



# Attendance Policy

Date: September 2024

Review date: September 2025

Approved by Advisory Board: September 2024

## Linked with other policies:

- Safeguarding including Child Protection
- SEND report
- Supporting Children with Medical Needs
- Admissions
- Anti-bullying
- End of Placement and Fixed Term Exclusions
- Curriculum Learning and Assessment policy
- Behaviour
- Rewards

Signed:

A handwritten signature in blue ink that reads "S. Day" with a horizontal line extending to the right.

## Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
New policy	September 2024		

### **Policy Consultation & Review**

This policy is available on our school website and is available on request from the school office. We also inform parents and carers and carers about this policy when their children join our school 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 Advisory Board on at least an annual basis. This policy was last reviewed and agreed by the Advisory Board in September 2024. It is due for review in September 2025.

Signature

Headteacher

Date:

Signature

Chair of Advisory Board Date:

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## 1. Introduction/Aim

At All Saints School we recognise that positive behaviour and good school attendance are essential in order for students 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](#) as to the health and wellbeing benefits of school-age education.

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/carer to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents/carers 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.

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.

This policy is written with the above guidance in mind and underpins our school ethos to:

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
- Promote children's welfare and safeguarding.
- Ensure every student has access to the suitable, full-time education to which they are entitled.
- Ensure that students succeed whilst at school.
- Ensure that students have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents and carers, students and directors/advisory board members about the responsibilities and the procedures in place to promote and monitor student attendance.

Our policy aims to raise and maintain levels of attendance by:

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

For our students 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.

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

## 2. Promoting Regular Attendance

At All Saints School we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our students 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.

Role	Name	Contact details
Senior Attendance Champion	Sam Dangerfield	01692 582083
Attendance Officer	Karen Berryman	01692 582083
Named Advisor for Attendance	Heather Duxbury	01692 582083

Improving school attendance is everyone's business, it is a shared responsibility by directors, advisory board members, all school staff, parents and carers, students, and the wider school community.

Helping to create a pattern of regular attendance is the responsibility of parents and carers, students and all members of school staff.

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

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.

### 2.1 Roles and Responsibilities

The Directors of All Saints School recognise the importance of school attendance and promote it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, students, and parents/carers so that children attend school every day and are safeguarded from harm.

- Identifying a member of the Advisory Board to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all students.
- 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.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual Students or cohorts who need it most.
- Ensuring high aspirations are maintained for all students and processes for support are adapted to the individual needs of students including those with long term illnesses, special educational needs and disabilities, students with a social worker and students from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Leadership Team (including senior attendance champion) at All Saints School will:

- Actively promote the importance and value of good attendance to all students and their parents/carers.
- Form positive relationships with students and parent and carers/carers.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all Students to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resources.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Advisors and on a half-termly basis to the lead advisor for attendance.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support Students and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Set out how Student Premium will be used to support Students with irregular attendance.

All staff at All Saints School will:

- Actively promote the importance and value of good attendance to all students and their parents/carers.
- Form positive relationships with students and parents/carers.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all students, 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 Students and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing Student attendance data.
- Undertaking weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual student casework files.
- Coordinating individual action plans for students causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of an attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents/carers.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

All Saints School requests that parents and carers:

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



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

Students will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and carers and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

### 3. Understanding Types of Absence

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

Every half-day absence from school has to be classified by the school (not by the parent/carer), 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/carers 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.

For the purpose of this policy, the school defines:

"Absence" as:

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

"Regular" attendance as:

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

**Authorised absences** are morning or afternoon sessions away from school for a genuine reason such 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 for which the school has granted leave.

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

- Parent and carers 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;
- 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 taken during term-time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.
- Leaving school for no reason during the day.
- Any other absence in term time which has not been agreed.

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

### **3.1 Persistent and Severe Absence**

A student 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) missed. Absence at this level will cause considerable damage to any student's education and we need the full support and co-operation of parent and carers to resolve this.

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

The attendance of all students at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also 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 and 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.

### **3.2 Leave of Absence**

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/carer may legitimately request leave of absence for a child due to 'exceptional circumstances'. At All Saints School, leave of absence is only granted at the discretion of the Headteacher and shall not be

granted unless there are 'exceptional circumstances'. All Saints School will respond to all applications for leave of absence in writing.

Parents and carers 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). All Saints School will treat each application individually and discuss with you the circumstances of the application before a decision is made. 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.

When absence is granted by the Headteacher, the parents/carers will need to agree a date of return. If a student 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.

### **3.3 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 student 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 student must attend a medical appointment during the school day, they must come to the school office. No student will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents and carers to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. 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 pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents/carers 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/carers and the student as appropriate to make a referral to the 5-19 Healthy Child Programme team and/or to liaise with the child's healthcare professional.<sup>1</sup>

Where a student has a verified and chronic health condition, we will aim to work with parents/carers to ensure children have access to education and provide appropriate support in line with [Supporting students 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.

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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](#)

### **3.4 Student Absence for the purposes of Religious Observance**

All Saints School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the student absence or making special leave for religious observance. Parents and carers are requested to give advance notice to the school.

### **3.5 Gypsy, Roma and Traveller students**

Gypsy, Roma and Traveller (GRT) students are among the lowest achieving groups of students at every key stage in education, although some GRT students achieve very well at school. We recognise that there are many complex and interwoven factors that may influence the educational attainment of GRT students. At our school, we have high expectations of all students, regardless of their background whilst recognising the lifestyle and cultural traditions of GRT communities. In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a student who is a mobile child<sup>2</sup> and is unable to attend school because:

- the parent/carer 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 student 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 has no fixed abode and 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 and 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. All Saints School will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the student must have attended All Saints School in the last 18 months. Parents and carers can register their children at other schools temporarily while away from their base school; in such cases, the student's school place at All Saints School here 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 students, we ask that parents and 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.

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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)/carer(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

## 4. Our Procedures

### 4.1 Register Keeping and Recording

The School Attendance (Student 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. The register must record whether the student was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.<sup>3</sup>

### 4.2 Expected absence procedure for parents and carers

A parent/carer has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school, parents/carers 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 from school, the parent/carer must follow these procedures:**

- Contact the school on the first day of absence before 8.30am.
- Contact can be made by email or telephone call
- Contact the school on every further day of absence, again before 8.30am
- Ensure that your child returns to school as soon as possible.
- Please see below for our school office contact details fits better at the end

<b>Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school</b>	<b>Sam Dangerfield</b>	<b>01692 582083</b>
<b>School Office: Attendance Officer School Secretary</b>	<b>Karen Berryman Tracey Buchan</b>	<b>01692 582083 Email:office@allsaintslessingham.co.uk</b>
<b>Headteacher</b>	<b>Sam Dangerfield</b>	<b>01692 582083</b>

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

- The first day calling procedures will be activated for all students who are not in school after close of register at 9.30am and where no reason for absence is known. If we have not heard from you we will telephone or text you on the first, and every subsequent day of absence, However, it is your responsibility to contact us.

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- If we are unable to make contact with parents/carers by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

We will also inform a student's social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements. We will also inform a student's social worker and/or youth offending team worker if their name is to be deleted from the school register.

In certain circumstances the School may also:

- Visit the home of the student
- Write to the parents/carers of a student 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 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.

#### **4.3 Late Arrival at School**

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Students 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 from their class teacher.

At All Saints School all students are expected to arrive on time for every day of the school year. The school day begins at **9.00am**. We advise all parents and carers to ensure their child is on site prior to this. The school register will be taken at **9.00am**. If their arrival is between 9.00 and 9.30am it will be recorded as late - L code (Late before the close of register).

***Current alternative providers' registration times are as follows:***

***Forest School: 12.30-2.30pm***

***CF Tutors@ 1-4pm***

***Worstead RDA 11.30AM – 12.00PM***

The school register will officially close at **9.30am**. All students 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. If your child has a persistent lateness record, you may be asked to meet with Ms Dangerfield or Mrs Berryman, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents/carers and staff to encourage good punctuality by being good role models to our students and, as a school, we celebrate good class and individual punctuality.

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

#### **4.4 Support Systems**

At All Saints School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents and carers are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some Students 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.

Strategies we may use to support include:

- Write to parent/carer if their child's attendance is causing a concern and/or where punctuality is a concern;
- Arrange a meeting so that they may discuss the situation with our Senior Attendance Champion.
- 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 their child;
- Offer signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment & Plan with you;
- Refer the matter to an external agency for multi-agency support, or consult with the Children's Advice and Duty Service (CADS) or the police, where there are safeguarding concerns.
- 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/carers by the 10<sup>th</sup> day of absence (or sooner if deemed appropriate).
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

#### **4.5 Attendance Interventions**

To plan the correct support, we will always invite parents and carers and students to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents/carers and Students.

**At All Saints School we will investigate and offer support to any students who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.**

#### **4.6 Part-time timetables**

All schools have a statutory duty to provide full-time education for all students 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 student's individual needs and only where it is safe to do so. We will not use a part-time timetable to manage a student's behaviour.



A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the student is expected to attend full-time or be provided with alternative provision. We will never put a part-time 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 student; it will be reviewed as part of the EHCP annual review process in partnership with the local authority, child, parent/carer and any other relevant professionals working with the family

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

## 5. School Attendance and the Law

The School Attendance (Student 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 and carers have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, 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.

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

### 5.1 The important legal information for Independent Schools

The Government have introduced a single national threshold of **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.

As your child attends an independent setting, please be aware that when addressing unauthorised absence from school a penalty notice **will not** be issued. However, in line with national guidance, the Local Authority (LA) retains the discretion to prosecute parents/carers under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

A parent/carer 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.

## 6. Deletions from the Register

At All Saints School we will add and will only delete students from our school roll in line with the Student Registration Regulations. In most circumstances, we will know in advance about students leaving our school; this will be planned and discussed with the parents/carers in advance of the student leaving. At All Saints School we will always work with families to gain information about the student's next school and/or address before the student leaves to reduce the risk of students 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/carer's intention to educate their child other than at school. The student will be de-registered on receipt of such a letter and Norfolk County Council will need to give permission for the removal from roll. We will also inform Norfolk County Council's Services to Home Educators Team by completing a referral form.

All Saints School will follow Norfolk County Council's [Children Missing Education procedures](#) when a student'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 students at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- Safeguarding including Child Protection
- Supporting Children with Medical Needs
- Admissions
- Anti-bullying
- End of Placement and Fixed Term Exclusions
- Curriculum Learning and Assessment policy
- Behaviour
- Rewards

## **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 \(September 2023\)](#)
- [Working together to safeguard children, DfE \(December 2023\)](#)

## **9. Appendices**

The following pages contain appendices relevant to this policy.

## Appendix 1: Fixed penalty notice whole school warning letter



ALL SAINTS SCHOOL  
School Road, Lessingham, Norwich, Norfolk  
NR12 0DJ  
01692 582083  
[www.allsaintslessingham.co.uk](http://www.allsaintslessingham.co.uk)  
E-mail: [office@allsaintslessingham.co.uk](mailto:office@allsaintslessingham.co.uk)



**ACHIEVEMENT FOR ALL**

Directors: Mrs R Smith and Mrs J Gardiner  
Headteacher: Ms S Dangerfield



**Norfolk County Council**

### **Norfolk County Council: Legal Intervention regarding school absence for Independent Settings - Guidance for parents and carers**

#### **Regular school attendance and parents'/carers' legal responsibilities**

At All Saints School, our aim is to collaborate with parents and carers to ensure that all our students receive the most from their education and reach their full potential.

This guidance is to remind all parents and carers 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 of **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.

As your child attends an independent setting, please be aware that when addressing unauthorised absence from school a penalty notice **will not** be issued. However, in line with national guidance, the Local Authority (LA) retains the discretion to prosecute parents/carers 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.

### **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 student 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 obliged 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 Ms Sam Dangerfield or Mrs Karen Berryman on 01692 582083.

Kind regards,



Sam Dangerfield

**Appendix 2: Example leave of absence request form**

<b>APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME</b>			
<p><b>Important information for parents – please read before completing this form</b>  <a href="#">Working together to improve school attendance</a> 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’.</p> <p>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 obliged to reconsider authorising leave if an application was not made in advance.</p> <p>Our aim is for every pupil’s attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child’s attendance, please contact Karen Berryman or Sam Dangerfield.</p>			
<b>I have read the above information and wish to apply for leave of absence from school for:</b>			
<b>Child’s Full Name:</b>	<b>Date of Birth:</b>	<b>Class:</b>	
<b>Parent/Carer Details (please list all parents)</b>			
<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Relationship to the child:</b>	
<b>Address and postcode:</b>			
<b>Telephone number:</b>			
<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Relationship to the child:</b>	
<b>Address and postcode:</b>			
<b>Telephone number:</b>			
<b>Siblings: Please provide the name of any siblings and the school that they attend</b>			
<b>Child’s Full Name:</b>	<b>Date of Birth:</b>	<b>School:</b>	
<b>Details of the absence</b>			
<b>Date of First day of absence:</b>		<b>Date of last day of absence:</b>	
<b>Total Number of days absent:</b>		<b>Expected date of return to school:</b>	

**Please provide the reason for this request including supporting evidence:**

--

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

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 referral to the Local Authority to proceed with prosecution in the magistrate's court may be submitted if this request is denied, and my child is absent during this period. I understand that charges may be brought against each parent who gave permission for the leave.

I have read and understood 'Norfolk County Councils: Legal Intervention regarding school absence for Independent Settings – Guidance for parents' and have been informed of the action they may take.

<b>Signed:</b>		<b>Full name:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Full name:</b>		<b>Date:</b>	

**To be completed by the school:**

<b>Date request received by the school:</b>		<b>Total number of days requested:</b>	
<b>Child's Name:</b>	<b>Application Authorised or Declined?</b>		
<b>Reason for school's decision:</b>			
<b>In the case of a term time holiday please confirm which parent took the holiday:</b>			
<b>Headteacher:</b>			
<b>Signed:</b>		<b>Date:</b>	

### Appendix 3: Attendance Policy Quick Guide for Parent and Carers

#### Attendance Policy Quick Guide for Parent and Carers

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

Name: Mrs Karen Berryman

Email address and telephone number:

[office@allsaintslessingham.co.uk](mailto:office@allsaintslessingham.co.uk)

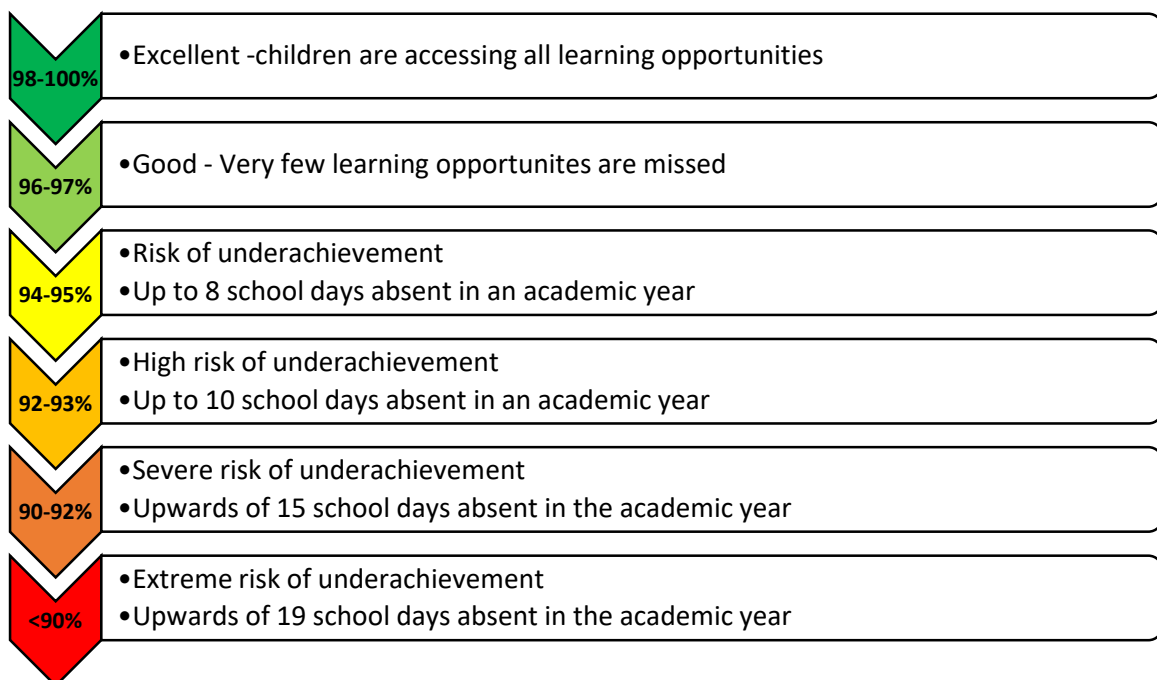
01692 582083

We expect Students 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. Students must be in school by **9.00am**.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

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



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

On each day your child is unfit to come to school, please report this absence **before 8.30am** either by calling the office on 01692 582083 (answerphone is available) or emailing [office@allsaintslessingham.co.uk](mailto:office@allsaintslessingham.co.uk). Please do not expect a taxi driver to pass information to the office. In the message you must leave your child's full name, year and tutor group and give the specific reason for absence; saying they are unwell is not sufficient. The information you give will be recorded on our official register.

### **Leave of Absence**

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

### **Punctuality**

Students 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 school by 9.00am.

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

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

<b>Senior Attendance Champion</b> – the senior leader responsible for the strategic approach to attendance in our school	<b>Sam Dangerfield</b>	<b>01692 582083</b>
<b>School Attendance Officer</b> <b>School Secretary</b>	<b>Karen Berryman</b> <b>Tracey Buchan</b>	<b>01692 582083</b> <b>Email:office@allsaintslessingham.co.uk</b>
<b>Headteacher</b>	<b>Sam Dangerfield</b>	<b>01692 582083</b>