



Newby and Scalby Primary School

(An Academy within Coast and Vale Learning Trust)

School Policy

Attendance Policy

Approver: HT
Review Cycle: Annual

Revision History			
Date	Version	Short Description of Changes	Approved by:
Feb 2025	V1	New Policy	Governors / HT

Attendance Policy v1.0			Organisation: Newby and Scalby Primary School	Page 1 of 9
Date: 14.02.25	Version: v1.0	Review Date: Feb 2026		

Data Protection

The School will adhere to the Data Protection Principles and other legislative requirements set out in the Data Protection Act 2018, General Data Protection Regulation, and related information governance legislation.

Aims of the policy

To promote regular attendance thus offering all pupils equal access to learning.

Objectives of the policy

- To meet the government attendance targets set for us as a school.
- To create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers.
- To ensure pupils are in school for the maximum number of days.

School Responsibilities

- To clearly communicate the attendance procedure and expectations of the school to staff, pupils and parents/carers.
- Maintain appropriate attendance data.
- Have appropriate registration processes in place. Including ensuring that registers are taken twice daily: at the start of the morning and afternoon sessions.
- To follow up absences and lateness if parents/carers have not communicated with the school. Initially with a first-day absence phone call and home visits for vulnerable children or children who have an unexplained absence.
- To conduct home visits if there are any safeguarding concerns, queries about a persistently absent child, to check that a child is too unwell to attend, if a child is absent for 3 consecutive days or at any other time with the approval or request of the Headteacher. If a child cannot be located, additional services will be contacted if the child is deemed to be vulnerable.
- Inform parents/carers of what constitutes authorised and unauthorised absences
- To have systematic and consistent daily records which chart absence and lateness.
- To promote and reward good attendance.
- For all staff to log all attendance concerns onto CPOMS and alert the Attendance Officer.
- To make the Attendance officer and Headteacher aware of absent children before 9:30am.
- To hold regular meetings between the Attendance Team and Headteacher.
- To record attendance meetings, conversations and home visits as appropriate.
- To support families and children to achieve the highest attendance possible.

Parental Responsibilities

- To ensure that children are in school on time, ready to learn.
- To inform the school office on every day of any absence before 9:00am via phone call, email or in-person at the school office.
- To work with the school to improve upon persistent lateness or low attendance.
- To avoid medical, including dental, appointments during the school day (evidence of appointments may be requested).
- To talk to their child and child's teacher if they have any concerns about their child's attendance at school.

- To avoid holidays being taken in term time as per the latest DFE guidance (August 2024).

Schools Process for Monitoring Attendance

The Attendance officer will monitor all attendance and log all instances of absence and lateness. This data will be discussed with the headteacher. Where a pupil's attendance does not meet the school target and/or patterns of attendance cause concern, parents will be contacted, and support will be put in place. This may include if necessary, referral to other bodies, i.e. Social Care/ Extended Services.

Cause for Concern	Action to be considered
Stage 1 – Communication with parents outlining concerns Trigger: Attendance falls below 95%	<ul style="list-style-type: none"> • Pupils will be monitored and a letter sent to parent/carer asking them to work with school to improve attendance • Pupils may be offered support
Stage 2 – Invitation to meeting in school Trigger: Attendance falls below 93%	<ul style="list-style-type: none"> • Invite parent/carer into school for a meeting to develop a plan of action to support attendance • Families can be supported in a number of ways including wake-up calls, bespoke attendance incentives and breakfast club places. • Request for proof of medical appointments
Stage 3 – Formal meeting Trigger: Attendance falls below 90% (Persistent Absence threshold 90%)	<ul style="list-style-type: none"> • Invite parent/carers into school for a formal support meeting. • Involve external agencies to support, if appropriate.
Stage 4 - Fines	<ul style="list-style-type: none"> • Full details of fines can be found below. • Penalty notices will be issued for Term Time or irregular absence • Penalty notices may be considered for pupils with 10 unauthorised sessions of absence in a 10 week period
Stage 5 – Formal proceedings towards prosecution	<ul style="list-style-type: none"> • On the third time that an offence is committed for either a Term Time Holiday and/or Irregular Attendance a Penalty Notice will not be issued, the case may proceed straight to Parental Prosecution under the Single Justice Procedure.

Authorised and Unauthorised Attendance

Authorised Absences

- Medical appointments, where proof of appointment is received
- Illness
- Off-site Education
- Religious Observance (e.g. one day authorised absence for Eid)
- School Closure

Unauthorised Absences

- If school have been informed of the absence after 9:20am
- If school has not been made aware of the reason for absence
- If the school does not deem the reason for absence to be appropriate
- An unauthorised late mark (U code) is given if a pupil arrives at school after 9:20am
- Unauthorised family holiday
- Medical appointments taken during school time, recurring and frequent appointments without evidence may not be approved
- Illness, recurring and frequent illness absence may not be approved

Sickness Absence During Term Time

The school office must be notified of your child's absence before 9:00am every day of your child's illness. It is a parent's responsibility to notify school.

- If you let school know of the absence via a message or email, then we may call you to clarify the illness further.
- If school is not informed of absence before 9:00am, we will call parents. At this point all absences will be marked as unauthorised.
- We reserve the right to request a doctor's/consultant's letter regarding recurring and frequent illness.
- For minor illnesses that require medication, we are able to administer medication for you at school. There is a form to fill out which can be collected from the school office. We are also able to administer Calpol in school with parental consent, we would however need medicines to be supplied and appropriate paperwork to be completed.
- We are legally expected to complete home visits after a minimum period of 3 days of continuous absence. This is regardless of whether or not school have been contacted around these absences.

Lates

Arriving to school on time is an important life skill. It is also polite. Being late means pupils are missing out on their own learning and disrupting other pupils. Lateness is considered an equally serious absence.

- Pupils who are late or developing patterns of lateness will be monitored weekly.
- For pupils in Year 1-6 the school day starts at 8:40am. Registers close at 8:50am. After this time, children will be marked as late (L).
- For pupils in EYFS/Reception the school day starts at 8:50am. Registers close at 9:00am. After this time, children will be marked as late (L).
- If children arrive more than 30 minutes after registration has closed, their absence will be unauthorised for the morning session and an unauthorised late mark (U code) will be given. In accordance with health and safety the pupil will be marked as present in school.
- U codes/unauthorised absences will be included within the prosecution process and will result in a fine once enough have accumulated.

- Parents/carers of pupils who are persistently late will receive a letter from the Attendance Officer and be invited to attend a meeting with the Headteacher to a) offer school support to resolve the issue, or, b) refer to Extended Services for family support.

Dentist and Medical Appointments

Parents are asked not to take their children out of school for dental or medical appointments with the exception of an emergency appointment or an appointment with a consultant. Evidence of such an appointment, such as a letter, must be presented to the school office.

- Non-urgent appointments made in school time will be unauthorised or unless an appointment outside of the school day is not possible. They will be authorised with proof of attendance – appointment cards, date of prescription given etc
- Pupils attending medical and dental appointments in the middle of the school day are encouraged to come to school before/after their appointment.

Absence During Term Time (e.g. Holidays)

You are required under the Education Act (1996) to ensure your child attends school regularly. This has been defined by the Supreme Court as ‘in accordance with the rules prescribed by the school’ meaning attending every occasion available unless authorised by the Headteacher. There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is not an entitlement.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states: *“Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.”*

It is the policy of Newby and Scalby Primary School not to authorise any absence other than proven illness or exceptional circumstances. Unauthorised absences may result in prosecution proceedings including a Fixed Penalty Notice.

If a child has a planned absence, parents/carers must complete the planned absence form (Appendix A). and submit this to the school, allowing for sufficient time to enable the school to consider the request and inform the parent of the decision. Please note that supporting documents to aid decision making must be submitted at the time of your request for absence.

There is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday. The Head will consider whether the absence falls under exceptional circumstances or not before authorising the absence. Under new guidance implemented in August 2024 the list of exceptional circumstances is now very limited.

If no planned absence form is completed, the absence will automatically be unauthorised. Any unauthorised absence will be recorded on your child’s attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the Magistrates’ Court.

There are 190 school days (380 sessions) a year which your child is expected to attend. There are 13 weeks (71 days/142 sessions) of school holidays per year. Please ensure that your holidays are taken during this period of school holidays.

The Fine and Prosecution Process

The local authority and schools have statutory powers to tackle poor school attendance.

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing.

National Framework for Penalty Notices, implementation date 19th August 2024.

INFORMATION FOR PARENTS PENALTY NOTICES WILL BE ISSUED FOR:

Term Time Leave: Penalty Notice Fines will be issued for Term Time Leave of 10 sessions or more* (consecutive or accumulative)

10 Sessions of Unauthorised Absence in a 10 Week Period: A Penalty Notice may be considered/issued when a pupil has had 10 sessions of unauthorised absence in a 10 week (school weeks) period. There are 2 sessions per school day.

PENALTY NOTICE CAN BE ISSUED PER PARENT/PER CHILD:

Penalty Notice Fines are issued per parent** per child.

For example: 3 Siblings absent for term time leave, would result in each parent receiving 3 separate fines.

** A parent includes any person who is not a parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996.

FIRST OFFENCE

The first time a Penalty Notice is issued for a Term Time Holiday or Irregular School Attendance the Penalty Notice will be charged at:

£160 per parent, per child if paid within 28 days of issue, reducing to £80 if paid within 21 days**.

SECOND OFFENCE (within 3 years of the First Offence Penalty Notice)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at:

£160 if paid within 28 days (no reduced fee for paying early).

(**Unpaid Penalty Notice's after 28 days may result in a parental prosecution)

THIRD OFFENCE (within 3 years of the First Offence Penalty Notice)

On the third time that an offence is committed for either a Term Time Holiday and / or Irregular Attendance a Penalty Notice will not be issued, the case may proceed straight to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000. (Please note that where a penalty notice is not suitable cases can proceed straight to parental prosecution)

The Role of the Education Welfare Service

The Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states, *“If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence.”*

The Education Welfare Service may issue a Fixed Penalty Notices or prosecute parents when children do not attend school regularly.

The academy will always pursue enforcement when a child has reached the triggers for penalty fines and/or prosecution.

Children Missing from Education

The school follow guidance from the DfE regarding Children Missing from Education (see Safeguarding Policy). Where children on roll at Newby and Scalby Primary School do not attend for ten consecutive days, and the Attendance Officer has made enquiries through phone calls and home visits, we will inform the North Yorkshire Children Missing Education Team for advice.

Rewarding Attendance

We celebrate good attendance throughout our school both in class and during a weekly assembly.

Individual Rewards

Each week pupils who have achieved 100% attendance will be entered into a prize draw to win a book from the Headteacher's Bookshelf.

Yearly recognition for pupils who have achieved over 97% attendance will be made with special recognition for those pupils who have achieved 100%.

Class Rewards

Everyday each class with 100% attendance will receive a letter for their tracker. Once a class has spelt out Newby & Scalby they will receive a class reward.

Each week the class with the highest attendance will receive a £5 Class Credit voucher, to spend as they wish and will be asked to take care of the Attendance Owl, Toffee.

Appendix A – Requested Absence from School Form

In the event of a planned absence this request form should be completed by the parent/carer and returned to school for consideration by the Headteacher.

Child(ren)'s Name(s)	DOB	Class

Name of parent(s)/carer(s) responsible for absence	Telephone Number

I request permission for my child(ren) to be absent from school between:	
Date of first day of absence	
Date of return to school	
Total days absent	

I would like the school to take into consideration the following exceptional circumstances: (Please provide any supporting evidence at the time of request)

I have read the school's Attendance Policy and understand I/we may receive a penalty notice or further legal action if my/our child receives unauthorised school absence as a result of this request.

Signature of parent/carer:	Date:

For School Use Only (completed form to be scanned to pupil profile on MIS)

Days Authorised:	
Days Unauthorised:	
Signed (Headteacher)	
Date:	
Date Reply sent to Parent/Carer	