

School Attendance Policy 2023/2024

The Board of Trustees, CEO and Strategic team are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work

This policy was created and ratified by the Trust Board in:	November 2023
The policy owner is:	Strategic Leads
This policy will be reviewed by the Trust Board in: (unless earlier review is recommended by the Trust)	September 2024
Policy Version:	V1
Signed by the Chair of the Board of Trustees:	Claire Hannant

This policy (NCC model template) reflects changes to the statutory guidance '[Working together to improve school attendance](#)'.

1. Introduction/Aim

At Arden Grove Infant and Nursery School we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. 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. [Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality;
- Recognise the key role of all staff in promoting good attendance;
- Provide a clear framework for monitoring and responding to pupil absences;
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

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. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- and act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers 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.

A "Parent" is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

3. Roles and Responsibilities

At Arden Grove Infant and Nursery School we believe that improving school attendance is everyone's business. That it is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community.

Role	Name	Contact details
Senior Attendance Lead	Sarah Waterfield	head@ardengrove.norfolk.sch.uk
Attendance Officer	Lucy Jermy Clare Riding	office@ardengrove.norfolk.sch.uk
Named Governor for Attendance	Che Metcalfe	Contactable through the school office office@ardengrove.norfolk.sch.uk

The Local Advisory Board/Trustee Board of Arden Grove Infant 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 board to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- 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 work 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 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 at Arden Grove Infant and Nursery School will:

- Actively promote the importance and value of good attendance to 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 manager 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 and on a half-termly basis to the lead governor 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 Arden Grove Infant and Nursery School will:

- Actively promote the importance and value of good attendance to 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 member 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 Designated Safeguarding Lead 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 parenting 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.

Arden Grove Infant and Nursery School requests that parents:

- 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.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- 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: [\(depending on the age of the pupil\)](#)

- 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.
- Bring a note of explanation from their parents or guardians to explain an absence that has happened or is foreseen.
- 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. Categorising Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

4.1 Leave of Absence

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

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 Arden Grove Infant 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'. Arden Grove Infant 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). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised. Arden Grove Infant and Nursery School will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will 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.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should: -

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

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.

4.2 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 sign pupils out using the electronic 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 unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. 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 a pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend 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 the 5-19 Healthy Child Programme team and/or to liaise with the child's healthcare professional.¹

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](#) and Norfolk County Council policies via the [Medical Needs Service](#). We will also consider whether an Individual Healthcare Plan is required.

4.3 Pupil Absence for the purposes of Religious Observance

Arden Grove Infant and Nursery School acknowledges the multi-faith nature of British society and 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.

¹ This is in accordance with the NSCP [Joint Protocol between Health Services & Schools in respect of the management of pupil absence from school when medical reasons are cited](#)

4.4 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. There are many complex and interwoven factors that may influence the educational attainment of GRT pupils. Schools and Local Authorities can make a big difference to their life chances through:

- Clear high expectation of all pupils, regardless of their background
- An inclusive culture that welcomes all communities
- Strong engagement from parents

In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil of no fixed abode who 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 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 in or around Norfolk, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Arden Grove Infant 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 Arden Grove Infant 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 Arden Grove Infant 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.

4.5 Unauthorised Absence

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. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend
- Holidays taken without the authorisation of the school

5. Our Procedures

5.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, 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.

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

An "authorised absence" 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

An “unauthorised absence” as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- 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 in term-time which have not been agreed
- Leaving school for no reason during the day

5.2 Late Arrival at School

At Arden Grove Infant and Nursery School all pupils are expected to arrive on time for every day of the school year. The school day begins at 8:34am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 8:50am-9:00am. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign the late book and provide a reason for their absence. If their arrival is before 09:23am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 09:23am. 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. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution. The afternoon sessions register will be open at 01:00pm and close at 01:15pm.

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

5.3 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, 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 09:23am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made or an email will be sent ~~made again~~ that morning. If no response can be gained, the child's named emergency contact will be telephoned
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out


- School will telephone home if a pupil leaves the school without permission




In certain circumstances the School may also:

- Visit the home of the pupil
- [SpeakWrite](#) to the parents of a pupil to highlight attendance or punctuality issues
- [Arrange a meeting with](#) ~~invite~~ parents to discuss how school can support the family to [improve attendance](#). ~~make improvement~~
- Refer to an external agency/ support service to offer support, guidance, and advice
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through [Children Missing Education procedures](#)
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Advice and Duty Service (CADS) or the police, where there are safeguarding concerns.

5.4 Attendance Rewards & Interventions

	99 – 100%	Headteacher Deputy Headteacher SENDCO Class teachers Teaching assistants Admin team	<ul style="list-style-type: none"> • Warm welcome from all staff at classroom doors, school gates and/ or the school office. • Certificates termly and annually for 98-100% attendance Celebrating monthly class attendance in whole school newsletter • Reminding families of the importance of good attendance at our Welcome meetings and again in Year group meetings. • Copy of agreed attendance letter shared at the start of the term and making parents aware of the positives of attendance and explaining the impact that holidays combined with illness can make on attendance. (see Appendix 4 and 5) clarifying rm-
	96 – 98%		

	93 – 95%	Headteacher Deputy SENDCo Class Teachers	<ul style="list-style-type: none"> School to seek ongoing advice <u>and positive strategies</u> from AEO <u>to support attendance</u>. (Attendance & Entitlement Officer) <u>Letter 1 (93% 'at risk letter') and / or Phone call and/or email contact from a Headteacher to contact family to offer support and arrange a meeting to identify barriers to attendance alongside current strengths, natural family networks that will enable families to improve attendance.</u> <u>From the initial meeting with the family, all participants to discuss and decide if other external agencies could support, therefore creating an EHAP. and offer Senior Leader to offer support to or identify any barriers to attendance.</u> <u>If no engagement from the family, monitor attendance for three weeks, if no improvement or engagement school sends Letter 1 and arranges a meeting to agree –</u> <u>If No improvement then school and parents/ create an attendance support plan to identify the barrier/s, set targets, and agree a plan.</u> <u>If still no improvement after three weeks, following attendance support meeting, school sends letter 2 and engages with</u> <u>School to consider further support from external agencies for further support e.g Early Help. No engagement from parent/s school will consider use of legal intervention.</u> Ongoing attendance analysis by week and by month. <u>Ongoing dialogue between families and class teachers to provide positive support.</u> <u>-No engagement from parent/s school will consider next steps and possible use of legal intervention.</u>
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 <p>19 -25 DAYS OFF</p>	90 – 92%		<ul style="list-style-type: none"> • School continue engagement with AEO (Attendance & Entitlement Officer) by contacting the attendance duty line. • Following advice, decide if appropriate to send Letter 3 with the intent to Fast Track • School will continue to have ongoing conversations with families and have positive relationships with families. Involvement from LA and external agencies with consent from parents. <p>School continue engagement with AEO (Attendance & Entitlement Officer).</p>
 <p>27 + DAYS OFF</p>	Under 89%		<ul style="list-style-type: none"> • Enter the Fast Track Process. The initial Fast Track to Attendance meeting will be held in school and involves parents, child (as appropriate), relevant staff and governors and other agencies as /if required. • Agree a Review meeting in 6 weeks (Case closed if target met. If not it is reviewed a further 6 weeks later). • School continue engagement with AEO (Attendance & Entitlement Officer) • No engagement from parents or attendance does not improve, school considers use of legal intervention e.g penalty notice.
 <p>95 + DAYS OFF</p>	Under 50%		<p>Examples:</p> <ul style="list-style-type: none"> • Formal support such as parenting contracts will be in place • Intensify support through statutory children's social care involvement • No engagement from parent considers use of legal intervention • Seek further advice from attendance at the local authority.

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At Arden Grove Infant and Nursery School we will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

"Persistent absenteeism" (PA) as:

- Missing 10% or more of schooling across the year for any reason

"Severe absence" (SA) as:

- Missing 50% or more of schooling across the year for any reason

5.5 Support Systems

At Arden Grove Infant 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.

Other strategies we may use to support you include:

- Establish positive and productive relationships with parents, carers and families.
- Absence call after 09:30 from school office to establish reason for absence.
- Medical letters sought for appointments.
- Parents may be requested to contact school following medical appointments for information regarding possible further absences.
- Weekly attendance rates shared on the website.
- Termly reminder to parents to discourage holidays in term time.

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.

5.6 Persistent Absence and the use of legal interventions

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are 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 the section above. 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.

5.7 Reduced 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 to meet a pupil's individual needs and only where it is safe to do so. We will not use a reduced timetable to manage a pupil's behaviour. A reduced 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 reduced 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; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family

In line with Norfolk County Council [guidance](#), we will notify the Attendance Team of all reduced timetables as soon as a plan has been agreed.

6. Deletions from the Register

At Arden Grove Infant 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 Arden Grove Infant 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 Norfolk 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. We will also inform Norfolk County Council's Services to Home Educators Team by completing a referral form. **The exception to the above is if the child is on the roll of a special school. In this case, permission for parents to home educate must be given by the local authority.**

Arden Grove Infant and Nursery School will follow Norfolk County Council's [Children Missing Education procedures](#) when a pupil's whereabouts is unknown, and the school will carry out joint enquiries with Norfolk 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
- Supporting Pupils with Medical Needs.
- Admissions policy
- Exclusion
- Special educational needs
- Behaviour and Emotional Regulation Policy (including Anti-bullying)

8. Statutory Framework

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

- [Working together to improve school attendance, DfE, \(September 2022\)](#)
- [School attendance parental responsibility measures, DfE \(January 2015\)](#)
- [Children missing education, DfE \(September 2016\)](#)
- [Keeping children safe in education, DfE \(September 2022\)](#)
- [Working together to safeguard children, DfE \(July 2018\)](#)

9. Appendices

The following pages contain appendices relevant to this policy.

Appendix 1: Fixed penalty notice whole school warning letter

Dear Parent,

Date: xx/xx/2022

Attendance at school and legal intervention

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly.

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Arden Grove Infant and Nursery School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very 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 DfE policy document entitled, '[Working together to improve school attendance](#)' states:
Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.

As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention if they have **at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during 6 school weeks**. The intervention could be in the form of a fixed penalty notice. Any pupil at Arden Grove Infant and Nursery School who meets the criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued, the arrangement for the payment will be detailed on the notice. The penalty is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. A parent may receive more than one separate penalty notice resulting from unauthorised absence. When penalty notices are issued each parent will receive one per child. Therefore, each parent could receive multiple notices if they have more than 1 child who has been absent. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken. In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a further penalty notice in the same academic year and may instead choose to prosecute a parent under the Education Act 1996 S444. There is no right of appeal by parents against a fixed penalty notice. I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,
Headteacher



APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

Please note: Taking your child out of school during term time could be detrimental to your child's educational progress

Full name of child(ren) _____ Class(es) _____

Address _____ Post Code _____

Leave requested: From - 1st day _____ to - last day _____

Total number of school days _____

Reason for application – please state reasons for taking your child out of school in term time

I/we have read the information on the reverse of this application and formally request leave of absence as shown.

Name of parent(s)/carer(s) _____

Signature of parent(s)/carer(s) _____

Date: _____

The Headteacher will consider your request for leave of absence following government guidelines and the following points:

1. The child's previous attendance history
2. The child's stage of education.
3. The time of year (SATS or exams).
4. Nature of leave request (special circumstances).

Your request for leave of absence from school for a family holiday during term time has been considered and has been agreed / not agreed.

Days leave granted: _____ days

Signature of Headteacher _____

Please note: Original signed and completed forms retained in school records, ensure a copy is returned to the parent/carers of the student to confirm authorisation.

Attendance
Percentage %
(as at)

To be completed by the office only: Sims ☐ Diary FPN ☐ S/S ☐ initial ☐

Leave of Absence during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. Regulations coming into force on September 1st, 2013, make it clear that the school may not authorise any leave of absence except for:

- Medical appointments
- Religious observance
- Exceptional circumstances (e.g. a family funeral).

Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods and SAT's.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show that 10 days absence in any academic year has a **negative effect** on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may choose to do this.

The government advises that any any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

Discuss with the school any request for leave of absence prior to taking any leave. Your child's school may have a designated person for this. It is the parent/carers responsibility to ensure you receive confirmation from the school before the trip is taken. Do not assume permission is granted if you have not received written confirmation.

If the head teacher does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.

Fixed Penalty Notices

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child which must be paid in one payment in 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 in 28 days. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

Term Time Holiday

The Education (Pupil Registration) (England) Regulations 2006 (which previously allowed Headteachers to grant leave of absence for the purpose of a family holiday during term time in 'special circumstances') has been amended. Changes coming into force on 1 September 2013 make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If leave is granted, Headteachers should then also determine the number of school days a child can be away from school.

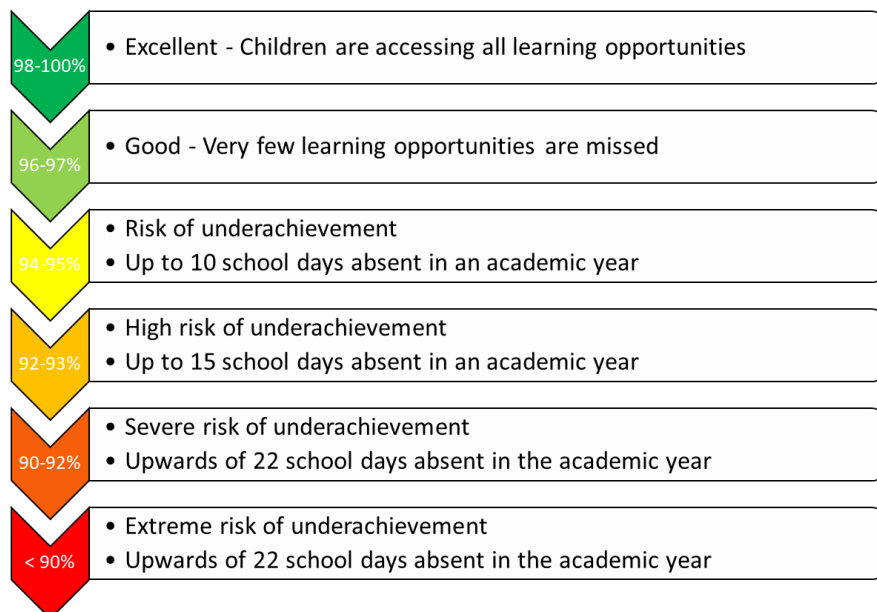
Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **09:00 am**.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



'On the day' absences: what should I do if my child is not 'fit' to go into school?

On each day your child is unfit to come to school, please report this absence using the absence line by selecting 2 after dialling the school number 01604 404553 or emailing the school office on office@ardengrove.norfolk.sch.uk before 8:20am to let us know. In the message you must leave your child's

full name, year and tutor group and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via the school office or office@ardengrove.norfolk.sch.uk. You will receive a letter in response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the mornings between 08:40am and 09:00am. Your child will be marked as late if they arrive after 09:00am.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact office@ardengrove.norfolk.sch.uk if you require any support with ensuring your child's regular school attendance.

Appendix 4:



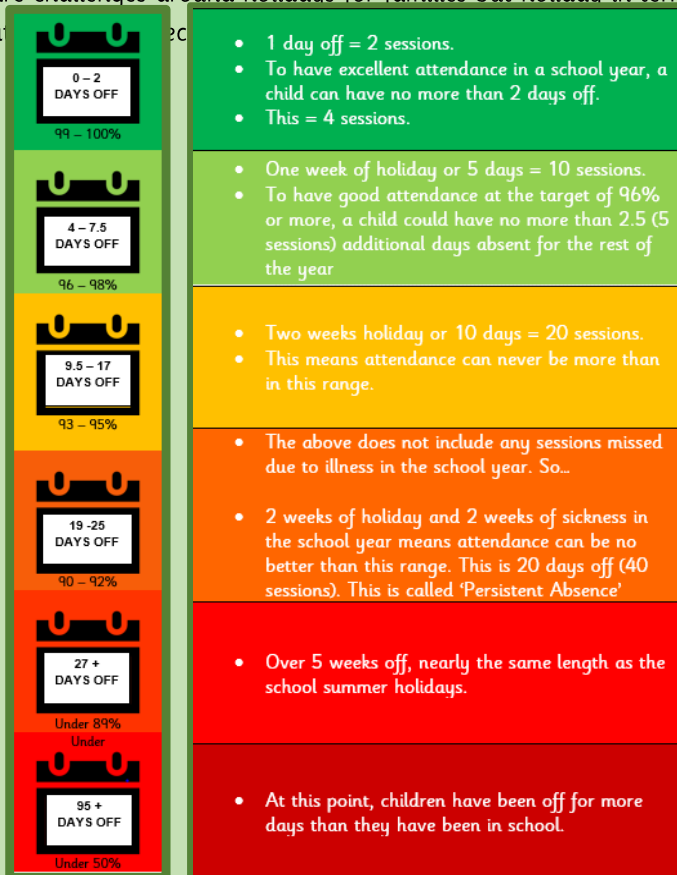
Attendance Matters at Arden because...



We know this is the time of year when we are all starting to think about summer sunshine and the prospect of a holiday.

We also know there are challenges around holidays for families but holiday in term time, does impact on children's attendance in the school year.

Did you know...



Children are only in school for 190 days a year so we must make every day count!