



Rye Community Primary School

Attendance Policy

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Statement of intent

Rye Community Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

The aim of this Attendance Policy is to enable the Aquinas Church of England Education Trust (the Trust) and Rye Community Primary School (the Academy) to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance is key to steady progress and enjoyment of learning, and for this reason the Academy is dedicated to ensuring its attendance policy is adhered to as much as is possible.

The Academy takes a holistic approach to maintaining excellent attendance and it is the joint responsibility of parents and families, pupils and all staff members to ensure that pupils are attending the Academy as they should be. We endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

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

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

We are committed to:

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



The school's attendance officer is Mrs Suzie James and can be contacted via **office@ryeprimary.co.uk**. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

[Updated] Legal framework

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

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2022) 'Keeping children safe in education (KCSIE) 2022'
- DfE (2016) 'Children missing education'
- **[New]** DfE (2023) 'Providing remote education'

This policy operates in conjunction with the following school and Trust policies:

- Complaints Procedures Policy
- Supporting Pupils with Medical Conditions Policy
- Academy Accessibility Plan;
- Academy Behaviour Management Policy;
- Academy Child Protection and safeguarding Policy;
- Academy Prevention of Bullying Policy;
- Trust Equality Policy;
- Trust Safeguarding Policy;
- Trust Special Educational Needs and Disability Policy.

Section 7 of the Education Act 1996 states that:

The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable —

- a) To their age, ability and aptitude, and
- b) To any special educational needs they may have, either by regular attendance at school or otherwise.

The 'otherwise' includes home education. Children must remain in full-time education for as long as they are of compulsory school age.

A person begins to be of compulsory school age —

- a) When they attain the age of five, if they attain that age on a prescribed day, and
- b) Otherwise at the beginning of the prescribed day next following their attaining that age.

Prescribed days are 31 August, 31 December and 31 March.



A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year (the last Friday in June) —

- a) If they attain the age of 16 after that day but before the beginning of the school year next following,
- b) If they attain that age on that day, or
- c) (Unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

From September 2015 Section 2 of the Education and Skills Act 2008 requires a young person to continue in education or training until their 18th birthday.

The Education (Pupil Registration) Regulations make provisions for the necessity of admission registers and attendance registers of students as well as the granting of leave of absence for pupils. There is no entitlement for pupils to be granted leave of absence for holidays during term time, only the Head of School or those authorised by the Head of School can do this. Schools may authorise any absence but inappropriate use can be just as damaging to a child's education as unauthorised absence.

The Academy is dedicated to complying with attendance laws set out by the legal framework and has set out this attendance policy accordingly.

Further information can be found in 'DFE: School Attendance: Guidance for Schools'.

www.gov.uk/government/publications/school-attendance

Objectives

The aims of this policy are to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality;
- Encourage pupils to attend school regularly and therefore take full advantage of the educational opportunities available;
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the academy;
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education;
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence;
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued as well as support the growth in pupil of a sense of their own responsibility for attendance;



- Recognise the key role of all staff, but especially class teachers, in promoting good attendance;
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.

This policy is the responsibility of the Headteacher to review and Executive Headteacher to approve. The Headteacher is jointly responsible with the Executive Headteacher for the implementation of this policy.

Roles and responsibilities

The headteacher has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Appointing to the attendance officer role.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT and the attendance officer to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across the school.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to KCSIE when making arrangements to safeguard and promote the welfare of children.
- Ensuring there are Children Missing in Education Policies and procedures in place and that this is regularly reviewed and updated.

The SLT and the attendance officer are responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.



Staff are responsible for:

- Ensuring this policy is implemented fairly and consistently.
 - Modelling good attendance behaviour.
 - Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
 - Be active in their approach to promoting good attendance to pupils and their parents and families, which includes forming positive relationships with families;
 - Ensure that teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement;
 - Ensure that they are fully aware and up to date with the attendance policy, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue;
 - Ensure that they are following the correct systems for recording attendance and that attendance is taken daily;
 - Contribute to strategy meetings and interventions where they are needed;
 - Work with external agencies to support pupils and their families who are struggling with regular attendance.
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- Pupils are responsible for:
 - Attending their lessons and any agreed activities when at school.
 - Arriving punctually to lessons when at school.

Parents and Families are responsible for:

- The attendance of their children at school.
- Promoting good attendance with their children.
- Engaging with their children's education – supporting their learning and taking an interest in what they have been doing in the academy;
- Promote the value of good education and the importance of regular attendance at home. Speak to their teacher or another member of staff if they are experiencing difficulties at the Academy or at home which may impact on their attendance.
- Encourage and support their children's aspirations;
- Be aware of the Academy's attendance policy and follow the set procedures for reporting the absence of their child from the Academy and/or late arrival;
- Provide a note of explanation from their parents or carers to explain an absence that has happened or is foreseen;



- Do everything they can to prevent unnecessary absences, such as making medical and dental appointments outside school hours;
- Use the Academy as a support when they or their child are having difficulties, and work to form a positive relationship with the Academy so that there is easy communication when a problem arises;
- Keep the Academy informed of any circumstances which may affect their child's attendance;
- Enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the Academy day becomes part of that routine. It is vital that the child receives the same message at home as they do at the Academy about the importance of attendance;
- Sign and comply with our Home-School Agreement.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Do not take their children out of the Academy for holidays during term time.
- ALL REQUESTS FOR HOLIDAY DURING TERM TIME WILL BE REFUSED BY THE HEAD OF SCHOOL. ANY REQUESTS FOR ABSENCE SHOULD BE IN 'EXCEPTIONAL' CIRCUMSTANCES.

LEGAL WARNING

"IF THE REQUEST IS UNAUTHORISED THE EDUCATION SUPPORT, BEHAVIOUR AND ATTENDANCE SERVICE WILL BE NOTIFIED OF THE ABSENCE AND A PENALTY NOTICE MAY BE ISSUED. A PENALTY NOTICE IS ISSUED TO EACH PARENT FOR EACH CHILD TAKEN OUT OF SCHOOL AND THAT THIS IS A FINE OF £60 WHICH INCREASES TO £120 IF NOT PAID WITHIN THE TIME LIMIT. IF IT IS NOT PAID, THIS WILL RESULT IN LEGAL ACTION."

Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Every half-day of absence must be classified by the Academy as either AUTHORISED or UNAUTHORISED. Therefore, information about the cause of each absence is always required, preferably in writing. Only the Academy may authorise any pupil absence.

The Academy defines authorised absence as mornings or afternoons away from school for a reason such as:

Authorised absence:

- An absence for sickness for which the school has granted leave



- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day
- Parental withdrawal from the Academy without the consent of the headteacher e.g. inclement weather when Severe Weather Policy is not active.

Persistent absence (PA):

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

Please note: Penalty notices can be used if a pupil is absent from the Academy without permission or good reason and if the absence is unauthorised by the Academy. In all cases during an attendance support meeting a warning letter will first be issued. Following the warning letter, if a pupil has ten unauthorised sessions of absence (5 school days), within ten school weeks, a penalty notice will be issued.

Attendance expectations

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

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

The school day starts at **8.45am**, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by **8:30am**. Pupils will have a morning break at **10:15am**, which will last until **10.30am**, and a lunch break at **12:pm (KS1) or 12.15pm (KS2)**, which will last until **12.45:pm/1pm** – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:



- The morning register will be marked by **8.45am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:00am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **12.45 (KS1)** or **1:00pm (KS2)**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **1pm (KS1) or 1:15pm (KS2)**. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

Absence procedures

Parents will be required to contact the school office via telephone before **8.30am** on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g. one school day.

Where a pupil is absent, and their parent has not contacted the school by **the close of the morning register** to report the absence, administrative staff will contact the parent by **telephone call** as soon as is practicable on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

Absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence is given to the Academy. Parents and families cannot authorise absences.

Colleagues will make it clear on the register when taking attendance whether a child's absence is authorised or unauthorised. Where colleagues have any concerns regarding absences they will follow the Academy's procedures.

If a child will be absent from school without prior permission, it is the parent or carers responsibility to:



- Contact the school before 8.30am on the first day of absence, either via the 24 hour absence line on 01797 222825 or visit our website www.ryeprimary.co.uk and follow the link for absence reporting;
 - Leave your child's name, registration group and reason for absence;
 - Keep the school informed if your child is absent for more than one day. You will need to update us daily regarding your child's absence and the date they are expected to return;
 - Absences should be followed up with a written note from the parent of the pupil and /or medical evidence.
- What parents should do if they are concerned about their child's attendance:
 - Talk to their child to find out what the problem may be;
 - Talk to their child's teacher, the Academy's attendance officer, reception staff or the Headteacher.

Categories of absence

Illness

Most cases of absence due to illness are short term, but parents and families will need to make a phone call to alert the Academy on the first day/each day of absence before 8.30am. When the pupil returns to the Academy they should bring a note from their parent explaining the absence – this is required for the Academy's records.

For any absence longer than 5 days due to illness, parents may be asked to provide the Academy with medical evidence such as a note from the pupil's doctor, an appointment card or a prescription paper.

Further Information detailing different types of illness and whether or not your child should attend school are detailed within the handout: 'Attendance: A Guide for Parents & Carers'.

Medical or dental appointments

Parents and families should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, pupils should attend the Academy for as much of that day as possible.

When appointments are made during the school day please notify the school office in advance in writing or bring the appointment card or letter regarding any appointment to the school office to enable the school to take a copy.

Authorised absences

Absences will only be authorised by the Headteacher in accordance with procedures detailed in this policy.

Suspensions/ Exclusions



Suspension is treated as an authorised absence. The Academy will arrange for work via a work pack for the first five days. Reference should be made to our Behaviour Management Policy and our suspensions and Exclusions policies.

Please note: If an excluded pupil is found in a public place during the Academy day the East Sussex Behaviour and Attendance Service will check whether the pupil was excluded at the time. If they were excluded, then a penalty notice will be issued.

Family holidays and extended leave

Parents and families should make every effort to ensure that family holidays and extended leave are arranged outside of term time. Please note that a request for term-time holiday is **NOT** a parental right.

All requests for holiday during term time will be refused by the Headteacher. Any requests for absence should be in 'exceptional' circumstances. Requests for exceptional leave of this type must be made in writing to the Headteacher fourteen (14) days in advance of the leave being taken. Retrospective applications will not be considered and the time taken will be processed as unauthorised absence and can be subject to a penalty Notice fine or other legal proceedings by the Local Authority. The Headteacher may only grant such requests in exceptional circumstances- the Local Authority Guidance is very clear AND STATES THAT Family Holidays are NOT exceptional circumstances. The Headteacher's decision is final on whether the request is approved and the length of absence approved.

As in all absences, it is the pupil's responsibility to catch up on any missed lessons.

All requests for authorised absence will be responded to, and will outline the details of when the pupil is expected to return to the Academy. Parents and families should contact the Academy immediately if there will be a cause for delay from the stated date of return.

If permission is not granted, but the pupil is still absent, the absence is classed as unauthorised and parents and families may be subject to further action by the Academy or prosecution by the county council.

If the Academy suspects that an unauthorised absence is as a result of a holiday we will send a letter asking for medical evidence for the length of the absence. Failure to provide this evidence or respond to the letter will result in a Fixed Penalty Notice.

LEGAL WARNING

"IF THE REQUEST IS UNAUTHORISED THE EDUCATION SUPPORT, BEHAVIOUR AND ATTENDANCE SERVICE WILL BE NOTIFIED OF THE ABSENCE AND A PENALTY NOTICE MAY BE ISSUED. A PENALTY NOTICE IS ISSUED TO EACH PARENT FOR EACH CHILD TAKEN OUT OF SCHOOL AND THAT THIS IS A FINE OF £60 WHICH INCREASES TO £120 IF NOT PAID WITHIN THE TIME LIMIT. IF IT IS NOT PAID, THIS WILL RESULT IN LEGAL ACTION."

Fixed Penalty Notices: Holidays in term-time



In all cases - if the Headteacher does not authorise a written request from a parent or family for a holiday lasting a minimum of ten sessions (five school days) of absence a Fixed Penalty Notice is issued by East Sussex Behaviour and Attendance Service.

Please see Appendix 2 for more information on Fixed Penalty Notices (FPN).

Religious observance

The Academy recognises that there may be times where pupils of different faiths observe religious festivals that fall outside of school holidays and weekends and will allow reasonable authorised absence for these times.

Parents and families will be aware of these dates and should provide written notification to the Academy in advance stating the religious festival being observed.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

Late arrival

Please ensure your child arrives punctually at school every day.

School is open at 8.30am. Registration begins at 8.45am and children need to be in school no later than 8.45am. Children arriving after 8.45am will be recorded as late. A warning will be issued to families arriving continually late.

The registration period ends at 9am. Children arriving after 9am will be marked as unauthorised for that whole morning session.

Persistent lateness will result in an Attendance Support Plan and/or a fine.

"Unauthorised Lateness – i.e. arrival at school after the register has closed: where a minimum of 10 unauthorised late absences have accrued within a 10 school-week period, following a warning letter, a Penalty Notice may be issued. During the 10 school weeks review period any other unauthorised absence will also be included in the 10 sessions. The 10 sessions need not be consecutive."

Action by the Academy to follow up absences

Class registers are completed electronically and monitored at the end of the registration period.

Where there are unexplained or unauthorised absences, the Academy will contact the parents and families, that day. Pupils who are identified as vulnerable will be prioritised, this includes pupils with poor attendance being monitored by the school, pupils with East Sussex Behaviour and Attendance support, children's services involvement and/or known medical conditions. This is not an exhaustive list.



Where there are unexplained or unauthorised absences, the Academy will contact the parents and families. If a pattern of unauthorised absences emerges, the attendance officer will contact the parents and families to discuss possible reasons and support systems that could help.

The Academy will carry out unannounced home visits if they can't contact an absent child's parents, if the absence has caused concern, either in length or pattern, if the Academy are concerned for the child's welfare or for any other reason at the Academy's discretion, this list is not exhaustive.

The veracity of reasons for an unauthorised absence given by pupils will be ascertained by parental contact.

The attendance officer will ask for a written explanation for their child's absence upon the pupil's return from being away. This is required for the Academy's records and is necessary no matter what the reason or length of the absence.

Where pupils have been away for long term medical reasons, the Academy will support that child when they return to help them catch up on any work that they have missed.

Where a pupil has been absent from the Academy for a period of more than 10 school days, and where the absence was unauthorised, the Academy will report the child as 'Missing from Education' to the county council. The county council will make every attempt to contact the parents and families and will notify the Academy when to take a pupil off-roll.

The Academy will take disciplinary action against any pupils who are discovered to be truanting and parents and families will be contacted to discuss possible reasons and support systems that could help. The attendance officer will invite parents in for an Attendance Support Meeting.

The Academy may take further action against the parents and families, including referral to the county council to begin criminal proceedings against the parents. Please note Fixed Penalty Notices may be used for truancy.

"Persistent unauthorised absence: where a minimum of 10 unauthorised absences have accrued during a 10 school-week period, following a warning letter, a Penalty Notice can be issued. The 10 sessions need not be consecutive."

Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

Rewarding Good Attendance

Children are made aware each week in assembly of the importance of excellent attendance, this is consistently celebrated and rewarded in the following ways:



- Attendance Trophy, this is awarded each week in assembly to the class with the highest attendance percentage;
- Certificates and badges are also awarded to individuals termly and yearly achieving 100% attendance and punctuality;
- Children with 100% attendance, are entered into a draw each term with the chance to win a prize donated by a local business.

[Updated] Attendance register

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

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

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

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

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment



- Y = Exceptional circumstances
- Z = Pupil not on admission register

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

[New] Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

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

Every entry received into the attendance register will be preserved for a set period.

Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher’s decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Other Leaves of absence

- **Performances and activities, including paid work**

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school’s absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and



- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

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

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

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

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

- Holding termly meetings to evaluate any implemented reasonable adjustments.



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

Leave during lunch times

[Schools should amend the following section to suit their school's specific rules and circumstances. Example text has been provided.]

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises.

Parents will submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the headteacher. The headteacher will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises. The headteacher reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.

Where permission has been granted, the headteacher will ensure a photo lunchtime pass is printed for the pupil and will include the pupil's name on the off-site register.

Pupils will leave the school premises within **10 minutes** of the start of lunch and will return no later than **5 minutes** before the end of lunch.

Parents will be required to meet their child **at the school office** when taking them off the premises – the pupil will be signed out and back in using the lunch time register **at the school office**. A member of staff will be available **at the school office** before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff **at the school office** has given their permission and pupils will only be permitted to leave the premises with their parent/s.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents



will not be entitled to appeal the decision. Parents will be able to withdraw their request at any time – the request will be submitted in writing to the headteacher.

Permission will be updated on a **termly** basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

Missing children

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched:
 - All classrooms
 - All toilets
 - Changing rooms
 - The library
 - Any outbuildings
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after **10 minutes**, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy.



The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance officer, supported by the SLT, will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Having a **weekly** absence review with the EWO and the headteacher.
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.
 - Holding attendance improvement meetings.

The school will use attendance data, in line with the '[Monitoring and analysing absence](#)' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the pupils whom the intervention is designed to target.

Working with parents to improve attendance

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

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

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



If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

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

Persistent absence (PA)

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Pupils who are eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school. These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading regular check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing.

Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in



itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the attendance officer will consider:

- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.
- The headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Monitoring and analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The Aquinas Advisory Council will regularly review attendance data, including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.



The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

Training of staff

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

The governing board will ensure that teachers and support staff receive training in line with this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Training will cover at least the following:

- The importance of good attendance
- That absence is almost invariably a result of wider circumstances
- The legal requirements on schools, e.g. the keeping of registers
- The school's strategies and procedures for monitoring and improving attendance
- The school's procedures for multi-agency working to provide intensive support for pupils who need it

The governing board will provide dedicated and enhanced attendance training to the attendance officer and other staff with specific attendance functions in their role – this will include training regarding interpreting and analysing attendance data and supporting pupils to overcome barriers to attendance.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

Complaints

Please refer to the Academy's Complaints Policy if you have any concerns in relation to the procedures or processes that have been applied in relation to the Academy's management of this policy.

Monitoring and review

Attendance and punctuality will be monitored throughout the year. The school's attendance target is 97 percent – full details of the school's absence levels can be found on the school website.

This policy will be reviewed annually by the headteacher. The next scheduled review date for this policy is January 2024.



Any changes made to this policy will be communicated to all relevant stakeholders.

EQUALITIES

We recognise that our students bring with them a wide variety of behaviours influenced by life experiences outside college. We aim to respond to each case professionally, objectively and compassionately. We are sensitive when working with children and families with specific needs and experiences and we continuously seek ways to promote successful partnerships. The basis of differentiation will vary dependant on the needs of each case but we will take into account the views of parents and families, colleagues and external agencies together with any Statement of Special Educational Need or Education, Health and Care Plan. We will also ensure compliance with the Trust's Equality Policy taking into account students with protected characteristics and making reasonable adjustments for students with a disability within the meaning of the Equality Act 2010. Both the college and Trust respects the Public Sector Equality Duty (PSED) that requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. By following the Trust's Equality Policy, the college seeks to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by such legislation.

DATA PROTECTION

Rye Community Primary School [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.

Attendance Monitoring Procedures

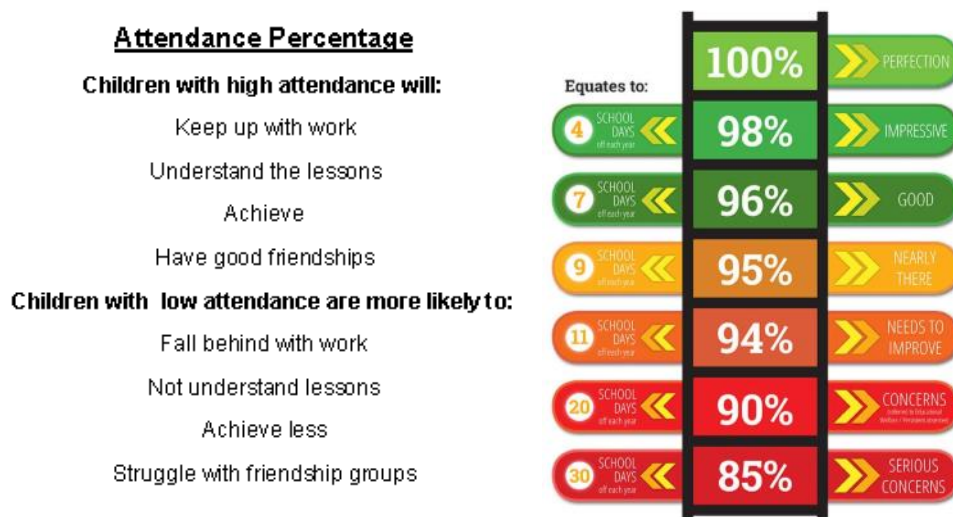
Rye Community Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A spreadsheet is sent to the SLT by the attendance officer detailing weekly and annual attendance to date.
2. Attendance is discussed by classroom teachers and pupils. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and attendance officer daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls, the attendance officer speaks to the pupil in school to discuss any issues or problems to ascertain how the school can help to improve their attendance. The attendance officer also makes a phone call home to discuss this with parents.
6. Parents are sent termly letters detailing their child's attendance (regardless of percentage- letters are tailored so that a child's family with excellent attendance will receive a celebratory letter. If a child has concerning attendance, the family will receive a supportive but firm letter- reminding the parents of the support available to enable them to fulfil their duty of ensuring their child has access to a full time education).
7. The pupil's attendance is monitored, if attendance does not improve after this time, parents are required to attend a meeting in school with the attendance support team and set targets for their child. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the education welfare officer (EWO), who will then conduct a home visit.
8. After further monitoring, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises.
9. If targets are not met, Education welfare protocol is followed, and a parental contract is drawn up. A ten week monitoring period is established and, if there are no improvements, a fixed-penalty notice is issued.

1. Appendix 1: Attendance Procedures

The Academy has a legal duty to publish its absence figures to parents and to promote attendance. Recorded unauthorised attendance and late marks are written on the child's end of year annual report. Class percentages and class late marks will be noted in the school newsletter, on the school website and notice boards inside and outside of school.

The diagram below highlights target attendance in percentage terms and highlights both positive and negative outcomes related to good or insufficient attendance:



Children whose attendance is below 90% are regarded by the Government as being 'persistently absent' from school and so there is a greater emphasis on improving their attendance as a priority. If your child's attendance is unsatisfactory (below 90%) you are at risk of a referral to the Local Authority and may be liable for court prosecution and/or a fixed penalty notice under section 444 of the Education Act 1996.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. If a child is continuously absent or late the school may invite parents to a meeting. If difficulties cannot be resolved in this way, the school may refer the child to the Education Support, Behaviour & Attendance Service from the county council. The Practitioner will also try to resolve the situation by agreement. If efforts of trying to improve the child's attendance have failed, these Officers can use Legal Interventions on parents or to seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 months' imprisonment.

PLEASE NOTE: In order to prevent children from becoming Missing from Education, the school is legally required to notify the county council of all children removed from our registers outside normal transition times, whatever the reason. Parents are requested to provide the school with all the necessary information about future addresses, new schools etc. Any information the school holds will be passed to the relevant local authorities as required.

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2. Appendix 2: Fixed Penalty Notices – Code of Conduct

1. Authorisation

1. The decision to request a Penalty Notice sits with the Headteacher.
2. The primary responsibility for the issuing of Penalty Notices rests with the local authority. The Education Support, Behaviour and Attendance Service (ESBAS) will issue Penalty Notices in East Sussex. This ensures consistency and will prevent conflict with other enforcement sanctions.
3. Although professionals other than those within the local authority (e.g. headteachers, the police etc.) are accredited persons within the legislation as being able to issue Penalty Notices, there is no requirement for them to do so. In East Sussex it has been agreed that the Police will not issue Penalty Notices. If the Headteacher considers it is appropriate for a Penalty Notice to be issued, they will consult with, and then, instruct ESBAS. This will avoid a Penalty Notice being issued when the ESBAS is instigating legal intervention proceedings for irregular school attendance.
4. ESBAS will ensure that the issuing of Penalty Notices is closely monitored to avoid the issuance of duplicate notices.
5. Penalty Notices will only be issued by post and not as “on the spot” action; this will satisfy that all evidential requirements are in place.
6. ESBAS will act upon requests to issue Penalty Notices from schools, academies, alternative education providers, and Sussex Police, provided that:
 - a) All relevant information is supplied in the specified manner;
 - b) The circumstances of the student’s absence meets the requirements of this Code of Conduct;
 - c) The issuing of a Penalty Notice does not conflict with other intervention strategies in place or other enforcement sanctions already in process.

If there are any issues with the documentation provided by the school, ESBAS will contact the school to discuss.

2. When a penalty notice may be issued

The issuing of Penalty Notices by the local authority is considered appropriate in the following circumstances:

- Specific period of unauthorised absence (for example a holiday): absence from school without permission and the absences are unauthorised. If the Head teacher does not authorise a request from a parent/carer for an absence he will respond to the request directly. This response will constitute a valid Warning to the parent. In all cases, a minimum of 10 sessions in total (5 school days) of absence must have been accrued before a Penalty Notice is requested. The absences will be consecutive but weekends, Bank Holidays, inset days etc. *do not* interrupt a period of absence and therefore it will remain consecutive.
- Persistent unauthorised absence: where a minimum of 10 unauthorised absences have accrued during a 10 school-week period, following a warning letter, a Penalty Notice can be issued. The 10 sessions need *not* be consecutive.
- Unauthorised Lateness – i.e. arrival at school after the register has closed: where a minimum of 10 unauthorised late absences have accrued within a 10 school-week period, following a warning letter, a Penalty Notice may be issued. During the 10 school weeks review period any other unauthorised absence will also be included in the 10 sessions. The 10 sessions need not be consecutive.
- A combination of 10 unauthorised absences, whether caused by persistent absence (O code) or unauthorised lateness (U code) as outlined in 2 and 3 above.
- An Excluded Student found in a public place during the school day: in all cases the ESBAS will check whether the student was excluded at the time. If the criteria is satisfied then a Penalty Notice will be issued (a school is *not* deemed by the Education & Inspections Act 2006 to be a public place for the purposes of this legislation).
- During a Truancy Sweep by the ESBAS in conjunction with Sussex Police: if a child is found out of school or at home, and the absence is unauthorised, a Warning Notice will be issued. Following the Warning Notice, if a further 10 sessions of authorised absence is accrued within a 10 school-week period a Penalty Notice may be issued.

3. Procedure for withdrawing a penalty notice

A Penalty Notice can only be withdrawn in the following circumstances:

1. It ought not to have been issued; or it ought not to have been issued to the person named as the recipient;
2. The school receives further information not originally provided which means that they feel it is appropriate for the Penalty Notice to be withdrawn;
3. It appears to the authority that the notice contains material errors.

If a school wishes a Penalty Notice to be withdrawn, an email should be sent outlining the reason why. The local authority will confirm when a Penalty Notice has been withdrawn and it is the responsibility of the school to inform the parent of the withdrawal.

4. Payment of penalty notices

The arrangements for the paying of Penalty Notices will be detailed on the Penalty Notice.

5. Non-payment of penalty notices

The penalty is £60 if paid within 21 days of receipt of the Penalty Notice or £120 if paid after 21 days but within 28 days of receipt of the Notice.

If the Penalty Notice is not paid in full by the end of the 28-day period, unless withdrawn, the local authority will consider what action to take next. It can decide to take no action or deal with the matter through an Education Supervision Order. It can also decide to launch a criminal prosecution for failing to ensure the regular attendance of a child at school under the Education Act 1996 Section 444(1) ("The Education Act") if the case meets the evidential and public interest tests for a prosecution. In all cases where a local authority decides to prosecute, an Education Supervision Order will have been considered first and not considered suitable. Where a prosecution is an appropriate course of action, a caution may be offered by the local authority as an alternative method of disposal.

There is no statutory right of appeal against the issue of a Penalty Notice.

Miscellaneous

As with prosecutions under Section 444 Education Act 1996 a Penalty Notice may be issued to *each* parent liable for the offence. As explained below the term "Parent" is widely defined in the Education Act and can include step-parents, siblings and anybody who has "care" of the child at the relevant time.

The local authority will not issue more than two Penalty Notices in any 12-month period in respect of each child of the family.

Penalty Notices should not be issued relating to a child in public care. Where there are concerns over attendance of a looked after child (LAC) a review should be held.

In all cases of poor attendance, the school must review whether a pupil has special educational needs, whether these have been properly assessed and that the provision made is appropriate.

It is possible for a parent to receive more than one Penalty Notice per academic year. Prosecutions will also be considered based on unauthorised absences outside the holiday period.

Failure by a parent to pay the Penalty Notice may result in a prosecution. If a parent is found guilty by the Court of the offence, possible outcomes could be; an absolute or conditional discharge, up to a maximum fine of £2,500 if the prosecution is for s4441 of the Education Act 1996. For the more serious offence under s4441A of the Education Act, a custodial sentence can be imposed. Ancillary orders such as Parenting Orders are also possible. An absolute or conditional discharge is not a criminal conviction but is a finding of guilt by a court of law. A fine is a conviction, but only a

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conviction or guilty plea under s4441A of the Education Act is a recordable offence i.e. it appears on DBS checks and Police databases.

Revenue generated from the Penalty Notices will be used to cover the costs of issuing and enforcing notices, and the cost of prosecuting recipients who do not pay. Any surplus will be surrendered to the Secretary of State.

Legislation

3. Section 23 Anti-Social Behaviour Act 2003 empowered authorised officers of a Local Authority, Head Teachers (and Deputy and Assistant Head Teachers authorised by the Head) and Police Officers (including Community Support Officers) to issue Penalty Notices in cases of unauthorised absence from school, or alternative provision.
4. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004.
5. The Education (Penalty Notices) (England) Regulations 2004 require the Local Authority, in consultation with the above, to develop a code of conduct for the issuing of Penalty Notices. Any person issuing a Penalty Notice must do so within the terms of this code of conduct ("the Code of Conduct").
6. The Education (Penalty Notices) (England) (Amendment) Regulations 2005 extends the issuing of Penalty Notices to alternative provision.
7. The Education (Penalty Notices) (England) (Amendment) Regulations 2012 confirms the increase in the amount of penalty where the offences are alleged to have been wholly or partly committed after 1st September 2012.
8. The Education (Penalty Notices) (England) (Amendment) Regulations 2013 confirm that the penalty of £60 must be paid within 21 days or after that period increase to £120 to be paid within 28 days.
9. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 remove all reference to *family holiday* and extended leave as well as the statutory threshold of ten school days. Amendments make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school *if* the leave is granted.
10. The education provisions of the Anti-Social Behaviour Act 2003 apply to all parents who fall within the definition of a "parent" as set out in Section 576 of the Education Act 1996. This Act defines "parent" as; all natural parents, whether they are married or not; any person who has parental responsibility for a child; and any person who, although not a natural parent, has care of a child. Having "care" of a child is not defined in the statute or case law, but it is assumed that anybody who effectively assumes responsibility for the child during the prosecution period is the "Parent" for the purposes of the Education Act, whether they have Parental responsibility or not.
11. Section 105 Education & Inspections Act 2006; gives authorisation to issue a Penalty Notice when a child has been excluded.
12. This Code of Conduct complies with the requirements set out in Sections 14-16 of The Education (Penalty Notices) (England) Regulations 2007.
13. The issuing of Penalty Notices must have regard to and conform to all requirements of the Human Rights Act, Equality Act 2010 and the General Data Protection Regulation.

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Appendix 3: Application for a Planned Absence

Did you know that across the year there are just 190 school days? That means there are already 175 days set aside for weekends, holidays, family visits and rewarding days out. We believe every school day counts to give your child the greatest opportunity of attaining a good education and to support a happy and healthy future.

With 175 days already marked out as 'non-school-days', you should have an exceptional reason to withdraw your child from school. The following are considered illegitimate reasons and are likely to be rejected and unauthorised:




- **Trips to visit family or friends;**
- **Your child's birthday;**
- **Cheaper family holidays;**
- **Tickets to sporting or cultural events.**

100% is the expected level of attendance. If your child is out of school for 3 days each term then their attendance will fall to below 95%! Should your child need time off due to illness, this figure will quickly become even lower. Because five days of school equates to 25 hours of learning, catching up with extra work out of school is unrealistic. From a young person's perspective, missing schools means:

- Missing out on fun projects and school activities;
- Struggling to catch up on work;
- Disconnecting with school friends.

The vast majority of headteachers do not authorise any absence in term time; in fact, many schools refused 100% of requests last year.

Think twice about whether you want to proceed.

WHAT IS GOOD ATTENDANCE?					
190 days	180 days	178 days	163 days	161 days	143 days
100%	95%	94%	86%	85%	75%
Good 		Worrying 		Serious Concern 	
Only 1-2 day missed per term		Between 3-8 days missed per term		More than 9 days missed per term	

To be completed by parent/carers

Child's name:

Class:

Date of withdrawal from learning:

Date of return to learning:

Total number of learning days missed:

Reason withdrawal from learning is requested:

Please ensure you give at least 14 days' notice of the proposed absence.



Your child has the right to a full-time education and the opportunities that this can bring. We hope that you will work in partnership with us to make sure that your child attends school every day, allowing them access to the education they deserve.

I understand that if the request is unauthorised the Education Support, Behaviour & Attendance Service will be notified of the absence taken and a legal intervention may be instigated in the form of a Penalty Notice. If a Penalty Notice is issued it will be to each parent for each child taken out of school and that this is a fine of £60 which increases to £120 if not paid within the first 21 days. I understand that if I do not pay this will result in legal action.

To be completed by parent/carer

Name of parent/carer:

Signed:

Date:

Home address:

6. This form will be submitted to the headteacher for review.

Headteacher's decision

Child's name:

Class:

Date of telephone interview:

Date decision form sent home:

Authorised: Your request has been authorised for the following dates: .../.../... to .../.../...

Unauthorised: Your request has been unauthorised for the following dates: .../.../... to .../.../...

Headteacher signature:

Date:

Appendix 4: Managing sickness and absence – a guide for parents, carers and young people

Illness

As we all know children are sometimes too ill to attend school. This guide has been designed to help you decide whether or not your child needs to be absent from school.

Ask yourself these questions:

- Is your child well enough to go out to socialise?
- Is your child well enough to carry out their daily school activities?

If you have answered 'no' then it is advised you seek advice by dialling 111 or consult your GP if necessary.

- Does your child have a condition that can be passed on to other children?
- Would you take a day off work if you had the same condition?

If you have answered 'yes' it is advised you seek advice by dialling 111 or consult your GP if necessary.

A number of illnesses can be classified as a minor health condition and whether you send your child to school will depend on how ill you deem your child to be.

There is a range of common conditions that occur in school-age children and they all have carrying incubation periods based on the guide lines of the Health Protection Agency (HPA). There may be children and staff who are at greater risk to infectious disease who need to be protected where possible.

Any health-related enquiries should be directed to health professionals on the national helpline 111 or your family GP/health visitor. The following table from the Health Protection Agency provides guidance for parents and carers on the recommended time off school:

Illness	Recommended time off school	Comments
Hand, foot and mouth	None	Please contact your local health board if a large number of children are affected. Children may be required to refrain from school in some circumstances.
Conjunctivitis	None	If an outbreak occurs contact your local health board.
Glandular fever	None	
Head lice	None	Treatment is required after school and overnight, tie hair up to prevent.
Threadworm	None	Treatment is recommended for the child and all household contacts.
Tonsillitis	None	There are many causes but most are due to viruses and do not need an antibiotic.
Slapped cheek	None	Keep away from vulnerable children and pregnant females.

Chickenpox	Until all vesicles have crusted over	Keep away from vulnerable children and pregnant females.
impetigo	Until lesions are crusted and healed or 48 hours after commencing antibiotic treatment.	Antibiotics reduce the infectious period.
German measles (Rubella)	4 days from onset of rash	Preventable by immunisation (MMRx2).
Measles	4 days from onset of rash	Preventable by immunisation (MMRx2).
Ringworm (Scabies)	Child to return after first treatment	People with close contact require treatment.
Scarlet fever	Child can return 24 hours after commencing antibiotic treatment	Seek advice from GP as antibiotic treatment recommended.
Shingles	Keep home only if rash is weeping and cannot be covered	Can cause chickenpox in people who are not immune. Keep away from vulnerable children and pregnant females.
Diarrhoea or vomiting	Keep home for 24 hours from the last episode of vomiting/ diarrhoea	Many causes, if persistent see GP as further time off school may be required.
Norovirus (winter vomiting bug)	Keep home for 48 hours from the last episode of vomiting/ diarrhoea	Many causes, if persistent see GP as further time off school may be required.
Flu	Until recovered	Avoid contact with vulnerable children and babies.
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks.
Mumps	5 days after onset of swelling	Preventable by immunisation (MMRx2).
Coronavirus	Begin 7 day self-isolation and book a test.	Refer to NHS for latest information.

Remember

The spread of infection can be greatly reduced by ensuring routine immunisations, high standards of personal hygiene, particularly hand washing and maintaining a clean environment.

We monitor attendance and engage with parents as soon as a pattern of absence is identified. Always try to inform us before school every day your child is absent due to illness.

By law, only the school can authorise your child's absence. It is important to keep us informed if your child is going to be absent. If your child is frequently missing school due to illness, medical confirmation may be requested from your GP and/or a referral may be made to the Behaviour and Attendance Service (ESBAS).

Where possible please try to keep medical appointments to after school.



If your child attends school and feels unwell they will be assessed by a trained first-aider, who will make the decision as to whether the child should be collected or remain in school. The final decision lies with the school.

For further help or advice feel free to contact NHS 111.

Percentage absence – what it really means...

Percentage	Days off	Weeks off	Hours missed
100%	0	0	0
95%	9	2	45
90%	19	4	95
85%	29	6	145