

# MALVERN PARISH CE PRIMARY SCHOOL

## ‘LEARNING TOGETHER FOR AN EXCITING FUTURE’



## ATTENDANCE POLICY 2025-26

LAB Approval:

Date: June 2026

Review Date:

Date: September 2027

Member of Staff Responsible:

Name: Martha Worthington



## Malvern Parish CE Primary School

### 'Learning Together for an Exciting Future'

At Malvern Parish our vision is for all children and adults to become aware of their God given gifts so they can flourish as individuals, achieve academically and build firm foundations for the future.

This vision is deeply rooted in strong Christian tradition and based upon:

***"I have come that they may have life and have it to the full". John 10.10***

***"For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29.11***

We seek to develop our vision through our Christian values of Friendship, Respect, Trust, Peace, Truthfulness and Forgiveness and live out these values in every part of school life.



# PUPIL ATTENDANCE AND PUNCTUALITY POLICY

**The rationale for this policy is to ensure every pupil has access to the full-time education to which they are entitled and that our families and pupils understand the importance of attendance and punctuality for a child's academic progress and social and emotional wellbeing.**

**At Malvern Parish CE Primary School we recognise:**

- Good attendance and punctuality are vital for success at school and to establish positive habits necessary for future success.
- Regular attendance encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing life skills – children's social skills are similarly enhanced by regular attendance
- Non-attendees will not only miss out on essential learning but also other activities taking place which will impact on their personal development
- The school has a positive and proactive ethos that places a high value on attendance and punctuality including persistent absence.
- Partnerships with parents and building strong links with families promotes good attendance and working closely with parents is key to improving attendance and punctuality.

## **Aims**

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## **Legislation and guidance**

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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](#)

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- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## **Roles and Responsibilities**

### **The governing board**

The governing board is responsible for:

Setting high expectations of all school leaders, staff, pupils and parents

Making sure school leaders fulfil expectations and statutory duties, including:

- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Sharing effective practice on attendance management and improvement across schools]
- Holding the headteacher to account for the implementation of this policy through the termly review of whole school attendance data

### **The headteacher**

The Headteacher/Designated Safeguarding Lead is responsible for:

- The 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.
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Martha Worthington and can be contacted on: 01905 830336 or [office@Malvern Parish.worcs.sch.uk](mailto:office@Malvern Parish.worcs.sch.uk)

### **Class teachers**

- Class teachers are responsible for recording attendance on Arbor on a daily basis for both morning and afternoon sessions, using the correct codes, and submitting this information to the school office.

### **School Office staff**

School Office staff will:

- Take calls/emails from parents about absence on a day-to-day basis and record it on the school system
- Make same day phone calls to parents of children absent with no reason given. Calls will be made as early in the day as possible
- Transfer calls from parents/carers to the DSL where appropriate, in order to provide them with more detailed support on attendance

### **Parents/carers**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45am on the day of the absence and on each subsequent day of absence, 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

Seek support, where necessary, for maintaining good attendance, by contacting Martha Worthington (Headteacher/DSL) who can be contacted via 01905 830336 or [office@Malvern Parish.worcs.sch.uk](mailto:office@Malvern Parish.worcs.sch.uk)

### **Pupils**

Pupils are expected to:

- Attend school every day on time

### **Attendance register**

We will keep an electronic attendance register, and place all pupils onto this register.

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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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 original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8:45am and ends at 3:15pm.

Pupils must arrive in school by 8:45am on each school day.

The register for the first session will be taken at 8:45 and will be kept open until 9:15am. The register for the second session will be taken at 1:00pm and will be kept open until 1:30pm.

## **Unplanned Absence**

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45am or as soon as practically possible, by calling the school office administrators, who can be contacted via 01905 830336 or [office@Malvern Parish.worcs.sch.uk](mailto:office@Malvern Parish.worcs.sch.uk)

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

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

## **Planned absence for appointments**

- 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 by contacting the school office

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

### **Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

### **Following up any 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 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, the school may complete a safe and well check at the child's home address
- 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 – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention as appropriate.

### **Reporting to parents**

The attendance of individual pupils is monitored fortnightly through automated reports from the school management information system, which highlight all children with attendance that has fallen below 95% and those where attendance has fallen below 90%.

The flowcharts in Appendix 2 and letters in Appendix 3 will be followed in these cases and parents will be kept informed through letters or be invited to attend a meeting to discuss their child's attendance and any support that school can offer. (Appendix 2 and 3)

The school will also inform all parents about their child's attendance and absence levels at parent's evenings and in their end of year reports.

### **Authorised and unauthorised absence**

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to

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attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as personal circumstances outside of the control of the family which prevent attendance or require absence.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form available from the school office ([office@Malvern.Parish.worcs.sch.uk](mailto:office@Malvern.Parish.worcs.sch.uk))

The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience

If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused

by an emergency, a lack of access arrangements, or because the school premises are closed

## Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

### Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)

- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period

The grounds on which a penalty notice may be issued before the end of the improvement period

### **Strategies for promoting attendance**

- Malvern Parish school recognises the importance of attendance at school and punctuality as a whole school priority and promotes this with our pupils and families
- A weekly attendance cup is presented to the class with the highest attendance each week
- The whole school and class attendance is reported to parents on the school newsletter every week
- A whole school display is used to track attendance
- Lessons that a child misses due to absence are recorded in the child's books to make it clear where learning has been missed
- Same day phone calls are made to families who have not given a reason for non-attendance so that children and parents can be supported with any issues
- If no contact is made with a family a home visit will take place
- Early Help Plans will be used to support families where attendance is falling to ensure the best possible support is put in place
- Children who have ongoing health needs will have an Individual Health Care plan to plan school and homes approach to support children where medical needs may impact attendance

### **Supporting Pupils who are absent or returning to school**

#### **Pupils absent due to complex barriers to attendance including those with mental or physical ill health and/or SEND and those returning to school after a lengthy or unavoidable period of absence**

Where a pupil has been absent from school we recognise that time away from school can increase anxiety about returning. Malvern Parish School will work closely with families to ensure that a unique and appropriate package of support is in place for a child returning to school after a period of absence. This process may include but are not limited to the following strategies:

- The development of an Early Help Assessment working with the family and any other professionals to ensure the barriers to attendance have been accurately identified and can be addressed
- Signposting to other out of school services which may be able to offer emotional and wellbeing support through the school Family Support Offer
- The implementation of a short term reduced timetable with a clear end point and return to full time attendance
- Access to an emotionally available adult in school with training in a Trauma Informed Approach
- A key person to meet and greet and support transition into school each day
- Access to Motional Sessions based on a Motional 'snapshot' of the child's needs
- Access to the Motional Lunchtime Club
- Transitional objects or other resources which travel between home and school to offer comfort and support
- A home school diary
- Individual provision during class sessions agreed with the class teacher.

Where a child has SEND needs they will have an individual Provision Map which sets out their needs and measures how they are progressing.

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Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

## **Attendance monitoring**

The school will monitor attendance and absence data (including punctuality) fortnightly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

## **Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends

Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## **Using data to improve attendance**

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports to staff, to facilitate discussions with pupils and families, and to the governing board and school leaders (including the special educational needs co-ordinator, designated safeguarding leads and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

### **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. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings, including Early Help Assessments, with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

### **Monitoring arrangements**

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum bi annually by Martha Worthington (Headteacher) At every review, the policy will be approved by the full governing board.

### **Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

| Code                                           | Definition                                                                          | Scenario                                                                                                                               |
|------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| /                                              | Present (am)                                                                        | Pupil is present at morning registration                                                                                               |
| \                                              | Present (pm)                                                                        | Pupil is present at afternoon registration                                                                                             |
| L                                              | Late arrival                                                                        | Pupil arrives late before register has closed                                                                                          |
| <b>Attending a place other than the school</b> |                                                                                     |                                                                                                                                        |
| K                                              | Attending education provision arranged by the local authority                       | Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority |
| V                                              | Attending an educational visit or trip                                              | Pupil is on an educational visit/trip organised or approved by the school                                                              |
| P                                              | Participating in a sporting activity                                                | Pupil is participating in a supervised sporting activity approved by the school                                                        |
| W                                              | Attending work experience                                                           | Pupil is on an approved work experience placement                                                                                      |
| B                                              | Attending any other approved educational activity                                   | Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience                     |
| D                                              | Dual registered                                                                     | Pupil is attending a session at another setting where they are also registered                                                         |
| <b>Absent – leave of absence</b>               |                                                                                     |                                                                                                                                        |
| C1                                             | Participating in a regulated performance or undertaking regulated employment abroad | Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school                                           |
| M                                              | Medical/dental appointment                                                          | Pupil is at a medical or dental appointment                                                                                            |
| J1                                             | Interview                                                                           | Pupil has an interview with a prospective employer/educational establishment                                                           |
| S                                              | Study leave                                                                         | Pupil has been granted leave of absence to study for a public examination                                                              |
| X                                              | Not required to be in school                                                        | Pupil of non-compulsory school age is not required to attend                                                                           |

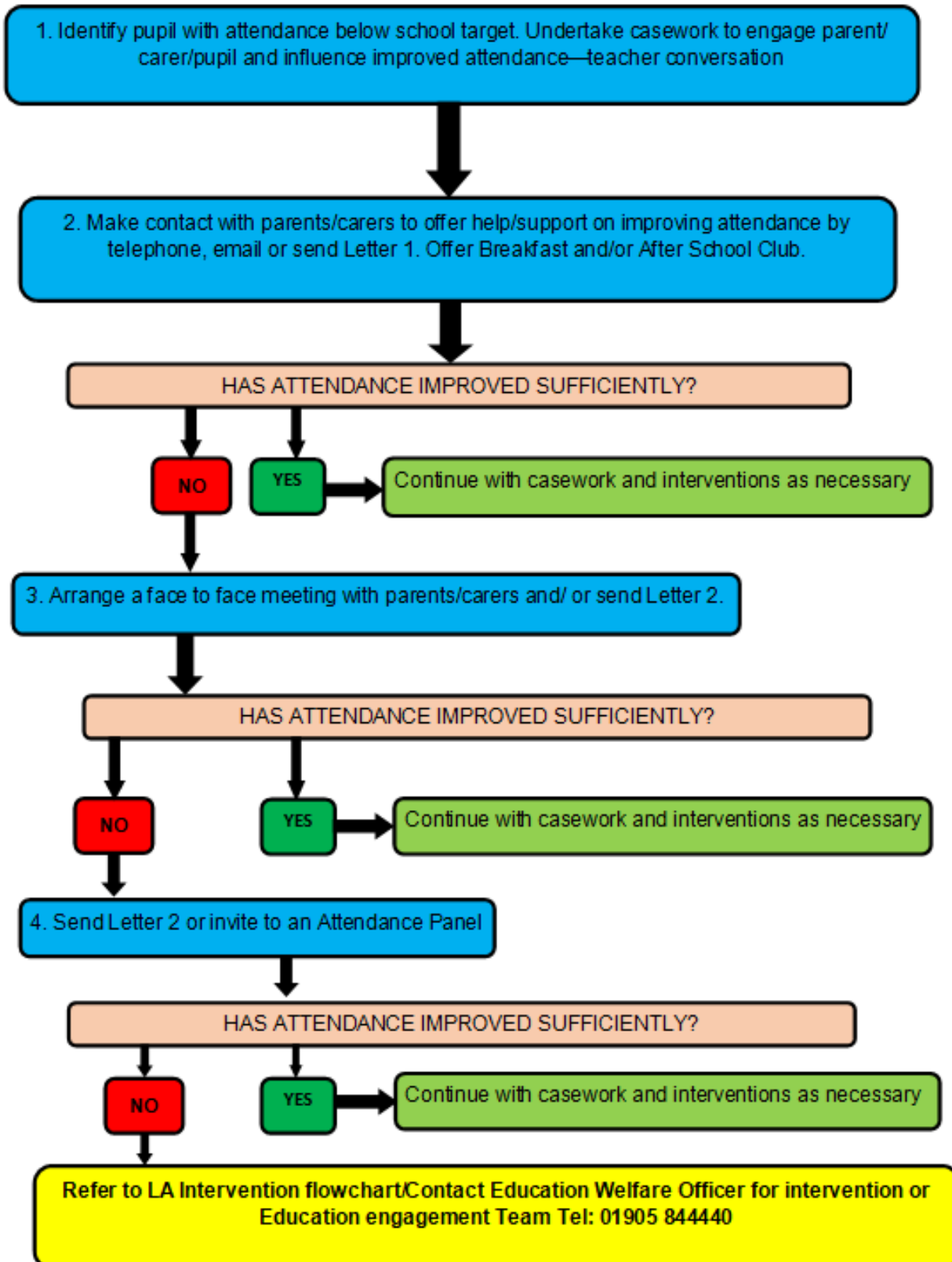
|                                                                      |                                             |                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>C2</b>                                                            | Part-time timetable                         | Pupil is not in school due to having a part-time timetable                                                                                                                                                                                       |
| <b>C</b>                                                             | Exceptional circumstances                   | Pupil has been granted a leave of absence due to exceptional circumstances                                                                                                                                                                       |
| <b>Absent – other authorised reasons</b>                             |                                             |                                                                                                                                                                                                                                                  |
| <b>T</b>                                                             | Parent travelling for occupational purposes | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes                                                                                                                                    |
| <b>R</b>                                                             | Religious observance                        | Pupil is taking part in a day of religious observance                                                                                                                                                                                            |
| <b>I</b>                                                             | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health)                                                                                                                                                           |
| <b>E</b>                                                             | Suspended or excluded                       | Pupil has been suspended or excluded from school and no alternative provision has been made                                                                                                                                                      |
| <b>Absent – unable to attend school because of unavoidable cause</b> |                                             |                                                                                                                                                                                                                                                  |
| <b>Q</b>                                                             | Lack of access arrangements                 | Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school                                                                                                               |
| <b>Y1</b>                                                            | Transport not available                     | Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available                                                                                                       |
| <b>Y2</b>                                                            | Widespread disruption to travel             | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency                                                                                                                      |
| <b>Y3</b>                                                            | Part of school premises closed              | Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open                                                                                                                          |
| <b>Y4</b>                                                            | Whole school site unexpectedly closed       | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)                                                                                                                                                            |
| <b>Y5</b>                                                            | Criminal justice detention                  | <p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul> |

|                                      |                                             |                                                                                                                                                                 |
|--------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Y6</b>                            | Public health guidance or law               | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law                                                           |
| <b>Y7</b>                            | Any other unavoidable cause                 | To be used where an unavoidable cause is not covered by the other codes                                                                                         |
| <b>Absent – unauthorised absence</b> |                                             |                                                                                                                                                                 |
| <b>G</b>                             | Holiday not granted by the school           | Pupil is absent for the purpose of a holiday, not approved by the school                                                                                        |
| <b>N</b>                             | Reason for absence not yet established      | Reason for absence has not been established before the register closes                                                                                          |
| <b>O</b>                             | Absent in other or unknown circumstances    | No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence |
| <b>U</b>                             | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session                                                                             |
| <b>Administrative codes</b>          |                                             |                                                                                                                                                                 |
| <b>Z</b>                             | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered                                                                                                         |
| <b>#</b>                             | Planned whole-school closure                | Whole-school closures that are known and planned in advance, including school holidays                                                                          |

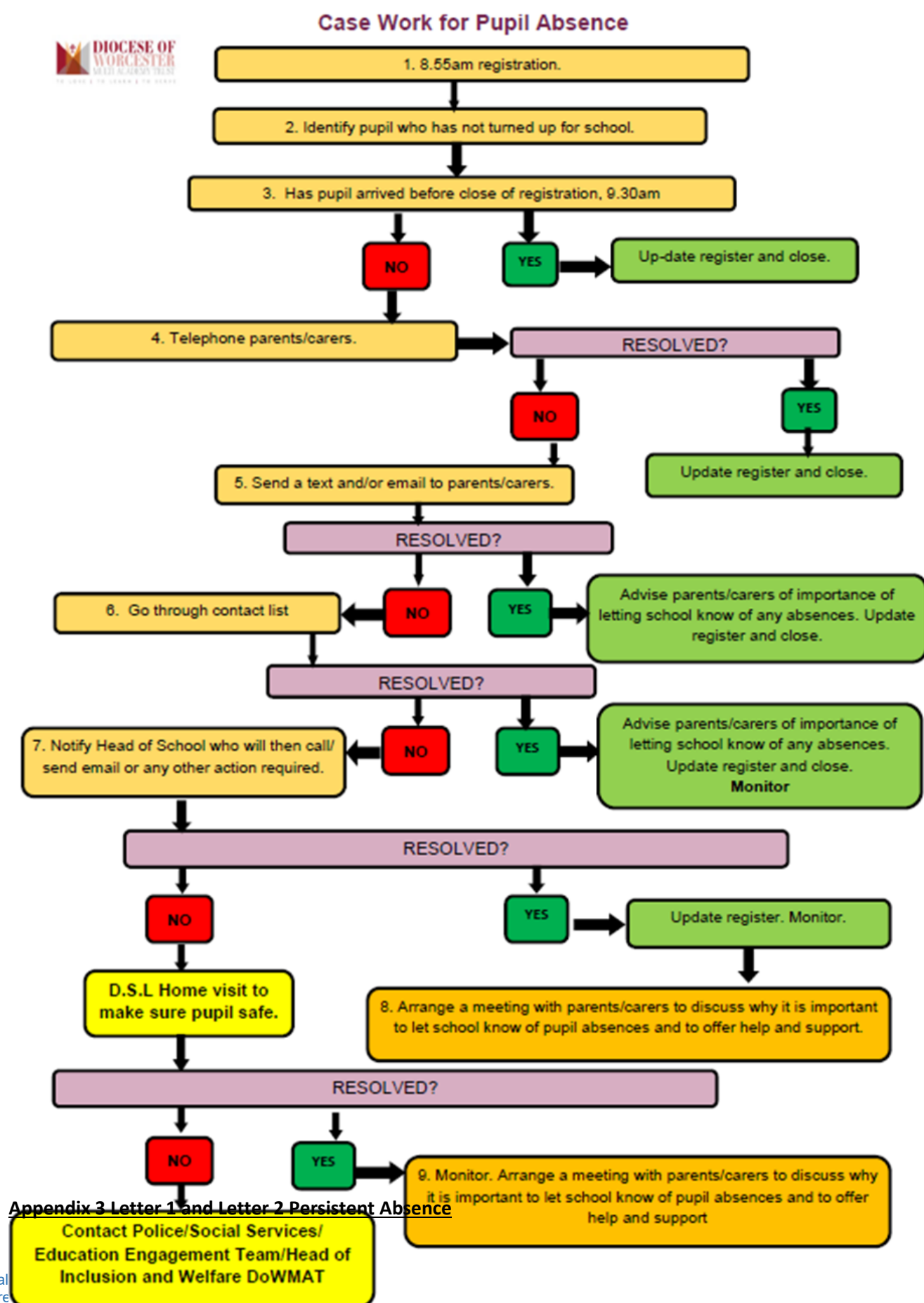


## **Appendix 2: Attendance Actions Flowchart**

## Case Work for Irregular Attendance



## Appendix 2: Pupil Late or Absent Flowchart



**LETTER 1 This template MUST be submitted on school letter headed paper.**

Date: (insert)

Address: (insert)

Dear (insert name of Parent/Carer)

RE: (Student Name and Year Group)

I am writing to inform you that (insert student name) attendance is (insert %) which equates to (insert no. of days) days absence. This figure is below the school's target of 95%.

While I understand that absence is sometimes unavoidable and there are genuine reasons for absence such as illness, I have a duty to monitor attendance and inform home when a child's attendance falls below 95%.

Please do not hesitate to contact me if you have any queries about the attendance information. The school believes that early intervention is vital and if you feel that there are barriers to your child's attendance that the school could support you with, please let us know.

I must remind you that it is the parent/guardian's legal responsibility to ensure regular and sustained school attendance.

Yours sincerely,

(insert name of sender/title)

(insert name of school)

## LETTER 2

Date: (insert)

Address: (insert)

Dear (insert name of Parent/Carer)

RE: (Student Name and Year Group)

I am writing to inform you that (insert student name) attendance is (insert %) which equates to (insert no. of days) days absence. This figure is below the school's target of 95%.

I know that we are aware of the reasons for absence and that you have kept school updated on each absence, but I have a duty to make sure you are aware of the level that it has fallen to.

Regular school attendance is expected for all students and any student whose attendance falls below 90% is classed as persistently absent from school. I want to remind you that we are here to support (insert student name) in school, but they must be attending school to access this support.

I will continue to monitor (insert student name) school attendance and if the attendance does not improve, I will contact you again to arrange a meeting to discuss what the barriers may be. If (insert student name) has a medical issue that is affecting school attendance, please ensure the school has an up-to-date Individual Health Care Plan (IHCP) and the contact details of any health professional involved in any ongoing treatment or investigation. The IHCP forms can be accessed by (insert).

I must remind you that it is the parent/guardian's legal responsibility to ensure regular and sustained school attendance.

Yours sincerely,

(insert name of sender/title)

(insert name of school)

### **Appendix 3 Letter 1 and 2 Punctuality**

**Letter 1 Punctuality** This template **MUST** be submitted on school letter headed paper.

Date: **(insert)**

Address: **(insert)**

Dear **(insert name of Parent/Carer)**

RE: **(Student Name and Year Group)**

I am writing to inform you that **(insert student name)** has been marked late to school **(insert number)** times last half-term. Morning registration closes at **(insert time)** am. If a pupil arrives between **(insert time)** and **(insert time)**, they will be marked as late. Pupil's arriving after **(insert time)** am and without a valid reason will be recorded as unauthorised late. If **(insert student name)** continues to arrive late to school, not only will the key information and learning be missed but unauthorised absences may result in a referral to the Local Authority.

If **(insert student name)** has a genuine reason for lateness e.g. medical appointments, please ensure that the School Office is notified by phone, email or in writing prior to the appointment. Please be aware traffic, taking siblings to school etc. are not valid reasons for a pupil to arrive late to school.

Regular and punctual attendance of pupils at school is both a legal requirement and essential in order for pupils to maximise the opportunities available to them and to reduce the distraction of arriving late. The school and I are here to support **(insert student name)** and you, but I must remind you that responsibility for ensuring a regular and sustained attendance is that of the parent/guardian.

If you would like to discuss this further, please contact me on **(insert telephone number)** or by email **(insert email)**.

Yours sincerely,

**(insert name of sender/title)**  
**(insert name of school)**

### **Letter 2 Punctuality with unauthorised late**

Date: **(insert)**

Address: **(insert)**

Dear **(insert name of Parent/Carer)**

RE: **(Student Name and Year Group)**

I am writing to inform you that **(insert student name)** has been marked late to school **(insert number)** times last half-term, includes **(insert number)** arrivals after the register closes resulting in an unauthorised absence being recorded. Morning registration closes at **(insert time)** am. If a pupil arrives between **(insert time)** and **(insert time)**, they will be marked as late. Pupil's arriving after **(insert time)** am and without a valid reason will be recorded as unauthorised late. If **(insert student name)** continues to arrive late to school not only will the key information and learning be missed but unauthorised absences may result in a referral to the Local Authority.

If **(insert student name)** has a genuine reason for lateness e.g. medical appointments, please ensure that the School Office is notified by phone, email or in writing prior to the appointment. Please be aware traffic, taking siblings to school etc. are not valid reasons for a pupil to arrive late to school.

Regular and punctual attendance of pupils at school is both a legal requirement and essential in order for pupils to maximise the opportunities available to them and to reduce the distraction of arriving late. The school and I are here to support **(insert student name)** and you, but I must remind you that responsibility for ensuring a regular and sustained attendance is that of the parent/guardian.

If you would like to discuss this further, please contact me on **(insert telephone number)**, or by email **(insert email)**.

Yours sincerely,

**(insert name of sender/title)**  
**(insert name of school)**

### **Appendix 3 Letters regarding Planned Absence**

**Letter Absence Authorised This template MUST be submitted on school letter headed paper.**

Date: (insert)

Address: (insert)

Dear **(insert name of Parent/Carer)** *(ideally a separate letter addressed to each parent)*

RE: **(Student Name and Date of Birth)**

Thank you for your application/ letter/email dated **(insert date)**, requesting permission for (pupil's name) to be absent from school for (number of days), (dates).

As you may be aware, the Government has renewed appeals to parents not to take their children out of school during term time. The Governors of the school support this and pupils will only be given permission to take leave in term time if there are exceptional circumstances.

Having carefully considered your application, and the exceptional circumstances you have cited, I feel that your request can be supported in this instance.

**Please note authorised absence has been agreed for xxxx (inclusive to and from dates) only, as requested.**

**Please note any absences that occur outside of the specified agreed dates will be reviewed and may be marked as unauthorised.**

Our key priority is to ensure that (pupil's name) is as successful as possible and is able to achieve (his/her) full potential whilst at school. For any future leave, I hope you are able to support the expectations in line with the Local Authority and Government policy, that leave should be taken during the 13 weeks of school holidays.

I have attached a copy of (pupil's name) attendance for this academic year.

Yours sincerely,

**(insert name of sender/title)**  
**(insert name of school)**

## **Letter Absence Unauthorised**

Date: (insert)

Address: (insert)

Dear **(insert name of Parent/Carer)** *(ideally a separate letter addressed to each parent)*

RE: **(Student Name and Date of Birth)**

Thank you for your correspondence dated (add date), requesting permission for (pupil's name) to be absent from school for (number of days) (include dates requested).

In line with Government and school policy, parents are requested not to take their children out of school during



term time. Permission will only be given to take leave in term time if there are exceptional circumstances. Having carefully considered your request; I do not feel that this can be supported in this instance. The Governors of the school support this decision. Therefore, if the absence occurs the dates will be unauthorised.

Please note, with effect from 19th August 2024 the Government has made changes to penalty notice fines for school non-attendance. As a school we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within 28 days, reduced to £80 if paid within 21 days for a first-time absence.

If a second period of unauthorised absence occurs within a 3-year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days. Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will not be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

Our key priority is to ensure that your child is as successful as possible and can achieve their full potential. I have attached a copy of (pupil's name) attendance for this academic year

If you wish to discuss this matter further, or anything mentioned in this letter, please contact the school office on 01905 830336.

Yours sincerely,

**(Headteacher) – The Headteacher *MUST* sign this letter**  
**(insert name of school)**

### **Letter No Request for Absence**

Date: (insert)

Address: (insert)

Dear **(insert name of Parent/Carer)** *(ideally a separate letter addressed to each parent)*

**RE: (Student Name and Date of Birth)**

Further to our conversation on (date), thank you for confirming that (child name) was absent from school for (number of days, and dates of absence), for the purpose of a holiday. All requests for leave should be applied for in accordance with school policy; before the event takes place. *Amend this paragraph to suit the situation.*

In line with Government and school policy, parents are requested not to take their children out of school during term time. Permission will only be given to take leave in term time if there are exceptional circumstances. Therefore, I must advise you that these dates will be unauthorised. The Governors of the school support the decision made.

**Therefore, the dates of absence are unauthorised.**

Please note, with effect from 19<sup>th</sup> August 2024 the Government has made changes to penalty notice fines for school non-attendance. As a school we are asked to inform you that, in line with Worcestershire County Council Policy, unauthorised absence may be subject to a penalty notice fine, per parent, per child of £160 if paid within

28 days, reduced to £80 if paid within 21 days for a first-time absence.

If a second period of unauthorised absence occurs within a 3-year timescale, this is subject to a penalty notice fine, per parent, per child, of £160 to be paid within 28 days.

Failure to make payment of penalty notices issued may lead to court proceedings.

The third period of unauthorised leave of absence incurred within 3 years of the first penalty notice issued; a further penalty notice will **not** be issued. If suitable, the matter will be presented to the Magistrates' Court under S4441 Education Act 1996. Cases found guilty in the Magistrates Court could result in a fine up to £1,000 per parent, per child, and will also hold a criminal record for failing to secure regular attendance.

Our key priority is to ensure that your child is as successful as possible and can achieve their full potential.

I have attached a copy of (pupil's name) attendance for this academic year.

If you wish to discuss this matter further, or anything mentioned in this letter, please contact the school office on 01905 830336.

Yours sincerely,

**(Headteacher) – The Headteacher MUST sign this letter**  
**(insert name of school)**

#### **Appendix 4: Children Missing In Education**

All children are entitled to a full-time education, regardless of their circumstances. Unfortunately, children missing education (CME) risk underachieving, being victims of abuse, and not being in education, employment or training (NEET) in later life.

##### **Why children miss education**

The most common reasons for children missing education include the following:

- Failing to be registered at a school at the age of five
- Failing to make a successful transition
- Exclusion
- Mid-year transfer of education provision
- Families moving into a new area

As there could be many reasons for a child to be missing from education, the school will make a judgement on action on a case-by-case basis. The following list indicates pupils who are most at risk of missing education:

- Pupils at risk of harm or neglect – where this is suspected, local child protection procedures will be followed; however, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate) as per the schools safeguarding procedure.
- Children of gypsy, roma and traveller (GRT) families – when a GRT child leaves the school without naming their next destination school, the school will contact the LA. If necessary, the academy will consult the Attendance and Prosecution Service for advice on the best strategies to ensure minimal disruption to the GRT pupil's education.
- Children of service personnel – the school will contact the Ministry of Defence Children's Education Advisory Service for advice to ensure continuity of education for these children.
- Missing children/runaways – should the school suspect a child has gone missing/run away, an appropriate staff member will consult the DfE for advice on missing children.
- Children who cease to attend Malvern Parish CE Primary School – where the reason for a child who has stopped attending the school is not known, the LA will investigate the situation
- Children of migrant families – there is an increased risk of a child missing education if they are part of a

new migrant family who may not yet have settled into a fixed address, or may have arrived into an LA area without the authority becoming aware.

## **Roles and responsibilities**

### **The School**

- The school will enter child on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, that the pupil will attend the school.
- In the event that a child fails to attend the school on the agreed or notified date, the school will undertake reasonable enquiries to establish the reason for this absence, and will consider notifying the LA at the earliest opportunity.
- The school will keep an accurate and up-to-date admissions register by encouraging parents/carers to inform them of any changes.
- The school will monitor child's attendance through our daily register.
- The school will agree with the LA what intervals are best to inform them of child's who are regularly absent from school, or who have missed 10 school days or more without permission.
- Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from the school without authorisation for twenty consecutive school days, the school will remove the child from the admission register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.
- The school will notify the LA if any child is to be deleted from the admission register in the circumstance outlined in
- Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended in 2016).
- Child's who remain on the school roll are not necessarily missing education, but will be monitored and attendance will be addressed when it is poor.
- The school will arrange full-time education for excluded child's from the sixth school day of a fixed period exclusion.
- The school will provide information to the LA regarding standard transitions, if requested to do so by the LA.

### **Parents/carers**

- Parents/carers are responsible for ensuring that their children, who are of compulsory school age, are receiving suitable full-time education.
- Parents/carers are responsible for notifying the school in writing where they will be home-schooling their child, in order for the child to be removed from the admissions register.
- Parents/carers will notify the school regarding any absences or changes to the pupil's education arrangements.

### **Working with others**

Families moving from one school to another can sometimes lead to a child being lost in the system and consequently missing education. When a child moves, school will work with Learning Authorities and other schools, regionally or nationally, to ensure this does not happen. School will:

- Transfer documents and procedures are in place to support smooth transition between schools.
- Safeguarding
- The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police.

Where the whereabouts and safety of a child is unknown, the school, in conjunction with the LA, may carry out the following actions:

- Make contact with the parent/carer, relatives and neighbours using known contact details

- Check local databases
- Check data transfer systems
- Follow local information sharing arrangements, and making enquiries via other local databases and agencies where possible
- Check with UK Visas and Immigration and/or the Border Force
- Check with agencies known to be involved with the family
- Check with the LA and school from which the pupil moved originally
- Check with the LA where the pupil lives, if this is different to where the academy is located
- Check with the Ministry of Defence Children's Education Advisory Service in the case of children of Service Personnel
- Conduct home visits via an appropriate team, following local guidance concerning risk assessments, and making enquiries with neighbours or relatives, if appropriate

NB. This list is not exhaustive – the school and LA will use their judgement towards what reasonable enquiries are appropriate, once all the facts of the case have been taken into account.

The DSL will record that they have completed these procedures and, if necessary, make a referral to the children's social care or police.

### **Attendance Register**

Malvern Parish CE Primary School will ensure that the admissions register is kept up-to-date at all times, and will encourage parents/carers to notify the school of any changes as they occur, such as via email or newsletters.

Childs will be recorded on the admissions register at the beginning of the first day on which it has been agreed by the school, or the day that the school has been notified, as the date that the child will attend the school.

Once a child has been recorded on the admissions register, the school will notify the LA within five days, and will supply the LA with all of the details contained on the admissions register for the new pupil.

Where a parent/carer notifies the school that a child will live at another address, the school will record the following information on the admissions register:

- The full name of the parent/carer with whom the child will live
- The new address
- The date from when it is expected the child will live at this address
- Where a parent/carer notifies the school that the child is registered at another school, or will be attending a different school in future, the school will record the following information on the admissions register:
  - The name of the new school
  - The date when the child first attended, or is due to attend, that school

Parents/carers are able to elect to educate their children at home, and will subsequently withdraw them from school. This can happen at any time, unless the child is subject to a School Attendance Order.

If a parent/carer notifies the school, the child will be deleted from our admission register and the LA informed.

