



Brougham

Primary School

Attendance Policy

September 2025

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1. Aims

We are committed to meeting our obligation about school attendance through our whole school approach that values good school attendance, including:

- Promoting good attendance
- Ensuring every child has access to full-time education
- Building and maintaining a strong relationship with families to enable targeted support to better school attendance
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Promoting the importance of arriving to school and lessons on time to support punctuality

At Brougham Primary School, we believe that successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

2. Roles and Responsibilities

2.a. The Local Academy Committee (LAC)

The LAC is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy
- The link LAC member responsible for attendance is Barbara Waters.

2.b. The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- The Headteacher is Mrs Greenan and can be contacted via telephone on 01429 273663.

2.c. The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for the strategic overview of attendance is Mrs Kelly and can be contacted via telephone on 01429 273663.

2.d. The Social Inclusion Officer

The Social Inclusion Officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher
- Working with relevant school staff to tackle persistent absence.

The Social Inclusion Officer's name is Miss Illingworth and can be contacted via telephone on 01429 273663.

2.e. All Staff

All staff are responsible for recording attendance on a daily basis, using the correct codes, using the electronic register on SIMS and saving it by the close of registration.

2.f. School Office Staff

School Office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the Social Inclusion Officer to provide them with more detailed support on attendance

2.g. Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day and on time
- Call the school to report their child's absence before 09:00am on the first day of the absence and each and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

2.h. Pupils

Pupils are expected to:

- Attend school every day
- Arrive on time everyday

3. Recording attendance

3.a. Attendance register

We will keep an attendance register (via SIMS) and place all pupils onto this register, using the DfE attendance codes ([see Appendix 1](#)).

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

Any amendment to the attendance register will include:

- The amended entry and reason

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

Pupils must arrive at school by the following start times:

- Nursery & Pre School AM – 8.30am
- Nursery & Pre School PM – 12.15pm
- Reception – 8.50am
- KS1 – 8.50am
- KS2 – 8.45pm

The register for the first session will be taken after the door closes and will be kept open until no longer than 30 minutes after the sessions begins. The register for the second session will be taken at the start of the afternoon session.

3.b. Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 09:00am or as soon as practically possible by calling the Social Inclusion Officer on 01429 273663 and pressing 'option 1'. If there is no answer, they can leave a message (see also section 5).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or another appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

3.c. Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments outside of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

In order to request a leave of absence (not medical or an appointment) parents should complete a Leave of Absence Request Form ([see appendix 2](#)), which will be reviewed by the Headteacher. Parents will then be informed of the Headteacher decision if the absence is to be authorised.

3.d. Lateness and Punctuality

The following procedures will be followed when a pupil is late or persistently late:

- Before the register has closed will be marked as late, using the L code.
- After the register has closed will be marked as absent, using the U code.
- The SIO is situated in the office each morning from 8:50-9:20 and will fill in a Punctuality Tracker for any pupils who are late before registration closes ([Appendix 3 Punctuality Tracker](#)).
- After this time, a member of the office staff, will log any further latecomers on the Punctuality Tracker. This tracker will be reviewed in the weekly safeguarding meetings. Any pupils identified as persistently late, the class teacher or SIO will discuss the barriers to punctuality with the parent and complete pupil voice.
- If punctuality does not improve, a Punctuality Monitoring Letter will be sent out ([Appendix 4](#)) and a Beat the Bell tracker ([Appendix 5](#)) will be put into place. Each morning, over an agreed period of time, the child will be given a stamp on their tracker if they arrive on time. If their punctuality improves, a Punctuality Positive Outcome letter ([Appendix 6](#)) will be sent home and the child will receive a 'I Beat the Bell' certificate in assembly.
- If punctuality has not improved, as discussed and agreed in the previous meeting, a referral will be made to the Local Authority.

3.e. Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts. May require a home visit.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained.
- Ensure the proper safeguarding action is being taken.
- Contact the Local Authority and use the [Child Missing in Education \(CME\) Statutory guidance](#)

3.f. Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels. This includes: meetings with parents, termly school reports and as and when any concerns arise.

4. Authorised and unauthorised absence

4.a Approval for term-time absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher/principal's discretion, including the length of time the pupil is authorised to be absent.

An exceptional circumstance will be assessed case by case, at the discretion of the Headteacher, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The Headteacher may require evidence to support any request for a leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

This is not an exhaustive list.

4.b. Extended Leave

When a child is absent from school for an extended period (i.e 15 school days or more), parent/carer should advise the school of the temporary address.

4.c. Children Missing in Education (to be read in conjunction with Children Missing Education Statutory Guidance)

We monitor attendance closely and address poor or irregular attendance. Pupils' poor attendance is referred to the local authority (as per the attendance procedures set out in section 7). All staff are aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage.

Staff understand that early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

If a child absent from school and First Day Response has not been successful and the child is subject to a child protection plan, is a child in care or there are reasons to be concerned for the child's safety, inform Social Care immediately and follow HSCB procedures and submit a safer.

If child is not located following First Day response checks, a referral form to the School Attendance Team, will be sent to the Local Authority Attendance Team no later than the fifth day of absence and continue checks as appropriate via a CME Referral Form ([Appendix 7](#)). The School Attendance Team will make further enquiries and attempts to locate the family including contacting other LAs and CME Officers. In rare cases where the child cannot be located the child must remain on school roll until you advised to remove from roll by the Inclusion Coordinator or School Attendance Officer.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if we do not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

We have a safeguarding duty in respect of our pupils, and as part of this should investigate any unexplained absences, recording information in the school's admission register.

The school's admission register is accurate and kept up to date. We regularly encourage parents to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters. This assists both school and local authority when making enquiries to locate children missing education.

Where a parent notifies us that a pupil will live at another address, we record in the admission register:

- a. the full name of the parent with whom the pupil will live;
- b. the new address;
- c. the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, we record in the admission register:

- a. the name of the new school;

b. the date when the pupil first attended or is due to start attending that school.

4.d. Missing children (to be read in conjunction with Children Missing on or off-site policy)

Pupils will not be permitted to leave the school premises during the school day unless they have permission from the school and are supervised by parents e.g. to attend medical appointments. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff will inform the Head teacher/Team Leader and the rest of the staff team that the child is missing.
- A thorough search of the entire premises will be commenced. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- If the child is not on the premises the search will be widened to include the surrounding area.
- If after **5 minutes** of thorough searching the child is still missing, the HT will inform the police and then the child's parents/carer.
- While waiting for the police and the missing child's parents/carer, searches for the child will continue. During this period other members of staff will maintain as normal a routine as is possible for the rest of the children. The correct adult child ratios will be maintained at all times.
- The HT will be responsible for meeting the police and the missing child's parent/carer. They will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the HT and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular attention to reviewing security on site).
- Inform all relevant parties of findings, implications and outcomes of review.
- All incidents of children going missing from the setting will be recorded on an incident form, Ofsted will also be informed within 14 days if an Early Years Provision (3.8 Allegations against staff and 3.51 notification of a serious incident).

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 Behavioural 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.

4.e. Modelling, sport and acting performances/activities

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives 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.

4.f. Child in Our Care

Our usual attendance procedures apply to CIOC, with the additionality of informing the Social worker involved with the family, alongside the Virtual School Head. We secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.

4.g. Young carers

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

The Social Inclusion Officer, in conjunction with relevant authorities, will implement support for pupils who are young carers, to encourage their sustained and regular attendance at school in line with the school's expectations.

4.h. 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 reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or support plans 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 and will be considered by the Safeguarding Team for on-site intervention.

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 is able to incorporate various support mechanisms to help any pupils with SEND and/or health issues cope with stress and anxiety that attending school may cause them.

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

- Holding regular meetings to evaluate any implemented reasonable adjustments
- Hold an EHCP review, if needed
- Carrying out strengths and difficulties questionnaire
- Early Help referral
- 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 finished
- Phased returns to school where there has been a long period of absence
- Tailored support to meet their individual needs

4.i. Legal sanctions

The Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the Local Authority.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

5. First Day Response

A telephone call will be made to the parent of any pupil who has not reported their child's absence on the first day as soon as possible.

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.

- First day response will then be carried out as soon as possible each day by the SIO to ascertain whether absent pupils are late or ill, prioritising vulnerable and SEND pupils. If contact is not made by 9:30am, HT/DHT will be informed and the SIO may be required to complete a home visit.
- SIO will follow up lack of response to first day contact and other contacts by undertaking home visits and/or meeting parents/carers in school and offering the appropriate family support.
- SIO will monitor the response to First Day Response for PA Pupils.
- All First Day Response information will be added to CPOMS.

5.a. Home visits (to be read in conjunction with the Home Visits Policy and Procedures)

Home visits allow the school to learn the underlying reasons behind poor attendance. By opening a dialogue with a pupil's parents, Social Inclusion Officers can offer the required support.

6. Strategies for Promoting Attendance

- Astronomical Attendance is our whole school attendance incentive system. The new system is 'Astronomical Attendance' has been developed to fit with the Ad Astra theme, with an 'Astronomical Attendance' display in the central hub of school to showcase each year group's weekly attendance.
- Each Friday, during collective worship, the year group with the highest % attendance is announced and they are presented with an attendance trophy to keep in their class the following week, as well as a 'shooting star' token, which will be displayed in their classroom. Once each class has earned 5 'shooting star' tokens they can choose a reward from the school's 'Cosmic Choices', which includes an extra break time, game sessions on class iPads and class movie etc.
- Attendance is promoted in our Astronomical Attendance display in the Central Hub of the school.
- Attendance newsletters are sent out termly to promote good attendance and punctuality.

7. Attendance Monitoring

- Miss Illingworth (SIO) will complete a weekly analysis of attendance information and report to Headteacher and DHT. Together they will act as required following above attendance monitoring procedures, which may include: Discussions with pupils, teachers, contacting parents to discuss, issuing letters home to parents, making referrals to the LA Attendance Team etc.
- Miss Illingworth (SIO) will also report weekly whole school attendance figures to HT and DHT, using Anthony Conlin School software to populate provide whole school and cohort specific attendance information. This will be shared with whole school during a Friday assembly through the Astronomical Attendance Initiative.
- Attendance is an agenda item in school's weekly safeguarding meetings, which means that a joined-up approach can be adopted, involving all stakeholders.

7.a. Monitoring attendance

The school will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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

7.b Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.c. Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.d. Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence for cohorts, specific groups (including vulnerable and SEND) and individual pupils
- Hold regular meetings with the parents of pupils whom the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Use a whole school approach to attendance as we believe that it is everyone's responsibility to promote good attendance and punctuality and remove any barriers
- Discuss concerns of persistent absentees who are not improving during weekly safeguarding meetings despite interventions

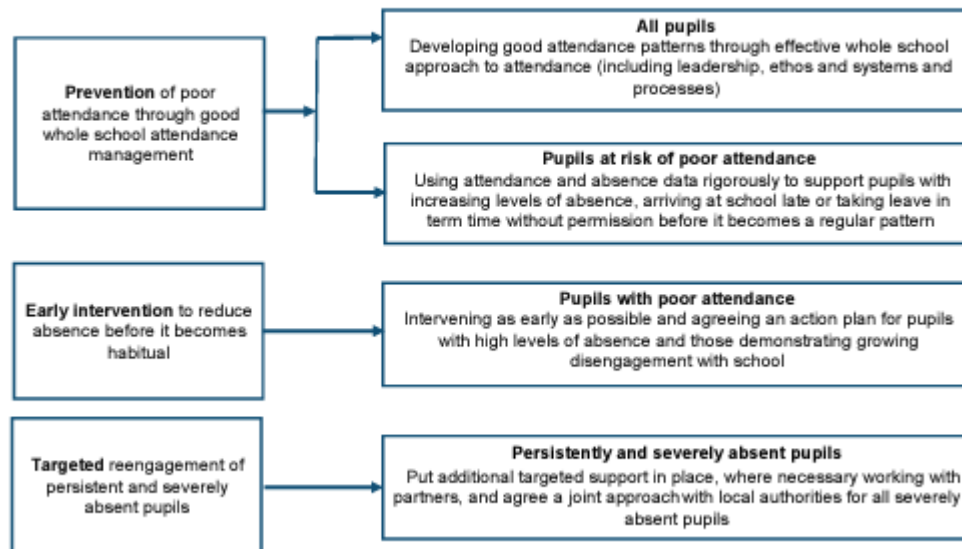
When a pupil is at risk of becoming a 'Persistent Absentee' the following procedure will be followed:

- An initial phone call by the class teacher or SIO to inform parents/carers of their child's attendance and discuss any potential barriers and how they can be overcome (95%)
- If the attendance does not improve and falls to 93%, the parents and carers will be invited into school for a meeting with class teacher and SIO. Parents/carers will be informed of the potential next steps if no improvement and a School Attendance Support Plan completed during the meeting ([Appendix 8](#)).
- If the child's attendance improves, the following letter will be sent out to parents/carers ([Appendix 9](#)).
- A follow up meeting will be arranged after the agreed monitoring period. A possible extension may be given, depending on the circumstances and will be decided on a case by case
- If the child's attendance has not improved, a Notice of Referral for PA letter will be sent home informing the parent/carer of Local Authority intervention ([Appendix 10](#)).

Each stage of the procedures will be logged on CPOMS by the relevant member of staff.

We provide a high standard of effective school attendance and management strategies.

Effective school attendance improvement and management



8. Monitoring arrangements

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum yearly by the Headteacher, SIO and Attendance Strategic Overview. At every review, the policy will be approved by the full governing board.

9. Support

The school will:

- Build relationships with students and families to encourage regular school attendance.
- Analyse and use data and relationship knowledge to prevent regular absence.
- Using resources (School-based and external services) to intervene early with support.
- Use targeted support for persistent/severe absences.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- EEF Supporting School Attendance Reflection and Planning Tool

11. Legislation and guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)

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

- [Summary of responsibilities where a mental health issue is affecting attendance](#)
- [Support for pupils where mental health issues are affecting attendance \(Effective practice examples\)](#)
- [Keeping Children Safe in Education 2025](#)

Appendix 1: DfE Attendance Codes

The following registration is effective from the 19th of August 2024 - '[Working Together To Improve School Attendance 2024](#)'

Code	Definition	Scenario
/	Present (am)	The pupil is present at morning registration
\	Present (pm)	The pupil is present at the afternoon registration
L	Late arrival	The pupil arrives late before the register has closed
B	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the school
K	Off-site educational activity	The pupil is at a supervised off-site educational activity approved by the local authority
D	Dual registered	The pupil is attending a session at another setting where they are also registered
P	Sporting activity	The pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	The pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	The pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	The pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence	The pupil should be participating in a regulated performance or regulated employment abroad
C2	Leave of absence – Part-time timetable	For compulsory school-age pupils who are on an agreed part-time timetable
E	Suspended or permanently excluded	The pupil has been suspended or permanently excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	The school has been notified that a pupil will be absent due to illness
J1	Leave of absence	Pupil has an interview with a prospective employer/ admission to another educational institution
M	Medical/dental appointment	The pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

T	Parents travelling for occupational purposes	The pupil is a mobile child due to the parent travelling from place to place for business/trade
Q	Unable to attend due to lack of access arrangements	The pupil is unable to attend due to a lack of access arrangements made by the local authority
Y1	Unable to attend due to lack of transport	Where the school or local authority normally provides transport which is not available; and the school is beyond reasonable walking distance
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend school because of widespread disruption to travel caused by a local, national or international emergency
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use
Y4	Unable to attend due to the whole school being unexpectedly closed	Where the whole school was planned to be open but remained closed unexpectedly
Y5	Unable to attend as pupil is in criminal justice detention	If the pupil is in police detention or on remand to youth detention, awaiting trial or sentencing
Y6	Unable to attend in accordance with public health guidance or law	Pupil travel to or attendance at the school would be contrary to restrictions set by the secretary of state for health
Y7	Unable to attend because of any other unavoidable cause	The unavoidable cause must be something that affects the pupil, not the parent
Unauthorised absence		
G	Unauthorised holiday	The pupil is on a holiday that was not approved by the school

N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	The school is not satisfied with the reason for the pupil's absence
U	Arrival after registration	The pupil arrived late and after 30 minutes from the start of the session

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2 – Request for Leave of Absence

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME			
<p>Important information for parents – please read before completing this form</p> <p>Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government ‘does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance’.</p> <p>Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.</p> <p>Our aim is for every pupil’s attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child’s attendance, please contact [Insert name and contact details].</p>			
I have read the above information and wish to apply for leave of absence from school for:			
Child’s Full Name:	Date of Birth:	Class:	
Parent/Carer Details (please list all parents)			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
Siblings: Please provide the name of any siblings and the school that they attend			
Child’s Full Name:	Date of Birth:	School:	

Details of the absence			
Date of First day of absence:		Date of last day of absence:	
Total Number of days absent:		Expected date of return to school:	
Please provide the reason for this request including supporting evidence:			
<p>Please read the following statement and sign to indicate you understand the this:</p> <p>I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child.</p> <p>I have read and understood the Local Authorities information regarding penalty notices for absence from school and the action they may take.</p>			
Signed:		Full name:	Date:
Signed:		Full name:	Date:

To be completed by the school:			
Date request received by the school:		Total number of days requested:	
Child's Name:	Application Authorised or Declined?		
Reason for school's decision:			
In the case of a term time holiday please confirm which parent took the holiday:			
Headteacher:			
Signed:		Date:	

Penalty Notices regarding absence from school - Guidance for parents

Regular school attendance and parent's legal responsibilities

At Brougham Primary School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information – New from August 19th, 2024

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold 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. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents take several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Norfolk, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and a fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.**

There will be no consideration for a third penalty notice within a three period in this instance legal action will be considered.

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

Appendix 2a – Notice Letter Unauthorised Holiday

Re: Notice of Referral for Unauthorised holiday.

Date

Dear Parent/Carer of _____,

As you are aware from 19th August 2024, the guidance for school attendance and term time leave of absence changed. School Headteachers cannot grant leave during term time unless there are exceptional circumstances and cannot grant permission retrospectively. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not be an exceptional circumstance.

Under the new guidance, schools will need to consider a Penalty Notice if a pupil misses 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Half of a day (am or pm) is considered as a 'session'. The threshold of 10 sessions can be met with any combination of unauthorised absence, for example, eight sessions of unauthorised holidays in term time and two sessions for other unauthorised reasons. The ten school week period may span different terms or school years, for example: 2 sessions of unauthorised absence in the Summer Term and a further 8 in the Autumn term.

Your child's current attendance is _____

_____ missed sessions due an unauthorised holiday

Therefore, under the new guidance a referral has been made to the Local Authority, who may pursue a fine.

If you have any questions, please do not hesitate to contact school.

Yours sincerely,

S Illingworth

Miss Illingworth

Social Inclusion Officer

Appendix 4 - Punctuality Monitoring Letter

Date:

Dear Parent/Carer of _____,

Punctuality Monitoring Procedure

Your child's attendance record is attached for your reference.

Your child has been late for lessons on _____ occasions over a ____ week period. A late mark is recorded as **L** or **U**. Marks recorded as **U** indicate an unauthorised absence and this can lead to further action from Hartlepool Local Authority Attendance Service.

We will continue to monitor your child's punctuality and expect an immediate improvement.

Your child will be monitored through our 'Beat the Bell' intervention for a period of 4

Weeks, whereby they will receive a stamp each morning they are on time.

You are very welcome to contact me in school at any time to discuss your child's attendance.

Yours sincerely

S Illingworth

Miss Illingworth

Social Inclusion Officer

Appendix 5 – Beat the Bell Tracker



Name:

Class:

Week commencing	Monday	Tuesday	Wednesday	Thursday	Friday

Top Tips for being on time every day:

- Switch off electronic devices at least half hour before bed
- Have a good night's sleep
- Eat breakfast
- Get ready for school in good time
- Leave yourself enough time to travel to school

Appendix 6 - Punctuality Positive Outcome Letter

Date: _

Dear Parent/Carer of _____ ,

Punctuality Monitoring Outcome

As explained in your previous letter, we have been monitoring **pupil's name** punctuality due to concerns we have had about the amount of **he/she** has been late for school.

We are really pleased to say that **pupil's name** punctuality has improved as **he/she** has been in school on time recently. Being on time has meant that **pupils' name** has been able to start their lessons at the same time as their class and has not missed any information from **his/her** teacher.

Thank you for your co operation with this issue

Yours sincerely,

S Illingworth

Miss Illingworth

Social Inclusion Officer

Appendix 7 – CME Referral Form

SCHOOL CME REFERRAL FORM -

Child whose family whereabouts are unknown

SCHOOL CME REFERRAL FORM -

Child whose family whereabouts are unknown



Please ensure all sections of this form are completed including any extended families details.

Your Details	Name:		Date:	
	School			
Child and family details	Forename(s):		Surname	
	DOB:		Gender:	
	Date last in education:		Date last seen:	
	Parent(s) names, address and all contact details including email:			
CME criteria (Please indicate)	All attempts to contact the family have failed (see checklist below)			
	Family known to have moved away but destination school unknown			
	Child did not take up allocated school place and attempts to contact have failed			
Action	Date completed	Outcome		
Carry out first day calling (if this is an automated system the school should make telephone contact manually)				
Attempt to get in touch with all known emergency contacts (at various times of day) <i>Provide contact details</i>				
Gather further information including details of siblings from other agencies, wider school community (eg staff, other pupils, friends)				
Home visit within the first 5 school days of absence.				

If a child is subject to a child protection plan, is a child in care or there are reasons to be concerned for the child's safety, inform Social Care immediately and follow HSCB procedures and submit a safer.

If child is not located following checks, please send referral form to the School Attendance Team, **no later than the fifth day of absence** and continue checks as appropriate. The School Attendance Team will make further enquiries and attempts to locate the family including making contact with other LAs and CME Officers. In rare cases where the child cannot be located the child must remain on school roll until you advised to remove from roll by the Inclusion Coordinator or School Attendance Officer.

Please return this with any attachments to CME@Hartlepool.gov.uk

Appendix 8 –School Attendance Support Plan

Pupil Name		Current Attendance%	Number of unauthorised absence_____	
Class	Start date of Plan		Late Marks_____	
Unauthorised Late_____				
Summary of any absence/punctuality concern				
Pupil view: Reasons for absence/lateness				
Parent view: Reasons for absence/lateness				
Other Agencies:				
Targets:			Review Date:	
Name:_____Support Plan				
	Action	By Whom	By When	
1.				
2.				
3.	Any absence for illness to be supported with medical evidence.	Parent/carers		
4.				
No unauthorised absences to be recorded				

Signed School	
Signed Parent	
Signed Pupil	

Appendix 9 - Attendance Support Plan Review

Date: _

Dear Parent/carer of _____ ,

Attendance Improvement Plan Review

Registers show that during the monitoring period, {Date} and {Date} , targets were met.

This is good news. The plan will now be closed and school will continue to monitor attendance in accordance with our Attendance Policy.

For your reference our school attendance target is 96% and children are expected to attend, on time, every day.

Remember we are here to help and if there are any circumstances that may affect your child's attendance please do not delay in contacting school.

Yours sincerely

S Illingworth

Miss Illingworth

Social Inclusion Officer

Appendix 10 - Notice of Referral for PA Letter (below 90%)

Date

Dear Parent/Carer of _____,

Your child's current attendance is _____

The average expected attendance for primary children is 96%; your child's attendance is currently _____ and there are _____ sessions of unauthorised absence recorded.

Attendance below 90% is categorised by the Government as persistent absenteeism. A referral has been made to Hartlepool Local Authority Attendance Service.

Despite school's support, your child's attendance has not improved, therefore your case has been referred to the Local Authority Attendance Team.

A Local Authority Attendance Officer will contact you to discuss your child's attendance and agree a plan for improvement. It is important that you meet with the attendance officer.

We hope that this intervention is successful as further **unauthorised** absences can result in the Local authority issuing a Fixed Penalty Notice (fines) or prosecution under the Education Act, which could result in further penalties being imposed by the Court.

In the meantime, your child should attend school, on time, every day.

All further absence due to **illness** must be accompanied by medical evidence (such as a GP appointment slip, prescribed medication or prescription slip), if evidence is not provided the absence will be treated as unauthorised. Please contact school in the usual way if your child is absent due to illness.

Yours sincerely,

S Illingworth

Miss Illingworth

Social Inclusion Officer

Appendix 11 - Attendance Monitoring Letter (below 94%)

Date _____

Dear Parent/carer of: _____ Year ____

This is a standard letter to parents/carers when attendance falls below our school target.

Your child's attendance record is attached for your reference.

During a recent register check, it was noted that your child's attendance is currently ____%.

Research suggests that even missing a little bit of school year on year, children can leave school with lower grades than they are capable of. Regular school attendance is also important in the development of good social skills, friendships and good routines.

As a school we strive for children to have the best possible chance in life and this includes encouraging good discipline and excellent attendance.

I understand that this attendance figure may be due to a very valid reason but must stress the importance of making sure your child has good attendance for the rest of the school year.

We will continue to monitor attendance and would expect to achieve a target of 96%.

If you wish to discuss your child's attendance, please do not hesitate to contact me.

Yours sincerely

Miss Illingworth

Social Inclusion Officer

Appendix 12 - At Risk Letter of PA (below 91%)

Date _____

Dear Parent/carer of: _____ Year ____

Your child's attendance record is attached for your reference.

Under Government guidelines children who have less than 90% attendance are classed as being **persistently absent**.

Your child is at risk of falling into this category.

We must work together to ensure that your child attends school and is on time, arriving before ____ am, when morning lessons begin.

We appreciate that from time to time children fall ill however please view this letter as a notification of our concern. It can sometimes be difficult to decide if a child is well enough to attend lessons. Some minor illnesses do not necessarily need a day at home, school can support with medicines etc and will always contact parents if it is felt a child needs to be at home. Please inform school if your child has any on-going medical needs.

All further absence due to illness must be accompanied by medical evidence (such as a GP appointment slip, prescribed medication or prescription slip), if evidence is not provided the absence will be treated as unauthorised. Please contact school in the usual way if your child is absent due to illness.

Further, unauthorised absences may result in a referral to the Local Authority Attendance Service who may take further action. This action could include Fixed Penalty Notices (fines) or prosecution under the Education Act, which can result in further penalties being imposed by the Court.

We wish to avoid making referrals to the Local Authority; if there are any circumstances that will affect your child's attendance please do not delay in notifying school.

Yours sincerely

Miss Illingworth

Social Inclusion Officer

Appendix 13 - Notice of PA Letter and Meeting Request (below 90%)

Date _____

Dear Parent/carer of: _____ Year ____

Under Government guidelines children who have less than 90% attendance are classed as being persistently absent.

Your child is in this category for our school.

Your child's attendance record is attached for your reference.

The average expected attendance for primary children is 96%; your child's attendance is currently ____ and there are _____ sessions of unauthorised absence recorded.

We must work together to ensure that your child attends school and is on time, arriving before ____am, when morning lessons begin. We appreciate that from time to time children fall ill however please view this letter as a notification of our concern. It can sometimes be difficult to decide if a child is well enough to attend lessons. Some minor illnesses do not necessarily need a day at home; school can support with medicines etc and will always contact parents if it is felt a child needs to be at home. Please inform school if your child has any on-going medical needs.

All further absence due to illness must be accompanied by medical evidence (such as a GP appointment slip, prescribed medication or prescription slip), if evidence is not provided the absence will be treated as unauthorised. Please contact school in the usual way if your child is absent due to illness.

The Local Authority Attendance Service regularly check our registers and take note of persistent absenteeism. This could trigger a referral which could result in further action being taken. This can include Fixed Penalty Notices (fines) or prosecution under the Education Act, which could result in further penalties being imposed by the Court.

We wish to avoid making referrals to the Local Authority; if there are any circumstances that will affect your child's attendance please do not delay in notifying school. You will be notified if a referral is made.

School wish to avoid referrals but if a referral is made you will be notified.

I would like to discuss your child's attendance and agree an improvement plan.

Please attend a meeting in school on: _____

Please contact me to arrange another date and time if this is not suitable.

Yours sincerely,

Miss Illingworth

Social Inclusion Officer

