

Carr Head Primary School

Attendance Policy

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1 Introduction

This is a successful school, and every child plays their part in making it so. We aim for an environment which enables and encourages all pupils to achieve their potential and aspire to excellence.

When a child attends school on a regular basis, they take an important step towards reaching their full potential and are given the greatest opportunity to learn new things and develop their skills. Government research shows a direct link between attendance and attainment. Good attenders also make better progress socially, they learn to work with others, and are better prepared for the transition to secondary school and beyond. Those who miss school frequently can fall behind with their work and do less well in exams. It can affect the relationships they build with their peers.

For our children to gain the greatest benefit from their education it is vital that they attend regularly. Every child should be at school on time every day the school is open unless they have an unavoidable reason to be absent. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Absence or late arrival also disrupts teaching routines and so may affect the learning of others in the same class.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

Our attendance target this year is 96%, but all pupils should strive to achieve 100% attendance if they can.

While the parent is primarily responsible for ensuring their child attends school regularly, where school attendance problems occur the key to successfully resolving these problems comes through working with the children, their parents/carers, the school and the local authority.

2 Responsibilities and expectations

2.1 Families

Parents and carers have a legal duty to ensure that their children attend school regularly if they are of compulsory school age and registered at a school (see appendix for details of how the law applies to school attendance and how "parent" is defined in law).

Parents and pupils should know the times the school day starts and finishes and when the register closes (see section 4, below); the processes for requesting leave (see section 3.4, below); and the process for informing school of the reason for unexpected absence (as follows).

If your child is going to be absent, parents must inform school as soon as possible and at the latest by 9.00 am on the first day of absence via the Carr Head School App or by calling school on 01253 883558 option 1.

Parents must also ensure that school has up-to-date contact information for themselves and emergency contacts.

Pupils' responsibilities depend upon their age, maturity and capability but they too must do their best to attend school regularly and punctually.

School contact information for other attendance-related matters is given below at the end of section 2.2.

2.2 School

Headteacher

- Lead on giving attendance a high profile.
- Ensure there are designated staff with day-to-day responsibility for attendance matters and protected time allocated to discharge those responsibilities.
- Take overall responsibility for ensuring the school conforms to statutory requirements regarding attendance.
- Consider each request for leave against the school's criteria, decide whether some, all, or none of the leave will be authorised and notify parents of this decision.
- Where there is uncertainty regarding an absence, make the decision whether to authorise an absence, or to request further evidence to support the decision-making process.
- Provide regular reports to the governing body on school attendance, including persistent absence and vulnerable groups.

Attendance Lead and other staff with designated responsibilities for attendance

- First day response: contact parents if a reason for absence has not been provided and record this information accordingly. Contact emergency contacts if parents cannot be reached.
- Update attendance registers.
- Regularly monitor and analyse data to identify pupil, class and whole school attendance concerns and to target attendance improvement support for those who need it most, particularly vulnerable groups.
- Regularly communicate pupil attendance and punctuality levels to parents.
- Work with children and parents to remove barriers to regular and punctual attendance, using parenting contracts where appropriate.
- Involve external agencies to support children and parents as appropriate to better understand and address the issues causing attendance concerns.
- Promote regular attendance through the school newsletter, website and displays and ensure the school's attendance policy is readily accessible.
- Use projects and strategies to improve attendance and punctuality for groups, classes or the whole school (e.g. incentive and reward schemes, certificates, traffic light letters).

All school staff

- Provide a welcoming atmosphere for children and a safe learning environment.
- Be aware of factors that can contribute to poor attendance and punctuality.
- Adhere to the procedures in place within school to promote good attendance.
- Promote the link between attendance and educational attainment to pupils and parents.
- Complete attendance registers in accordance with the legislation and under the direction of the head teacher.
- Discuss attendance concerns at an early stage with children and parents.

- Raise any concerns about attendance with the attendance lead and/or head teacher.

Governors

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended.
- Agree an attendance policy and review it annually.
- Agree targets for attendance at Carr Head Primary School.
- Where the school is not meeting its attendance targets, or when the governors believe there is cause for concern, instigate a review of school's attendance procedures.
- Authorise the head teacher (or other designated person) to make decisions regarding leave of absence requests.
- Work with the head teacher in establishing equitable and consistent criteria against which leave requests will be considered.

Schools are bound by a range of attendance legislation and guidance; please see the appendix for further details.

School Attendance Contacts

The school office staff via the App.

Roseann Cartwright, DSL and Senior Leader responsible for the strategic approach to attendance in school.

The staff named above can be contacted on 01253 883558.

2.3 Lancashire County Council (the local authority)

School Attendance Support Team

Each school has a named contact in the School Attendance Support Team who can advise schools on attendance related matters, and with whom termly Targeting Support Meetings will be held. For mainstream nursery, primary and secondary schools this will be a School Attendance Support Worker (SASW); for special schools and pupil referral units (PRUs) this will be a School Attendance Consultant (SAC).

School Attendance Legal Team (SALT)

Following requests from schools for legal interventions in the event of failure to attend school regularly, the SALT undertakes enforcement processes, including penalty notices, prosecutions, parenting orders, education supervision orders and school attendance orders.

Children Missing Education (CME) Team

The CME team ensures the local authority fulfils its statutory duty to identify children in their area who are not registered pupils at a school and are not receiving suitable education other than at a school. For further information see section 7, below, regarding notifications schools must submit.

3 Types of absence

Every half-day absence from school is classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required from parents/carers. As a school, we will always work with parents (and other agencies, as appropriate) to understand the reasons underlying absence.

3.1 Authorised absences

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

3.2 Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable. If school has followed its attendance procedures and a pupil continues to have unauthorised absences, the school may seek advice from the local authority School Attendance Support Team or request legal interventions from the School Attendance Legal Team.

Examples of unauthorised absences are:

- Parents/carers keeping children off school unnecessarily.
- Truancy during the school day.
- Absences which are not explained satisfactorily.
- Children who arrive at school after the register has closed.
- Days off for shopping, birthdays or looking after other children.
- Day trips and holidays in term time which have not been agreed by the head teacher.
- Days that exceed the amount of leave agreed by the head teacher.

It is the Headteacher's responsibility to decide if an absence is authorised or unauthorised. Hence, if there is any ambiguity relating to an absence, school may request further evidence from parents before an absence is authorised. This may be in the form of a prescription, appointment card or similar. Parents should not ask their doctor (GP) to provide "sick notes" to excuse absence.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school for other reasons. If your child is reluctant to attend school it is better to speak to school as soon as possible to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. As a school, we will always work with parents (and external agencies as appropriate) to understand and address the reasons behind absence.

3.3 Persistent Absence (PA)

Persistent absence is when a child misses 10% or more of their schooling across the school year for whatever reason, authorised and unauthorised (including illness, exclusion, holiday, etc). Absence at this level will damage any child's educational prospects and we expect parents' fullest support and co-operation to address this.

At Carr Head Primary School, we monitor all absence thoroughly. Therefore, any pupil whose attendance indicates they are likely to reach the PA threshold will be prioritised, and parents will

be informed of this promptly. Pupils who are persistent absentees are tracked and monitored carefully, and the attendance procedures below (section 5) will be followed.

3.4 Leave during term time

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their education and progress as much as any other absence. If leave is being requested for a holiday or extended leave abroad, approval should be obtained from the Headteacher before making any bookings.

Leave of absence in term time **will not** be granted unless:

- a request for leave has been made in advance by a parent with whom the pupil normally resides (using the form available from the school's office).
- the Headteacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to the request.

Due to the need to evidence exceptional circumstances, parents are advised to provide school with any relevant information regarding their request at the point of application if they believe the circumstances are exceptional.

In considering the request school will also consider other factors such as:

- The timing of the requested leave, e.g. when a pupil is just starting at school or during assessment periods, such as SATs.
- A pupil's attendance record already includes unauthorised absence.
- Attendance is already a concern or could become a concern as a result of taking leave.
- Other periods of leave which the pupil may have had, either during the current or previous academic year.

Any period of leave taken without the agreement of the school, or more than that agreed, will be classed as unauthorised and may attract legal sanctions such as a penalty notice.

In certain circumstances, as outlined in regulation, parents risk losing their child's place on the school roll if leave is taken and the criteria governing removal from roll are met (see appendix).

3.5 Religious absence

School will authorise one day of absence per religious festival, eg Eid, and this will be marked as code R in the register. The day authorised will be that set aside by the religious body of which the parent is a member.

Parents must request any additional leave in advance, and this can only be authorised if the head teacher agrees that exceptional circumstances apply; this would be marked in the register as code C.

3.6 Participation in sporting events

Parents can request leave of absence for their child to take part in regional, national and international sporting events. However, as always, granting leave is at the head teacher's discretion and she/he will need to discuss with you the length and frequency of the absence(s) requested and how learning will continue if absence occurs, e.g. the sports club or association providing an approved education tutor.

Leave for a sporting activity that has been approved by the school and supervised by someone authorised by the school can be marked in the register as code P.

Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Headteacher and is unlikely to be approved if it would occur regularly.

3.7 Participation in performances (e.g. theatre, television, modelling)

Parents of a child performer can request leave from school for their child to take part in a performance. A local authority licence must be obtained before a child can take part in a performance. Before a licence is granted, school will be consulted, and Headteachers must be satisfied that the leave will not have a negative effect on the child's education.

Where the licence specifies the dates that the child is to be away from school, the Headteacher should authorise those days. However, where the licence does not specify dates, it is at the discretion of the head teacher to authorise the leave request.

Any absence authorised for the child to take part in a performance will be recorded as code C.

Parents wishing to apply for a performance licence should go to the [Lancashire County Council Child performance licences webpage](#).

4 Registration

4.1 Attendance registration

The arrival window for all children is **between 8.45am and 8.55am**. If your child arrives after this time, they are late.

Afternoon registration is at 1.00pm for all year groups.

School finishes at **3.25pm** for Reception (Oak), Year 1, and Year 2.
School finishes at **3.30pm** for Year 3, 4, 5 and 6.

4.2 Late arrival

Pupils who arrive after 8.55am must go straight to the school office via the main entrance to sign in and give a reason for their lateness.

Pupils who arrive after the register has been taken (8.55am) but before it is closed (9.25am) will be marked as code L. This is classed as late but present for the session (i.e. the morning or afternoon).

Pupils who arrive after the register has closed and without a valid reason for being late (such as attending a dental or medical appointment) will be marked as code U, which is classed as an unauthorised absence but indicates that the pupil was physically present in school for part of the session.

4.3 Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting important news and information for the day. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and can in

turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

If your child is often late you will be asked to meet with the Headteacher and/or a member of the pastoral support team to discuss ways to improve punctuality, but you can approach us at any time if you are having problems getting your child to school on time.

Persistent lateness after the register has closed may result in further action, as outlined below, under section 5.

5 School Attendance Procedures

5.1 First day of absence response

If your child is absent and we have not heard from you, we will telephone you on the first day of absence to find out what the reason is and when your child is expected to return.

Persons Responsible: Mrs Osborne (Attendance Officer)

- After the register closes at 9.25am, an absence report is conducted. This is done for the whole school.
- An attendance sweep of each class is then carried out to check the absence list is correct and no mistakes have been made.
- The Attendance Officer then makes phone calls home to parents / carers of absent pupils.
- If no contact is made, a school text is sent which reminds the parent/carer to contact school to report the reason for their child's absence.
- The phone calls should seek clarification on the reasons for absence and where appropriate, parents / carers are asked to provide medical evidence for the absence.
- If the reason provided by the parent for the absence is not a reason approved by school parents are informed that the absence will be recorded as unauthorised.
- Information collated from the first day response is then added to SIMs by the Attendance Officer.

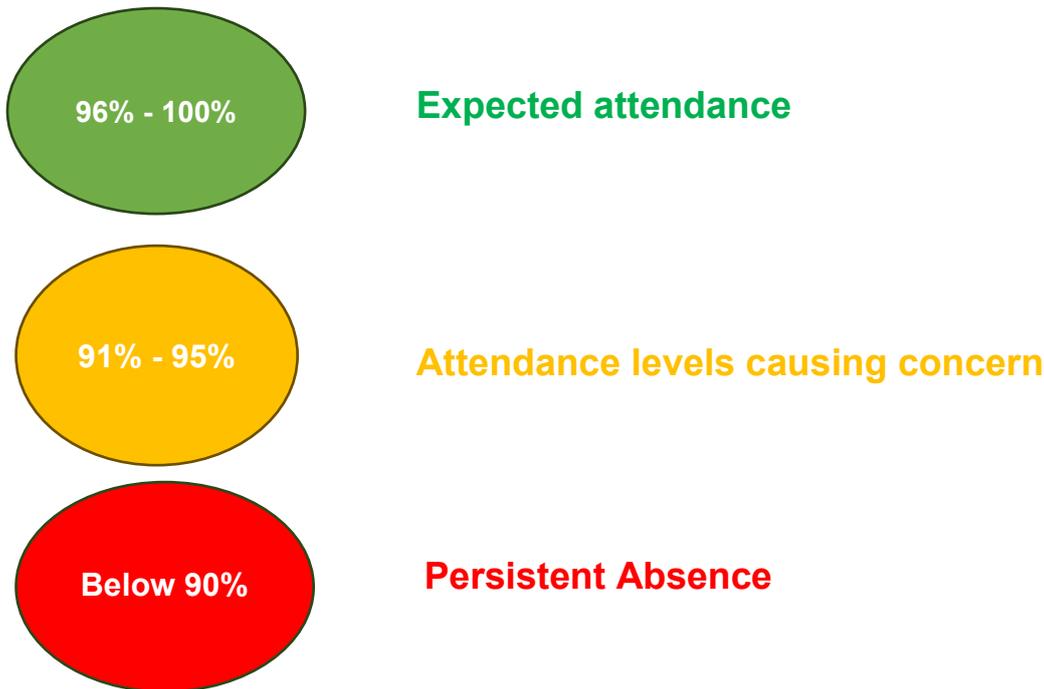
Persons Responsible: Rose Ann Cartwright (Attendance Lead / Pastoral Lead)

If we are unable to contact parents/carers, we will approach the emergency contacts for that child and, if necessary, make a home visit. Please note that such home visits may be unannounced.

Authorised absence: An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. Only the school can make an absence authorised. Consequently, not all absences supported by parents will be classified as authorised.

Unauthorised absence: School has a right to record a child's absence as unauthorised if there has been no contact from the parent or carer or if the reason provided for the absence is not accepted by school. Parents should be made aware that merely providing an explanation for their child's absence does not automatically constitute an 'authorisation' for this absence. This is the school's decision.

5.2 Traffic Light Monitoring System



5.3 Attendance concerns

Persons Responsible: Rose Ann Cartwright (Attendance Lead / Pastoral Lead)

Parents are expected to contact school at an early stage and to work with us in resolving any attendance problems. This is nearly always successful. However, if concerns persist, school will use the following procedures and interventions as required to support parents in improving their child's attendance and/or punctuality:

Monitoring / Attendance Letters / Parent Meetings

School will monitor attendance on a regular basis with the following outcomes:

- **First attendance concern:** When attendance falls below the school target of **96%**, an initial phone call or letter will be made to parents / carer of pupils with attendance below the school target to make parents aware of school's concern about their child's attendance. We will inform the parent that their child's attendance will be monitored over the half-term (or sometimes a shorter period due to the level of attendance). (Appendix A)
- **Meet Attendance Lead:** If no improvements are made, parents/carers will be invited into school to speak with the Attendance Lead where they will be given the opportunity to discuss any issues around their child's absence(s) and together with school consider ways of improving their child's attendance. (Appendix B)
- **Meet with Headteacher:** If after an agreed monitoring period, no significant improvements have been made, parents/ carers will be invited into school for a meeting with the Headteacher. During this meeting, a Parenting Contract to identify barriers to regular attendance, ways to overcome these, and targets for improvement will be agreed. (Appendix C / Appendix D – Parent contract)

At this stage, a potential referral into The Early Help Assessment (EHA) process and/or referral to other agencies and services, including School Nurses and Primary Mental Health Workers, will be made if appropriate.

Other pathways may be discussed such as:

- Incentive and reward schemes for individual pupils, if appropriate.
- For unauthorised absences, request legal interventions by the local authority, such as penalty notices, prosecution or other attendance-related court orders.

At any stage, we may seek advice from the local authority School Attendance Support Team. (Appendix E)

5.4 Pupils with medical needs who have difficulty attending school

Government guidance on supporting pupils at school with medical conditions emphasises the role of governing bodies in ensuring that pupils with medical conditions can fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils, whether their condition is short or long term.

School will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be in the form of specific support or resources used within school or by sourcing appropriate provision at another establishment. When education is to be provided at an alternative location, this should always be done via the use of a direction (please see section 6, below).

When a pupil has been absent from school for an extended period, the Headteacher, the class teacher, and other support services will work with the family to ensure that a smooth reintegration is achieved.

5.5 Pupils refusing to attend school

At Carr Head Primary School, we believe that every child has a right to a full-time education, and we would not accept "school refusal" as a reason for non-attendance. In such cases, we will work with parents to identify the reasons why a child may be reluctant to attend school. We may request advice from the School Attendance Support Team and, with consent, make referrals to other external partners such as the Children and Family Wellbeing Service or Primary Mental Health Workers, as appropriate, to try to ensure the correct support is secured for the child and their family.

5.6 Promotion of good attendance

School will promote and incentivise attendance by acknowledging and rewarding good attendance by all pupils and efforts to improve attendance by individual pupils who have additional needs or challenging circumstances.

5.7 Use of penalty notices

In accordance with the Lancashire code of conduct, we may request that the local authority issue penalty notices for unauthorised absence. This includes:

- Leave of absence which is taken without a prior request being made.
- Leave taken after a request has been declined.

- Days taken more than an agreed period of leave, without good reason.
- Other unauthorised absence that meets the required threshold, including sessions marked as late after the register has closed (code U).

The code of conduct for penalty notices and information and FAQs for parents can be found on the Lancashire County Council [education penalty notice webpage](#).

6 Alternative provision and use of directions

There is a range of circumstances when pupils might be required to access educational provision at a venue other than their main school. The main reasons are:

- Pupils who have been excluded, either for a fixed period of more than 5 days or permanently.
- Pupils unable to access provision at their main school for medical reasons.
- Pupils required to attend another venue for the purpose of improving behaviour, either on a temporary basis or with a view to making a permanent move to the alternative provision (via a managed move).

When a pupil is required to attend alternative provision for the purposes of improving behaviour, the governors of the main school must issue a written direction or notice informing all parents of the alternative provision which their child is required to attend. Where a pupil is required to attend alternative provision for other reasons, the issuing of a written direction is considered best practice.

7 Notifications school must submit to the local authority

7.1 Admissions

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year unless the local authority also requests for such information to be provided (currently Lancashire does not).

7.2 Leavers

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided (Lancashire currently does not).

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the required information as laid out in the regulation.

In addition to submitting a notification about removal from roll, some circumstances also require school to make referral to other local authority teams such as the Elective Home Education team

or the Children Missing Education team. Schools may also contact the School Attendance Support Team for advice on removing children from roll.

7.3 Pupils who fail to attend

All schools (including academies) must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more. In Lancashire schools, this can be done via a variety of means and school can contact the School Attendance Support Team for further advice.

7.4 Children missing education (CME)

Local authorities have a duty to put in place arrangements for identifying (as far as possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure they receive a full-time education.

If a pupil has stopped attending and her or his location is unknown, schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register. In such cases, school should undertake a home visit, prior to a referral being made to the local authority Children Missing Education team.

School attendance and the law

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents and carers. The list below relates to this attendance policy but is not exhaustive.

Parents and carers

Duty to ensure children receive education

Section 7 of the Education Act 1996 covers the duty of parents to secure the education of children in their care who are of compulsory school age and states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

- (a) to his age, ability and aptitude, and*
- (b) to any special educational needs he may have, either by regular attendance at school or otherwise.*

Offence if a child does not attend regularly

Under Section 444 of the Education Act 1996, if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, their parent is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory defences listed within that section of the Act, i.e.:

- the child was absent with leave granted by the school.
- the child was prevented from attending by reason of sickness or any unavoidable cause.
- absence was on a day exclusively set apart for religious observance by the religious body to which their parent belongs.

- that the school is not within statutory walking distance and that the local education authority has made no suitable transport arrangements or enabled the pupil to become registered at an alternative nearer school.

Compulsory school age

Section 8 of the Education Act 1996 establishes that a child becomes of compulsory school age on the start date of the term following her/his fifth birthday, or that day if her/his fifth birthday falls on the day term starts.

A child ceases to be of compulsory school age on the last Friday in June in the academic year in which he/she reaches the age of 16 or if he/she reaches 16 after the last Friday in June but before the start of the new school year.

Legal definition of "parent" in relation to attendance

The law requires that all "parents" are held responsible for their child's attendance. This definition can include any person who has care of the child. Section 576 of the Education Act 1996 states:

Meaning of "parent".

(1) In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—

- (a) who is not a parent of his/her but who has parental responsibility for him/her, or*
- (b) who has care of him/her.*

Thus, the definition of "parent" means all natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

Schools

Attendance and absence registration codes

Working together to improve school attendance, DfE, 2022, explains which codes schools should use to record attendance in their registers, and specifies the DfE's expectations of schools and local authorities with respect to school attendance.

Data protection

Schools must ensure that personal data is handled in accordance with the Data Protection Act 2018. See Carr Head Primary School's Privacy Notice for information about how personal data will be used.

Duty for schools to include attendance information in reports for parents

The Education (Pupil Information) (England) Regulations 2005

Duty for schools to notify the local authority when pupils join or leave school

Regulation 12 of The Education (Pupil Registration) (England) Regulations 2006

Duty for maintained schools to publish attendance data

What maintained schools must publish online, DfE guidance

Duty for schools to report attendance concerns about individual pupils to the local authority

Regulation 12 of The Education (Pupil Registration) (England) Regulations 2006

Duty for schools to report attendance data to Government

Section 537A of the Education Act 1996 and

Complete the school census, DfE guidance for schools and local authorities on what data government requires

Duty for schools to safeguard and promote the welfare of children

Keeping children safe in education: Statutory guidance for schools and colleges, DfE, regularly updated

Leave in term time *

September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006

* This regulation does not apply to academies, though many adopt this as good practice.

Legal interventions

Parents/carers commit an offence if a child who is on a school roll fails to attend regularly and those absences are recorded by the school as unauthorised.

Legal interventions are available under the following Acts, Guidance and Regulations:

- Section 444 of the Education Act 1996
- Section 36 of the Children Act 1989
- Section 23 of the Anti-Social Behaviour Act 2003
- The Education (Penalty Notices) (England) Regulations 2007
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- School attendance parental responsibility measures 2015

Pupils experiencing social, emotional or mental health issues

Mental health issues affecting a pupil's attendance: guidance for schools, DfE, 2023

Pupils with health needs who cannot attend school

Supporting pupils at school with medical conditions: Statutory guidance, DfE, 2015

Pupils with individual needs and specific barriers to attendance

When considering the individual needs of pupils and families who have specific barriers to attendance, schools should be mindful of their obligations under the UN Convention on the Rights of the Child and the Equality Act 2010. Schools may wish to refer to the Technical Guidance for Schools in England, published by the Equality and Human Rights Commission, which outlines the requirements of the Equality Act 2010 for schools.

Regulations regarding participation in performances

The Children (Performances and Activities) (England) Regulations 2014

Regulations regarding removal from roll

Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006

Regulations regarding the school day and number of sessions

The Education (School Day and School Year) (England) Regulations 1999

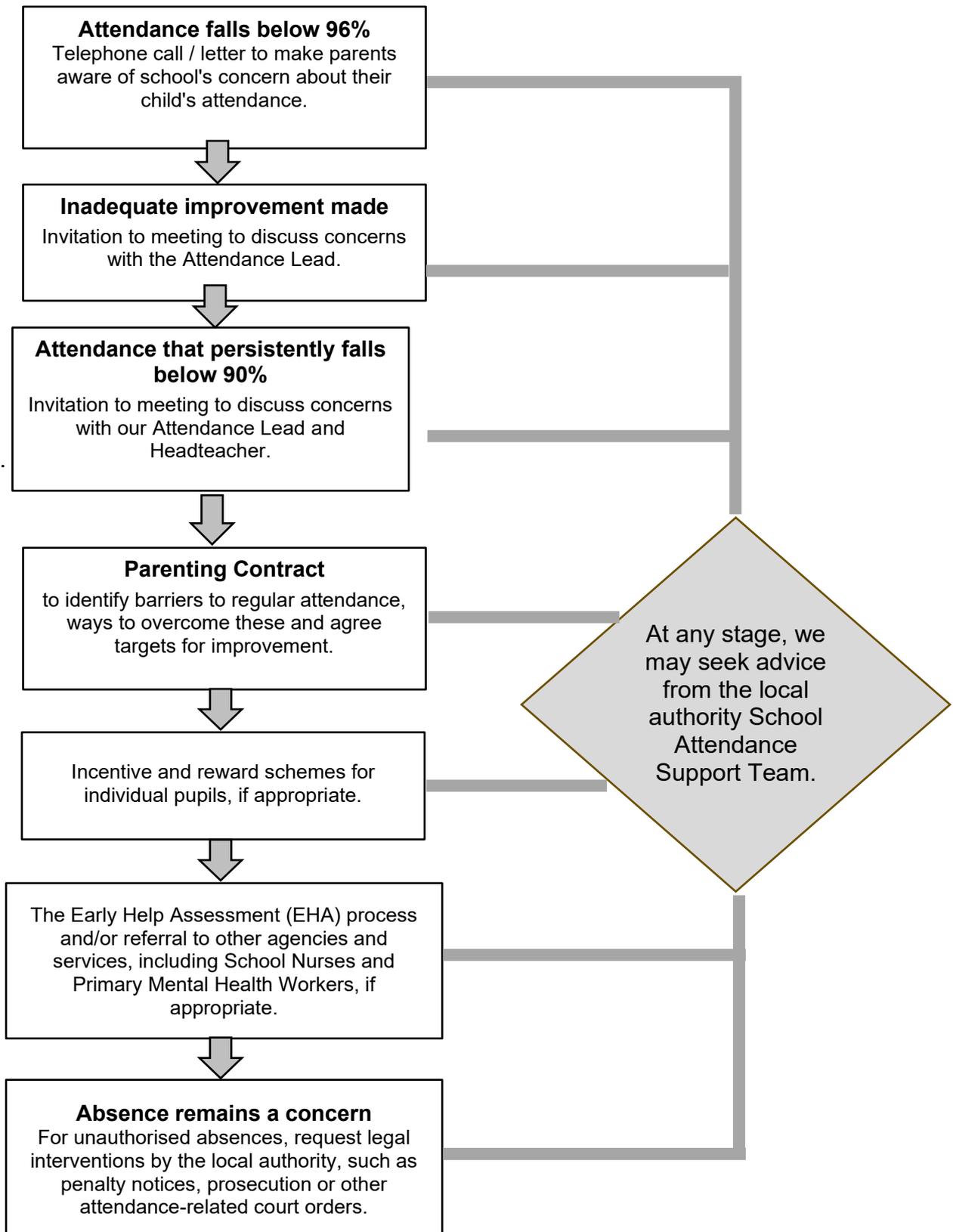
Requirement for state-funded mainstream schools to deliver a school week of at least 32.5 hours by September 2023.

Minimum expectation on length of the school week: information note

Policy reviewed December 2025

Next review date: December 2027

Flow Chart of Procedures for Absence and Persistent Absence



APPENDIX A



Carr Head Primary School
Carr Head Lane
Poulton Le Fylde
FY6 8JB



Headteacher: Mrs S Nicholson

Phone: 01253 883558

Insert Date

Dear **(INSERT PARENTS' NAMES)**,

Regular attendance at school allows for continuous learning but also fosters a sense of community and belonging in the school environment. Pupils whose attendance falls below 90% are classed as being persistently absent, potentially leading to significant underachievement.

As part of monitoring pupil progress, we review the attendance of all our pupils at least once every half term. It was noted that your child's attendance currently stands at %. Research shows that pupils who are frequently absent can often fail to meet their full potential as the absences from school disrupt their learning and impact on their relationships within school. Every day which is missed from school means your child loses around 5 hours of learning.

To illustrate this in real terms, choose to include the correct paragraph for the end of the appropriate term

*Autumn Term average: At this stage in the year, every 5% of absence equates to approximately 3 missed days of school, or around 15 hours of learning.

*End Spring Term average: At this stage in the year, every 5% of absence equates to approximately 6 missed days of school, or around 30 hours of learning.

*End Summer Term average: At this stage in the year, every 5% of absence equates to approximately 10 missed days of school, or around 50 hours of learning.

To avoid your child becoming persistently absent, it is important that there is an improvement in their attendance levels. Whilst we can appreciate that some of <name of child>'s absences this year may have been due to unavoidable circumstances, we would appreciate your co-operation in making an improvement.

Under certain circumstances, school is required to notify the Local Authority of low levels of attendance. However, in most circumstances schools can work with parents and pupils to make improvements without having to consider this option.

Therefore, we would ask for your support in reaching an improved level of attendance. If there is any way in which you feel school can support you, or if you have any queries about the content of this letter, please contact school and arrange an appointment to see Roseann Cartwright (Attendance Lead).

Yours sincerely,

Sharon Nicholson
Headteacher

APPENDIX B



Carr Head Primary School
Carr Head Lane
Poulton Le Fylde
FY6 8JB



Headteacher: Mrs S Nicholson

Phone: 01253 883558

Insert Date

Dear **(INSERT PARENTS' NAMES)**,

Good attendance is very important so that children are given as much opportunity as possible to develop academically and socially. When children are absent from school, they often find it difficult to catch up with the work they have missed and can feel unsettled by this.

I am writing because **<name of child>**'s attendance is of concern and currently stands at **__%**. At the moment **<name of child>** ***is** also at risk of becoming / ***is** (***delete according to percentage attendance**) a persistent absentee, which is defined as a pupil with attendance below 90%. For this reason, we request that you attend a meeting in school with Roseann Cartwright (Attendance Lead). During this meeting we hope to discuss your child's attendance in more detail, to identify any barriers to attendance and whether any additional support is required.

If you believe that your child has ongoing or unresolved health issues then, if you have not already done so, we would ask that you make an appointment with your GP as soon as possible, so that any underlying medical conditions may be identified and treated.

A meeting has been arranged for you on **<date> at <time>**.

If the date or time of this meeting is not convenient, please contact school as soon as possible and we will endeavour to rearrange it. Please note that failure to attend this meeting, or failure to contact school to rearrange, is likely to result in seeking advice from our local authority School Attendance Support Worker.

You are reminded that as a parent/carer it is your legal responsibility to ensure that your child attends school regularly and punctually. Failure to do so could result in legal action being taken against you.

Yours sincerely,

Sharon Nicholson
Headteacher

APPENDIX C



Carr Head Primary School
Carr Head Lane
Poulton Le Fylde
FY6 8JB



Headteacher: Mrs S Nicholson

Phone: 01253 883558

Insert Date

Dear **(INSERT PARENTS' NAMES)**,

PERSISTENT ABSENCE

School attendance is crucial for a child's academic and social development. Attendance is given high priority by school and by both local and central government. High attendance rates are linked to better academic performance and stronger peer relationships. Recognising this, school actively monitors attendance patterns and implements strategies to minimise absenteeism. Persistent absenteeism, defined as attendance below 90%, is a particular focus, with efforts aimed at understanding and addressing the underlying causes to support students in maintaining consistent school attendance.

A recent register check has shown that **<name of child>'s** attendance is currently ____%. This means that they are a persistent absentee. When attendance falls into this category it is likely that it will need to be brought to the attention of our Local Authority School Attendance Support Worker. Furthermore, persistent absence data is reported to the Department for Education, which means that **<name of child>'s** attendance record will be included in this data.

You are invited to attend a meeting in school with myself and Roseann Cartwright (Attendance Lead) on _____ at _____. It would also be useful for (pupil's name) to attend this meeting with you. **(delete if not appropriate)**. During this meeting we hope to discuss your child's attendance in more detail, to identify any barriers to attendance, whether you require any support is required and to draw up a formal agreement between yourself and school. We may be able to help you to access support from the school nursing service / Mental Health in schools Team / Child and Family Wellbeing Service (amend as appropriate).

If the date or time of this meeting is not convenient, please contact school as soon as possible and we will endeavour to rearrange it. Please note that failure to attend this meeting, or to contact school to rearrange, is likely to result in school discussing this case with the local authority attendance team. You are reminded that as a parent/carer it is your legal responsibility to ensure that your child attends school regularly and punctually. Failure to do so could result in legal action being taken against you.

Yours sincerely,

Sharon Nicholson
Headteacher

APPENDIX D



Carr Head Primary School
Carr Head Lane
Poulton Le Fylde
FY6 8JB



Headteacher: Mrs S Nicholson

Phone: 01253 883558

Insert Date

Dear **(INSERT PARENTS' NAMES)**,

Re: (Name of Child, DOB)

It is of concern that your child's attendance level has fallen to **number%** during this academic year. A copy of **<name of child>'s** attendance record is enclosed. Good attendance at school is vital because even short periods of absence can mean that a student's ability to keep up with schoolwork may be significantly reduced. Friendship groups can also be affected by time away from school and this can be upsetting for some students.

We value **<name of child>'s** attendance at school and wish them to receive the best opportunities available to them.

You are invited to attend a meeting in school on _____ at _____ with (name of relevant staff member). It would also be useful for (pupil's name) to attend this meeting with you. **(delete if not appropriate)** During this meeting we hope to discuss your child's attendance in more detail, to identify any barriers to attendance and whether you require any support. If the date or time of this meeting is not convenient, please contact school as soon as possible and we will endeavour to rearrange it.

We will also be discussing your child's absence with our LA School Attendance Support Worker to gain further advice on how to proceed with this matter.

As a parent/carer of a child who is a registered pupil at this school, you hold legal responsibility for ensuring your child attends school regularly. All Lancashire schools share the government's determination to raise levels of pupils' attendance and attainment to ensure the best possible start in life for our children.

If there is no improvement in your child's attendance, we may submit a referral to the Local Authority School Attendance Legal Team.

Penalty notices will be charged at a rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.

Any second penalty notice issued to the same parent for the same child within a rolling 3-year period, will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.

Prosecution will be considered if you have previously received two penalty notices for the same offence within a rolling 3-year period.

The School Attendance Legal Team may decide to either issue a penalty notice or prosecute you.

Penalty notices are currently charged at £160 per parent, per child. Failure to pay a penalty notice can result in prosecution and a criminal record.

From August 2024, if you have previously received two penalty notices for the same offence within a rolling 3-year period, the Local Authority cannot issue a further penalty notice and must consider alternative action which may be a prosecution.

The Local Authority will also consider other factors when determining whether a penalty notice should be issued, or a prosecution should be brought against you. These factors include any previous legal action that has been taken against you for school non-attendance, your level of engagement with school, and the level and severity of your child's current absence.

Yours sincerely,

Sharon Nicholson
Headteacher



Carr Head Primary School
Carr Head Lane
Poulton Le Fylde
FY6 8JB



Headteacher: Mrs S Nicholson

Phone: 01253 883558

Insert Date

Dear **(INSERT PARENTS' NAMES)**,

REFERRAL TO THE LOCAL AUTHORITY ATTENDANCE TEAM

Attendance is given high priority by school and by both local and central government. If attendance is low, children often struggle to keep up with schoolwork and can be quickly overtaken by their peers. As a parent you are responsible for ensuring that _____ attendance school regularly and on time.

We have informed you previously that _____'s attendance is a cause for concern. Recently we have tried to support you in improving _____'s attendance by offering a range of strategies including sending you letters outlining our concerns, arranging meetings in school, the use of a parenting contract and home visits **(alter as required)**. Unfortunately, _____'s attendance has not improved sufficiently to reach a satisfactory level OR you have chosen not to engage with this support. Non engagement has been evident via you failing to attend planned meetings and refusing to agree to the use of a parenting contract (alter as required). Therefore, we are writing to inform you that we have referred this matter to the local authority attendance team. The allocated officer will support school, and your family, in improving _____'s attendance. However, if this fails to prompt a significant improvement in attendance, legal proceedings, including the use of penalty notices, may be brought against you for failing to ensure regular attendance at school.

In order to avoid the use of legal sanctions we would ask that you work with school and the local authority attendance officer to ensure that _____ attends schools regularly and on time.

Yours sincerely,

Sharon Nicholson
Headteacher