

**PETERBOROUGH KEYS**  
ACADEMIES TRUST

# **TRUST ATTENDANCE POLICY**

**Version 1.0**

**September 2024**

Trustee Committee: Education Committee  
Date Policy Reviewed: September 2024  
Date of Next Review: September 2025

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## **1. Introduction**

- 1.1 At Peterborough Keys Academies Trust ("PKAT") we recognise that positive behaviour and good school attendance are essential in order for pupils to get the most from their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence illustrating the health and wellbeing benefits of school-age education.
- 1.2 The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.
- 1.3 The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called 'Working together to improve school attendance' and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school.
- 1.4 This policy is written with the above guidance in mind and underpins our Trust ethos to:
  - (a) Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
  - (b) Promote children's welfare and safeguarding.
  - (c) Ensure every pupil has access to the suitable, full-time education to which they are entitled.
  - (d) Ensure that pupils succeed whilst at school.
  - (e) Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.
- 1.5 Our policy outlines the Trust's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors / Trustees about the responsibilities and the procedures in place to promote and monitor pupil attendance.
- 1.6 Our policy aims to raise and maintain levels of attendance by:

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

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

## 2. Promoting regular attendance

2.1 All schools within PKAT believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

2.2 Caroline Beeby, Assistant Headteacher is the Attendance Leader at Longthorpe Primary School and leads the school in its approach to attendance. Other key members of the Attendance Team are listed below:

Role	Name	Contact details
Headteacher	Kate Trethewy	office@lps.pkat.co.uk
Lindsay Wardrop	Office Manager	office @lps.pkat.co.uk
Jo Toms	Admin Secretary	office @lps.pkat.co.uk

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

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

- (a) Build strong relationships and work jointly with families.
- (b) Give parents/carers information about attendance in our newsletters.

- (c) Promote the benefits of high attendance.
- (d) Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- (e) Celebrate excellent attendance by displaying and reporting individual and class achievements.
- (f) Reward good attendance and punctuality through half term prize draws.
- (g) Enable parents/carers to constantly track their child's attendance
- (h) Regularly remind parents/carers of the positive correlation between school attendance and attainment
- (i) Contact parents/carers should their child's attendance fall below the school's target for attendance.
- (j) Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.

### **3. Roles and responsibilities**

3.1 The Trust Education Committee and all Academy Committees recognise the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- (a) Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- (b) Identifying a member of the Academy Committee to lead on attendance matters and ensuring that there is a named senior attendance champion.
- (c) 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.
- (d) Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- (e) Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- (f) Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- (g) Ensuring all school staff receive adequate training on attendance

- (h) Ensuring that attendance data is shared with the Local Authority or Department for Education as required.
- (i) Reviewing the school's Attendance Policy on at least an annual basis.

3.2 The Senior Management Team at Longthorpe Primary School will:

- (a) Actively promote the importance and value of good attendance to all pupils and their parents.
- (b) Form positive relationships with pupils and parents.
- (c) 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.
- (d) Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- (e) Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- (f) Ensure that the regulations and other relevant legislation are complied with.
- (g) Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.
- (h) Return school attendance data to the Local Authority and the Department for Education as required.
- (i) Report the school's attendance and related issues through termly reporting to the Trust Education Committee.
- (j) Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- (k) Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- (l) Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- (m) Develop a multi-agency response to improve attendance and support pupils and their families.
- (n) Document interventions used to a standard required by the local authority should legal proceedings be instigated.

3.3 All staff will:

- (a) Actively promote the importance and value of good attendance to all pupils and their parents.
- (b) Form positive relationships with pupils and parents.

- (c) 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.
- (d) Comply with the regulations and other relevant legislation.
- (e) Follow systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- (f) Ensure that registers are recorded accurately and in a timely manner.
- (g) Contribute to the evaluation of school strategies and interventions.
- (h) Work with other agencies to improve attendance and support pupils and their families.

3.4 The Attendance Team will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. They will support good attendance, respond to concerns, and promote improvement in attendance by:

- (a) Monitoring and analysing pupil attendance data.
- (b) Attend weekly meetings with relevant staff to discuss data and necessary responses
- (c) Implementing strategies for promoting excellent whole school attendance.
- (d) Implementing strategies for tackling unsatisfactory attendance.
- (e) Managing individual pupil casework files.
- (f) Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and / or the implementation of an attendance contract.
- (g) Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- (h) Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- (i) Making referrals to appropriate external agencies.

3.5 PKAT requests that parents:

- (a) Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that support can be offered at the earliest opportunity.
- (b) Take a positive interest in their child's work and educational progress.
- (c) Ensure their child has regular attendance at school.
- (d) Instil the value of education and regular school attendance within the home environment.

- (e) Contact the school if their child is absent to let them know the reason why and the expected date of return.
- (f) Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- (g) Inform the school of any change in circumstances that may impact on their child's attendance.
- (h) 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.
- (i) Maintain effective routines at home to support good attendance.
- (j) Attend all meetings requested to discuss attendance issues.

### 3.6 Pupils will:

- (a) Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to pupils by school staff, parents and through the school timetable.
- (b) 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.
- (c) Attend all lessons ready to learn, with the appropriate equipment and on time for all lessons.
- (d) Follow the school procedure should they arrive late.

## 4. Understanding types of absence

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

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

4.3 For the purpose of this policy, the Trust defines:

- (a) "Absence" as:

- (i) Arrival at school after the register has closed
- (ii) Not attending school for any reason
- (b) "Regular" attendance as:
  - (i) Attendance at every session the school is open to pupils unless their absence has been authorised

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

- (a) An absence for sickness for which the school has granted leave
- (b) Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- (c) Religious or cultural observances for which the school has granted leave
- (d) An absence, authorized by the school for a family emergency or unavoidable cause

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

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

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

## 5. **Persistent and severe absence**

5.1 A pupil is defined by the Government as a '**persistent absentee**' (**PA**) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days, 38 sessions, 104.5 hours of learning missed. Absence at this level will cause considerable

damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

- 5.2 A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**' (SA). School will work to understand the barriers to attendance for these pupils and will be keen to work with these pupils and their parents/carers to support a return to full time education.
- 5.3 The attendance of all pupils at our school is monitored to identify children who are PA, or are risk of becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support.
- 5.4 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.
- 5.5 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.

## **6. Leave of absence**

- 6.1 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 may be times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'.
- 6.2 Within the Trust, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'.

***Generally the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.***

- 6.3 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). The school will treat each application individually and will respond to all applications in writing.
- 6.4 If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised.

In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

- 6.5 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.

## **7. Medical Appointments and absence due to illness**

- 7.1 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 will be required to show evidence of the appointment before being allowed to leave the school site.
- 7.2 In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with DfE guidance, if there is a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.
- 7.3 Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. Parents will be invited to attend a school-led attendance meeting as an appropriate early intervention strategy. As part of this support, school may liaise with the child's healthcare professional.<sup>1</sup>
- 7.4 Where a pupil has a verified and chronic health condition, school 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'.

## **8. Pupil absence for the purposes of religious observance**

- 8.1 The Trust 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

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<sup>1</sup> 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](#)

will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

## **9. Gypsy, Roma and Traveller pupils**

- 9.1 In line with The Education Act 1996, Section 444(6) Longthorpe Primary School will authorise the absence of a pupil who is a mobile child<sup>2</sup> and is unable to attend school because the parent is engaged in a trade or business of such a nature as to require him to travel from place to place.
- 9.2 To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school.
- 9.3 Whilst for statistical purposes this is counted as authorised absence, if a pupil's attendance falls below an acceptable level, consideration may be given to attendance enforcement.
- 9.4 To ensure we can effectively support all our pupils, we ask that parents:
- (a) Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
  - (b) Inform the school regarding proposed return dates.

## **10. Register keeping and recording**

- 10.1 The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
- 10.2 At Longthorpe Primary School the AM register is taken at 8:40am and closes at 9:10am. The PM registration is taken at 1:10pm.
- 10.3 The register records whether pupils are present or absent using the appropriate national attendance and absence codes.

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<sup>2</sup> A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

## **11. Expected absence procedure for parents:**

- 11.1 A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents must contact school before 8:30am on each day of absence, identifying a detailed reason for absence and the expected date of return.

Tel: 01733 265959

Email: office@lps.pkat.co.uk

- 11.2 If no contact is received, then absence protocols will be instigated.
- 11.3 Should parents wish to share more details re. their child's absence or to seek further support for their child, they should contact their child's class teacher or a member of the SLT team.

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

- (a) The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.10am and where no reason for absence is known.
- (b) If we do not receive a reason for absence or have concerns regarding a pupil's absence, a home visit may be made, in the interests of safeguarding.
- (c) We will also inform a pupil's social worker if there are unexplained absences from school in line with statutory requirements.

## **12. Late arrival at school**

- 12.1 Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages.
- 12.2 At Longthorpe Primary School, all pupils are expected to arrive by 8:40am when the school day begins. We advise all parents to ensure their child is on site prior to this – the school gates open at 8:30am. The school gates close at 8:40am and all pupils arriving after this time are required to sign in at the school office. If their arrival is before 9:10am it will be recorded as late - L code (Late before the close of register).
- 12.3 The school register will officially close at 9.10am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings.
- 12.4 We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a Trust, we celebrate good class and individual punctuality.

### **13. Support Systems**

- 13.1 The Trust recognises 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. Please share any such concerns with your child's class teacher or a member of the school's SLT.
- 13.2 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.
- 13.3 Strategies which may be used to support you include:
- (a) Write to you if your child's attendance and/or punctuality is causing a concern
  - (b) Arrange a meeting so that you may discuss the situation with your child's class teacher and/or the Assistant Headteacher
  - (c) Arrange a further meeting so that you may discuss the situation with the Assistant Headteacher and the Headteacher
  - (d) Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child
  - (e) Offer signposting support to other agencies or services if appropriate or undertake an Early Help Assessment with you
  - (f) Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10<sup>th</sup> day of absence (or sooner if deemed appropriate)
  - (g) Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions
- 13.4 It is of upmost importance for pupils and parents/carers to attend scheduled meetings. School wants to be able to work with students and parents/carers to offer appropriate support to improve school attendance.

## 14. Attendance Rewards & Interventions

### 14.1

% Attendance	Category	Action may include
100 - 95	All good	Bronze, Silver, Gold & Platinum certificates
< 95%	At risk of becoming PA	A1 sent inviting parents for a support first discussion
< 90%	PA	A3 sent inviting parents/carers to school attendance meeting (SAM). Attendance contract may well be discussed within this meeting.
< 90%	PA and parent/carer did attend SAM	A3Y sent sharing meeting notes and contract, if used.
< 90%	PA and parent/carer did not attend SAM	A4 sent offering parents/carers a further opportunity to attend SAM
< 90%	PA and parent/carer did not attend either of SAMs	A4N acknowledge parent/carer's non-attendance at further SAM opportunity with clear expectations of improvements needed.
< 87%	At risk of PN for PA	A5 sent - Notice to Improve letter
< 85% and > 9 sessions absent in last 10 weeks	Action PN for PA.	Action PN
< 50%	Severely absent	Agree a joint approach involving support from LA. May include: Whole family plan EHCP AP Children's social care services

## **15. Part-time timetables**

- 15.1 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, it may be appropriate to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. Part-time timetables cannot be used to manage a pupil's behaviour and will not be treated as a long-term solution. There will be a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. Parents/carers will always be consulted before a part-time timetable is agreed and there will be a written agreement with them. Part-time timetables will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.
- 15.2 Peterborough City Council guidance, we will followed when issuing all part-time timetables.

## **16. School attendance and the law**

- 16.1 The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.
- 16.2 Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.
- 16.3 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.

## **17. National Framework for Penalty Notices**

- 17.1 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.

- 17.2 Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.
- 17.3 For further information see the Peterborough City Council Code of Conduct for issuing fixed penalties regarding school attendance.
- 17.4 Longthorpe Primary School will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, support will be formalised and where necessary, working with the LA legal measures will be used.

## **18. Deletions from the register**

- 18.1 Within the Trust, we will add and delete pupils from our school roll in line with the Pupil Registration Regulations. Should parents be planning to remove their child from their school, they should inform the school office at their earliest convenience to enable the school to support in the transition process. Parents will be asked for 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.
- 18.2 We follow Peterborough City Council's Child Missing Education procedures and will inform the Peterborough City Council weekly of students who have been removed from the school roll.
- 18.3 Should parents/carers decide to home educate their child, they must inform their school in writing. The school will aim to make contact with parents/carers to ensure that the implications of home education are fully understood. If parents/carers still wish to home educate, the pupil will then be de-registered and Peterborough City Council will be informed.
- 18.4 The Trust follows Peterborough City Council's Children Missing Education procedures when a pupil's whereabouts is unknown, the school will carry out joint enquiries with Peterborough City Council to establish the whereabouts of the child.

## **19. Statutory framework**

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

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

## 20. Review of Policy

20.1 The Trust Attendance Policy will be reviewed with Headteachers annually.

20.2 At each review, the policy will be approved by the Education Committee.

## 21. Version History

### 21.1 Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Policy created	PKAT Executive and Headteachers Group	01/06/2024

## 22. **Appendix 1: Peterborough City Council: Penalty Notices regarding school absence - Guidance for parents**

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

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

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

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

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

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

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

A parent includes any person who is not a natural parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same

parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.**

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

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

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

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

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

If you require any support with ensuring your child's attendance, please contact your child's class teacher or a member of SLT in the first instance

**23. Appendix 2: Leave of absence request form**

## LEAVE OF ABSENCE REQUEST FORM

**Important information for parents – please read before completing this form**

**Working together to improve school attendance (2024)**, advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the Headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence for the purpose of leisure and recreation to be an 'exceptional circumstance'.

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

Our aim is for all pupils to have 100% attendance unless there are exceptional or unavoidable reasons for absence. If you require any support with your child's attendance, please contact your school.

If you intend to request a leave of absence during term time, you are required to complete the form below and return this to school **a minimum of 4 weeks before the required date**. One form must be completed for each child for whom you are requesting the absence.

<b>I have read the above information and wish to apply for leave of absence for:</b>			
Pupil's name		Date of Birth	
Class			
Year			
<b>Parent(s) / Carer(s)</b>			
Surname		Surname	
First Name		First Name	
Date of Birth		Date of Birth	
Address and postcode			
First written language			
Telephone number			
Sibling name		Sibling name	
Sibling School		Sibling School	

Start date of absence	
Date of return to school	
Date of flight / travel (proof required)	
Number of school days requested	

Please continue overleaf

Please state the exceptional circumstances of your request:

- Please provide evidence to support your request, this should include a copy of the flight / accommodation booking with evidence of date of initial booking
- If the exceptional circumstance is for medical reasons, it is essential that current medical evidence is provided
- Please provide any other relevant information (including relevant dates) and reasons why the student should be absent for the length of time requested.

**Please read the following statement and sign to indicate you understand this:**

I would like to request the above absence. I understand that the Trust strongly advises against taking unnecessary absence during term time and accept that this may have detrimental impact on my child(ren)'s progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per parent per child.

I have read and understood Peterborough City Council's information regarding penalty notices for absence from school and the action they may take.

I / We understand that a penalty notice may be issued if this request is denied and my / our child is absent during this period. I / We understand that a fine may be payable **per child, per parent of £160.00**

Signature		Signature	
Full Name		Full Name	
Date		Date	

**FOR OFFICE USE**

Approved ☐ Not Approved ☐

Number of days approved

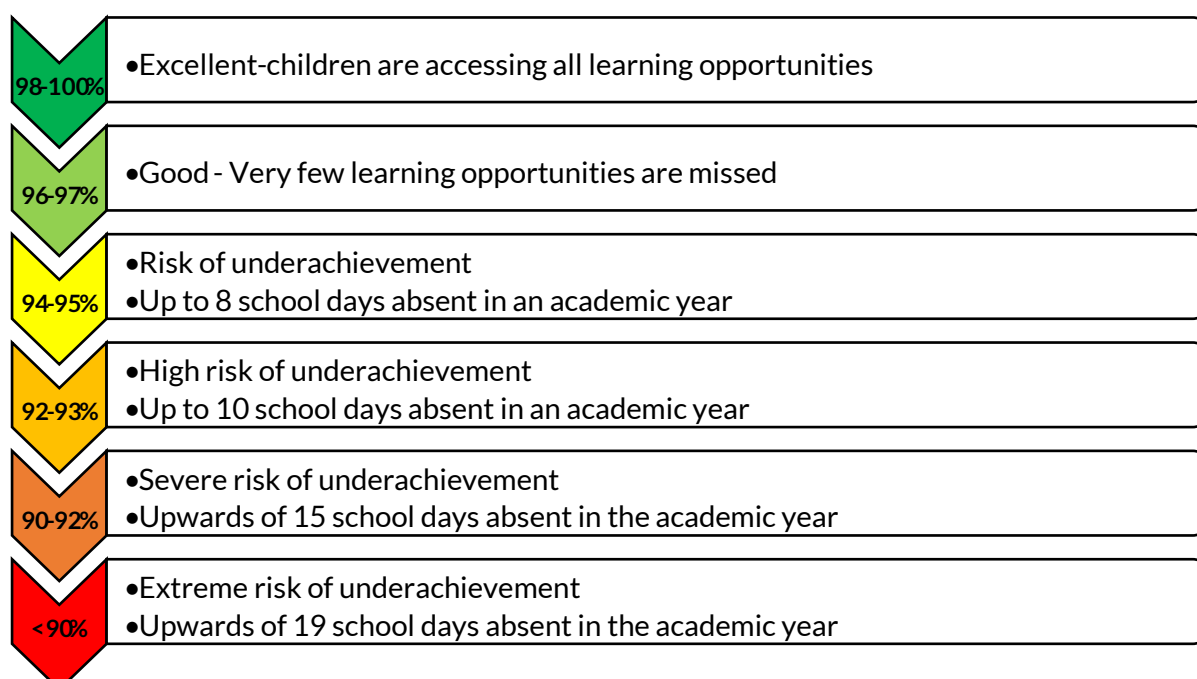
Reason for leave of absence being granted / refused

Signature	
Name	
Position	
Date	

## 24. Appendix 3: Attendance policy quick guide for parents

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Year	Name	Email



**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 **8:40 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 your child's class teacher 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 before 8:30am:

Tel: 01733 265959

Email: [office@lps.pkat.co.uk](mailto:office@lps.pkat.co.uk)

In the message you must leave your child's full name, year and class teacher or class name and give a detailed 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, and handed in to the school office.

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 morning and for every lesson during the day. Your child is late to school if they are not in their classroom by 8:40am.

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.