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# Policy for Whole School Attendance

<b>Policy last reviewed and updated by Governors:</b>	
<b>Date interim amendments made (if any):</b>	
<b>Date for next review:</b>	

## Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We inform all parents about this policy and supply them with a parent one-page attendance overview when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis.



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## 1. Introduction

At Samuel Allsopp Primary and Nursery school we recognise that positive behaviour and good school attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education.

### Parents and carers

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. Pupils with the highest attainment at Key Stage 2 have higher rates of attendance over the Key Stage compared to those with the lowest attainment.

### Working together to improve school attendance

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "[Working together to improve school attendance](#)" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school.

This policy is written with the above guidance in mind and underpins our school ethos to:

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
- Promote children's welfare and safeguarding.
- Ensure every pupil has access to the suitable, full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors about the responsibilities and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

**For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable.**

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

## **2. Promoting Regular Attendance**

At Samuel Allsopp primary and Nursery School, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

<b>Role</b>	<b>School Site</b>	<b>Responsibility</b>	<b>Name</b>	<b>Contact details</b>
Senior Attendance Champion	Whole school	Deputy Head Teacher: Responsible for the strategic approach to attendance in school Monitoring absence	Mrs J. Marsden	01283 247420 Option 3
Attendance Officer	Whole school	With the authority from the Headteacher oversees: <ul style="list-style-type: none"> <li>• Daily attendance (illness)</li> <li>• Holiday requests</li> <li>• Medical appointment requests</li> <li>• Leave of absence for exceptional circumstances</li> <li>• Birth of a sibling</li> <li>• Death of a close relative</li> <li>• Religious observance</li> </ul>	Mrs S.Mehmood	01283 247420 Option 1
Home school link worker	Orchard	Should parents require more detailed support or further information regarding attendance or matters linked to attendance	Mrs S.Burrows	01283 247420 Option 3
Home school link worker	Victoria Road			01283 247420 Option 3
Named Governor/Trustee for Attendance				

Improving school attendance is everyone's business, it is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance through:
  - Celebrating our 5 a Day. Children earn dojo points and being in school on time forms part of this.
  - Weekly class attendance (15-minute Golden time for class winner)
  - Half termly attendance raffle (1<sup>st</sup> prize is usually £10 child voucher, a 2<sup>nd</sup> and 3<sup>rd</sup> smaller prize)
  - Yearly attendance certificates for 96% and above
  - Termly most improved attendance certificates
  - Half termly class winner (celebrates with a hot chocolate with Mr Smith the Headteacher)
  - Our 'CAN' statements include the importance of attendance (Always attend)
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.

## 2.1 Roles and Responsibilities

The Local Governing Board of Samuel Allsopp primary and Nursery School, recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior attendance champion.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.

- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Management Team (including senior attendance champion) at Samuel Allsopp primary and Nursery School will:

- Actively promote the importance and value of good attendance to all pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors/Trustees and on a half-termly basis to the lead governor/trustee for attendance.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Set out how Pupil Premium will be used to support pupils with irregular attendance.

All staff at Samuel Allsopp primary and Nursery School will:

- Actively promote the importance and value of good attendance to all pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The members of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of a attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

Samuel Allsopp primary and Nursery School requests that parents:

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.

- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

### 3. Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'. Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher Mr Smith.

For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed
- Not attending school for any reason

"Regular" attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

**Authorised absences** are morning or afternoon sessions away from school for a genuine reason such as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

**Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.
- Leaving school for no reason during the day.
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

### 3.1 Persistent and Severe Absence

A pupil is defined by the Government as a '**persistent absentee**' (PA) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**' (SA). Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

The attendance of all pupils at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

### **3.2 Leave of Absence**

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Samuel Allsopp primary and Nursery School, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. Samuel Allsopp Primary and Nursery School will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 2). Samuel Allsopp primary and Nursery School will treat each application individually and discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

### **3.3 Medical Appointments and absence due to illness**

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must inform the school Attendance officer, the school office and sign out using the inventory system. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend a school-led Attendance Support Panel as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to Early help (Malachi) for support and/or to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting pupils with medical conditions at school](#). We will also consider whether an Individual Healthcare Plan or risk assessment is required.

### **3.4 Pupil Absence for the purposes of Religious Observance**

Samuel Allsopp primary and Nursery School acknowledges the multi-faith nature of British society and our community, so recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

### **3.5 Gypsy, Roma and Traveller pupils**

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. We recognise that there are many complex and interwoven factors that may influence the educational attainment of GRT pupils. At our school, we have high expectations of all pupils, regardless of their background whilst recognising the lifestyle and cultural traditions of GRT communities. In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil who is a mobile child<sup>1</sup> and is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
- that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted

This provision applies *only* when the family has no fixed abode and are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Samuel Allsopp primary and Nursery School will be

regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended Samuel Allsopp primary and Nursery School in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at Samuel Allsopp primary and Nursery School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

## 4. Our Procedures

Punctuality will be monitored as closely as attendance. Children who arrive after the start of the day and before the official close of the register (10 minutes after the gate closes) will be marked as late. Parents/carers of children arriving after the close of gates, will be required to sign their child in at the electronic screen in the school office, with an explanation as to why their child is late.

	Victoria Road site	Orchard Site
<b>Morning gates open</b>	8.45 am	8.25 am
<b>Morning gates close and first school session starts.</b>	8.55 am	8.40 am
<b>Register closes</b>	9.05 am	8.50 am
<b>End of school day</b>	3.30 pm	3.10 pm

### 4.1 Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

### 4.2 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

### **If a child is absent from school the parent must follow these procedures:**

- Contact the school on the first day of absence before 8.45 (Orchard site) and 9.00 (Victoria Road site) when our registers close.
- If your child is absent from school you must contact our Attendance Officer by calling 01283 247420 and selecting option 2. Parents should leave a message to inform school of their child's absence if there is no one available to take their call.
- Contact the school on every further day of absence, again before 8.45 (Orchard site) and 9.00 (Victoria Road site).
- Ensure that your child returns to school as soon as possible.

Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school	Mrs J. Marsden	01283 247420 Option 3
School Attendance officer	Mrs S. Mehmood	01283 247420 Option 2
Home School Link worker	<b>Mrs S. Burrows (Upper site) Mrs N. Arif (Lower site)</b>	01283 247420 Option 3 01283 247420 Option 3

### **If your child is absent, the following actions will be initiated by the school:**

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 8.45 (Orchard site) and 9.00 (Victoria Road site) and where no reason for absence is known. We will telephone or text you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit will be made by day 4 of the absence, in the interests of safeguarding.

We will also inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements. We will also inform a pupil's social worker and/or youth offending team worker if their name is to be deleted from the school register.

### **4.3 Late Arrival at School**

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

At Samuel Allsopp primary and Nursery School, all pupils are expected to arrive on time for every day of the school year. The school day begins at 8.25 (Orchard site) and 8.45 (Victoria Road site). We advise all parents to ensure their child is on site prior to this. The school register will be taken by 8.45 (Orchard site) and 9.00 (Victoria Road site).

All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign their child in on our electronic inventory and provide a reason for their absence. If their arrival is before 8.55 (Orchard site) and 9.10 (Victoria Road site), it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 8.55 (Orchard site) and 9.10 (Victoria Road site). All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with our Home School Link worker (Mrs Burrows at Orchard site and Mrs Arif at our Victoria Road Site), but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good class and individual punctuality.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

#### **4.4 Support Systems**

At Samuel Allsopp Primary and Nursery School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child. Strategies we may use to support you include:

- Write to you if your child's attendance is causing a concern and/or where punctuality is a concern;
- Arrange a meeting so that you may discuss the situation with our site Senior Attendance Champion or our Home School Link Worker.
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;
- Offer signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment & Plan with you;
- Refer the matter to an external agency for multi-agency support, or consult with the East Staffordshire's advice Service (ESAS) or the police, where there are safeguarding concerns.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no

contact has been made with parents by the 10<sup>th</sup> day of absence (or sooner if deemed appropriate).

- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

#### 4.5 Attendance Rewards & Interventions

<b>DAYS ABSENT</b>	<b>Percentage of attendance</b>	<b>Staff responsible for actions at each of these stages</b>	<b>Support, rewards and interventions that will take place at this stage</b>
	99 – 100%		<ul style="list-style-type: none"> <li><i>Warm welcome</i></li> <li><i>Attendance matter sessions</i></li> <li><i>Praise texts and dojo's</i></li> <li><i>Request notes for unauthorised and update MIS</i></li> <li><i>Talk with yellow to red to offer motivation and add notes to MIS</i></li> <li><i>No engagement from parent considers use of legal intervention</i></li> </ul>
	96 – 98%		
	92 – 95%		<ul style="list-style-type: none"> <li><i>Improvement letter when moving up the ladder</i></li> <li><i>School, student, and family develop attendance plan</i></li> <li><i>Weekly check ins with attendance officer</i></li> <li><i>Home visits, walk pupil to school</i></li> <li><i>At 93% at risk letter 2</i></li> <li><i>Monitor three weeks</i></li> <li><i>Attendance support panel</i></li> <li><i>No engagement from parent considers use of legal intervention</i></li> </ul>

	<p><b>Under 90%</b></p>	<ul style="list-style-type: none"> <li>• Improvement letter when moving up the ladder</li> <li>• School, Student, and family develop PA/at risk of PA plan</li> <li>• Three weeks monitoring of plan</li> <li>• Home visits</li> <li>• Letter 3 intent to Fast Track</li> <li>• Involvement from LA and external agencies with consent from parents</li> <li>• Attendance support panel</li> <li>• No engagement from parent considers use of legal intervention</li> </ul>
	<p><b>Under 50%</b></p>	<ul style="list-style-type: none"> <li>• Formal support such as attendance contracts will be in place</li> <li>• Intensify support through statutory children's social care involvement</li> <li>• No engagement from parent considers use of legal intervention</li> </ul>

Good attendance requires a concerted effort across all teaching and non-teaching staff in school and Governing body, therefore all Academy staff will endeavour to encourage good attendance and punctuality through personal example and high expectations. All staff will understand and follow the attendance policy and will support and challenge parents/ carers when there are concerns for a child's attendance or punctuality, by building strong and trusting relationships and working together to put the right support in place. Attendance will be monitored regularly by the Attendance Officer and attendance champions and will be reported to governor's half termly. The Attendance Officer and attendance champions will also provide up to date attendance information to teaching staff and provide training and support where necessary. At a minimum this training will cover:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances
- the law and requirements of schools including on the keeping of registers
- the school's strategies and procedures for tracking, following up and improving attendance
- the processes for working with other partners to provide more intensive support to pupils who need it.

The school Deputy Headteachers Mrs Keyworth- Edwards (Victoria Road) and Miss Simpson (Orchard site), with the support of Mrs Mehmood (Attendance officer) and the Home School Link Pastoral team Mrs Arif (Victoria Road) and Mrs Burrows (Orchard site), are the school's senior leaders responsible for the strategic approach to attendance. Miss Simpson will ensure the school follows its statutory duty on attendance and prosecution with the support of the Education Welfare Service. Attendance will also feature as part of the Academy School Improvement plan, underpinned by an Attendance Action plan to target attendance improvement efforts in line with the school attendance data.

Attendance data is tracked and monitored weekly. From this information we identify patterns of poor attendance at individual and class level. We use our attendance process (Appendix 4) to work alongside parents and support them to improve their child's attendance.

At Samuel Allsopp Primary and Nursery school we will investigate and offer support to any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

## **4.6 Part-time timetables**

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

We will notify the Local authority Attendance Team of all part-time timetables as soon as a plan has been agreed.

## **5. School Attendance and the Law**

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

## 5.1 National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

**There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours.** In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

We will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

## 6. Deletions from the Register

At Samuel Allsopp Primary and Nursery school we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. At Samuel Allsopp Primary and Nursery school we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

We follow Staffordshire County Council's Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Norfolk County Council will be informed of the removal from roll as outlined above.

Samuel Allsopp Primary and Nursery school will follow Staffordshire County Council's [Children Missing Education procedures](#) when a pupil's whereabouts is unknown, the school will carry out joint enquiries with Staffordshire County Council to establish the whereabouts of the child.

## **7. Related Policies**

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- medical needs
- admissions
- anti-bullying
- exclusion
- special educational needs
- teaching and learning
- behaviour and rewards

## **8. Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance, DfE \(August 2024\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [School attendance parental responsibility measures, DfE \(January 2015\)](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Keeping children safe in education, DfE \(September 2023\)](#)
- [Working together to safeguard children, DfE \(December 2023\)](#)

## **9. Appendices**

The following pages contain appendices relevant to this policy.

## Appendix 1: Penalty Notices regarding school absence – Guidance for parents

<https://www.staffordshire.gov.uk/Education/Education-welfare/FAQs/FAQs.aspx>

### Regular school attendance and parent's legal responsibilities

At Samuel Allsopp Primary and nursery School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

### The important legal information – New from August 19<sup>th</sup>, 2024

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1<sup>st</sup> penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Staffordshire where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

A parent includes any person who is not a natural 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. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.**

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

### **Requests for leave of absence**

Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'

Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

### **Support with ensuring regular school attendance**

If you require any support with ensuring your child's attendance, please contact Mr Smith (Headteacher).

## Appendix 2: Leave of absence request form.

 <b>Samuel Allsopp</b> Primary & Nursery School	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Office use only:</b>   <input type="checkbox"/> Letter prepared &amp; signed         <input type="checkbox"/> Letter photocopied &amp; filed         <input type="checkbox"/> Marks added to register         <input type="checkbox"/> Teacher and office staff informed         <input type="checkbox"/> Add to Sims Linked Document     </div>																
<u>Samuel Allsopp Primary and Nursery School</u>																	
<u>Request for leave during term time</u>																	
To: → The Head Teacher →	Date: →																
I request consideration of a grant of leave of absence from school during term time for:																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">Child's Full Name:</td> <td style="width: 33%; padding: 2px;">Class:</td> <td style="width: 33%; padding: 2px;">Mum Address:</td> <td style="width: 33%; padding: 2px;">Dad Address (if different):</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		Child's Full Name:	Class:	Mum Address:	Dad Address (if different):	<input type="text"/>											
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For the period: From: → To: →																	
The exceptional circumstances and reason for this request are:																	
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I have (an) other child(ren) in (an) other school(s) as follows:																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Child's Full Name:</td> <td style="width: 50%; padding: 2px;">School Attending:</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		Child's Full Name:	School Attending:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
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Signature of 1 <sup>st</sup> Parent/Carer(s): → Print Name: →																	
Signature of 2 <sup>nd</sup> Parent/Carer(s): → Print Name: →																	
Please return completed form to the school office. The school will write to you and inform you of the decision on whether the request is authorised or not.																	
<u>For Office Use Only</u>																	
Current Attendance %: → Last Year's Attendance %: →																	
Number of school sessions taken as leave during term time (this academic year): →																	
Agreed/Not Agreed:																	
Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates:																	
Reason to accept/ <u>decline</u> (please delete) request:																	
<input type="text"/> <input type="text"/>																	
Signed Headteacher: → Date: →																	
Notification of decision: Date letter sent to parent/carer:																	

## Appendix 3: Attendance Policy Quick Guide for Parents

# Samuel Allsopp Primary

## Attendance policy and procedures



### The school day:

**Victoria Road**

**Start of day: 8.45 – 8.55**

**Registers close at 9.00**

**End of day: 3.30**

### Reporting absence:

**If your child is not attending school you must call the school office to inform them as to the reason why.**

**01283 247420 Option 1**

### Request for leave during term time

**If taking leave during term time, you MUST complete a form in the school office. Please note time off during term time would only be authorised in exceptional circumstances and evidence is required.**

#### First Offence:

**Term time leave or irregular attendance could result in a £160 fine per child, per parent. (It can be reduced to £80 if paid within 28 days)**

#### Second Offence:

**If a second penalty notice is given (within a 3 year period) for term time leave or irregular attendance, it could result in a £160 fine per child, per parent. (No reduced rate will be offered)**

#### Third Offence:

**If a third penalty notice is given (within a 3 year period) for term time leave or irregular attendance the case will be presented to the Magistrates court where fines can be up to £2500 per parent, per child.**

### Medical appointments

**We understand that appointments can't always be made for outside of school hours. However, should your child need an appointment in school time we require medical evidence to authorise your time out of school.**

### Understanding attendance

**If your child arrives at school up to 10 minutes after the gate closes, they will be given a late mark in the register. (L code).**

**If your child is consistently late, it could result in a penalty notice.**

**If your child arrives after 9.10, they will be given an unauthorised missing mark in the register (U code).**

**If we are not informed as to why your child is not in school, they will be given an unauthorised missing mark in the register (O code)**

**10 O codes (this is 5 school days) or 10 U codes (more than 10 minutes late to school on 10 occasions) in a 10-week rolling period will trigger your first penalty notice.**

## How we support attendance

### Day 1

**We will send a message/ Dojo asking you to inform school as to why your child is absent**

### Day 2

**We will make a phone call to discuss your child's absence**

### Day 4

**We will complete a door knock to check the well-being of your child**

### Supportive Parent meeting

**We complete a meeting with our home school link worker to discuss reasons for persistent absence to see if we can offer support and help to get to the root cause of the reasons for absence.**

### Lateness

**If your child is late or collected late from school we will contact you.**

## How we celebrate attendance

**5 a Day – attendance is part of this! (earn dojo points)**

**Weekly class attendance (15 minute Golden time for class winner)**

**Half termly attendance raffle (1<sup>st</sup> prize for the child and parent, 2<sup>nd</sup> and 3<sup>rd</sup>)**

**Yearly attendance certificates for 96% and above**

**Half termly most improved attendance certificates**

**Half termly class winner (Hot chocolate with Mr Smith)**

## Attendance Categories

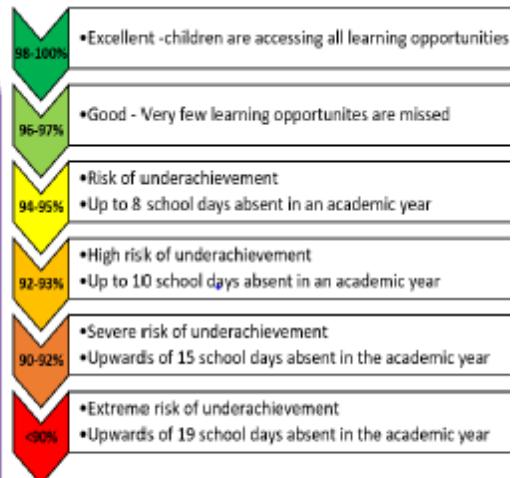
**Expected attendance: 96% - 100%**

**At risk of persistent absence: 91% - 95%**

**Persistent absence: 80% - 90%**

**At risk of severe absence: 61% - 79%**

**Severe absence: 60% and below**



## Good attendance

**At Samuel Allsopp you CAN:**

**C** Community  
Contribute  
Communicate

**A** Ambition  
Attend Always  
Aim High

**N** National  
Never give up  
Nurture

## Minutes late (lost learning time)

**5 minutes late each day = 3 days in lost learning**

**10 minutes late each day = 6.5 days in lost learning**

**15 minutes late each day = 10 days in lost learning**

**Mrs Keyworth- Edwards  
Senior Attendance Champion**

**Mrs Arif**

**Home School Link Worker**

# Samuel Allsopp Primary

## Attendance policy and procedures



### The school day:

#### **Orchard**

**Start of day: 8.25 – 8.40**

**Registers close at 8.45**

**End of day: 3.10**

### Reporting absence:

**If your child is not attending school you must call the school office to inform them as to the reason why.**

**01283 247420 Option 1**

### Request for leave during term time

**If taking leave during term time, you MUST complete a form in the school office. Please note time off during term time would only be authorised in exceptional circumstances and evidence is required.**

#### First Offence:

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#### Second Offence:

**If a second penalty notice is given (within a 3 year period) for term time leave or irregular attendance, it could result in a £160 fine per child, per parent. (No reduced rate will be offered)**

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**If a third penalty notice is given (within a 3 year period) for term time leave or irregular attendance the case will be presented to the Magistrates court where fines can be up to £2500 per parent, per child.**

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**We understand that appointments can't always be made for outside of school hours. However, should your child need an appointment in school time we require medical evidence to authorise your time out of school.**

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**If we are not informed as to why your child is not in school, they will be given an unauthorised missing mark in the register (O code)**

**10 O codes (this is 5 school days) or 10 U codes (more than 10 minutes late to school on 10 occasions) in a 10-week rolling period will trigger your first penalty notice.**

## **How we support attendance**

### **Day 1**

**We will send a message/ Dojo asking you to inform school as to why your child is absent**

### **Day 2**

**We will make a phone call to discuss your child's absence**

### **Day 4**

**We will complete a door knock to check the well-being of your child**

### **Supportive Parent meeting**

**We complete a meeting with our Home School link worker to discuss reasons for persistent absence to see if we can offer support and help to get to the route cause of the reasons for absence.**

### **Lateness**

**If your child is late or collected late from school, we will contact you.**

## **How we celebrate attendance**

**5 a Day – attendance is part of this! (earn dojo points)**

**Weekly class attendance (15 minute Golden time for class winner)**

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**Yearly attendance certificates for 96% and above**

**Half termly most improved attendance certificates**

**Half termly class winner (Hot chocolate with Mr Smith)**

## **Attendance Categories**

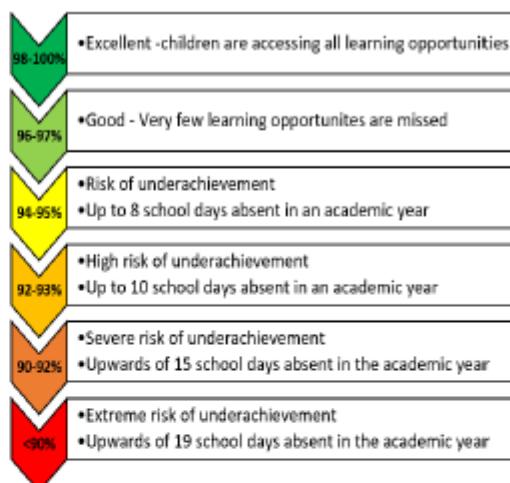
**Expected attendance: 96% - 100%**

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**Severe absence: 60% and below**



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Never give up  
Nurture

## **Minutes late (lost learning time)**

**5 minutes late each day = 3 days in lost learning**

**10 minutes late each day = 6.5 days in lost learning**

**15 minutes late each day = 10 days in lost learning**

**Miss Simpson  
Senior Attendance Champion  
Mrs Burrows  
Home School Link Worker**

## Appendix 4: Attendance process at Samuel Allsopp Primary and Nursery School



### Lateness Management Process

**Every day SB/NA to Dojo message all parents of children with L and U codes for their site, using the scripted response.**

≥ 15 mins late in L codes

Home-School Link Officer (SB/NA)

Telephone call made by SB/NA. Supportive chat, what can we do to help? Are there concerns? Log any findings on CPOMS.

2 U codes

Home-School Link Officer (SB/NA)

Telephone call made. Supportive chat, what can we do to help? Are there concerns? Log any findings on CPOMS.

**Every Friday Miss J Simpson to monitor the L and U codes and action the Lateness Management Process with the Pastoral Team (SM/NA/SB) .**

4 U Codes

SB/NA to evaluate; do they need Malachi/ Early help?

Child Voice

6 U Codes

**YELLOW**  
Formal invite to an attendance meeting/clinic Issued.

8 U Codes

**RED**  
Final Warning letter.

**WHITE**  
Formal Warning letter issued.

Supportive chat with SB/NA, what can we do to help? Are there concerns? Log any findings on CPOMS.

Monitoring to continue by Miss J Simpson  
Has 10 U codes been reached/surpassed?

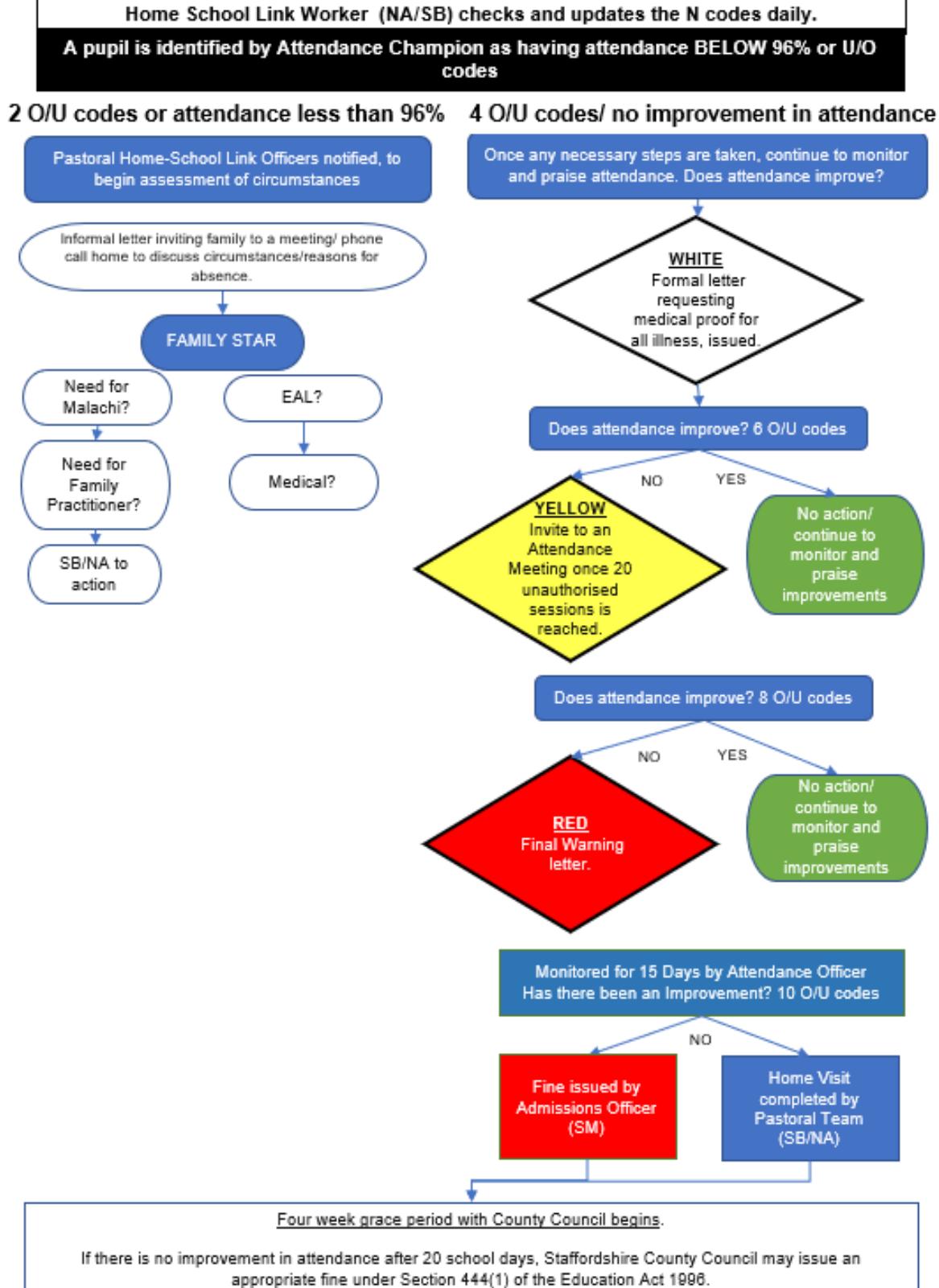
≥ 10 U codes

**Penalty Notice**  
Request submitted by Admissions Officer (SM)

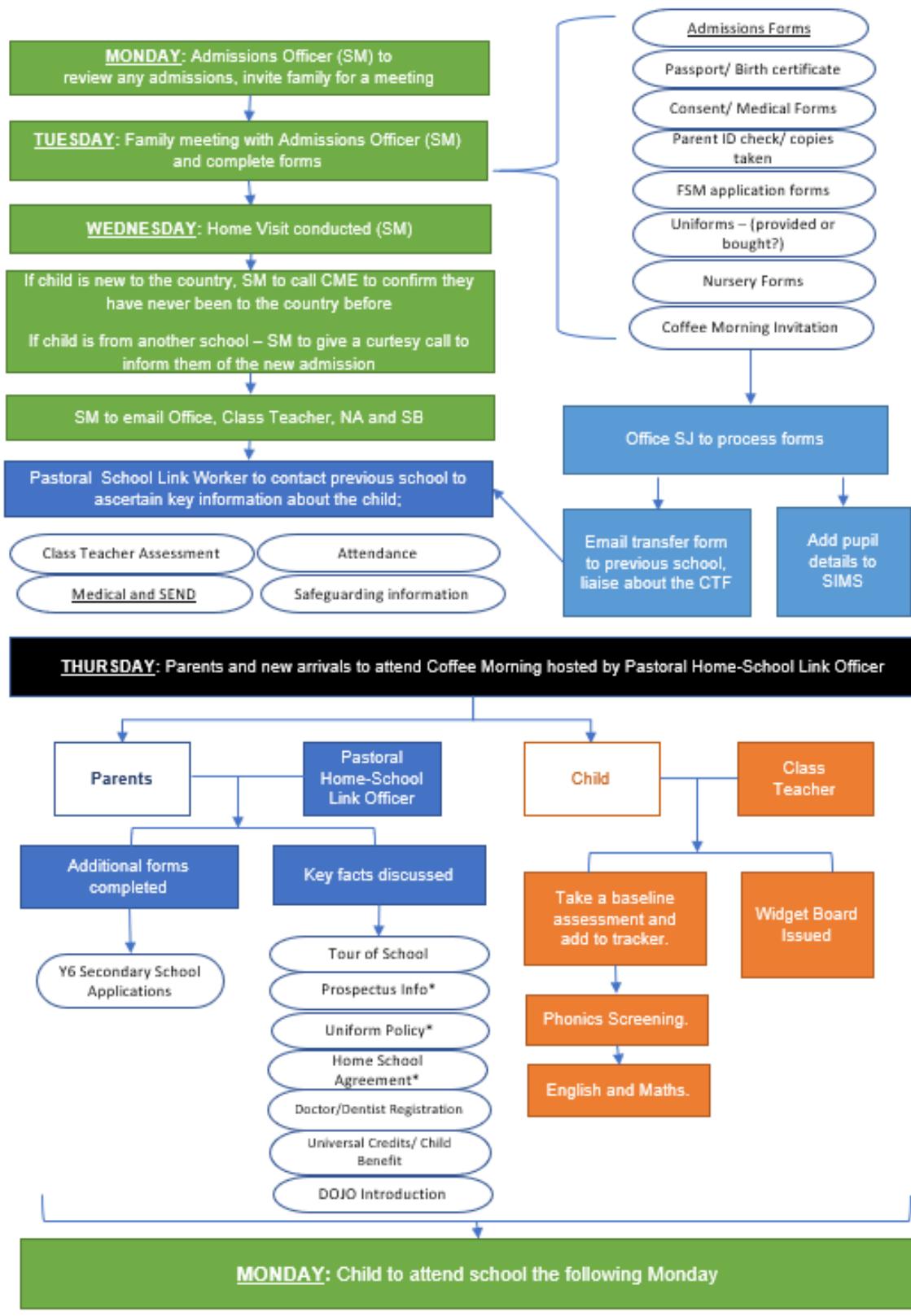
Four week grace period with County Council begins.

If there is no improvement in U codes after 20 school days, Staffordshire County Council may issue an appropriate fine under Section 444(1) of the Education Act 1996.

## Absence Management Process

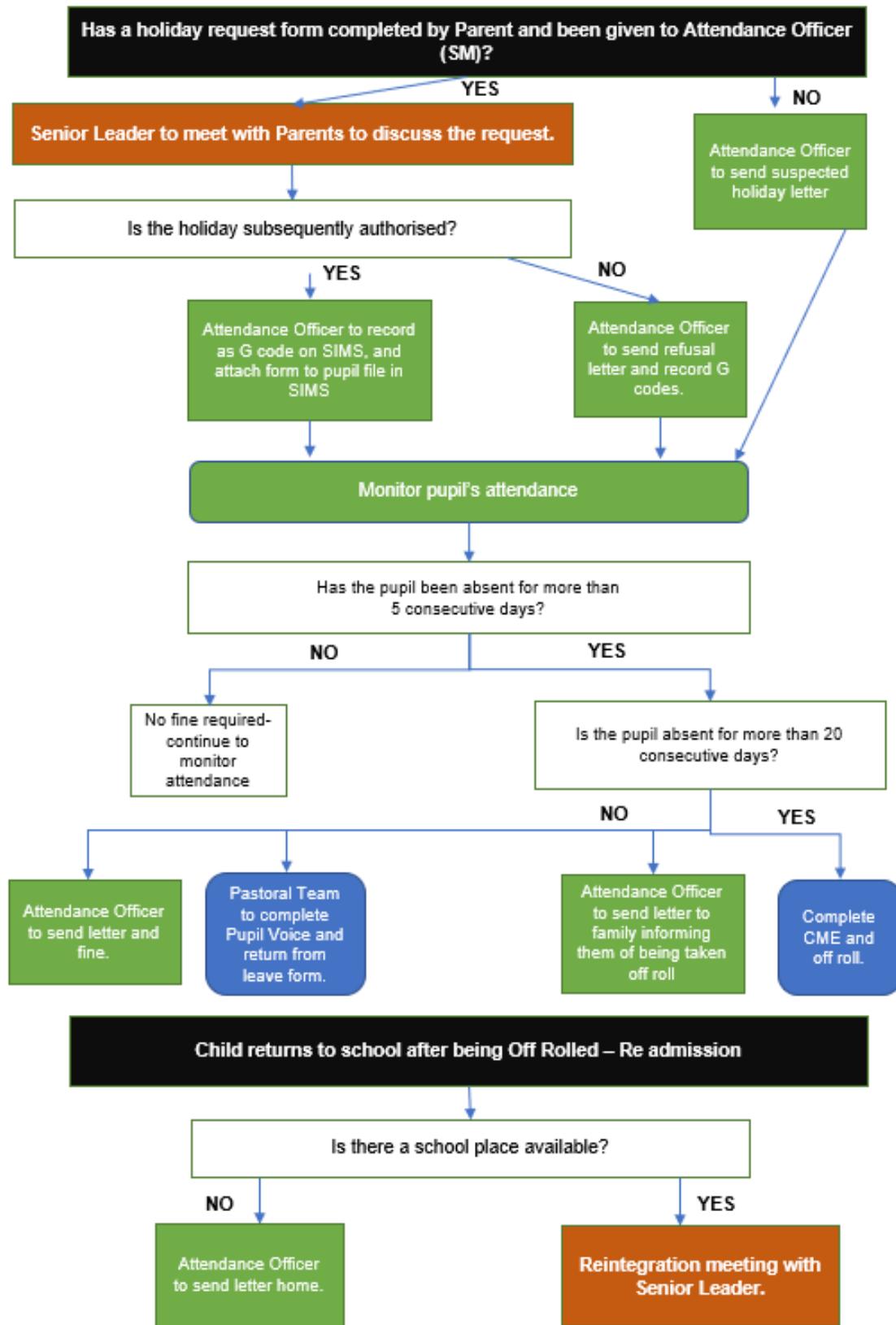


## New Arrivals Admissions Process



\* Key Policies to be provided in Home Language where required.

## Unauthorised Holiday Process



**Declaration that this policy has been submitted to Governors for perusal and approved for publication**

Signed:	Dated:
Mr Smith Head Teacher	

Signed:	Dated:
Chair of Governors	

