



Asfordby Captain's Close Primary School

Asfordby Captain's Close Primary School

Pupil Attendance Policy

This policy was approved as follows:

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Document History

Version	Version Date	Author	Summary of Changes
V2.0	August 2024	Danielle Marks	New policy prepared to reflect and inform the school community of government changes to processes and procedures for pupil attendance in schools.
V3.0	May 2025	Natalie Willcock	Tweaked school timings and registers and added in the specialise provision school times.

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1. Aims

Asfordby Captain's Close Primary School is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance. Good attendance is defined as being at above 96%.

The whole school community – pupils, parents and carers, teaching and support staff and school advisory board – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

We are committed to meeting our obligations with regards to school attendance by:

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

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

2. Legislation and guidance

- This policy meets the requirements of the, [working together to improve school attendance](#) from (DFE), which was updated in August 2024. This document is 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](#)

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

Parents are legally responsible for ensuring their children attend school regularly. Failure to do so is an offence punishable by law.

3. Roles and responsibilities

3.1 The Advisory Board

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

3.2 The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the Advisory Board, DSAT Central Team and Senior Leadership Team
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed penalty notices and notifying the Local Authority of unauthorised absences, where necessary.

3.3 The Senior Attendance Champion (SAC) is responsible for:

- Overseeing, directing and co-ordinating the school's work in promoting regular and improved attendance and ensuring the Attendance Policy is consistently applied throughout the school
- Ensuring attendance data is up-to-date and issues are shared with the Headteacher and the Senior Leadership Team on a weekly basis
- Ensuring information is made regularly available to all staff, pupils and parents/carers (who will regularly be reminded about the importance of good school attendance) and that the Advisory Board is fully aware of attendance data and targets
- Meeting with the Attendance Admin Officer and Family Support Worker regularly to ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties
- Monitoring attendance data across the school and at an individual pupil level
- Working with the Education Welfare Officer, Local Authority, court officers, Inclusion Team, Child Missing in Education (CME) and Pupils Missing Education (PME) units to tackle persistent absence where necessary
- Arranging phone calls and meetings with parents/carers to discuss attendance issues
- Advising the headteacher when to issue fixed penalty notices

Note: The SAC is also a member of the school leadership team and Headteacher Mrs Willcock.

3.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. In the first instance, class teachers are expected to contact parents / carers of pupils whose attendance has been observed as a concern.

3.5 School admin staff

School admin staff are expected to take calls from parents/carers about absence and record it on the school system.

3.6 All school staff

All staff (teaching and support) at Asfordby Captain's Close Primary School will:

- Support and promote excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day
- Set a good example in matters relating to their own attendance and punctuality

3.7 All Parents and Carers

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by Asfordby Captain's Close Primary School.

Parents/carers will also be expected to:

- Ensure their children attend the school regularly
- Support their children's attendance by keeping requests for absence to a minimum.
- Not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school
- Notify school on the first day of absence no later than 8:55am using the school's absence telephone line (01664812630), school email office@dsatcaptainsclose.org or reporting in person to the school office.
- Ensure their children arrive at school on time, properly dressed and with the right equipment for the day
- Work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities
- Contact the school without delay if they are concerned about any aspects of their children's school lives whereby Asfordby Captain's Close Primary School will endeavour to support parents/carers to address their concerns

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register. Classroom teachers are responsible for completing the attendance registers. The attendance admin officer will complete the register using the prescribed codes (See appendix 1)

We take our attendance registers at the start of the first session of each school day and once at the beginning of the second session which is in the afternoon (after lunch). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Late

- 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)

We will keep every entry on the attendance register whilst the pupils are still at school and for three years after the last date in the register.

4.2 When registration takes place

Mainstream school - School Day 8.45-3.15pm

The school gates open at **8:35am**. Children should arrive at school by **8:40am** to be in class for registration. The register is submitted promptly at **8.45am** for the morning session. The afternoon registers are taken at **1.00pm** and submitted **1:05pm** by each class teacher for the afternoon session. A mark will be made during the registration period in respect of each child.

The registers close at **9.15am** for the morning session and **1.00pm** and **1.30pm** for the afternoon session. Any child arriving after **8:45am** and before **9:15am** will receive a late mark. Any pupil who arrives **after** the closing of the register at **9:15am** will be marked as present but late; this will not be authorised and will count as an unauthorised absence for that session and marked with a U code.

Specialist provision, (The Nest) – school day 8.30-3pm

Drop off through the main office at **8:20am**. The register is submitted promptly at **8.30am** for the morning session. The afternoon registers are taken at **1.00pm** and submitted **1:05pm** by each class teacher for the afternoon session. A mark will be made during the registration period in respect of each child.

The registers close at **9.00am** for the morning session and **1.00pm** and **1.30pm** for the afternoon session. Any child arriving after **8:30am** and before **9:00am** will receive a late mark. Any pupil who arrives **after** the closing of the register at **9:00am** will be marked as present but late; this will not be authorised and will count as an unauthorised absence for that session and marked with a U code.

L	Late (before registers closed) marked as present
U	Unauthorised absence as pupil arrived after registers closed

Legally, schools must close their registers within 30 minutes of them being taken.

Reporting Absence

4.3 Unplanned absence

The pupil's parent/carers must notify the school on the first day of an unplanned absence such as illness by **8:45am (Mainstream classes) 8.30am (Specialist provision classes)** or as soon as practically possible (see also section 7).

If a parent/carers does not notify the school to confirm the reason for the unplanned absence, we will make contact by telephone or Arbor message to understand why your child is not in school. This will help to identify at an early-stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge. If there is no response, and school cannot get hold of an emergency contact, school staff are required to complete a home visit. This is for safeguarding reasons.

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/carers to provide 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/carers will be notified of this in advance.

If no explanation or evidence is received by the school within 5 days of the first day of absence, absences will remain unauthorised.

4.4 Planned absence

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.

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

Parents/carers may be asked to provide evidence that they are taking their child out of school for a medical appointment. This is to ensure that the appointment can be authorised.

The pupil's parent/carers must also apply for other types of term-time absence as far in advance as possible of the requested absence however, absence cannot always be granted.

4.5 Lateness and punctuality

Pupils are expected to arrive at school on time every day. It is very disruptive to their own education, and that of others in their class, if they are late.

Mainstream classes:

A pupil who arrives late:

- Before the register has closed at **9:15am** be marked as late but present, using the appropriate **L code**
- After the register has closed at **9:15am** will be marked as unauthorised, using the appropriate **U code**

Specialist provision classes:

- Before the register has closed at **9:00am** be marked as late but present, using the appropriate **L code**
- After the register has closed at **9:00am** will be marked as unauthorised, using the appropriate **U code**

This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late. Valid reasons could be a late bus, a car breakdown, a one-off family difficulty. Reasons will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, follow up action will be taken which could result in legal action by the Local Authority.

Children's education is important and being late will mean:

- Missing the beginning of lessons
- Not hearing important information about school and lessons
- Not being able to complete work because your child was not given vital information
- Your child being embarrassed at having to enter a room where a lesson has already begun – this can cause anxiety
- Your child learning an important life skill – being on time – this will feed directly into their working life.
- Missing the start of important assessments

Pupils / students who arrive late for school but before the register closes must report to the school office and will be recorded using the visitor portal in reception. They will then be marked as late.

For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the school office. **It is important that all pupils arriving late follow this procedure.**

For the same reason, it is important that parents/carers of pupils leaving the premises legitimately (e.g. for a medical appointment) or returning to school later in the day, inform the school office. The school office will record that the child has left the school site and will mark them back in when they return.

4.6 Post-Registration Truancy

Post-registration truancy occurs when a pupil goes missing from school having previously registered for the session. This behaviour not only means the pupil will not be receiving a full-time education, it also potentially renders him/her vulnerable to harm. Asfordby Captain's Close Primary School takes this very

seriously and will endeavour to ensure it does not happen. If, however, a pupil appears to have left the premises without authorisation, the school will make contact with his/her parents/carers immediately and will notify the police if necessary.

4.7 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by contacting through Arbor app initially to understand why a child has not been in school, followed by a phone call. If no contact is made from the parent/parents by 9:15am (Mainstream), 9:00am (specialise provision), school will contact further emergency contacts on the child's profile, following this a decision may be made to make a home visit
- If absence is regular and becomes a cause for concern, we will write to you about your child's attendance to alert you to any emerging patterns or level of absence
- Invite parents/carers into a meeting to discuss the reasons for absence and plans put in place to support improving the attendance of the pupil. It will be explained to parents/carers that any future absences will be unauthorised unless there is clear evidence of a good reason for them
- Where parents/carers do not engage, the absence will be considered unauthorised and could contribute to a fixed penalty notice being issued
- Refer the matter to the Education Welfare Officer (EWO) if attendance is a concern
- Refer to Leicestershire Local Authority Inclusion Team.

The school will also:

- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not and identify the correct attendance code to use

Children at Risk of Missing Education

Asfordby Captain's Close Primary School will put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, the school will hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent/carer with whom the pupil normally resides. Where staff have concerns about a child, they will use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

4.8 Reporting to parents/carers

We will report pupil attendance to parents/carers at the following times:

- At parents' evening in the Autumn and Spring terms
- At the end of each term
- In the pupils' end of year reports
- In newsletters and whole school displays
- Upon the request of the parents/carers
- Where attendance drops below the expected threshold set by the school, parents/carers will be notified by letter

Parent/Carers may also view their child's attendance percentage on the Arbor app.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence including holidays

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

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

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- A pupil is to participate in an approved performance for which a license has been granted by the Local Authority
- A pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case will be considered
- Where there is an unavoidable cause for the absence, which is beyond the family's control, e.g., extreme weather conditions
- The pupil lives more than two miles (if he/she is under eight) or three miles (if he/she has reached eight) away from school and no suitable transport arrangements have been made by the Local Authority
- In other **exceptional circumstances** (e.g., a family bereavement) and **for a very limited period**.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller

family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for **not** authorising absence could be:

- No explanation has been given by the parent/carer
- The school is not satisfied with the explanation
- The pupil or parents/carers are staying at home to mind the house
- The pupil or parents/carers are shopping during school hours
- The pupil is absent for **unexceptional** reasons, e.g., a birthday
- The pupil is absent from school on a family holiday – it is expected that holidays will be taken during school holidays
- The pupil has been stopped during a truancy sweep and is unable (or the parent/carer is unable) to give a satisfactory reason for the absence or provide evidence for the absence.

5.2 Approved educational activity

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

5.3 Absences after close of class registers

Any sudden absences that occur during the day will be picked up immediately by the class teacher and reported to the school office. The school office will advise the Headteacher.

5.4 Staff Training

The Senior Attendance Champion will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

5.5 Reducing persistent absence.

A child is defined by the DfE as persistently absent if they miss 10 % or more of school time. It is necessary to monitor all pupils at regular intervals throughout the academic year. Pupils with attendance below 90% will be clearly identified and the reasons for their absences addressed using the range of support and statutory interventions available. Vulnerable groups e.g. pupils on free school meals within this range will be differentiated for additional monitoring and action.

Where the attendance falls below the expected standard, the school will:

- Identify whether the reasons are authorised or unauthorised
- Make a telephone call, and send letters to make parents/carers aware that their child is at risk of being persistently absent

- Meet with parents/carers to discuss the pupil's attendance, understand the barriers for absence and put steps in place to support its improvement. Interventions could include in class support, specific day interventions, pastoral interventions, ELSA or behaviour interventions. These would be monitored over time to ensure that they have impact
- Work with the school's pastoral team to support school attendance
- Refer the matter to the Education Welfare Officer (EWO) if attendance is a concern
- Make a referral to the Local Authority Inclusion Team to provide attendance support

5.6 Legal sanctions

The school or Local Authority can issue a penalty notice (fine) to parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. Where any pupil has absences recorded as a result of an unauthorised family holiday, we are required to inform Leicestershire County Council who will issue penalty notices. This applies to **any** unauthorised leave of absence taken reaching a total of 5 days or more in any school year. Penalty notices can also and be issued where a registered pupil has unauthorised absence for 10 sessions or more in any ten-week period.

The school will engage in a 'support first approach' and will endeavour to find ways to work with the family to ensure attendance is improved. If this does not have the desired effect, then a penalty notice could be issued following a formal warning (notice to improve).

Penalty notices can be issued by a headteacher, Local Authority officer or the police.

The decision on whether 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

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be: £160 per parent, per child when paid within 28 days. (No option to pay at £80 level)

Third offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.

In the case of leave of absence requests, Asfordby Captain's Close Primary School will consider every application individually, its policy is NOT to grant leave of absence other than in the most exceptional circumstances. An application must be made in writing, with appropriate evidence, **in advance** of the absence.

Authorised leave of absence may be considered in the following circumstance:

- Service personnel and other employees who are prevented from taking holidays during term-time
- When a family needs to spend time together to support each other during or after a crisis

Requests for holidays for the following reason will not be authorised:

- Cheaper cost of holiday
- Availability of the desired accommodation
- Poor weather experienced in school holiday periods
- Overlap with beginning or end of term

A response to all requests for a leave of absence will be made giving the reasons for the decision. Leave of absence during periods of national tests, i.e., SATS will NOT be authorised.

6. Strategies for promoting attendance

At Asfordby Captain's Close Primary School, we actively encourage pupils to attend school. All pupils should be aware of the importance of regular school attendance. To encourage pupils to attend school we:

- Issue certificates for 100% attendance at the end of a school term and school year
- Sharing good attendance in weekly celebration assemblies
- Actively promote good attendance in newsletters, parents' evening and school reports
- Celebrate good attendance by displaying and celebrating individual and class achievements
- Regularly sending letters home updating you on your child's attendance and reminding you of your statutory duty and potential consequences if there is a failure in cooperation
- Adopt the 'support first' approach and meet with parents / carers where necessary to support families where there are attendance difficulties.
- ELSA support for pupils where necessary.
- Family support worker involvement where necessary.
- Ability to view child's attendance percentage at all times on the Arbor app.

7. Attendance monitoring

7.1 Attendance monitoring

The attendance admin officer at our school monitors pupil absence daily. They join regular meetings with the Senior Attendance Champion (SAC).

The SAC will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents/carers and the Advisory Board. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

Attendance is monitored by year group and by reasons for absence. It is also analysed by gender, ethnicity, EAL, pupils with special educational needs and those who are vulnerable to poor attendance e.g., FSM.

Accurate attendance returns are made to the DfE (via the Local Authority and Arbor) within the stipulated time frame.

7.2 Monitoring actions

A pupil's parent/carer is expected to call or email the school in the morning if their child is going to be absent due to ill health (see section 4.2).

If a pupil is absent, and no reason has been given, school will contact their parent/carer (see 4.3).

If the school office cannot make contact by 10:30am, the SAC and SLT will be informed and a decision regarding a home visit will be made.

The attendance admin officer must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the attendance admin officer has not been able to contact parents/carers after 3 days, then the absence is recorded as 'O' unauthorised.

Where a pattern of absence is identified, through monitoring, in the first instance, this will be discussed with the class teacher who will make contact with the family. If an improvement is not seen, then the family will be contacted by the SAC by telephone or letter. Letters will be sent to explain that this will be monitored over time and attendance should improve.

If a pupil's absence goes above 10 days within the year, the school will arrange to discuss this with the parent/carer of the pupil to ensure their attendance improves.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an Education Welfare Officer or the local authority inclusion team.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. A support plan will be created and shared with families to ensure that attendance improves.

Pupil-level absence 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 compare attendance data to the national average and share this with the governing board.

7.3 Managing and storing data

By law, registers must be kept for at least 6 years. Electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years. The registers will be safely stored on an encrypted MIS system.

We collect and store attendance data using Arbor. This will be used internally for the following reasons:

- Track the attendance of individual pupils
- Identify whether there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as needing intervention and support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 2 years by the Head Teacher. At every review, the policy will be approved by the Advisory Board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix One

Summary of procedures to promote good attendance/punctuality:

The following tables show specific procedures to maintain and encourage excellent attendance at Asfordby Captain's Close Primary School:

Weekly procedures	By whom	Outcomes/Action
Attendance/punctuality statistics produced for the school by year group and vulnerable group	Senior Attendance Champion	Entered into Attendance Overview spread sheet to allow for monitoring and analysis.
Attendance statistics produced and shared in School Newsletter	Senior Attendance Champion	Parents/carers are able to see which class(es) have been successful with their attendance and punctuality.
Absence codes for individual pupils are updated using Arbor to show reason for absence.	Attendance admin officer	Information provided here is used to provide targeted interventions as appropriate
Reason for absence is recorded in Attendance Notes on Arbor for all absences.	Attendance admin officer	These are reviewed for patterns and support registration certificate codes.

Half termly and termly procedures	By whom	Outcomes/Action
Analyse attendance/punctuality data to monitor trends and progress.	Senior Attendance Champion	Used in weekly meetings with SLT / HT
Assemblies to promote attendance/punctuality and share term's data and progress.	Senior Attendance Champion	Certificates produced
Discussions as required in response to specific attendance/punctuality concerns of a particular cohort of pupils.	SLT / Class Teachers (CT)	Pupil Progress Meetings
Individual attendance/punctuality discussed with pupils and families, at parents' evenings.	Class Teachers / Family Support Worker (FSW)	Mentoring and advice on attendance/ punctuality issues
Analyse attendance/punctuality data and information to identify cases of concern and develop appropriate interventions.	SAC/SLT/SENDCo/CT Educational Welfare Officer (EWO)	Targeted intervention for individual concerns
Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for pupils and families where required	SAC/HT/SLT/EWO SENDCo/FSW	Decision made on next steps of support

Review success and impact of attendance/punctuality strategies for the term	HT/SLT/SAC Safeguarding Lead School Improvement Partner	Amend and refine interventions as appropriate
Report Pupil Attendance to the Advisory Board termly as a minimum.	Headteacher	

Appendix Two

Registration Codes:

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	Off-site educational activity	Attending any other approved educational activity Alternative Provision not arranged through the approved framework
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J 1	Interview	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Leave of absence for exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the school's discretion.
C1	Authorised leave of absence	Leave of absence for the purpose of

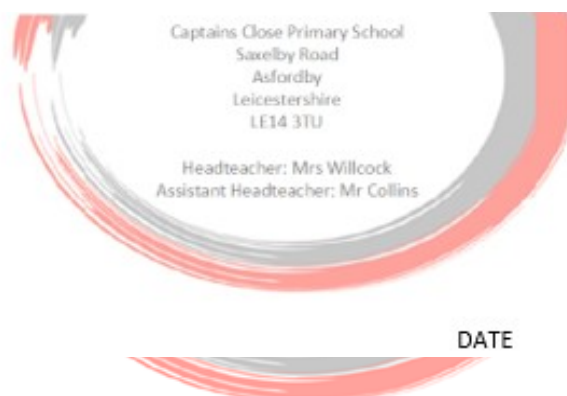
		participating in a regulated performance or undertaking regulated employment abroad.
C2	Authorised leave of absence	Leave of absence for a compulsory school age pupil subject to a part-time timetable.
E	Excluded	Pupil has been suspended or permanently excluded and no alternative provision made
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Q	Unable to attend the school because of a lack of access arrangements	A pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live.
Unauthorised absence		
G	Unauthorised holiday	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	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y1	Unable to attend due to transport normally provided not being available	Transport normally provided by the school or Local Authority is not available.
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the 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. For example, this may be due to damage or teacher strikes.	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Unable to attend as pupil is in criminal justice detention.	For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.

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 Three Copy of Attendance Letters: Attendance Letters – green, amber, red & Punctuality



Dear Parent/Carer,

Punctuality Letter

As you are aware Asfordby Captains Close Primary School strictly monitors the attendance and punctuality of every child. Your child's punctuality has been identified as an area of concern as they have been late on ____ occasions last term.

The school gates open at ____ am and registration takes place at ____ am.

We appreciate that slow traffic and other factors can contribute to lateness on the odd occasion, however it can be very distressing and disruptive for your child and the rest of the class when a child is late often.

Punctuality in school is incredibly important for several reasons:

- **Builds Strong Work Ethic:** Being on time helps students develop a strong work ethic and time management skills, which are essential for success in both academic and professional settings.
- **Shows Respect:** Arriving on time demonstrates respect for teachers and peers, fostering a positive learning environment
- **Enhances Learning:** Punctual students are less likely to miss important instructions and are better prepared to engage in classroom activities
- **Promotes Accountability:** It teaches students to be accountable and reliable, traits that are highly valued in future endeavours
- **Reduces Stress:** Being punctual helps students avoid the stress of catching up on missed work and allows them to start their day calmly and confidently
- **Improves Academic Performance:** Consistent punctuality is linked to better academic performance as students are more likely to be attentive and participate actively in class

If there is anything you feel we could put in place to support and improve your child's punctuality, or if you would like to discuss further – please contact the office on 01664 812 630 or office@dsatcaptainsclose.org

Kind regards
Mrs Willcock
Headteacher

Appendix 4 – attendance protocols

Parents/Carers should notify the school office for any absence by
8.45 (mainstream) 8.30 (specialist)



When the register closes, if we have no reason for absence, Arbor will send a message - a call will then follow by 9:15 (mainstream) 9.00 (specialist)



If contact 1 cannot be reached, we will try other contacts on the list



If there is still no reported reason for absence, by 10:30 two members of school staff will conduct a home visit.

Attendance - Punctuality

School starts when the register is taken - your child should be in class at this time

All lates within half an hour of registers opening are recorded 'L'

Any lates recorded after the register closes are recorded as 'U'

1st concern

Parent will be asked if there is anything we can support with and advised lates have been noted

2nd concern

Punctuality letter will be sent and lates will be investigated to identify any patterns - Parents will be advised improvement necessary

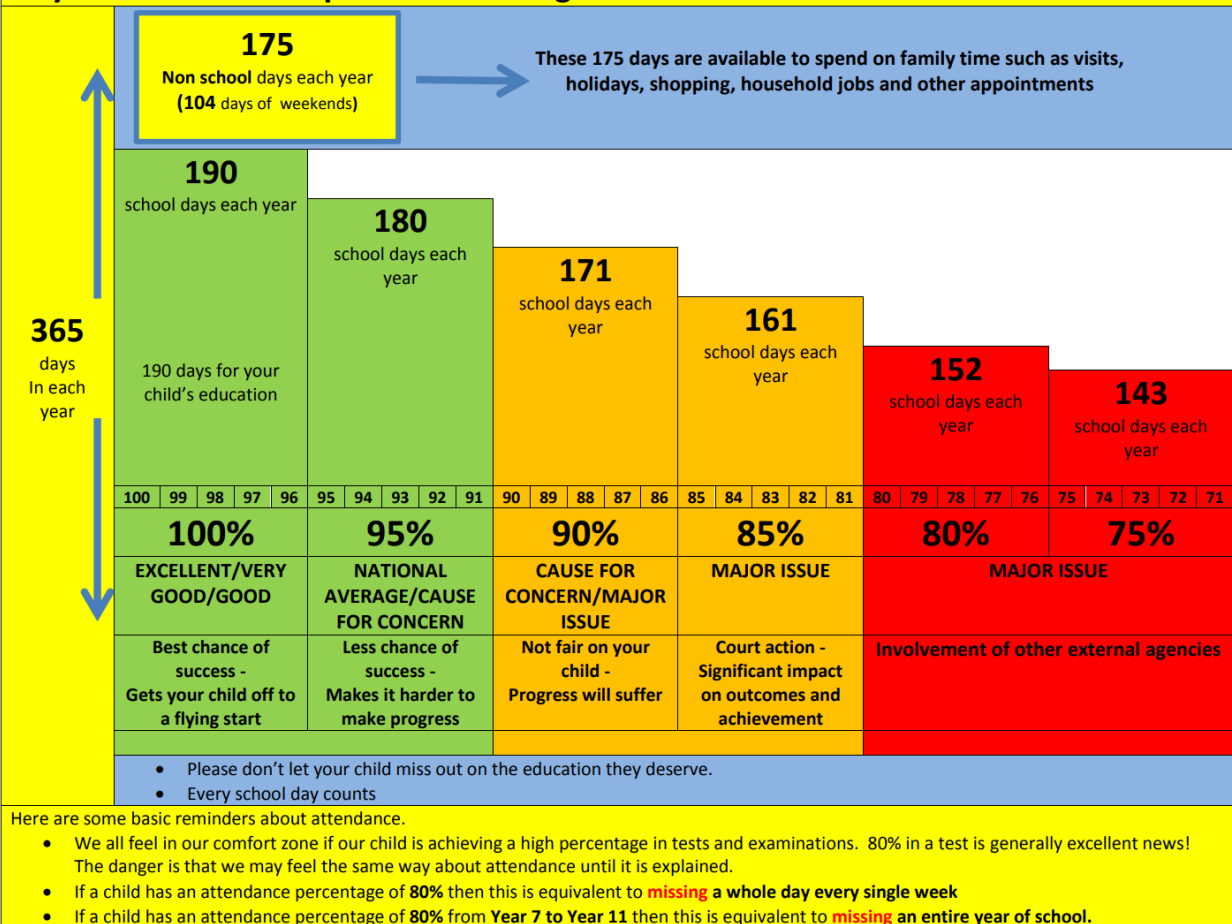
3rd concern

If no improvement - parent will be invited to a meeting in school to discuss, EWO will be advised

Final stage

Attendance percentage will be reported to the EWO and discussed with the local authority. Face to face meeting with the EWO in school/home visit will be made. PN may be issued.

Days off school add up to lost learning!



Penalty Notices for unauthorised absences: What you need to know about the changes.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for unauthorised absences that occur after 19th August 2024.

5 Consecutive Days of Term Time Leave.

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence in a 10-week period.

Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10-week period.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

(No option to pay at £80 level)

Third offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court.

Magistrate's fines can be up to £2,500 per parent, per child.



Please consult your school's attendance policy and speak with your school if you are thinking of taking your child out of school during term-time. It is likely you will need to make a written request to take your child out of school and any leave of absence will need to be agreed by your Headteacher before it is taken.