

# SLATER PRIMARY SCHOOL



“Together we believe; together we achieve”

## *Attendance Policy* 2025-2026

<b>Policy Date:</b>	March 2025			
<b>Policy Review Date:</b>	March 2026	Headteacher	Rehana Miah	
<b>Ratified by Governing Body:</b>				
		Chair of Governors	Rob Kettle	

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## Introduction

Slater Primary School recognises that good attendance is central to raising standards of attainment and progress; this policy is written with this acknowledgement in mind. It is a legal requirement that all children attend school for 190 days. We also need to monitor attendance and apply the legal requirements. By law, children are required to attend school for 190 days each year. At Slater, we aim for all children to have 100% attendance, and we do so in many ways.

## The School Culture

The school promotes the importance of attendance in an integrated way. This is taught and spoken about in assemblies and lessons. Pupils are rewarded in class in a way that recognises that their regular attendance and hard work have led to their excellent attainment, not just natural ability.

The school's value of '**Coming to school every day and on time**' is discussed with pupils in relation to attendance and how this impacts their learning. Our commitment is to ensure that we do our utmost to encourage our children and their families to understand and value the importance of attending school every day.

## Legislation & Guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- It also refers to:
- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## **Roles & Responsibilities**

### ***The governing board***

- The governing board is responsible for:
- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

### ***The headteacher***

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### ***The designated senior leader responsible for attendance***

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention 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 Drew Simpson and can be contacted via the school's telephone number -01162624587 and via the office email address [office@slater.leicester.sch.uk](mailto:office@slater.leicester.sch.uk)**

### ***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.

- Class teachers should complete and save the class register by 8:50 am
- Report any patterns or attendance concerns to one of the Senior Leadership Team.
- To build relationships with parents and families and ask questions about non-attendance.

### ***School Office staff***

School Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers to the attendance lead in order to provide them with more detailed support on attendance.
- Produce a daily attendance report and call parents to find reasons for non-attendance.
- Use a scripted response to find out more about a child's illness and offer support.
- Report any patterns or attendance concerns to one of the Senior Leadership Team.

### ***Parents/carers***

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 8:50 on the day of the absence and each subsequent day of absence (unless they have been advised to stay off for 48 hours due to sickness), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child, updating these promptly should they change.
- Ensure that, where possible, appointments for their child are made outside of the school day

### ***Pupils***

Pupils are expected to:

- Attend school every day on time

## **Rewards and Incentives**

### **Individual**

At the end of every half term, children who complete 100% attendance, coming to school every day and on time will be given a certificate and prizes will be given out termly in recognition of their accomplishment.

At the end of the school year, if any child has achieved 100% attendance, they will be given an additional chance win a special prize.

### **Class based**

Every week, the class with the best attendance is awarded a trophy. Additionally, there is a termly reward for the class with the most consistent attendance, such as:

- Pizza time
- A fun outdoor activity
- A trip to the cinema
- Free time in the classroom
- Movie time in the classroom

### **Monitoring of Attendance**

Weekly meetings are held between the Attendance Officer and the pastoral team to discuss attendance broadly and for specific children and causes for concern. This data is shared regularly with the school governors for scrutiny.

Every morning, our school support staff receive a list of students who did not attend school and whose parents have not provided a reason for their absence. The staff then contacts the parents to inquire about the child's absence and offer any necessary support to ensure the child can attend school that day. If the child is unwell, the parents are encouraged to bring them to school the next day.

Pastoral team will follow up on children who have not given a reason for prior absence.

The parents of our vulnerable pupils on the Community & Family Support Team (CFST) register to receive specific calls from the CFST staff. This is because the staff are already engaged with the parents on multiple issues, which enables them to better understand how to approach and support the family's needs. Pupils with SEND will be considered and may receive additional help and support. All cases of SEND pupils with poor attendance will be discussed, and support will be appropriate and catered to the pupils' individual needs.

Attendance is reported at parent evenings and in end-of-year reports. The school will also send out letters to parents when attendance drops below 95% and inform them of their current attendance.

Pupils' attendance is graded in an easy-to-understand manner to assist parents who may be new to the country or EAL. Pupils are graded as:

- Dark Green 100% - 98%
- Light Green – 98% - 95%
- Amber - 95% - 90%
- Requires Improvement (Red) - Below 90%

### **Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:50 or as soon as possible by calling the school office staff.

This absence will be reported via the school telephone number: 01162624587

We will mark absences due to physical or mental illness as authorised unless the school is genuinely concerned about the illness's authenticity.

Where the absence is more extended [e.g. 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 another appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

### **Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school before the appointment. We may also ask to see evidence of the appointment.

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 necessary time.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **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. The register will be marked with a U code for any children arriving late and after 9:30am.
- Following up unexplained absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer and/or making a home visit.

## **Authorised and unauthorised absence**

### ***Approval for term-time absence***

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated, and by any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments
- Religious observance – 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'/carers' 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

### **Legal sanctions**

The school or local authority can fine parents/carers for the unauthorised absence of their child from school where the child is of compulsory school age. Penalty Notice fines will be issued to each parent for each absent child.

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

Penalty notices can be issued by a headteacher, local authority officer or the police.

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

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

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

## **Persistent Absentees**

A persistent absence occurs when a pupil misses 10% or more of school, and severe absence occurs when a pupil misses 50% or more of school.

The attendance officer closely monitors students who consistently attend school, especially those who are considered severe absentees or are at risk of becoming one. Every morning, a member of our support staff contacts the parents of these students to provide any necessary assistance or to remind them to send their child to school. This ensures that the students receive the required support and do not miss out on their education.

If an absence pattern develops, the class teacher regularly informs the headteacher, who then phones the parents to discuss absences.

Meetings may be held between the pupil and their parent/carer and the school's attendance officer. A member of SLT, the CFST or the child's class teacher may also attend.

The cause of a pupils' absence will be determined in conjunction with the child's parent/carer. Pupils will be set a target for their attendance and may be provided with a range of support, including:

- Reminder phone calls
- Free attendance at breakfast club
- Send out letters to families warning them when attendance drops.
- Celebrate when attendance is increasing and families are working hard with the school to improve children's attendance.
- Hold regular meetings with the parents/carers of pupils whom the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Signposting to other support, including:
  - Mental health support (supported by CFST and mental health lead)
  - Parenting classes
- Support from a named teacher or member of staff at the school
- Additional support from the Mental Health Lead
- Any child who continues to be absent, despite efforts to improve their attendance, is referred to the EWO.

## **COVID-19 or any such future epidemic or pandemic**

Where a pupil cannot attend school due to illness, as normally would happen, the pupil should be recorded as code I (illness) in the attendance register and the school will authorise the absence.

Where a pupil is shielding or in self-isolation, in accordance with the advice from Public Health England, the pupil will be recorded using Code X in the registers. This code will be used even where pupils are attending school virtually via Microsoft Teams.

## 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	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
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
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	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	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school

Unauthorised absence		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

# 1 Penalty Notice ! Fines for School Absence gr"le changing



With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notices issued for unauthorised absence which occurs after 19 August 2024.

## Per Parent.. Per Child

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

For example: 3 siblings. 3 parents. 3 Penalty Notices for each child who was absent.

## 5 Consecutive Days of Term Time Leave

Penalty Notices for fines will be issued for term time absence 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 Notices for fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

## First Offence

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

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

(No option to pay at £80 level)

## Third Offence (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will be issued. The case will proceed to the Magistrates' court.

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

Cases found guilty in Magistrates' Court can show on the parent's future CV certificate and may impact on job applications for work abroad.

**Key points:** Penalty Notices will be issued. Parents are advised that where the LA considers that a Penalty Notice is the appropriate due to the level of concern about a child's absence, prosecution may be taken.

By law, all Penalty Notices must go to the local authority and not to schools.

