



Toftwood Infant and Junior School Federation Attendance Policy



Date of review: 26th September 2022.

This policy has been revised to reflect changes to the statutory guidance '[Working together to improve school attendance](#)'.

Policy Consultation & Review

This policy is available on our Federation website and is available on request from the school office. We also inform parents/carers about this policy when children join our schools and regularly thereafter through our school newsletter and other relevant opportunities.

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

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body on Wednesday, 19th 2022. It is due for review in September 2023.

Signature:

Date: 10/10/22

Signature

Date: 10/10/22

Executive Headteacher

Chair of Governors



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1. Introduction/Aim

At **Toftwood Infant and Junior School Federation** we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a [wide range of evidence](#) as to the health and wellbeing benefits of school-age education. [Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

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

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

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

2. Legal Framework

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



The government expects all schools and local authorities to:

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

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

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

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

3. Roles and Responsibilities

We believe that improving school attendance is everyone's business. That it is a shared responsibility by governors, all school staff, parents/carers, pupils and the wider school community.

Role	Name	Contact details
Senior Attendance Lead	Jo Pedlow, Executive Headteacher	Infant School: 01362 692612 Junior School: 01362 694919
	Amanda Bell, Executive Deputy Headteacher	As above
Attendance Officer	Local Authority partner Officer - Teresa Crisp	Attendance Duty Line: 01603 223681
Named Governor for Attendance and Safeguarding	Jill Wilson	Infant School: 01362 692612 Junior School: 01362 694919



The Governing Board recognises the importance of school attendance and promotes it across the Federation through our ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents/carers so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named member of the Senior Leadership Team to lead on attendance.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of Federation attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the schools engage and work effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the Federation Attendance Policy on at least an annual basis, ensuring the required resources are available to fully implement the policy.

The Senior Leadership Team (SLT) will:

- Actively promote the importance and value of good attendance to pupils and their parents/carers.
- Form positive and supportive relationships with pupils and parents/carers.
- Ensure there is a Federation approach which reinforces good attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure the regulations and other relevant legislation are complied with.



- Ensure there is a named senior leader(s) to manage attendance matters and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report attendance and related issues through regular reporting to the Governors and link governor for safeguarding (including attendance).
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that key attendance information is collected, reviewed and discussed frequently to identify causes and patterns of absence and support that can be put in place.
- Review support offered and put in place to evaluate the effectiveness of interventions.
- Ensure there is a multi-agency response to improve attendance and support pupils and their families where this is appropriate.
- Document all attendance support and intervention put in place by the Federation to a standard required by the local authority should legal proceedings be instigated.
- Record where Pupil Premium funding has been used to support pupils to maintain high levels of attendance or to improve this when required.

All staff will:

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

Staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support.



The staff responsible for monitoring attendance will support positive attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance information/data.
- Undertaking attendance meetings and discussions with the Designated Safeguarding Lead team and other relevant staff members, including the Family Support Worker and administrative staff responsible for maintaining the registers.
- Implementing the identified strategies for promoting excellent Federation attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern, including the instigation of an Early Help Assessment and Plan and/ or the implementation of a parenting contract where required.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents/carers.
- Making referrals to appropriate external agencies when required.

Toftwood Federation requests that parents/carers:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular, punctual attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the schools if their child is absent to let them know the reason why and the expected date of return, following this with supporting evidence wherever possible.
- Avoid unnecessary absences; for example, by making non-emergency medical and dental appointments outside school hours.
- Ask the schools for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the schools of any change in circumstances that may impact on their child's attendance.



- Support the schools by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance and punctuality.
- Attend all meetings requested to discuss attendance issues.

Children will, where appropriate:

- Be aware of how important it is to attend school and be on time at an age appropriate level. This will be communicated to them by school staff and parents/carers.
- Know they can 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.
- Remember to have good learning behaviours and to try to achieve a place on the Excellent Learner boards in class (Y1-6).
- Remember it is important to bring equipment needed for school each day, such as PE kit.
- Remember to come to the school office if they are late. This will help the schools monitor attendance, keep accurate records for the child's individual attendance and is vital for health and safety in the event of a school evacuation.

4. Categorising Absence and Attendance

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

4.1 Leave of Absence

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

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. Leave of absence is only granted at the discretion of the Executive Headteacher and



shall not be granted unless there are 'exceptional circumstances'. We will respond to all applications for leave of absence in writing.

Parents/carers wishing to apply for leave of absence during term time must apply in writing to the Executive Headteacher at least a month before the planned leave (see Appendix 2). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered, and it will be marked as unauthorised. We will treat each application individually and consider all information and evidence shared before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. In such cases the schools may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

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

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

When absence is granted by the Executive Headteacher, the parents/carers 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/carers, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

If a holiday is taken that is less than 9 sessions, where a fine would not be applied for, but a child is absent for a period immediately before or after the period a fine may then be issued if the total absence is more than 9 sessions.

4.2 Medical Appointments and absence due to illness

Parents/carers should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that the parent/carer 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, for example, if an appointment is at 11am the child would be expected in school beforehand and afterwards. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must be collected by an adult and supporting evidence shared.



Supporting evidence may include a hospital letter, appointment card or message/email from a medical provider. No pupil will be allowed to leave the school site unaccompanied.

In most cases, absences for illness which are reported following the Federation's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite them to attend a school-led Attendance Support Panel as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the 5-19 Healthy Child Programme team and/or to liaise with the child's healthcare professional.¹

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

4.3 Pupil Absence for the purposes of Religious Observance

We acknowledge the multi-faith nature of British society and recognise 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 schools will consider either authorising the pupil absence or making special leave for religious observance. Parents/carers are requested to give advance notice to the schools.

4.4 Gypsy, Roma and Traveller pupils

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. There are many complex and interwoven factors that may influence the educational attainment of GRT pupils. Schools and Local Authorities can make a big difference to their life chances through:

- Clear high expectation of all pupils, regardless of their background

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



- An inclusive culture that welcomes all communities
- Strong engagement from parents

In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil of no fixed abode who is unable to attend school because:

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

This provision applies *only* when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents/carers have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business in or around Norfolk, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. One of the Federation schools will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended one of the schools in the last 18 months. Parents/carers can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at either of our schools will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

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

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

4.5 Unauthorised Absence

Absence will not be authorised unless parents/carers have provided a satisfactory explanation and it is accepted by the school. The decision to authorise absences is at the discretion of the Executive Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation



- A refusal to attend school on health grounds but where the pupil is considered well enough to attend
- Failure to attend school on grounds that another family member is unwell but this does not meet the criteria for compassionate absence.
- Failure to attend school on grounds that parents/carers are on holiday and the child is being looked after by other family members.
- Holidays taken without the authorisation of the schools.

5. Our Procedures

5.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.²

For the purpose of this policy, the Federation defines:

"Absence" as:

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

"Regular" attendance as:

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

An "authorised absence" as:

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

²



An "unauthorised absence" as:

- Parents/carers keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

5.2 Late Arrival at School

In our Federation all pupils are expected to arrive on time for every day of the school year. The school day begins at 8:55am. We advise all parents/carers to ensure their child is on site prior to this. The school register will be taken at 8:55am. All pupils arriving after this time are required to report to the main office with their parents/carers, who will be expected to provide a reason for their late arrival and this will be recorded on the registers on the School Management Information System, along with how many minutes late they are. If their arrival is before 9:20am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9:20am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents/carers will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

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

5.3 Expected absence procedure for parents:

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



If a child is absent, the following actions will be initiated by the school:

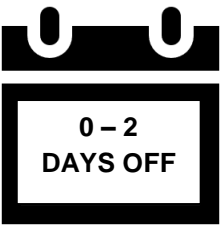
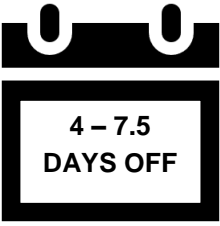
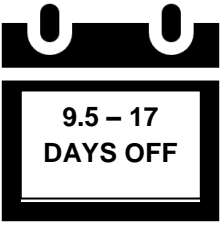
- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:20am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents/carers, a telephone call home will be made to try and ascertain where the child is and if they are safe. If no response can be gained, the child's named emergency contacts will be telephoned.
- If school cannot contact a parent/carer or emergency contact, a home visit will be carried out.
- Where there are concerns, including concerns about the nature of the absence, a home visit may still be carried out for safeguarding reasons even when contact is made
- School will telephone home if a pupil leaves the schools without permission

In certain circumstances the Schools may also:

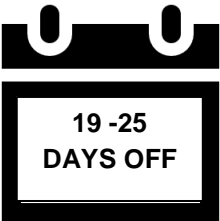

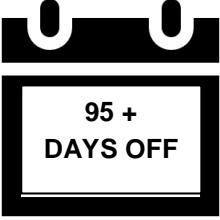
- Visit the home of the pupil
- Write to the parents/carers of a pupil to highlight attendance or punctuality issues
- Invite parents/carers to discuss how school can support the family to make improvement
- Refer to an external agency/ support service to offer support, guidance, and advice
- Refer to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



5.4 Attendance Rewards & Interventions

Number of days absent	Attendance %	School Staff Responsible	School Procedures and Support
<p>At all stages staff will offer support to families around attendance challenges in the hope of swift and early intervention and improvement.</p> <p>Family Support Worker, as well as other staff members, will be available to support parents/carers</p> <p>Please note, as part of our safeguarding and attendance processes we will carry out home visits as we feel necessary to ensure we are carrying out our statutory safeguarding duties.</p>			
 <p>0 – 2 DAYS OFF</p>	99 – 100%		<ul style="list-style-type: none"> • Warm welcome on return to school • Request supporting evidence for unauthorised absences and update school records • Highlight attendance and importance of school attendance on newsletters, website etc. • Staff responsible for recording attendance information will highlight swiftly any patterns of non attendance • Non engagement from parent/carers would result in consideration of legal intervention
 <p>4 – 7.5 DAYS OFF</p>	96 – 98%		
 <p>9.5 – 17 DAYS OFF</p>	93 – 95%		



Number of days absent	Attendance %	School Staff Responsible	School Procedures and Support
	90 - 92%		<ul style="list-style-type: none"> • Attendance support plan reviewed and Fast Track process considered and discussed • Fast Track intervention initiated if appropriate • Involvement from LA and external agencies with consent from parents • Non engagement from parent/carers would result in consideration of legal intervention • Consider use of Joint Medical Protocol
	Under 89%		<ul style="list-style-type: none"> • Also see above • Review meeting/discussion offered to review attendance support and plan, if applicable • Review Fast Track process in line with timescale, if appropriate • Non engagement from parent/carers would result in consideration of legal intervention • Consider use of Joint Medical Protocol
	Under 50%		<ul style="list-style-type: none"> • Also see above • Formal support such as parenting contracts will be in place • Seek further support through statutory children's social care involvement and following discussion with CADS • Fast Track legal intervention would progress in line with Fast Track requirements and timescales for the individual family



We will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%. The importance of regular attendance is shared through our website and on newsletters. Individual discussions about the importance of attendance take place with any family where there are indicators or concerns about attendance.

"Persistent absenteeism" (PA) as:

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

"Severe absence" (SA) as:

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

5.5 Support Systems

We recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents/carers are encouraged to inform us 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 us identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The schools will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Phone calls from attendance staff, the Senior Leadership Team (SLT) or a member of the Designated Safeguarding Lead (DSL) team
- Phone calls and meetings with the Federation Family Support Worker
- Consultation with the Local Authority Attendance Team and the Federation allocated Attendance Officer
- Forming an Attendance Support Plan at an Attendance Panel meeting
- Onward referral to an external agency who may be able to help/support families
- Consider initiating the Joint Medical Protocol

To plan the correct support, we will always invite parents/carers and pupils (if appropriate) to attend a meeting to discuss the concerns and devise a plan to support



the child's regular attendance. Support offered to families will be child-centred and supportive, putting the child(ren) at the heart of the process.

5.6 Persistent Absence and the use of legal interventions

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

The attendance of all pupils at our schools is monitored to identify children who are PA, or are at risk of becoming PA. Where emerging concerns or indicators are identified we will ensure appropriate and timely interventions as outlined in the section above. Referrals may be made to external agencies for targeted support.

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

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

5.7 Reduced timetables

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

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



6. Deletions from the Register

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

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

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

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

7. Related Policies

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

- Safeguarding and child protection
- Supporting children with medical needs
- Admissions
- Behaviour and prevention of bullying (including exclusion)
- Special educational needs, Inclusion

8. Statutory Framework

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

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



9. Appendices

The following pages contain appendices relevant to this policy.

Appendix 1: Fixed penalty notice whole school warning letter

Dear Parent,

Date: xx/xx/2022

Attendance at school and legal intervention

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

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

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

The DfE policy document entitled, '[Working together to improve school attendance](#)' states:

- Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.
- As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

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



School who meets the criteria, will be referred to the Local Authority for action to be considered.

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

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,

Headteacher



Appendix 2: Example leave of absence request form

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME			
Important Information for Parents – please read before completing this form			
<p>We expect every pupil's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence. Parents do not have any legal entitlement to take their child on holiday during term time. It is the Headteacher who decides whether a period of leave during term time will be authorised or not in line with legislation. The Education (Pupil Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Headteachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist. Every request for leave of absence during term time will be reviewed on an individual basis with due consideration of the circumstances but the Headteacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence to be authorised.</p> <p>All requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the pupil from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised.</p>			
I have read the above information and wish to apply for Leave of Absence from school for:			
Child's Full Name:	Date of Birth:	Class:	
Parent/Carer Details (please list all parents)			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
Siblings: Please provide the name of any siblings and the school that they attend			
Child's Full Name:	Date of Birth:	School:	



Details of the absence					
Date of First day of absence:		Date of last day of absence:			
Total Number of days absent:		Expected date of return to school:			
Please provide the reason for this request including supporting evidence:					
<p>Please read the following statement and sign to indicate you understand the this:</p> <p>I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a 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 child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.</p>					
Signed:		Full name:		Date:	
Signed:		Full name:		Date:	

To be completed by the school:			
Date request received by the school:		Total number of days requested:	
Child's Name:	Current % Attendance	Application Authorised or Declined?	
Reason for school's decision:			
Headteacher:			
Signed:		Date:	



Appendix 3: Attendance Policy Quick Guide for Parents

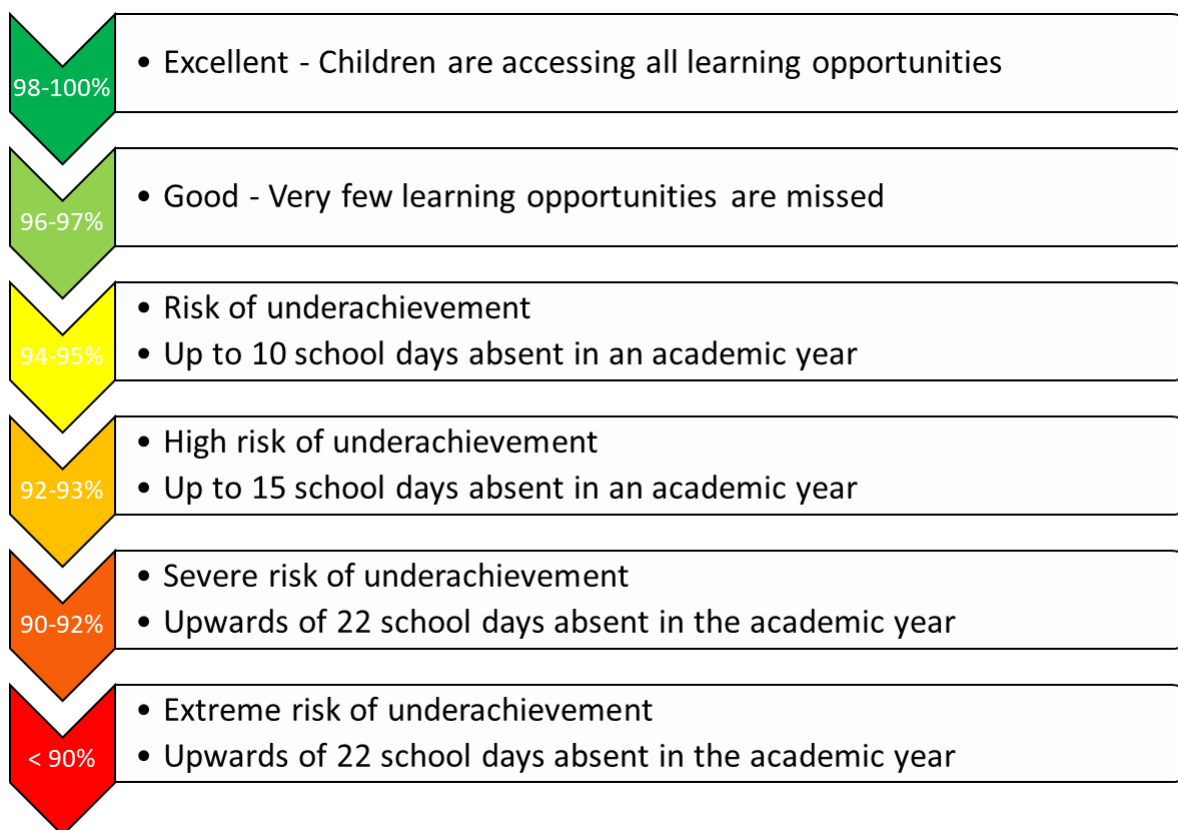
Attendance Policy Quick Guide for Parents

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

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

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8:55am**.
- Avoid taking holidays during term time. These will not be authorised and you may receive a fine.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

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



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

On each day your child is unfit to come to school, please report this absence using the Absence Line on 01362 692612 (Infants) or 01362 694919 (Juniors) to let us know. In the message you must leave your child’s full name and class and give the specific reason for absence. The information you give will be recorded on our official register. Saying a child is ‘unwell’ is not enough detail for required records in school.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our ‘Leave of absence request’ form to make these types of requests. The form should be submitted in advance of the leave of absence, via the office email or by handing a form into the office. You will receive a letter in response, to advise if the request has been granted or declined. Term time holidays will not be authorised.

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 through the school gates by 8:55am.



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

Please contact the schools if you require any support with ensuring your child's regular school attendance.



Appendix 5 – Whole School Attendance Warning Letter -2022-2023

Academic Year 2022/2023

01/09/2022

Dear Parent / Carer

Attendance at school and legal intervention

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

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

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

The DfE policy document entitled, '[Working together to improve school attendance](#)' states:

- Only exceptional circumstances warrant a leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.
- As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

The Local Authority operates a system where any pupil will meet the criteria for legal intervention if they have **at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during 6 school weeks**.

The intervention could be in the form of a fixed penalty notice. Any pupil at Toftwood Infant and Junior School who meets the criteria, will be referred to the Local Authority for action to be considered.

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

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Yours sincerely,

Joanna Pedlow

Executive Headteacher