CHARTER PRIMARY SCHOOL

ATTENDANCE POLICY

Caring, Collaborative, Excellent

Create, Discover, Succeed, Together

At Charter School, everyone values working together to become imaginative and creative learners through inclusion, respect and kindness. We are curious in our discovery of the world and challenge each other to succeed.

Reviewed and approved by LGB	**6th May 2026**
Next Review	**6th May 2027**

Attendance Policy

The staff of Charter Primary School are committed, in partnership with the parents, pupils, governors and the Athelstan Trust to maintain schools which serves our community's educational needs and of which the community is proud.

We believe that improving attendance is everyone's business and that proving a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Wiltshire Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. We expect pupils to be in school for every session of the school day and for every day that the school is open.

Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

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100% attendance is our expectation for all children.

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1. 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.

2. 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
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The Anti-Social Behaviour Act 2003
- The Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 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
    - Holding the headteacher to account for the implementation of this policy
    - Our link governor for attendance is Mr Kelvin Wells. He can be contacted via clerk@charter.wilts.sch.uk

3.2 The headteacher

The headteacher 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
- Requesting the issue of 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

3.3 The designated senior leader responsible for attendance

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- 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, including the efficiency of the school's strategies and processes
- 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
- Organising the creation of intervention or reintegration plans in partnership with pupils and their parents/carers
- Organising the delivery of targeted intervention and support to pupils and families
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

The designated senior leader responsible for attendance at both schools is Sarah Flack and can be contacted via admin@charter.wilts.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Attendance Champion/ headteacher
- Working with school staff, e.g. SMHL/ ELSA/ SENDCO to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer at Charter Primary School is Clare Townsend and can be contacted via 10249 447223 or admin@charter.wilts.sch.uk

3.5 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis and submitting this information to the school office once the register has been taken.

School admin staff will:

- Take calls or WEDUC messages from parents/carers about absence on a day-to-day basis and record it on the school system, using the correct codes (see Appendix 1)
- Transfer calls from parents/carers to the headteacher where appropriate, in order to provide them with more detailed support on attendance
- Keeping accurate and up-to-date records of calls and communication with parents.

3.7 Parents

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 or email the school to report their child's absence **before 9.15am** on the day of the absence and 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
- Proactively engage with support offered informally or formally to help your child overcome any barriers to attendance

Seek support, where necessary, for maintaining good attendance, by contacting the headteacher, who can be contacted via

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

4. Recording attendance

4.1 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.

Charter Primary School - Pupils must arrive in school by 8.45am on each school day.

The school day starts at 8.45 am and ends at 3.15 pm. School gates open at 8.40am and the children enter their classrooms shortly after that time so that they are able to settle to their morning task in good time for the register at 8.45am.

The register for the first session will be taken at 8.45 am and will be kept open until 9.15 am. The register for the second session will be taken at 1.15 pm and will be kept open until 1.45 pm.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the unplanned absence on the first day of an unplanned absence by 9.15 am, or as soon as practically possible, by calling the school admin staff, who can be contacted via:

Charter Primary School – 01249 447223 or admin@charter.wilts.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. The school may ask for medical evidence such as proof of medical appointment. Prescription or doctors note

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.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. However, we encourage parents 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.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as absent, using the appropriate code (U)
- If a child is late after the register has closed, this is marked as an unauthorised absence. Where a child has 10 or more unauthorised absences during a 10-week period, a Penalty Notice may be issued.

4.5 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 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 follows our Child Missing in Education protocols which may involve asking the police to complete a welfare check. This is for safeguarding reasons.
- 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 providing additional support which may include pastoral support or support from Early Help.
- 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 (see section 5.2 below), as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to 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 (code C1)
- Attending an interview (code J1)
- Study leave (code S)
- A temporary, time-limited part-time timetable for a compulsory school age pupil (code C2)
- Non-compulsory school age pupil not required to attend school (code X)
- Exceptional circumstances (code C)

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 sudden, temporary and unforeseen events.

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.

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 two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for 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) (code I)
- 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 (code R)
- 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. The pupil is a mobile child and their parents(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. 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 (code T)
- 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

5.2 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.

The school must consider requesting Wiltshire Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct.

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

Penalty notices

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

6. Strategies for promoting attendance

Our newsletters report our current attendance percentages and promote excellent attendance. At, Charter excellent attendance of each class is celebrated in star of the week assembly with the class with the highest attendance winning the attendance cup and 5 minutes extra play. We regularly share each child's attendance with their parents and discussions take place to celebrate or encourage better attendance. In termly celebration assemblies, pupils with improved attendance receive a 'Ping is proud of you' certificate and those pupils with 100% attendance have a 'happy ping' sent home.

7. Supporting pupils who are absent or returning to school

7.1 Pupils absent due to complex barriers to attendance

If pupils are absent due to complex barriers to attendance, we will support the family. This may include working with our ELSA (Emotional Literacy Support Assistant) or on Emotional Based School Avoidance (EBSA).

7.2 Pupils absent due to mental or physical ill health or SEND

If a pupil has mental or physical ill health and their attendance falls we will discuss with their family the reasons why this may be and will work with them to create a plan to ensure regular attendance at school. These plans are personalised to support each individual.

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.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

When a pupil returns to school after a lengthy or unavoidable period of absence, their return to school will be planned carefully. This may include a phased return or other strategies.

8. Attendance monitoring

Our Office Team has the responsibility for ensuring that all of the attendance data is accurately recorded on the SIMs attendance software.

8.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) fortnightly, half-termly, termly and yearly across the school and at an individual pupil and cohort level. Specific pupil information will be shared with the DfE on request. The school will identify whether there are particular groups of children whose absences may be a cause for concern.

In addition to tracking unauthorised absences (10 in 10 weeks), attendance is tracked more closely:

- in Autumn term for children with attendance below 93% at the end of the previous school year
- In addition, children's attendance will be tracked in it falls below 95%. From term 2, parents may be contacted to inform them of their child's attendance and to discuss if there is anything the school can do to support attendance. Their attendance will continue to be closely monitored until they reach 95%.
- From term 2, if a child's attendance continues to fall to below 93%, the child's parents may get a letter regarding their child's attendance (see letter 1 in Appendix). The letter will explain their child's attendance and the need for this to improve. This is with the aim of ensuring that their child does not fall into the persistently absent (PA) category.
- If a child falls into the PA category, the child's parents may receive a further letter from the headteacher (letter 2) and be contacted by the headteacher to discuss their child's attendance and what the school can do to support them. If attendance still does not improve, a formal meeting and an action plan may be put in place.

From term 2, if attendance is above 95%, the child's attendance will no longer be monitored fortnightly.

Discretion is used as to whether an attendance letter is issued or an attendance meeting arranged based on the knowledge of the child and attendance history.

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 against local and national levels to identify areas of focus for improvement, and share this with the governing board.

8.2 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 use this analysis to provide targeted support to these pupils and their families

- 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

8.3 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 severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers 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

8.4 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
- Send our attendance letters in line with our monitoring procedures above, with discretion when attendance falls below 93%
- Hold regular meetings 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
- Formalise support or use legal sanctions, in conjunction with Wiltshire Council, for example through using a parenting contract (Appendix 3), engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court (see section 5.2, above)
- Where a child has persistent or severe absence, their attendance will be monitored closely and absences will be followed up with meetings, letters and closer monitoring.

9. Monitoring arrangements

This policy will be reviewed as guidance from the DfE is updated, and as a minimum annually by the LGB. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy should be read in conjunction with the following policies and procedures: PSHE; SEND; Teaching and Learning; Behaviour; Health and Safety; Safeguarding; Anti-Bullying and Hate; Policy Statement for Children with Medical Needs; Complaints; Online Safety and AUP; RSE; Public Sector Equality Duty; the school's offer of Early Help; and the Code of Conduct.

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
Attending a place other than the school		
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
Absent – leave of absence		
C1	Participating in a regulated performance or	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

	undertaking regulated employment abroad	
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
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

Absent – unable to attend school because of unavoidable cause		
Q	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
Y1	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
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	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
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		

G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	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
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2 – Attendance Improvement Letters

Letter 1 (Please note that this is edited as required):

Dear

I am writing to you as we are concerned about ……'s level of attendance, which is currently at % .

Great importance is placed on children's attendance at school as absence from school can seriously disrupt a child's continuity of learning and the progress they make. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons on their return. Consequently, both the Local Authority and the Department for Education require us to investigate the cause of poor attendance.

's attendance at school is well below the national expected attendance level, and this is a concern to the school. We are legally required to report to the Local Authority the names of all pupils who do not attend regularly (The Education (Pupil Registration) (England) Regulations 2006). I have attached to this letter a registration certificate showing her/his daily attendance for the year.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the Local Authority who will start a legal process. I enclose a leaflet which gives more detail about school attendance.

I do hope that you understand the reasons for this letter. If you would like to discuss this with me in person please do not hesitate to telephone to make an appointment.

Yours sincerely

Headteacher

100% attendance	Attending school everyday
90% attendance	Absent for half a day a week
= 4 weeks per year or 20 days	
When your child's attendance drops below 90%, he/she will be identified by the Department for Education and Ofsted as a 'persistent absentee' and will be reported in statistics about the school. It is likely that your child's progress and attainment at school is being adversely affected.	
80% attendance	Absent for one day per week
= over half a term during the course of the year	
= 2 full years over the course of a school career	

Letter 2 (Please note that this is edited as required):

Dear

I am writing to you as we continue to be concerned about ……'s level of attendance, which is currently at %.

Great importance is placed on children's attendance at school as absence from school can seriously disrupt a child's continuity of learning and the progress they make. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons on their return. Consequently, both the Local Authority and the Department for Education require us to investigate the cause of poor attendance.

's attendance at school is well below the national expected attendance level, and this is a concern to the school. We are legally required to report to the Local Authority the names of all pupils who do not attend regularly (The Education (Pupil Registration) (England) Regulations 2006). I have attached to this letter a registration certificate showing her/his daily attendance for the year.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the Local Authority who will start a legal process. I enclose a leaflet which gives more detail about school attendance.

I do hope that you understand the reasons for this letter. If you would like to discuss this with me in person please do not hesitate to telephone to make an appointment.

Yours sincerely

Headteacher

100% attendance	Attending school everyday
90% attendance	Absent for half a day a week
= 4 weeks per year or 20 days	
When your child's attendance drops below 90%, he/she will be identified by the Department for Education and Ofsted as a 'persistent absentee' and will be reported in statistics about the school. It is likely that your child's progress and attainment at school is being adversely affected.	
80% attendance	Absent for one day per week
= over half a term during the course of the year	
= 2 full years over the course of a school career	

Improvement Letter:

Dear

I am writing to thank you for your support to improve attendance after my letter last term.

I am pleased to confirm that attendance has risen to .

Whilst this figure is still below the nationally expected level, the improving attendance will be having a positive impact on your child's progress at school.

Should you ever have any concerns about your child or attendance related issues, please do not hesitate to contact me.

Thank you again for your support.

Yours sincerely

Headteacher

100% attendance	Attending school everyday
90% attendance	Absent for half a day a week = 4 weeks or 20 days per year When your child's attendance drops below 90%, from September 2015 he/she will be identified by the Department for Education and Ofsted as a 'persistent absentee' and will be reported in statistics about the school. It is likely that your child's progress and attainment at school is being adversely affected.
80% attendance	Absent for one day per week = over half a term during the course of the year = 2 full years over the course of a school career

Warning Letter for Persistent Lateness:

Sample warning letter in respect of penalty notices for persistent lateness (U code). (This will need to be sent to any parent that the school subsequently names in any request for a penalty notice).

Dear (name of parent(s))

Re: The Education (Penalty Notices) (England) Regulations 2007
Warning of penalty notice for persistent lateness after the register has closed

Under the Education Act 1996, parents have a duty to make sure their children regularly attend school. If parents fail to do this, they can be prosecuted.

Working within an agreed Code of Conduct the Local Authority can issue a penalty notice to parents if a child has missed a number of sessions without permission from the school.

(Name) has been marked absent from school for ( ) sessions in the previous ( ) weeks without prior authorisation or an acceptable reason being given to the headteacher. Please note there are normally two sessions in each school day. Arriving after the registers have closed for the morning or afternoon session will result in an unauthorised absence mark for the entire session.

This absence has therefore been recorded as unauthorised in the school register.

I need to inform you that the level of (Name's) unauthorised absence places you at risk of a penalty notice and/or court action by the Local Authority.

Providing there are no further unauthorised absences within the next fifteen school days, which will start two days after the date of this letter (to allow for postage) a penalty notice will not be issued on this occasion.

I must also draw your attention to the fact that should (Name) have more unauthorised absences related to lateness within the next twelve months following this warning letter, you may receive a penalty notice without further warning.

Yours sincerely,

Headteacher

Appendix 3 – Attendance Improvement Meeting and Attendance Contract

Initially an Attendance Improvement Meeting will be held and targets agreed:

Dear

XXXX XXXX Attendance Improvement Meeting

Thank you for attending the meeting about XXXX's attendance today as a result of his/her low attendance at school.

XXXX's attendance is currently: XX%

Great importance is placed on children's attendance at school, as absence from school can seriously disrupt a child's continuity of learning and the progress they make. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons on their return. Consequently, both the Local Authority and the Department for Education require us to investigate the cause of poor attendance.

XXXX's attendance at school is below the national expected attendance level, and this is a concern to the school. We are legally required to report to the Local Authority the names of all pupils who do not attend regularly (The Education (Pupil Registration) (England) Regulations 2006). I have attached to this letter a registration certificate showing his daily attendance for the year.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the Local Authority who will start a legal process.

Reasons given for on-going low attendance: • •
To improve attendance the following was agreed: **Target attendance over 3 weeks – to be above XX%**
Parent will: • School will: •
Review date: **Failure to meet the targets in this plan will result in a further Attendance Improvement Meeting and may involve an Attendance Contract which may result in legal proceedings.**

I enclose a leaflet which gives more detail about school attendance and the impact this has on a child's future chances.

Yours sincerely

Headteacher

100% attendance Attending school everyday

Below 95% - Attendance is identified as a 'cause for concern' by the school and Local Authority

90% attendance **Absent for half a day a week = 4 weeks or 20 days per year**

When your child's attendance drops below 90%, he/she will be identified by the Department for Education and Ofsted as a 'persistent absentee' and will be reported in statistics about the school. It is likely that your child's progress and attainment at school is being adversely affected.

80% attendance **Absent for one day per week = over half a term during the course of the year = 2 full years over the course of a school career**

Attendance Contract:

Attendance Contract – An agreement between the school and parents

Attendance Contract

Date

Child's name:		Child's DOB:	
School/NCY:			
Parents' name(s):		Parents' DOB(s):	
Address(es):			
Tel:			

Senior staff member with overall responsibility:
Member of staff responsible day-to-day:
Contact number for the school to inform if the child is too unwell to attend:
Linked Inclusion Officer:

It is important that we work together to improve your child's school attendance to give them the opportunity to attain and progress. We are going to work together to ensure the above-named child improves their attendance at school with immediate effect.

Your child's current attendance is:

This means they have missed sessions/days so far this year.

So far, of these absences have been authorised by us.

So far, of these absences have been unauthorised by us.

Your child has been late to school on occasions.

This equates to them missing minutes of their learning.

The reasons you have given for these absences have been:

……...

……

……..……..

……...

……

……..……..

We have listened to your child and discussed with them the reasons for their absence. They have shared with us that:

……

……

……

……

……

……

The specific targets of our plan. What we aim to do by (date):

These could be outlined in a My Plan and attached to document

To achieve these targets, we will:

These could be included explicitly in a My Plan and attached to the document

Parents agree to:

School agrees to:

Child agrees to:

Reviews

This contract will be reviewed regularly.

If the contract is being adhered, to the school will ensure the child receives recognition of the improvement and will continue to monitor and support.

If the contract is not being adhered to, the school will notify the Local Authority, where next steps will be considered, including progression to attendance legal processes.

Agreeing to the contract:

Consent by parent(s):

I/we have agreed to this Attendance Contract and will:

(a) work with the school (and council) as detailed above, to improve my/our child's school attendance, and

(b) carry out what we have promised to do.

I/we also agree to information being shared with other professionals and agencies as required to help us.

I/we understand that if my child has any further unauthorised absences from school a Notice to Improve, Penalty Notice or prosecution may follow without further warning. This agreement may be given as part of the evidence.

Signed (Parent/s):

……

……

Signed by the Child (age appropriate)

……..

Signed (on behalf of the school/governing body/local authority)

……

……