Heads of Year, form tutors and relevant staff within school.

The Attendance Officer and pastoral teams will target pupils with known attendance / punctuality problems and monitor pupils. Parents and carers will be contacted each day via text or phone if the pupil is absent.

We will always work positively with parents and carers and will seek to understand and overcome any barriers to a child attending well. Appropriate strategies will be employed in order to address the attendance of individual pupils, including work with our Pastoral and Inclusion teams, monitoring, detentions, meetings with parents and carers, home visits and Attendance Action Plans.

Where colleagues are concerned about a pupil's attendance, they may refer the pupil to external agencies for additional support and guidance. This involvement may form part of an Early Help Assessment.

For pupils whose attendance fails to improve, after a range of interventions and support measures have been tried by Cockermouth School, the ultimate consequences may be one of the following:

- Parents and carers may be issued with a Fixed Penalty Notice, which carries a fine of £80, per parent, per child. If the fine is not paid within 21 days, it rises to £160 per parent, per child. If not paid after 28 days, court action will be initiated in most cases.

- The Local authority may initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, or even imprisonment.

In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.

21. Attendance Difficulties and Emotionally Based School Avoidance.

You should do everything possible to encourage your child to attend school.

If the reason for their reluctance appears to be school-based, such as difficulty with work, or bullying, parents and carers should contact the school at the first opportunity to discuss.

Cockermouth School will work with parents, carers and pupils to resolve such issues and alternative arrangements will be put in place for pupils, to support them with their reintegration into school.

If the reason for their reluctance appears to be based around issues outside of school, parents and carers should still contact the school at the first opportunity to discuss.

Advice and support will be offered to ensure the prompt return of a pupil.

It is not acceptable for a pupil to refuse to attend school and, as such, parents and carers must work with the school to agree a way forward as a matter of urgency.

The school recognises that some pupils may experience barriers to attendance linked to anxiety, mental health needs, Special Educational Needs and Disabilities (SEND), or Emotionally Based School Avoidance (EBSA). In these circumstances, the school will work collaboratively with pupils, parents, carers and external agencies to understand the underlying barriers to attendance and put in place appropriate support, reasonable adjustments and reintegration strategies. Our aim is to secure long-term improvements in attendance through support, inclusion and high expectations, while maintaining every child's right to access a full-time education.

Where attendance concerns persist, particularly where attendance falls below 90%, the school may request medical or professional evidence to support ongoing absences. Where sufficient evidence is not provided and the school is not satisfied that the reason for absence meets the criteria for authorised absence, future absences may be recorded as unauthorised in accordance with DfE attendance guidance and the school's attendance procedures.

22. Information for Parents and Carers

We aim to encourage all members of our school community to be the very best that they can be.

For pupils to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school in good time for the start of the school day, every day the school is open, unless they are genuinely ill or there is some other unavoidable reason.

Some pupils are reluctant to go to school and say they do not feel well. It is for you as the adult to judge whether they are genuinely unwell, or just unwilling.

If they are unwilling, it is always better for them to attend, as further absence means that they will fall further behind and this will make them even more reluctant to attend. Your job as the parent or carer is to encourage them to attend. If you are met with reluctance, please work with us to ensure a swift return to school.

Appendix 1: Leave of Absence Form

Headteacher:
Mr R J King BSc

Dear Parents and Carers

From 1 September 2013, changes to statutory legislation regarding pupil absence came into force. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteachers may not grant any leave of absence during term time unless there are 'exceptional' circumstances.

Any absence from school will disrupt your child's learning, regardless of their academic ability. Every day and every lesson counts. You may consider holidays as educational, but your child will still miss out on invaluable teaching that their peers will receive. Children returning from a leave of absence are unprepared for their lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses the potential risk of under achievement for you child and also other pupils in the class. This is something that we all have a responsibility to avoid.

If you wish to take your child out of Cockermouth School during term time, you will need to complete and return the attached form to our Attendance Officer, Mrs L Whittle at absence@cockermouthschool.org. Please note that it is school policy not to authorise term time holidays and the threshold that the Headteacher applies when considering if circumstances are exceptional is extremely high. If the leave of absence does not meet the criteria for exceptional circumstances, and you nevertheless take your child out of school, it **will be recorded as unauthorised leave**.

All unauthorised absences, including holidays that have not been sanctioned by the Headteacher, are accumulated and parents who fail to ensure regular attendance of their children at school can be issued with a Fixed Penalty Notice under Section 444 of the Education Act 1996. The amount is up to £160 (per parent per child). Failure to pay a Penalty Notice or where a previous penalty notice has already been issued, the Local Authority may decide to proceed directly to prosecution, except in limited circumstances.

All leave of absence requests must be completed on the attached form. Letters or emails will not be accepted. This form should be returned to Cockermouth School at least **14 days** prior to the requested absence. Leave cannot be authorised retrospectively.

It is essential that you take into account all of the information above when planning a holiday or absence during term-time

Yours sincerely

Mr H Carter
Assistant Headteacher

Mr R J King
Headteacher

Please return to Mrs L Whittle, Attendance Officer (absence@cockermouthschool.org)

Pupil Name: .....

Tutor Group: .....

Date of first day of absence AM / PM

Date of return to school……

Number of school days that your child will be absent from school ……

Please detail the exceptional circumstance for which you are requesting leave of absence.

I understand that if the absence request is unauthorised the Local Authority may be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within 21 days and £160 if paid between 21 and 28 days in the first instance. I also understand that failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.

Names of other school aged children that this request is being made for	School Attended

Please print the name(s) of Parents or Carers making the application:

Dr/Mr/Mrs/Ms Forename: ..... Surname: ……..... Parental Responsibility Y/N

Dr/Mr/Mrs/Ms Forename: ..... Surname: ……..... Parental Responsibility Y/N

Signed: ....
Dated: .....
(Please ensure you are giving at least 14 days' notice of the proposed absence; retrospective applications cannot be authorised).

For school to complete: *AUTHORISED / UNAUTHORISED*

Appendix 2: Attendance Codes, Descriptions and Meanings

Codes	Description	Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Attending any other Approved Educational Activity	Approval Education Activity	Out for whole session
C	Leave of absence for exceptional circumstance	Authorised Absence	Out for whole session
C1	Leave of absence – regulated performance or employment	Authorised Absence	Out for whole session
C2	Leave of absence – part-time timetable	Authorised Absence	Out for whole session
D	Dual registration (attending other school)	Approved Education Activity	Out for whole session
E	Suspended or Excluded without alternative provision	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
I	Illness (NOT med / dental appointment)	Authorised Absence	Out for whole session
J1	Leave of absence – Interview for employment or admission to another educational instituion	Authorised Absence	Out for whole session
K	Attending education provision arranged by the local authority	Present	In for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Absence – absent in other or unknown circumstances	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Education Activity	In for whole session
Q	Unable to attend the school because of a lack of access arrangements	Attendance not required	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Leave of absence for the purpose of studying for a public examination	Authorised Absence	Out for whole session
T	Traveller absence - Parent travelling for occupational purposes	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Out for whole session
V	Educational visit or trip	Present - Approved Education Activity	Out for whole session
W	Work experience	Present - Approved Education Activity	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Y1	Unable to attend due to transport normally provided not being available	Attendance not required	Out for whole session

Codes	Description	Meaning	Physical Meaning
Y2	Unable to attend due to widespread disruption to travel	Attendance not required	Out for whole session
Y3	Unable to attend due to part of the school premises being closed	Attendance not required	Out for whole session
Y4	Unable to attend due to the whole school site being unexpectedly closed	Attendance not required	Out for whole session
Y5	Unable to attend as pupil is in criminal justice detention	Attendance not required	Out for whole session
Y6	Unable to attend in accordance with public health guidance or law	Attendance not required	Out for whole session
Y7	Unable to attend because of any other unavoidable cause	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session
#	Planned whole school closure	Attendance not required	Out for whole session

Appendix 3: Cockermouth School Attendance Procedures and Responsibilities

AM registration	Who is responsible?
1) 8am onwards Attendance Officer checks messages notifying absence in the absence@cockermouthschool.org inbox and pre-populates registers with any pre-planned activities. For any sporting fixtures, trips or visits, SIMS registers pre-populated with approved absence and correct code.	Attendance Officer
2) 8.30am onwards reception field any absence phone calls and check the absence voicemails, recording absences directly onto SIMS.	Reception team Attendance Officer
3) 8.40-9.30am Attendance Officer monitors registers to ensure these are completed for registration and period 1 to ensure that attendance is accurate.	Attendance Officer Period 1 teachers
4) Attendance Officer to follow up on any missing registers.	Attendance Officer
5) Attendance Officer to print out fire registers once accurate register is confirmed.	Attendance Officer
6) Where there are any missing registers or inaccuracies, Active Patrol to check and instigate procedures for pupils unaccounted for as appropriate.	Attendance Officer Active Patrol
7) Attendance Officer to send out text message via Edulink to parents and carers of all pupils with an unexplained absence.	Attendance Officer
8) Focus pupils, especially those with known safeguarding concerns, prioritised for first morning contact by designated member of staff.	Head of Year Pastoral Support Attendance Officer
9) Pupils signing in / out of school after registration has closed using Inventry, ensure SIMS has been coded and marked appropriately to prepopulate registers for lessons.	Attendance Officer
10) Attendance Officer to continue to pick up individual messages and responses returned from parents and carers after having been notified of child's absence and code on SIMS registers throughout the school day.	Attendance Officer
PM registration	**Who is responsible?**
1) At the start of period 5, where there are any missing registers or inaccuracies, Active Patrol to check and instigate procedures for pupils unaccounted for as appropriate.	Attendance Officer Active Patrol
2) Leave of Absence Requests referred to Attendance Officer in the first instance and then liaise with Head of Year for any queries, AHT to be involved for complex cases and then authorised through the Headteacher. Attendance Officer to ensure information is correctly coded on SIMS.	Attendance Officer Head of Year AHT (Attendance)
3) Attendance Officer to send list of N marks for Sixth Form pupils to Sixth Form team for checking.	Attendance Officer Sixth Form team

Appendix 4: Persistent Absence Procedures

Timeline of Actions

There will be weekly contact between Heads of Year and the Attendance Team including discussion of individual and year group trends.

Attendance Focus pupils will be highlighted in red on SIMS to make identification of pupils with attendance concerns easier for tutors and teaching staff with a half-termly review of the cohort.

Cohort of PA pupils are identified for intensive contact wherever absent. Pupils assigned a member of staff to be a consistent point of contact. All contact to be logged. Once absences confirmed following registration, all pupils with an unexplained absence receive a first morning text.

Form tutors promote good attendance and hold supportive "attendance conversations" with focus pupils.

Heads of Year and Form Tutors should consider pastoral plans and Early Help for pupils who are persistently absent from education.

List of pupils with attendance below 95% created and discussed weekly between Attendance Officer and AHT, details of meeting sent to Head of Year for consultation and actions agreed. "Attendance nudge letter" sent out where appropriate.

In consultation with the Head of Year and where appropriate "Attendance Nudge Letter" sent out by Attendance Officer to pupils where attendance concerns exist.

Head of Year works with Attendance Officer and the Inclusion Team to identify the reason for absence, using the EBSA toolkit as appropriate.

If attendance improves following 'Attendance Nudge Letter' then 'improved attendance letter sent' sent to parents and carers to inform them of the improved attendance.

If no improvement after 2 week review, pupil sent 'Letter 1'. Two-week monitoring period created and tracked by Attendance Officer and Pastoral Lead.

If no improvement, Letter 2 sent highlighting 'persistent attendance concerns' and inviting parent / carer in for a meeting. Action Plan drawn up.

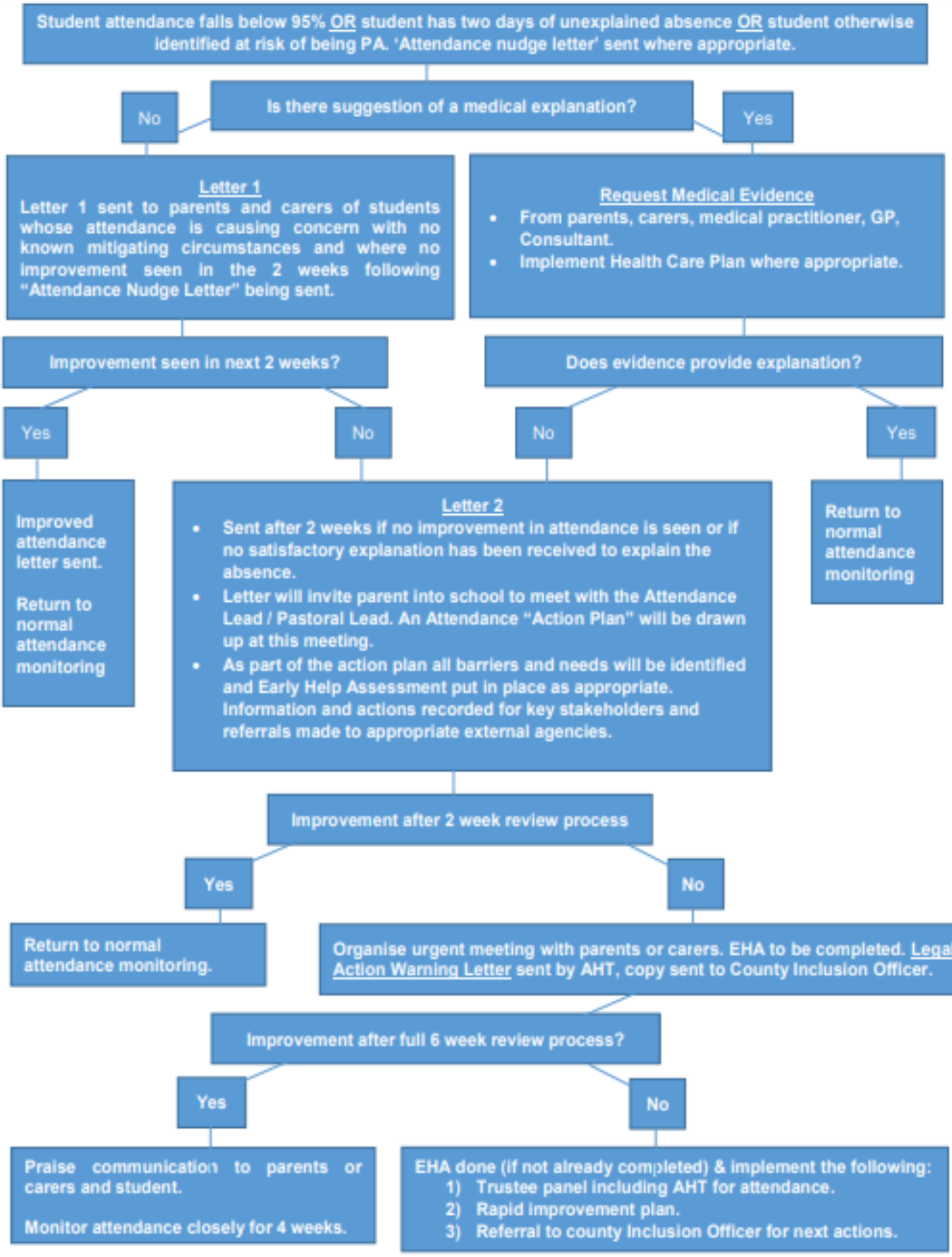
If still no improvement following meeting, Assistant Headteacher (Behaviour and Attendance) to arrange for appropriate action to be taken including, as advised by the DfE and in consultation with the LA, including Legal Action Warning letter with the possibility of penalty notice / prosecution.

It is not necessary to return to 'first contact' letter if attendance improves initially and then regresses. The Head of Year and Attendance Officer can decide which is the appropriate step to return to.

Where significant issues exist, including school refusal, actions will be accelerated to identify barriers and put in place the relevant support with referral to the appropriate external agencies / Local Authority.

SAFEGUARDING: Where a child is on the school register, but has not been seen in school for 5 days and where contact has not been possible with home, please inform AHT for attendance and DSL to agree immediate next actions.

(*Please refer to the flow chart on the next page for the stepped process for individual cases)*


Student attendance falls below 95% OR student has two days of unexplained absence OR student otherwise identified at risk of being PA. 'Attendance nudge letter' sent where appropriate.
Is there suggestion of a medical explanation?
No
Yes
Letter 1
Letter 1 sent to parents and carers of students whose attendance is causing concern with no known mitigating circumstances and where no improvement seen in the 2 weeks following "Attendance Nudge Letter" being sent.
Request Medical Evidence
From parents, carers, medical practitioner, GP, Consultant.
Implement Health Care Plan where appropriate.
Improvement seen in next 2 weeks?
Does evidence provide explanation?
Yes
No
No
Yes
Improved attendance letter sent.
Return to normal attendance monitoring
Letter 2
Sent after 2 weeks if no improvement in attendance is seen or if no satisfactory explanation has been received to explain the absence.
Letter will invite parent into school to meet with the Attendance Lead / Pastoral Lead. An Attendance "Action Plan" will be drawn up at this meeting.
As part of the action plan all barriers and needs will be identified and Early Help Assessment put in place as appropriate. Information and actions recorded for key stakeholders and referrals made to appropriate external agencies.
Return to normal attendance monitoring
Improvement after 2 week review process
Yes
No
Return to normal attendance monitoring.
Organise urgent meeting with parents or carers. EHA to be completed. Legal Action Warning Letter sent by AHT, copy sent to County Inclusion Officer.
Improvement after full 6 week review process?
Yes
No
Praise communication to parents or carers and student.
Monitor attendance closely for 4 weeks.
EHA done (if not already completed) & implement the following:
1) Trustee panel including AHT for attendance.
2) Rapid improvement plan.
3) Referral to county Inclusion Officer for next actions.

Appendix 5: Attendance Nudge Letter

Headteacher:
Mr R J King
BSc

<<Date>>

<<ParentalAddressee>>
<<AddBlock>>

Dear <<Salutation>>

ATTENDANCE MATTERS AND WE NEED
YOUR SUPPORT
<<ChosenName>> <<Surname>>, <<reg>>

At Cockermouth School we believe full attendance is the key to a successful school experience, both academically and socially. Recent research from the DfE makes us increasingly aware of the strong links between attendance and achievement and wellbeing.
As a school it is our responsibility to ensure that attendance is monitored and reviewed regularly. We understand that there are often genuine reasons for absence and that these may not be for long periods of time, however any absence, no matter how short, may impact upon «chosen_forename»'s overall attendance percentage.
The school wants to offer the best possible learning experience for all pupils and are here to help. Please contact the pastoral team at school pastoralsupport@cockermouthschool.org if there is anything particularly that you feel we can help with to improve «chosen_forename»'s attendance.
Please do not hesitate to contact me personally regarding any attendance queries or concerns that you may have absence@cockermouthschool.org . Meanwhile we will continue to monitor attendance and may be in touch further.

What can you do to improve «chosen_forename»'s attendance during the rest of the academic year:

Ensure your child attends school each day and is punctual.
If your child is not well enough to attend, contact the school on the first day of absence by 8.30am and provide us with a reason for the absence. If there is any doubt, please do send your child into school.
If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.
Try to make dental and medical appointments outside of school time or at the weekends/holidays.
Only take family holidays during the scheduled school holidays.
If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help.

Yours sincerely

Mrs L Whittle
Attendance Officer

Mrs D Jenkinson
Attendance Officer

Appendix 6: Letter 1

COCKERMOUTH SCHOOL
Headteacher:
Mr R J King BSc

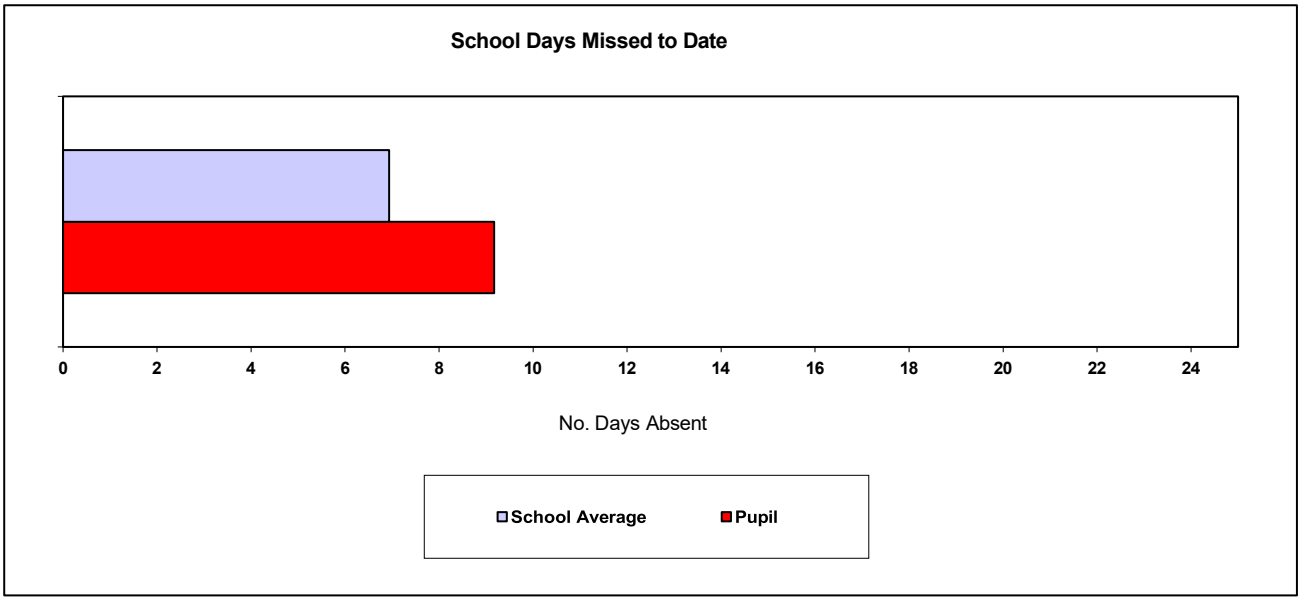
<<Date>>

<<ParentalAddressee>>
<<AddBlock>>

Dear <<Salutation>>

ATTENDANCE MATTERS AND WE NEED YOUR SUPPORT

<<ChosenName>> <<Surname>>, <<reg>>



GraphEnd>>

<<ChosenName>> has missed more school than other pupils and has been absent **<<Result:Attendance: Days Missed - Attendance Chart>>** days so far this academic year. The average for the school is **<<Result:Attendance: Avg Days Missed - Attendance Chart>>** days.
The graph above shows your child's absence compared to the whole school average for the year so far.

<<ChosenName>>'s attendance since September is **<<PercentageAttendance>>%**. Last year's attendance was **<<Result:Attendance: Last Year's % - Attendance Chart>%**.
We know that pupils don't do as well as they could when they miss school. You can have a big effect on <<ChosenName>>'s attendance for the remainder of the school year and we appreciate your support.

We understand that there are often genuine reasons for absence and that these may not be for long periods of time, however any absence, no matter how short, may impact upon «chosen_forename»'s overall attendance percentage.

The school wants to offer the best possible learning experience for all pupils and are here to help.

Please do not hesitate to contact me personally absence@cockermouthschool.org if there is anything that you feel we can help with to improve «chosen_forename»'s attendance or regarding any attendance queries or concerns that you may have. Meanwhile we will continue to monitor attendance over the next two weeks and will be in touch further if no improvement is seen in << chosen_forename's>> attendance.
What can you do to improve «chosen_forename»'s attendance during the rest of the academic year:

Ensure your child attends school each day and is punctual.
If your child is not well enough to attend, contact the school on the first day of absence by 8.30am and provide us with a reason for the absence. If there is any doubt, please do send your child into school.
If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.
Try to make dental and medical appointments outside of school time or at the weekends/holidays.
Only take family holidays during the scheduled school holidays.
If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help.

Yours sincerely

Mrs L Whittle
Attendance Officer

Mrs D Jenkinson
Attendance Officer

Appendix 7: Letter 2

<<Date>>

<<ParentalAddressee>>
<<AddBlock>>

Dear <<Salutation>>

Headteacher:
Mr R J King BSc

ATTENDANCE MATTERS AND WE NEED YOUR SUPPORT

We continue to have concerns about <<ChosenName>>'s attendance, which has not improved since we last wrote to you on <<date>>. <<ChosenName>>'s attendance remains below 90%, and 90% is the threshold below which pupils are considered to be persistently absent (PA).

<<ChosenName>> has missed more school than other pupils and has been absent **<<Result:Attendance: Days Missed - Attendance Chart>>** days so far this academic year. The average for the school is **<<Result:Attendance: Avg Days Missed - Attendance Chart>>** days. This is equivalent to <<PercentageAttendance>>% attendance.

We are therefore inviting you into school to meet with you, to identify the barriers to <<ChosenName>>'s attendance and to draw up an attendance action plan to provide appropriate support. **<<members of staff>>** will be present at the meeting. The meeting will take place on **<<day>> <<date>> at <<time>>**. If you are not able to attend, then please get in touch at the earliest opportunity to re-arrange.

Please contact the school if there are any issues that are affecting your child's attendance that we are not aware of, or if you would like to discuss the situation further. We want to work together with you to help your child to fulfil their potential during their time here at Cockermouth School

If there are any further absences before we meet, please contact Lesley Whittle / Dawn Jenkinson (Attendance Officer) by phone on the first day of this absence to discuss.

Yours sincerely

Mrs D Jenkinson
Attendance Officer

Mr H Carter
Assistant Headteacher – Behaviour Support and Attendance

Appendix 8: Improved Attendance Letter (Above 90%)

Headteacher:
Mr R J King BSc

«salutation»
«address_block»
«date_of_printing»

Dear «salutation»

«chosen_name» «chosen_surname» «year_reg»

I am writing to you with regards to the attendance letter that we previously sent dated XXX concerning «chosen_forename»'s attendance.

We would like to offer a huge 'Congratulations and Well Done' to «chosen_forename» as their attendance has improved significantly since this date. Your child's current attendance is XX%.

Thank you for your support and we look forward to seeing your child's attendance improve further during the year.

If you do have any attendance queries or concerns, please do not hesitate to contact me absence@cockermouthschool.org or your child's Head of Year pastoralsupport@cockermouthschool.org

Yours sincerely

Mrs L.Whittle
Attendance Officer

Mrs D Jenkinson
Attendance Officer

Appendix 9: Improved Attendance Letter (still under 90%)

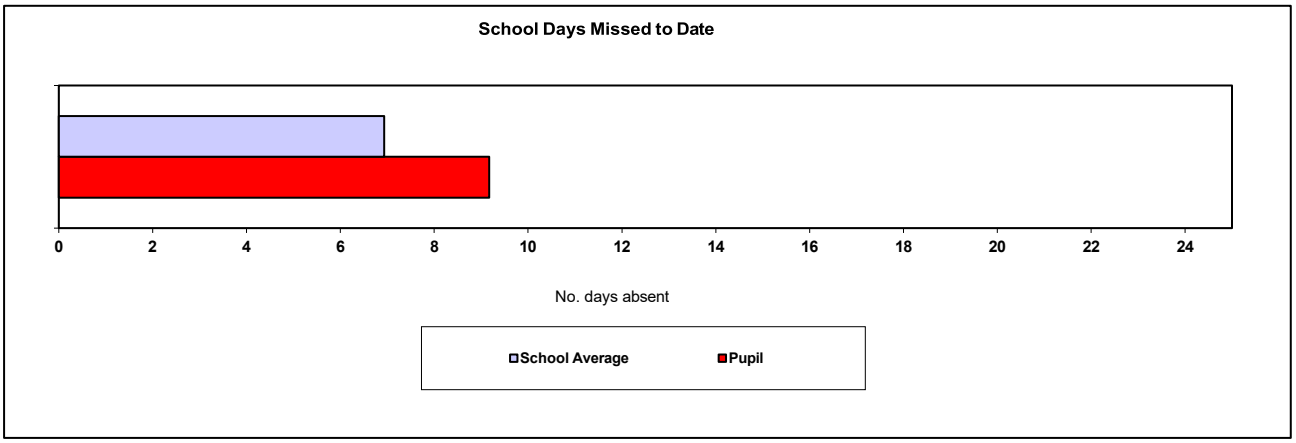
Headteacher:
Mr R J King BSc

<<ParentalAddressee>>
<<AddBlock>>

Dear <<Salutation>>

ATTENDANCE HAS IMPROVED

<<ChosenName>> <<Surname>>, <<reg>>



We wrote to you in << date >>about <<ChosenName>>'s attendance and have continued to monitor the situation closely. We are pleased to be able to let you know that <<ChosenName>>'s attendance has improved. We thank you for all your efforts to ensure that <<ChosenName>> attends school more regularly – it really does make a difference.

Nevertheless, we would ask that you continue to make every effort to ensure that <<ChosenName>> attends school as much as they possibly can. <<ChosenName>>'s attendance remains below 90%, and 90% is the threshold below which pupils are considered to be persistently absent (PA). Although attendance has improved since <<date>>. <<ChosenName>> has still missed more school than other pupils and has been absent **<<Result:Attendance: Days Missed - Attendance Chart>>** days so far this academic year. The average for the school is **<<Result:Attendance: Avg Days Missed - Attendance Chart>>** days. This is equivalent to <<PercentageAttendance>>% attendance.

The graph above shows your child's absence compared to the whole school average for the year so far.

We will continue to monitor the situation and hope to see further improvements in <<ChosenName>>'s attendance over the coming weeks and months. In the long term we would like to cement the gains made, so that <<ChosenName>> can be above the 90% threshold for the remainder of this year as well as in future years.

Please contact the school if there are any issues that are affecting your child's attendance that we are not aware of, or if you would like to discuss the situation further.

Yours sincerely

Mr R J King
Headteacher

Mr H Carter
Assistant Headteacher – Behaviour Support and Attendance

Appendix 10: Legal Action Warning Letter

Private & Confidential – Addressee Only

Our ref:
Date:

Headteacher :
Mr R J King BSc

PENALTY NOTICE / LEGAL ACTION WARNING

Dear

Pupil's name: D.O.B:

It is noted that you are the parent of, or have day to day care of , a child who is a registered pupil at this school and is not in regular attendance as required by the Education Act 1996, Section 7.
has been recorded as having school sessions (equivalent to school days) lost due to unauthorised absences between the dates of and .

It is recommended that you take immediate steps to ensure that the child named above attends school regularly. If this is not achieved and there are further unauthorised absences a referral will be made to the Local Authority and you may be prosecuted in the Magistrates Court under section 444 of the Education Act 1996 for failing to ensure regular attendance at school. However, depending upon the circumstances, you may be provided with an opportunity to discharge the offence by paying a penalty notice which imposes a fine of £80 if paid within 21 days, rising to £160 if paid between 22 days and 28 days. Should you fail to pay within the prescribed timescales, you will be prosecuted for the original offence.

When deciding upon the most appropriate action, the Local Authority has a duty to consider if the making of an Education Supervision Order would be appropriate. If an assessment of the situation indicates that this may be appropriate, and no improvement is achieved, you may be invited to a pupil planning meeting.

It is important for you to note that the above absences may be included if any further action is taken against you.

Another parent/carer or someone with day-to-day responsibility regarding the above named child may have also received this letter. Each adult holds separate responsibility and will also be required to take appropriate action to ensure there are no further unauthorised absences.
Further information on school attendance and Cumberland Council's attendance policies may be found at School attendance | Cumberland Council

Should you have any queries or wish to discuss your child's attendance, please contact the school.

Yours sincerely

c.c. Matthew Carter – Access and Inclusion Officer for Attendance

School Attendance

Legal information for Parents and Carers The Education Act 1996

By law – all children of compulsory school age must receive an appropriate full time education suitable to their age, ability, aptitude or any special educational needs they may have. The school starting date is the beginning of the term after which the child reaches their 5th birthday. The school leaving date is the last Friday in June of the academic year in which the child reaches their 16th birthday.

Parents and Carers – are responsible for registering their child at a school or making other arrangements which provide an efficient education ensuring their child attends school regularly at the school at which they are registered applying for a planned absence of leave from school notifying the school when their child is absent unexpectedly.

Schools – must either give permission for your child to be absent from school and mark the absence as authorized or mark the absence as unauthorised

The Law –says that parents and carers whose children are absent from school without good reason are committing an offence.

Next steps
If your child accrues further unauthorised absences, a referral may be made to the Local Authority. Depending upon the circumstances, one, or a combination, of the following may be initiated:

Issued with a Penalty Notice
You may be issued with a Penalty Notice. Penalty Notices are issued to each parent for each child for the sum of £80 to be paid within 21 days. If the penalty is not paid within this time it will increase to £160 which must be paid within the following 7 days (a total of 28 days from issue). If the higher payment is not paid the Local Authority will instigate legal proceedings in most cases. There is no right of appeal and payment will not be accepted after the 28th day.

A second penalty notice for the same parent and the same child within a rolling 3-year period is a flat £160, with no reduction for early payment

Prosecution
Depending upon the circumstances, a prosecution may be initiated without a Penalty Notice being issued first, or if you have failed to pay a Penalty Notice. Prosecutions take place in the magistrate's court under section 444(1) of the Education Act 1996. This offence carries a fine of up to £1000 for each parent.

Or

In the magistrates court under section 444(1A) of the Education Act 1996. This offence carries a fine up to £2,500 and/or a 3 months custodial sentence for each parent if it is found that you knew about your child's absences and failed, without reasonable justification, to ensure attendance.

If you fail to attend court for the hearing the matter may either be dealt with in your absence or, occasionally, a warrant issued for your arrest. If found guilty, the magistrates will sentence you in accordance with their sentencing powers.
The magistrates may also consider imposing a Parenting Order which consists of two elements: a core element requiring the parent to attend a counselling and guidance programme to help them in dealing with their children and a control element requiring a parent to exercise control over ensuring attendance and communicate with the relevant authorities

Education Supervision Order (ESO)

If the Local Authority assess that an Education Supervision Order is the most appropriate course of action, an application will be made through the family court under the Children Act 1989 section 36. Such an order placed upon your child allows a supervising officer, appointed by the court, to provide advice, guidance and

give directions to you and/or your child aimed at ensuring regular school attendance. If you do not comply with a reasonable direction you may be prosecuted for breaching the Order and you may also be prosecuted for failing to ensure regular school attendance

Defences to non-school attendance
The legal reasons (defences) for non-school attendance are:

- the child is prevented from attending school due to sickness or other unplanned or unavoidable causes
- the child is absent due to a day of religious observance in the parent's/carer's religion
- the school has granted and authorised the leave
- the child lives more than 2 miles if under 8 years or 3 miles if over 8 years from the school and the local authority has failed to provide transport.

It is not a defence where parents and carers have chosen to register a child at a school outside the catchment area and no transport has been provided.

Headteacher:
Mr R J King BSc

Chair of Governors:
Mr A Rankin

Cockermouth School · Castlegate Drive
Cockermouth · Cumbria · CA13 9HF

Tel: 01900 898888

www.cockermouthschool.org
reception@cockermouthschool.org

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