



# The Bythams' Primary School

# Attendance Policy

# September 2025

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**1. Introduction**

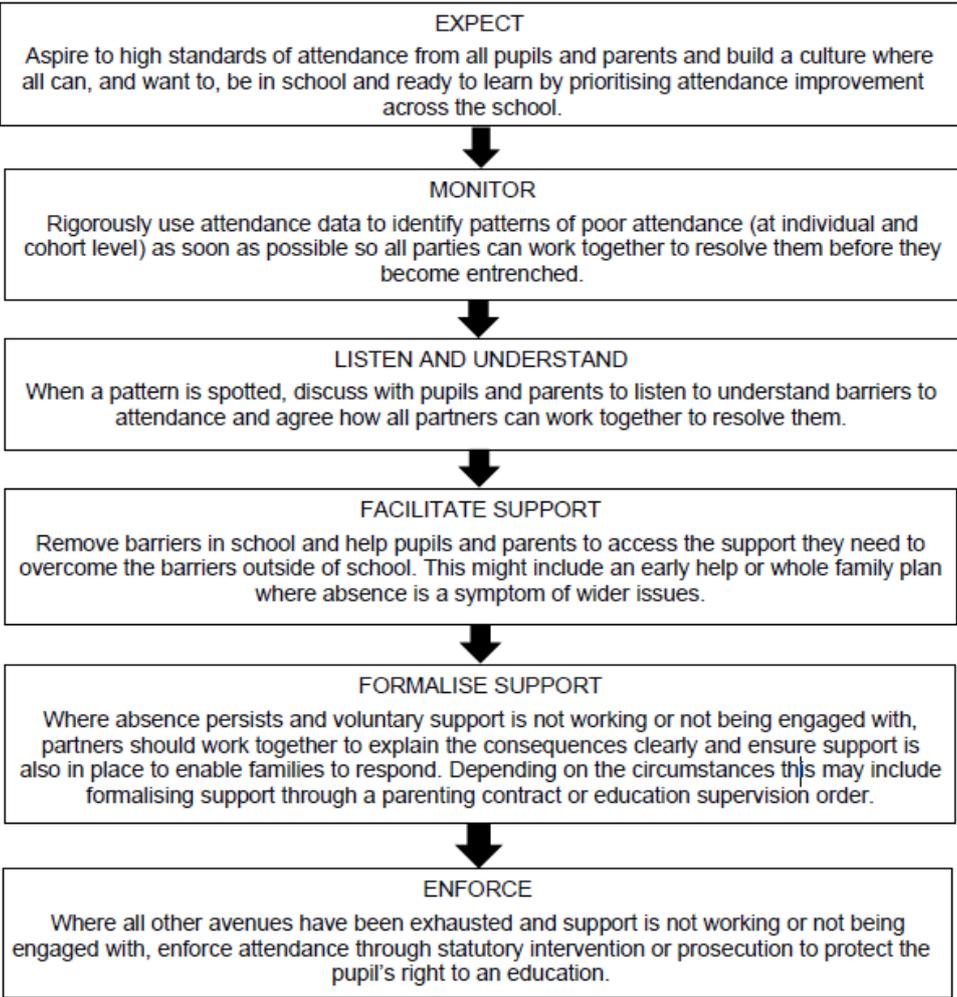
**1.1** The aim of this policy with the aim of having a clear approach to maximising the attendance of pupils at the Bythams'. The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" (published May 2022 and updated 19<sup>th</sup> August 2024) and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

**1.2** The person responsible for attendance at our school is Mr Martin Sutton, Headteacher.

**2. Aims and objectives**

The Government states that an attendance rate of less than 95% will have a detrimental effect on a child's education. It is therefore The Bythams' Primary School's aim that each of our pupils should have an attendance rate as high as possible with our target for attendance being at least **97%** each academic year unless there are exceptional circumstances, out of the child's control, that affect their attendance at school. If a pupil's attendance looks like it might fall below **95%** by the end of the academic year, the school will support that child and their family to ensure that their attendance rate is as high as it can possibly be, working in partnership with external agencies to provide support where necessary.

The school and all partners will work together to:



### **3. Legal Framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) Working Together to Improve Attendance
- DfE (2015) Child performance and activities licensing legislation in England
- DfE (2025) Keeping Children Safe in Education
- DfE (2025) Children Missing Education

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Complaints Procedures Policy
- Behaviour Policy
- Children Missing Education Policy

## **4 Roles and Responsibilities**

### **4.1 The Governing Body is responsible for:**

- Monitoring the implementation of this policy and all relevant procedures across the school
- Ensuring school leaders fulfil expectations and statutory duties
- Regularly reviewing attendance data and helping school leaders focus support on the pupils who need it
- Ensuring school staff receive training on attendance

### **4.2 The Headteacher is responsible for:**

- The day-to-day implementation and management of this policy and all relevant procedures across the school
- Monitoring of attendance data and patterns and ensuring communication with parents effectively address concerns (Appendix 1 – Attendance Flow Chart, Appendix 5 – Cumulative absence,)
- Ensuring all parents are aware of the school’s attendance expectations and procedures (Appendix 4 – Guide to Attendance at The Bythams)
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence
- Informing the LA of any pupil being deleted from the admission and attendance registers if they are being educated from home; have an authorised medical note; have been permanently excluded

#### **4.3 Staff are responsible for:**

- Following this policy and ensuring pupils do so too
- Ensuring this policy is implemented fairly and consistently
- Modelling good attendance behaviour
- Raising concerns, they have in relation to a child's attendance with the Attendance leader informing them of any absence which appears irregular, shows regular patterns, is unexplained or unauthorised.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated
- Where designated, taking the attendance register at the relevant times during the school day

#### **4.4 Parents are responsible for:**

- Providing accurate and up-to-date contact details and informing school if these change
- Providing the school with more than one emergency contact number
- Ensure their child attends school every day and punctually
- Promoting good attendance with their children
- Notifying the school by 09:00 whenever their child is unable to attend, giving details of the reason for the absence and the expected length of time the child will be away – this should be done by calling the school office on 01780 410275
- Ensuring that their child arrives well prepared for the school day
- Contacting the school in confidence whenever any problem occurs that may affect their child's attendance in school – contacting the school office on 01780 410275 and asking to speak to the Headteacher or school's Thrive Hive lead
- Only requesting leave of absence in exceptional circumstances and do so in advance by email to [enquiries@bythams.lincs.sch.uk](mailto:enquiries@bythams.lincs.sch.uk)
- Booking medical appointments around the school day where possible
- Accepting an invitation to meet with a school leader to construct an Attendance Support Plan (see Appendix 1) and proactively engage with the support offered to increase the attendance of children who are persistent absentees.

#### **4.5 The school expects pupils to:**

- Attend school every day unless they are ill
- Arrive on time between 08:35 and 08:55
- Tell a member of staff about any problem or reason that is affecting their attendance

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

New legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have

a legal duty to ensure their child attends school regularly at the school at which they are registered.

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

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

## **5.1 National Framework for Penalty Notices**

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

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

See Annex for the Lincolnshire Code of Conduct.

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

The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and also that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in

line with the National Framework and Lincolnshire Code of Conduct, in respect of each parent believed to have allowed the absence.

At The Bythams' Primary School 'exceptional circumstances' will be interpreted as:

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the Headteacher). The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time, regardless of who has planned or paid for the holiday or absence (including grandparents or other family or friends).

The Headteacher may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

## **5.2 Deletion from Roll**

For any pupil leaving The Bythams' Primary School, other than at the end of year 6, parents/carers are required to complete a 'Pupils moving from school' form which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and may appropriately safeguard all of our pupils, even those who leave us.

It is crucial that parents keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

Under Pupil Regulations 2006, all schools are now legally required to notify their Local Authority of every new entry to the admission register within five days of the pupil being enrolled. In addition to this, every deletion from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

## **5.3 Absence data**

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024. Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

## **6 Training of staff**

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Teachers and support staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

## **7 Pupils at risk of persistent absence**

The school will ensure it provides support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

The School Leadership Team (SLT) will:

- Establish a range of interventions to address barriers to attendance
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work
- Attend or lead attendance reviews in line with escalation procedures
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - sending letters to parents
  - having a weekly attendance review
  - using penalty notices

Where a pupil at risk of persistent absence is also at increased risk of harm, the school will work in conjunction with all relevant authorities e.g. Children's Services, to support the pupil in line with the school's duty of care.

Where a pupil becomes at risk of persistent absence, the school will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps in learning
- Meet with pupils and parents/carers to discuss patterns of absence barriers to attendance and any other problems they may be having
- Establish plans to remove barriers and provide additional support
- Make regular contact with families to discuss progress
- Consider what support for re-engagement might be needed, including for vulnerable groups

The school attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups including:

Children in need

Looked After Children / Post Looked After Children

Pupils who are eligible for Free School Meals

- Pupils with English as an Additional Language
- Pupils with Special Educational Needs and/or Disabilities

## **8 Children at risk of missing education**

Schools and their governing bodies must have regard to the statutory guidance Keeping Children Safe in Education when making arrangements to safeguard and promote the welfare of children.

Schools should put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Local authorities have a duty to put in place arrangements for identifying (as far as it is 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 that they receive full-time education.

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 amended, 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.

## **9 Admission and Attendance Register**

The law requires that all schools have an admission register and an attendance register. All pupils must be placed on both.

### **9.1 Admission register**

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the last school attended. Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or has been notified, that the pupils will attend the school.

Schools must notify the local authority within five days of adding a pupil to the admission register and must provide the local authority with all the information held with the admission register about the pupil.

Where the parent/carer of a pupil notifies the school that the pupil will live at another address, school must record in the admission register: (a) the full name of the parent/carer with whom the pupil will live; (b) the new address; and (c) the date from it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

On receipt of written notification to home educate, the school must inform the local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

## **9.2 Attendance Register**

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. These are completed on Arbor MIS. This register will record whether pupils are:

- Present
- Absent (authorised or unauthorised)
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way.

A record of the number of pupils present in each class during registration will be kept on a laminated sheet positioned next to the classroom's fire exit. This is taken outside on evacuation and raised only when a head count has been carried out.

## **9.3 Understanding Types of Absence**

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

Every half-day absence from school has to be classified by the school (not by the parent), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes, (however this list is not exhaustive):

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- absences which have never been properly explained
- children who arrive at school after the close of registration are marked using LATE. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays
- holidays taken during term time, not deemed 'for exceptional purposes' by the Headteacher, including any arranged by other family members or friends
- day trips
- other leave of absence in term time which has not been agreed

#### **9.4 Persistent Absenteeism (PA) and Severe Absenteeism (SA)**

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. All pupils who have attendance levels of 90% or below are considered to be a persistent absentee.

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

## **10 Absence Procedures**

Parents/carers are required to contact the school office via telephone/by email/in person by **09:00** on the first day of their child's absence. 01780 410275 or [enquiries@bythams.lincs.sch.uk](mailto:enquiries@bythams.lincs.sch.uk)

Parents/carers are required to continue to inform school on **each day** of their child's absence if this exceeds more than 1 day, with the exception of sickness/diarrhoea which requires an absence of 48 hours from the last bout of illness.

### **10.1 Responding to non-attendance**

A telephone call will be made by **10:00** to the parent/carer of any pupil who has not reported their child's absence on the first day that they do not attend school to:

- Ascertain the reason for the absence
- Ensure the proper safeguarding action is taken
- Identify whether the absence is authorised or not

- Identify the correct code to use before entering it on to the school's system

Where there is no response by **12:00** (emergency contact list has been exhausted), there will be a home visit from a member of the school staff in line with our school's safeguarding and child protection policy. If the school are unable to raise any response at the home, they may request the police carry out a 'safe and well check' to the property.

If any pupil is absent for a period of 10 days (particularly when we have had no contact from parents/carers) the absence will be unauthorised and notified to Lincolnshire County Council's Pupils Not Attending Regularly (PNAR) service.

<https://www.lincolnshire.gov.uk/school-attendance/pupil-attendance/3>

For pupils where non-attendance continues or irregular patterns of attendance are causing concern, the case will be discussed with the school leadership team and further action planned in line with the Attendance Flow Chart (Appendix 1).

Attendance will be monitored by the school. If a pupil's attendance falls below **90%** for any reason (including illness or holidays), they will be classed as Persistent Absentees (PA). A letter will be sent to parents to make them aware of this. If attendance does not improve within two weeks of a school notifying parents of poor attendance, they will be asked to attend a School Attendance Panel meeting. This meeting will include the appropriate staff, parent/carer and pupil and will aim to identify and solve any problems that are preventing the pupil from attending school. Parent/carers are obliged to attend.

The case will continue to be monitored and if there is no improvement, a penalty warning letter will be issued. Failure to improve attendance will result in a Penalty Fine from the Local Authority under Section 444(b) of the Education Act 1996. If it is felt that the pupil's attendance is not improving due to lack of support or engagement with either the parent/carer or the pupil, consideration will be taken as to submitting a file to the Local Authority to initiate proceedings before a Magistrates Court.

## **10.2 Reintegration**

The return to school for a pupil after long-term absence requires planning. Designated staff will be responsible for deciding on a programme for return and for the management of that programme. Programmes will be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Programmes will be reviewed regularly and amended as necessary.

## **10.3 Lateness**

The school regards punctuality as of the utmost importance and lateness will not be tolerated.

The gates open at **08:35** and pupils should be in their classroom by the start of the school day at **08:40**. Children arriving at school between **09:00 and 09:15** will be marked as late. Children arriving after **09:15** with no specific reason will receive an unauthorised absence mark.

In the event that a child fails to attend punctually on 10 or more occasions, a letter will be sent to parents/carers requesting that they attend a meeting in school to discuss the matter further and to offer support as necessary. Failure to improve punctuality could lead to

further action being taken, such as a Penalty Fine being issued from the Local Authority under Section 444(b) of the Education Act 1996.

#### **10.4 Term time leave**

Only the Headteacher has the authority to authorise an absence and will only be allowed to grant a leave of absence in exceptional circumstances.

Applications should be made in advance and the Headteacher will be satisfied by the evidence which is presented, before authorising term-time leave. It is at the Headteacher's discretion to determine whether the absence will be authorised or not. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents will be considered.

#### **10.5 Family holidays**

Parents/carers should not take pupils on holiday during the school term. If a request is not granted and the parent/carer takes the child on holiday, the absence will be recorded as unauthorised and this may be referred to Lincolnshire County Council and could result in a Penalty Fine under Section 444(b) of the Education Act 1996.

<https://www.lincolnshire.gov.uk/council-business/fixd-penalty-notices-code-conduct/2>

Where a pupil was removed from school for a holiday during the previous academic year, and then is absent due to a holiday in the current year, the case may be automatically be referred to Lincolnshire County Council for a Penalty fine.

Where a pupil fails to return within 10 school days of a previously notified date schools have the power to remove the child from the school roll and report them to Children Missing Education at Lincolnshire County Council.

#### **10.6 Appointments**

As far as possible, parents are encouraged to book medical and dental appointments outside of school hours. Where this is not possible, an appointment card/letter must be shown to the school office.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office. Pupils will be expected to attend school before and after the appointment wherever possible.

#### **10.7 Religious observances**

Parents will be required to inform school in advance if absences are required for days of religious observance.

#### **10.8 Sport and other performances/activities**

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school,

understand that they will be required to obtain permission in writing from the headteacher who authorises the school's absence.

## **10.9 Young carers**

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of the young carer and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

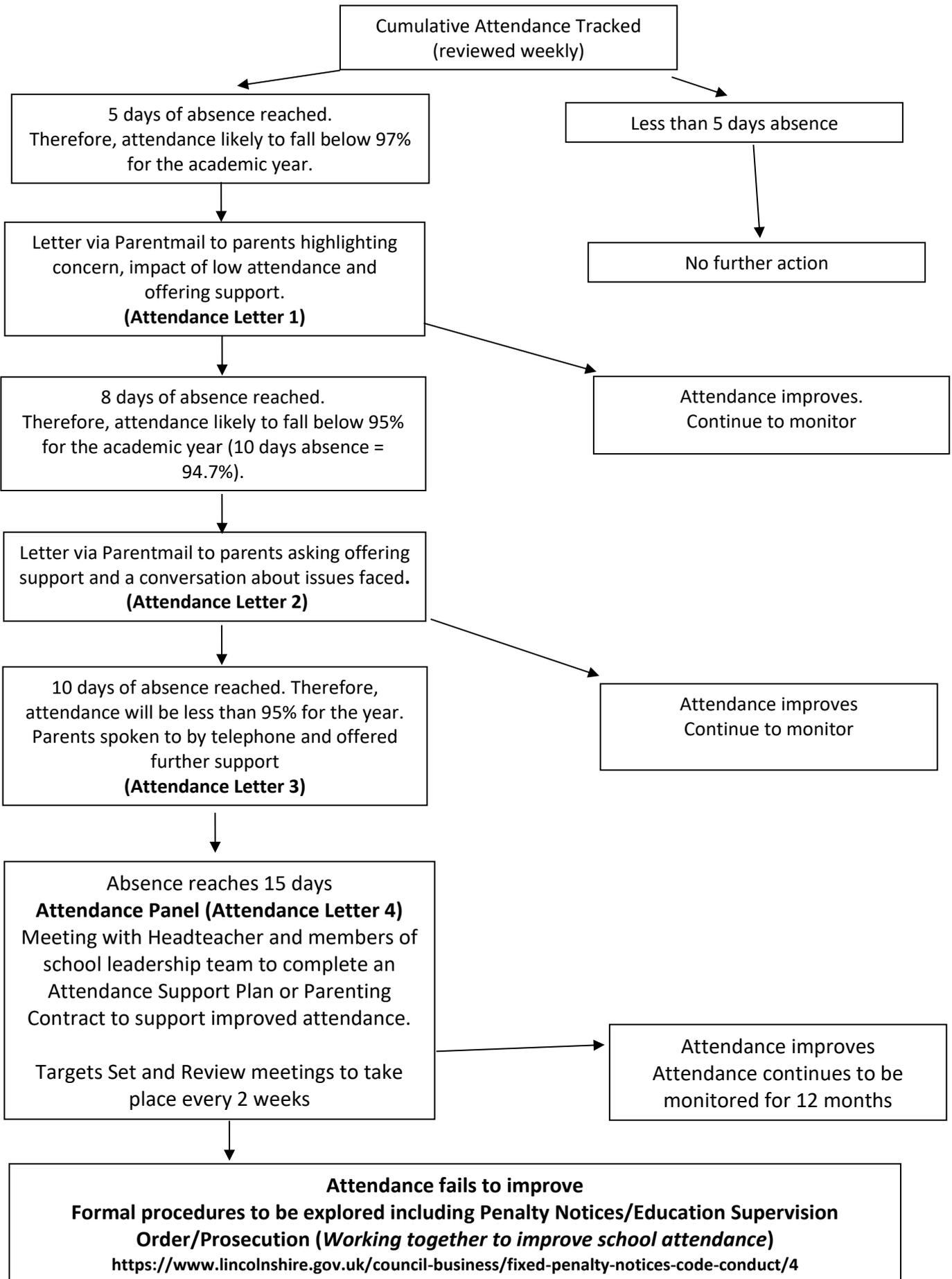
## **11 Encouraging Rewarding good attendance**

Attendance can be encouraged in the following ways:

- accurate completion of the registers within 20 minutes (maximum) of the start of a morning and afternoon session
- presenting stickers/certificates to children who have above 97% attendance at the end of each term and 100% attendance
- identifying and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3 by sharing relevant information with the destination school
- establishing a mechanism for working with those parents/carers who express a concern that their child is experiencing difficulty in attending school
- use of year group, class, identified groups (for example, pupils with Special Educational Needs and/or Disabilities (SEND)) and pupil level attendance data which enables analysis and a timely response by the school

## Appendix 1 – Attendance Flow Chart

Each attendance case will be reviewed on its individual merits, along with medical referrals/reports and advice from other professionals involved with the family



**Appendix 2 – Support Plan**

The Bythams' Primary School

**Attendance Support Plan for \_\_\_\_\_ Y123456**

**Agreed at meeting on \_\_\_\_\_**

Historic Attendance data

<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/25</b>	<b>2025/2026</b>

<b>What is going well? Home/School/Medical etc</b>	<b>What are our main concerns? Home and School</b>	<b>What can be done at school to further support attendance?</b>	<b>What can be done at home to further support attendance?</b>

## Appendix 3 – Attendance Letters

### Attendance Letter 1

#### Absences from school – 5 days

Dear [enter name]

I am writing to express my concern at [name's] high levels of absence from school. So far this academic year, they have had 5 days of absence which means that if they miss one more day they will fall below our expected attendance of 97% for the whole academic year.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we know that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support their education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.

Please also refer to the Department of Education publication *Working together to improve school attendance* which can be found here: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>.

Should your child reach 8 days of absence we will write to you again.

Please do contact us if you feel there is anything we can do to further support your circumstances.

Yours sincerely,

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### Attendance Letter 2

#### Absences from school – 8 days

Dear [enter name],

I am writing to express our continued concern that your child's absence has increased to 8 days this academic year. We wrote to you previously to raise our concerns about attendance having reached 5 days absence. They have now had more time off school and reaching 10 days absence will mean they have missed two weeks of school and will have an annual attendance of no more than 94.7%. This is below expectations and is considered as requiring improvement.

We would like to work with you to support their learning by ensuring they are in school. Please do contact us if you feel there is anything we can do to further support your circumstances.

You should also refer to the Department of Education publication *Working together to improve school attendance* which can be found here: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>.

It is essential that we work together to improve your child's attendance and future opportunities that can be greatly inhibited by missing school.

Yours sincerely,

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**Attendance Letter 3**  
**Absences from school – 10 days**

Dear [enter name],

Your child has been absent from school for 10 days this academic year. This means they will have an overall attendance of less than 95% and there is a high risk of them falling behind in their learning and social development. If attendance falls to 90%, they are regarded as 'persistently absent' and this may incur a penalty notice for a fine to be issued.

We would like to work with you to support their learning by ensuring they are in school. We will telephone to discuss the circumstances around the absence and hopefully be able to offer support for your child's attendance in school.

You should also refer to the Department of Education publication *Working together to improve school attendance* which can be found here: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>.

It is essential that we work together to improve your child's attendance and future opportunities that can be greatly inhibited by missing school

Yours sincerely,

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**Attendance Letter 4**  
**Absences from school – 15 days**

Dear [enter name],

Your child has now missed 15 days of school which means their overall attendance by the end of the year is at risk of being lower than 90%. This is regarded as 'persistent absence' by the Department for Education.

You are invited to attend an Attendance Panel meeting on ??? at ?? with the school's leadership team and your child's class teacher. At the meeting, a Parenting Contract will be discussed in line with guidance from the Department of Education's publication *Working together to improve school attendance* (page 35) which can be found here: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>.

If you would like to be accompanied at the meeting by a representative, supportive family member or friend then please let us know.

We are gravely concerned about the amount of time your child has been off school this year and the effect it is having on their progress and development.

Their attendance will be monitored closely, and we will continue to communicate with you about what measures we have in place and how things are working at home. Further absences will result in legal action with the Local Authority – if this has not already been the case.

Please call to confirm your attendance at the Attendance Panel meeting.

Yours sincerely

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## Update on Attendance Letter to parents

Dear Parent/Carer,

### INFORMATION FOR PARENTS REGARDING SCHOOL ATTENDANCE: PENALTY NOTICES AND UNAUTHORISED ABSENCE

*It is your responsibility to read this information before commencing any holiday/leave of absence in term time.*

I hope this letter finds you well. As part of our commitment to maintaining high levels of school attendance, we would like to inform you about some important changes regarding holiday absences and unauthorised leave. These changes align with the Department for Education (DfE) updated guidance on improving school attendance, effective from 19<sup>th</sup> August 2024 in collaboration with the Local Authority.

The school consistently emphasises the significance of good attendance. We recognise that absences impact not only a student's academic performance but also their social well-being within the school community. The school closely monitors the attendance of all our learners and communicates with families when concerns arise. Our aim is to continue to work collaboratively with the families to address any issues and we will provide support and explore solutions together to support all learners to be in school regularly and on time.

#### Reporting absence

If your child is going to be absent from school, please promptly notify the school office **by 09:00** providing the reason on each and every day of the absence. Accurate and detailed attendance records are essential, and your swift action contributes to this.

#### Medical Appointments

While we encourage scheduling medical appointments outside of school hours, we understand that it's not always feasible. If you must have an appointment during the school day, please take only the essential time away from school to minimise disruptions to your child's education. Additionally, we kindly request that you provide the school with a copy or screen shot of the appointment letter so that we can document it in the child's file.

#### Term time holidays.

The DfE emphasises that term-time holiday should be avoided. Absence during this time can significantly impact your child's education. We kindly request that you plan holidays during breaks to minimise disruption in learning. Any such absences will be recorded as an unauthorised absence.

If you believe there are exceptional circumstances that require a term-time holiday, please submit a written request to the school at least two weeks in advance by email (alternatively forms available from the school office) detailing why absence has to be taken in term time. We will assess each case individually and provide guidance accordingly. However, if we determine that the circumstances do not qualify as exceptional, we will notify you in writing, indicating that you may be subject to a penalty notice issued by the Local Authority, which could result in legal action.

#### Unauthorised absence

These could be situations where a learner is absent without valid reason or permission. This could include being absent without notifying the school of the reason, taking term time holidays, arriving late to school, leaving early without a valid reason or truanting. Occasionally, we may request evidence to validate an absence. For instance, providing a medical appointment letter can change an absence from unauthorised to authorised.

School starts at **08:40** (gates open between **08:35** and **09:00**). Children arriving after this time will need to enter via the main school entrance, signed in by a parent and will be marked as late. If your child arrives between **09:00** and **09:15** they will receive a Late mark. Our registers close at **09:15** and if a child arrives after this time they will receive an unauthorised absence.

#### Penalty notices and prosecution.

It is important to be aware that poor attendance may result in the issuing of penalty notices to parents. These notices can apply to term-time holidays, any unauthorised absences, or a combination of both.

The national threshold for issuing a penalty notice in England is 10 sessions of unauthorised absence within a 10-week period. This typically equates to 5 school days. (e.g. 4 sessions of holiday taken in term time plus 6

sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

A Penalty Notice can be issued under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty**

See below for further information:

Penalty Notice	Details
First Notice in a <b>3 year period:</b>	Issued to each parent. Charged at £80 if paid within 21 days £160 if paid within 28 days.
Second Notice in a <b>3 year period:</b>	Issued to each parent. Charged at a flat rate of £160 if paid within 28 days.
Third Notice in a <b>3 year period:</b>	Alternative action should be taken, for example prosecution or other attendance legal interventions. Fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a magistrate's court appearance and a fine of up to £2,500 and/or prison.

It is important to note that fines are a last resort, and parents are offered support from the school regarding attendance concerns and are discouraged from taking holidays in term time. It is also important to note that if there are also attendance concerns, then further action can be taken in the form of Penalty Notices for persistent/non-attendance. Please refer to our attendance policy for more information:

Thank you for your cooperation in ensuring that your child's education remains a priority. If you have any questions, or you would like any support with the attendance of your child, feel free to contact myself.

Yours Sincerely

## Template Letter for Unauthorised Holiday Requests

Dear [enter name],

Thank you for informing us that you intend to take your child out of school. We really appreciate your honesty in this matter as it means we can accurately record our absences and understand issues that affect our families.

We are only allowed to authorise absence in exceptional circumstances and unauthorised absences over a number of days may result in a fine from the Local Authority.

Unfortunately, on this occasion we are unable to authorise this absence as it is for a holiday and missing school has a significant impact on children's education.

So far this year your child's attendance is ??% and in previous years it was ??%, ??%.

Yours sincerely,

## Template Letter for repeated late arrivals

Dear [enter name],

We have noticed that (pupil name) is often absent in the mornings. So far this academic year, (pupil name) has been late on XX occasions and XX have been recorded as unauthorised absences, as (pupil name) has arrived after registers close at 9:00am.

We know that mornings can be difficult for some pupils, and we are keen to improve (pupil name)'s attendance.

We would like to talk to you to discuss avenues for support to help (pupil name) attend school well. Please contact myself on 01780 410275 or email enquiries@bythams.lincs.sch.uk to make an appointment or arrange a phone call.

Yours sincerely,

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## Template Letter for a Penalty Warning for Persistent absences/lates

Dear [enter name],

### Penalty Formal Warning

Name of child or young person:

Date of birth:

Pupil registered at:

This letter is a Penalty Formal Warning and is being sent to you because your child has an unacceptable level of unauthorised absence.

During the period (date) to (date), (child's name) was absent or late on (number of) sessions out of (number) possible half-day sessions of which (number) were unauthorised \* and ( in addition she or he was late on (number) occasions.) \*delete as appropriate

(child's name)'s attendance will be reviewed from the date of this warning, with the expectation that his/her attendance increases to 100%. Failure to comply may result in a penalty being issued.

Please note if your child's attendance has fallen below 90% due to illness or a medical condition you will be required to provide evidence showing that you have sought appropriate medical advice.

Requesting the Local Authority to issue a penalty notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a penalty of either £80 or £160.

Should you wish to discuss this matter further or to access appropriate support, please contact the school on the above contact details.

Yours sincerely

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## Template Letter for a Penalty Warning for Holiday Request

Dear

### **Penalty Formal Warning**

Name of child or young person:

Date of birth:

Pupil registered at:

This letter is a Penalty Formal Warning and is being sent to you because you have requested a period of absence from school for your child during term time.

The period you have requested from (date) to (date), is not deemed to be exceptional circumstances and therefore will be coded as unauthorised absence. If you choose to ignore this warning, a penalty notice will be issued for the above period of absence.

A penalty notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 4448 of the same Act empowers the Local Authority to issue a penalty of either £80 or £160.

Should you wish to discuss this matter further, please contact the school on the above contact details.

Yours sincerely,

**Appendix 5 – Cumulative absence example for a school year Example of sessions.**

2025-26 Days absent	Sessions absent	68 Term 1	138 Term 2	194 Term 3	254 Term 4	310 Term 5	380 Term 6	
1	2	97.1	98.6	99.0	99.2	99.4	99.5	
2	4	94.1	97.1	97.9	98.4	98.7	98.9	
3	6	91.2	95.7	96.9	97.6	98.1	98.4	
4	8	88.2	94.2	95.9	96.9	97.4	97.9	
5	10	85.3	92.8	94.8	96.1	96.8	97.4	At 5 days of absence a letter will be sent to parents informing them that their child's attendance is at risk of falling below expected level
6	12	82.4	91.3	93.8	95.3	96.1	96.8	Reaching 6 days absence at any point in the year will mean overall attendance will not be over target of 97%
7	14	79.4	89.9	92.8	94.5	95.5	96.3	
8	16	76.5	88.4	91.8	93.7	94.8	95.8	At 8 days another letter will be sent to parents warning of fall to below 95%
9	18	73.5	87.0	90.7	92.9	94.2	95.3	
10	20	70.6	85.5	89.7	92.1	93.5	94.7	Reaching 10 days of absence at any point in the year will mean overall attendance will not be over 95%
11	22	67.6	84.1	88.7	91.3	92.9	94.2	At 10 days of absence parents will be telephoned to discuss attendance
12	24	64.7	82.6	87.6	90.6	92.3	93.7	
13	26	61.8	81.2	86.6	89.8	91.6	93.2	
14	28	58.8	79.7	85.6	89.0	91.0	92.6	
15	30	55.9	78.3	84.5	88.2	90.3	92.1	Reaching 15 days of absence will mean attendance is at 90% - this is highly concerning
16	32	50.5	75.6	82.6	86.7	89.1	91.1	Parents will be invited to attend a meeting to support their child's attendance
17	34	44.4	72.6	80.5	85.1	87.8	90.1	Reaching 17 days of absence will mean attendance is at 90% - this is 'PERSISTENT ABSENCE'
18	36	37.7	69.3	78.2	83.3	86.3	88.9	
19	38	30.1	65.6	75.5	81.3	84.7	87.5	
20	40	21.6	61.4	72.5	79.0	82.8	86.0	

## Appendix 6 – School Absence Request Form

### APPLICATION FOR PUPIL'S LEAVE OF ABSENCE

Children should not miss time from school as this may affect their educational achievement, however, we understand there will be instances when this is unavoidable, for example attendance at parents' or older siblings' graduation ceremonies or family funerals.

The Headteacher, acting on behalf of the Governing Body, can authorise leave of absence for exceptional circumstances, but this does not include family holidays. This authorisation is not statutory and is at the Headteacher's discretion.

Unauthorised absence of more than 4 ½ days in any 6 week period could result in a parental fine. If you feel there are exceptional circumstances, please submit further information below.

.....  
.....  
.....

Name of Pupil \_\_\_\_\_ Class \_\_\_\_\_

I wish to apply for leave of absence for my child

from: \_\_\_\_\_ to: \_\_\_\_\_ Total number of days = \_\_\_\_\_

Signed \_\_\_\_\_  
(parent/carer)

This form must be completed and forwarded to the Headteacher of the school at least two weeks in advance of when the period of absence is desired.

Number of days authorised ..... Signed: .....(Headteacher)  
Date: \_\_\_\_\_

Number of days unauthorised ..... Signed: ..... (Headteacher) Date: \_\_\_\_\_

## Appendix 7 – DfE guidance Summary table of responsibilities for school attendance.

From 19<sup>th</sup> August 2024

[https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary table of responsibilities for school attendance applies from 19 August 2024 .pdf](https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf)

### All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

### Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of persistent absence.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. If a case meets the local threshold for formal early help/family support, this includes conducting the early help assessment and acting as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a regular conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, and there are multiple needs consider whether the threshold for early help is met and facilitate access where it is. Regardless, take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner in cases where threshold is met and all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

## Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continue support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through a referral to statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continue support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including attendance contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>

## Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continue support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continue support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>

## Support for cohorts of pupils with lower attendance than their peers

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Not applicable.	<p>Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.</p> <p>Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.</p>	Regularly review attendance data and help school leaders focus support on the pupils who need it.	Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.

## Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	Regularly review attendance data and help school leaders focus support on the pupils who need it.	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

## Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Know who the pupils who have, or who have had, a social worker are.</p> <p>Understand how the welfare, safeguarding, and child protection issues that they are experiencing, or have experienced, can have an impact on attendance – whilst maintaining a culture of high aspiration for the cohort.</p> <p>Provide additional academic support and make reasonable adjustments to help them, recognising that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.</p> <p>Work in partnership with the local authority at a strategic and individual level, sharing data on attendance including, at an individual level, informing the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p>	Regularly review attendance data and help school leaders focus support on the pupils who need it.	<p>Ensure that all Children's Social Care practitioners, understand the importance of good attendance for pupil's educational progress, for their welfare and their wider development – and understand their role in improving it.</p> <p>Through the work of Virtual School Heads, they should:</p> <ul style="list-style-type: none"> <li>Undertake systemic monitoring and data sharing of the attendance of children with a social worker in their area: developing and implementing targeted cohort level interventions to improve attendance.</li> <li>Provide advice, challenge and training to schools on how to promote and secure good attendance for children with a social worker.</li> <li>Develop whole system approaches, with social care, to support the attendance of children in need.</li> </ul>

## Looked after and previously looked after children

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand the child's barriers to attendance – including the development of Personal Education Plans.</p> <p>Proactively engage with the support offered.</p>	<p>Have high expectations for the cohort – with expert support and leadership provided by the designated teacher for looked-after and previously looked-after pupils.</p> <p>Work in partnership with the local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked-after children that support good attendance.</p> <p>Work directly with parents to develop good home-school links that support good attendance. For previously looked-after pupils this could include discussion on use of the Pupil Premium Plus funding managed by the school.</p>	<p>Designate a member of staff to have responsibility for the promotion of the educational achievement of looked-after and previously looked-after pupils.</p> <p>Monitor and review attendance of the cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.</p>	<p>Promote the educational achievement of looked-after and previously looked-after children – doing everything possible to minimise disruption to education when a pupil enters care.</p> <p>(LA that looks after the child:) Appoint an expert Virtual School Head (VSH) – will:</p> <ul style="list-style-type: none"> <li>• Monitor, report on, and evaluate the education outcomes of looked after children, including their attendance, as if they attended a single school- whenever they live or are educated.</li> <li>• Ensure schools know when they have a pupil looked after by the authority on their role and that information is shared with the school on issues that may impact on their attendance.</li> <li>• Ensure that all looked-after pupils have high quality, up to date, effective Personal Education Plans developed in partnership with schools, social workers and carers – including, where necessary, clear interventions and use of pupil premium plus funding to support good attendance.</li> <li>• Provide expert advice and information on the education of previously looked-after pupils to schools and parents – including their attendance.</li> </ul>

## Monitoring

Parents:	Schools:	Academy trustees and governing bodies:	Local authorities:
<p>Schools regularly update parents on their child's attendance.</p> <p>(If parents feel the school and or local authority have not delivered what they are expected to they should discuss the case with the school and/or local authority's attendance support team.)</p>	<p>The school's Senior Attendance Champion will ensure all school based staff complete their attendance responsibilities in line with the school's policies and procedures.</p> <p>The governing board or academy trust will hold the headteacher or executive leadership to account for their delegated responsibilities and for compliance with regulatory and statutory requirements. They will review progress and provide challenge when required. The board will help school leaders focus improvement efforts on the individual pupils or cohorts who need it most and ensure that school staff receive adequate training on attendance.</p> <p>Ofsted will expect schools to do all they reasonably can to achieve the highest possible attendance as part of the behaviour and attitudes judgement. This includes, where attendance is not consistently at or above what could reasonably be expected, that schools have a strong understanding of the causes of absence (particularly for persistent and severe absence) and a clear strategy in place that takes account of those causes to improve attendance for all pupils.</p> <p>Ultimately, in cases where a school has not met expectations or statutory duties the Secretary of State can consider a complaint.</p>	<p>DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making.</p> <p>Ofsted considers governing bodies' efforts as part of inspections.</p>	<p>DfE Regions Group monitors local authority efforts as part of regular interaction.</p> <p>Ofsted may consider the local area partnership's approach to improving attendance of children and young people with SEND as part of the SEND Area Inspection, and the local authority's approach to improving attendance for children with a social worker through inspecting local authority children's services.</p> <p>Ultimately, in cases where a local authority has not met expectations or statutory duties the Local Government and Social Care Ombudsman or the Secretary of State can consider a complaint.</p>

## Appendix 8 – Lincolnshire County Council Attendance Code of Conduct

<https://www.lincolnshire.gov.uk/council-business/fixed-penalty-notices-code-of-conduct#:~:text=The%20purpose%20of%20the%20code,children%20of%20compulsory%20school%20age.>

## Appendix 9

### Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools after 19<sup>th</sup> August 2024.

<p><b>Who may be fined?</b></p> <p>Penalty Notice Fines are issued to each parent who allows their child to be absent from school.</p> <p><u>For example:</u> 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.</p>	<p><b>National Threshold</b></p> <p>There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.</p> <p>These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including the U code (late after registers have closed).</p> <p>For example: a 5 day holiday would meet the national threshold.</p> <p>The 10-school week period can span different terms or school years.</p>
<p><b>First Offence</b></p> <p>The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:</p> <p>£80 per parent, per child if paid within 21 days.</p> <p>Increasing to £160 if paid between days 22-28.</p>	<p><b>Second Offence (within 3 years)</b></p> <p>The Second time a Penalty Notice is issued for unauthorised absence the amount will be:</p> <p>£160 per parent (who allowed the holiday), per child, payable within 28 days.</p>
<p><b>Third Offence and Any Further Offences (within 3 years)</b></p> <p>The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500.</p> <p>Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.</p>	

## Appendix 10 – Illness Absence Guidance

<https://seureschools.essex.gov.uk/DisplayDocument.aspx?DocID=276>  
<https://assets.publishing.service.gov.uk/media/626669cb8fa8f523b7221b98/UKHSA-should-i-keep-my-child-off-school-guidance-A3-poster.pdf>  
[DfE external document template \(childrenscommissioner.gov.uk\)](https://www.childrenscommissioner.gov.uk/external-document-template/)