

Date Adopted: Autumn 2025

Date to be reviewed: Autumn 2026

# Quadring Cowley and Brown's Primary School ATTENDANCE POLICY

*At Quadring Cowley & Brown's Primary School we strive  
'to nurture and inspire all children to be well-rounded, confident and resilient  
individuals who love learning and are ready for life beyond school.'*

*Article 3- The best interests of the child must be top priority in all actions regarding children.*

*Article 28- Every Child has a right to an education. Every child should be encouraged to go to school to the highest level they can.*

### **Policy consultation and review**

This policy is available on our school website and is available on request from the school office. We also inform parents 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 Governing Body/Board of Trustees on at least an annual basis.

**Our School Attendance Champion is Mrs J Jameson, Headteacher**

## ***Attendance is 'Everybody's Business'.***

### **Our School Vision**

At Quadring Cowley and Brown's Primary School, we aim to be the very best school we can be. Through our school we aim to provide a safe, happy and rich nurturing environment in which we can support our children to be inspired and excited to make a difference to their lives and the lives of those around them.

At Quadring Cowley and Brown's Primary School, all staff work collaboratively to encourage every pupil to strive for excellence. Every child is supported, challenged and valued. One way in which we strive to do this is by encouraging and striving for excellent school attendance so that all children are able to maximise their learning experience and reach their maximum potential.

### **Introduction**

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Quadring Cowley and Brown's Primary School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of days and hours.

Our policy is made available to all parents/carers of pupils who are registered at our school, on our school website.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is

## QCB Attendance Policy

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 pupil has access to the suitable, full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils 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 & carers, pupils and governors, about the responsibilities and the procedures in place to promote and monitor pupil attendance.

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

- Promoting a positive and welcoming atmosphere in which pupils 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 pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable.

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.

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Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. If you want your child to attend an outstanding school, it is essential that procedures in this policy are followed to ensure this happens. Attendance is 'Everybody's Business'.

Children who are persistently late or absent, soon fall behind with their learning.

Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. The expected attendance rate is 100%. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

### Promoting Regular Attendance

At Quadring Cowley and Brown's Primary School, we believe in developing excellent patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Role	Name	Contact Details
Attendance Champion	Mrs J Jameson	enquiries@quadringprimary.co.uk
Attendance Support Champion	Mrs D Armstrong-Taylor	enquiries@quadringprimary.co.uk
Attendance Governor Champion	Mrs E Walters	chair@quadringprimary.co.uk

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

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.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance.
- 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.

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- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools.

The Governors of Quadring Cowley and Brown's Primary School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named Senior Attendance Champion.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and 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 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 or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time. Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy

### **Aims and Objectives**

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.  
Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.

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- Ensure that our policy applies to Reception aged children to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers and the Attendance Champion, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents and pupils.
- Ensuring that parents understand the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff and governors on school attendance matters.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

### **Definitions**

#### **Authorised Absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

#### **Unauthorised Absence**

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

### **Procedures**

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupil's attendance and punctuality.
- To refer to the Educational Welfare Service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report attendance statistics to LCC and the DfE where requested.

### **Responsibilities**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

#### **Class Teacher**

Class teachers are responsible for:

- Keeping an overview of class and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers.
- Informing the Head/Attendance Champion where there are concerns and acting upon them.
- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Following up absences with immediate requests for explanation.
- Discussing attendance issues at consultation evenings where necessary.

#### **Headteacher/Attendance Champion**

The Headteacher/Attendance Champion is responsible for:

- Overall monitoring of school attendance.
- Monitoring trends in authorised and unauthorised absence.
- Contacting families where concerns are raised about absence including sending a letter and arranging meetings to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised.
- Making referrals to the EWO service.

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- Providing reports and background information to inform discussion with the school's EWO.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Liaising with LCC about Penalty Notices (PN).

### **Attendance Officer/Administration Staff**

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents regarding absence.
- Ensuring the Absence record is completed
- Contacting parents of absent children where no contact has been made.
- Recording details of children who arrive late or go home.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the Headteacher.

### **Parents**

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist (Appointment card/letter). As a school we strongly request that appointments are made out of school time, wherever possible i.e dental appointments.
- Making requests for authorised absence in term time, only if absolutely necessary.
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

### **Pupils**

- Be aware of the school's attendance policy and when they are required to attend. This will be communicated to them by school staff, parents and through the school calendar.
- 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.

### **Understanding Types of Absence**

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

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

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher.

For the purpose of this policy, the school defines:

#### **"Absence" as:**

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

#### **"Regular" attendance as:**

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

**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.

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

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.

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- 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.

### **Persistent and Severe Absence**

A pupil is defined by the Government as a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence.

Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

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

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

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

### **Registration**

The school gate opens at 8.35am (8.00am for pre-arranged breakfast club). Children must go straight to their classroom. Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session.

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The school gate for Reception Children - Orchard Class opens at 8.45am and closes at 9.00am.

All attendance records are documented using Arbor software, which is maintained by the Local Authority. Attendance registers are legal documents, and these must be kept secure and preserved for a period of three years after the date they were last used.

### **Lateness**

Once the main gates are closed at 8.45am the only way to get into school is via the school office. Any pupil who comes into school this way from 8.45am will be marked as late in the attendance record and a parent/carer must sign them in at the main school office.

Pupils in Reception class who arrive after 9.00am will also be marked as Late.

**Records are kept of those pupils who are late, this is documented on the electronic register for each pupil.**

**Any child who arrives for school between 8.45am and 9.00am will be marked as late - (Attendance code L).**

**Any child who arrives for school after 9.00am will have an unauthorised absence for the morning. (Attendance code U).**

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

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.00am will have the absence recorded as a medical absence (Attendance code M).

**Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve.**

Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues. Penalty Notices can be issued for Persistent Absence.

### **ABSENCES**

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence.

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All absences are recorded as either authorised or unauthorised absences on the computer system. It is important that we receive accurate information from parents with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised. For unauthorised absences of 5 days (10 sessions) in any 10-week block, a Penalty Notice will be issued by the Local Authority, if your child is of statutory school age.

### **First Day Contact**

Where we have not received reasons for a child's absence then we will telephone parents requesting these details. If this phone call does not provide a suitable reason for the absence, then it will be recorded as an unauthorised absence (Attendance Code O).

### **Illness**

If a child's attendance is a cause of concern and they are absent from school for repeated medical reasons, then medical evidence will be requested by the school. If a child whose attendance is causing concern is off for a period longer than 3+ days and medical evidence isn't provided, then the HT will contact the EWO (Educational Welfare Officer). Parents will be contacted and advised of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues. Penalty Notices can be issued for this because it will be deemed as a Persistent Absence.

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their schoolwork. Please contact the Headteacher should this instance ever occur.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside of school.

### **Parental Request for Absence from School for Holiday**

With effect from September 2013 the government abolished the right of headteachers to authorise absence specifically for holidays. Instead, headteachers are only allowed to grant leave of absence for any reason if they are fully satisfied that exceptional circumstances exist. The headteacher and governors of Quadring Cowley and Brown's Primary School will not authorise any absence for holidays during school time. These circumstances must be brought to the headteachers attention no later than 14 days before the planned absence. If the planned absence does not fall into the category of exceptional circumstance, then the absence will be unauthorised.

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

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate

full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

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.

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

For further information see the Lincolnshire Code of Conduct for issuing of penalties regarding school attendance.

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

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

### **First Offence**

Unauthorised absence due to a holiday taken in term time will be subject to a Penalty Notice (PN), which is in line with the Lincolnshire County Council guidelines for Maintained Schools. The Local Authority have the right to supply a penalty notice to parents/carers of £160 per parent, per child, if paid within the first 28 days, reduced to £80 per parent, per child if paid within 21 days.

### **Second Offence**

Unauthorised absence due to a holiday taken in term time will be subject to a Penalty Notice (PN), which is in line with the Lincolnshire County Council guidelines for Maintained Schools. The Local Authority have the right to supply a penalty notice to parents/carers of £160 per parent, per child, if paid within the first 28 days, NO REDUCED RATE WILL BE OFFERED.

### **Third Offence and any further offences (within 3 years)**

The third time an offence is committed for term time leave or unauthorised absences, a penalty notice will NOT BE issued, and the case will be presented straight to the Magistrates Court.

Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a parent's future DBS certificate, due to failure to safeguard a child's education.

For any further enquiries about school attendance, please visit:

[www.lincolnshire.gov.uk/school-attendance](http://www.lincolnshire.gov.uk/school-attendance)

Also please be aware that if the school have not been informed about a holiday taken during term time, and the school become aware that this is the reason for the absence, then the Local Authority will issue a PN.

### **Support Systems**

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

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




Strategies we may use to support you include:



- Write to you if your child's attendance is causing a concern and/or where punctuality is a concern.
- Arrange a meeting so that you 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 your 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 by the 10th 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.

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

**Attendance Rewards & Interventions**

DAYS ABSENT	Percentage of attendance	Staff involved	Support, rewards and interventions that will take place
 <p>0 – 2 DAYS OFF</p>	99 – 100%	All school staff  Administrator  Teachers  Headteacher	Examples: <ul style="list-style-type: none"> <li>• Positive recognition for high attendance</li> <li>• Rewards and certificates</li> <li>• Request notes for unauthorised and update systems</li> </ul>
 <p>4 – 7.5 DAYS OFF</p>	96 – 98%		
 <p>9.5 – 17 DAYS OFF</p>	92 – 95%	All school staff  Teachers  Administrator  Attendance Champion/ Headteacher	Examples: <ul style="list-style-type: none"> <li>• Positive recognition for 100% weeks</li> <li>• Check ins</li> <li>• At risk letters home</li> <li>• Monitor three weeks</li> <li>• Attendance support panel</li> <li>• No engagement from parent: consider use of legal intervention</li> </ul>

	<p>Under 90%</p>	<p>Teachers</p> <p>Administrator</p> <p>Attendance Champion/Headteacher</p> <p>Local Authority</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Positive recognition for 100% weeks</li> <li>• School, Student, and family develop PA/at risk of PA plan</li> <li>• Three weeks monitoring of plan</li> <li>• Home visits</li> <li>• Letter 3 intent to Fast Track</li> <li>• Involvement from LA and external agencies with consent from parents</li> <li>• Attendance support panel</li> <li>• No engagement from parent: consider use of legal intervention</li> </ul>
	<p>Under 50%</p>	<p>Attendance Champion/Headteacher</p> <p>Local Authority</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Formal support such as attendance contracts will be in place</li> <li>• Intensify support through statutory children's social care involvement</li> </ul>

			<ul style="list-style-type: none"><li>• No engagement from parent: consider use of legal intervention</li></ul>
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At Quadring Cowley and Brown's Primary School we will investigate and offer support to any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

### **Monitoring Attendance**

Our administrator has the responsibility for ensuring that all the attendance data is accurately recorded on the Arbor School Management System. The Headteacher checks attendance weekly so that any problems can be dealt with quickly.

Letters are sent out in Term 2, 4 and 6, to all parents with each child's attendance details. All attendance concerns are followed up by the Attendance Champion/Headteacher and letters sent to parents or meetings arranged to discuss attendance concerns with parents when needed.

The Headteacher also rewards all children with high attendance or an increase in attendance during the final Celebration Assembly of each term. Prizes and certificates are always given.

Weekly Attendance Certificates are given out during Celebration Assembly for the class with the highest attendance. At the end of each term prizes are rewarded for the class with the most attendance certificates.

At Quadring Cowley and Brown's Primary School, we wish to support parents as much as possible with sustaining their child's attendance, so should you be unsure or need advice about absences, please do not hesitate to contact the headteacher for clarification.

### **Deletions from the Register**

At Quadring Cowley and Brown's Primary School, we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving.

At Quadring Cowley and Brown's Primary School, we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

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We follow Lincolnshire 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 Lincolnshire County Council will be informed of the removal from roll as outlined above.

Quadring Cowley and Brown's Primary School will follow Lincolnshire County Council's Children Missing Education procedures when a pupil's whereabouts is unknown, the school will carry out joint enquiries with Lincolnshire County Council to establish the whereabouts of the child.

### Related Policies

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

- Safeguarding including Child Protection
- Medical Needs in School
- Admissions
- Anti-bullying
- Anti-Cyber Bullying
- Suspension and Exclusion
- Special Educational Needs
- Teaching and Learning
- Positive Behaviour Management
- Child on Child Abuse
- Equal Opportunities

### Statutory Framework

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

- <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> Working together to improve school attendance, DfE (August 2024)
- <https://www.legislation.gov.uk/ukxi/2024/208/contents/made> The School Attendance Pupil Registration Regulations 2024
- <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> School attendance parental responsibility measures, DfE (January 2015)
- <https://www.gov.uk/government/publications/children-missing-education> Children missing education, DfE (September 2016)
- <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> Keeping children safe in education, DfE (September 2023)

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- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>  
Working together to safeguard children, DfE (December 2023)

## **Appendix 1: Lincolnshire County Council: Penalty Notices regarding school absence - Guidance for parents**

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

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

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

### **The Important Legal Information - New from August 19<sup>th</sup> 2024**

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

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

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

A parent includes any person who is not a natural parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence). The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. There is no reduced sum available in this instance.

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

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

Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. 'Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances, and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

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

If you require any support with ensuring your child's attendance, please contact the school (01775 820302) - [enquiries@Quadringprimary.co.uk](mailto:enquiries@Quadringprimary.co.uk)

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

**Quadring Cowley and Brown's Primary School**

**Application for Leave of Absence from School during term time**

**Dear Applicant,**

All schools **by law** must follow the Department for Education's statutory guidance relating to school attendance. They must use the appropriate national attendance, *G* attendance code, and follow the criteria set out within the guidance.

The statutory guidance states:

- A leave of absence **must not be granted unless there are exceptional circumstances and must be requested in advance**
- A leave of absence must be requested **in advance** by a parent who the pupil normally lives with
- Schools must judge **each application individually**, considering the specific facts and circumstances and relevant background context behind each request
- Where a leave of absence is granted, **the school will determine the number of days a pupil can be absent from school**
- **A need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance**
- A school **cannot** grant a leave of absence retrospectively. If the parent did not apply in advance, the leave of absence should not be granted
- Where this guidance refers to a parent, the school and/or local authority will need to decide which adult(s) is most appropriate. Generally, parents include:
  - All natural parents, whether they are married or not;
  - All those who have parental responsibility
  - Those who have day to day responsibility for the child

Please note all schools are expected to regularly inform parents about their child's attendance and absence.

Taking your child out of school during term time could be detrimental to their educational progress. If the absence is not authorised and the leave is taken, schools may refer to the Local Authority for legal action. Please find attached information regarding Penalty Notice Fines for School Attendance



### Helping Parents understand Penalty Notice Fines for School Attendance

From 19 August 2024, there is a National Framework for Penalty Notice Fines being issued for unauthorised absences recorded by schools

#### National Threshold

A single consistent national threshold for when a Penalty Notice must be considered by ALL schools in England, this is:

- 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period
- These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence
- For example, a 5-day unauthorised leave of absence would meet the national threshold
- **The 10-school week period can span different terms or school years**

#### Who may be fined?

- Penalty Notice Fines are issued to each parent who allows their child to be absent without authorisation from school
- For example, 3 siblings absent for unauthorised leave during term-time would result in each parent receiving 3 separate fines

#### First Offence

The first time a Penalty Notice is issued for unauthorised absence, the fine amount will be:

- £80 per parent, per child if paid **within 21 days**
- If **not paid within 21 days**, the fine will increase to **£160 per parent, per child**, payable between the 22<sup>nd</sup> and 28<sup>th</sup> day

#### Second Offence (within 3 years)

The second time a Penalty Notice is issued for unauthorised absence, a reduced rate is not available. The amount therefore will be:

- £160 per parent, per child – payable within 28 days

#### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed, a Penalty Notice WILL NOT be issued, and the case will be presented **straight to the Magistrate's Court**

- **Prosecution** can result in **criminal records** and **fines of up to £2,500**
- Cases found **guilty** in a **Magistrates Court** can show on the parent's future DBS certificate (Disclosure and Barring Service) due to a **'failure to safeguard a child's education'**

**Quadring Cowley and Brown's Primary School**  
**Application for Leave of Absence from School during term time**

Dear Headteacher,

I would like to request permission for leave of absence for my child, a pupil registered at your school for the reasons detailed below (*further information can be attached if required*).

Pupil's full name	
Pupil's Date of Birth	
Year Group	
Class / Registration	
Pupil's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	
Number of school sessions absent (1 session equates to 1/2 school day)	

**Please be aware**, as per our school's attendance policy and Lincolnshire County Council's published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the head teacher to take their child out of school during term time. The law states permission can only be granted if:

1. An application has been made in advance (at least 14 days prior) by the parent the child normally lives with; and
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher.

**Reason for request including why you believe your circumstances to be exceptional**  
(Further details & evidence may be attached to this form)

--

**If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below**

**Pupil's name, name of school:**


<b>Full name of person making request</b> (note requests must be made by a parent who the pupil normally lives with)	
<b>Relationship to child</b>	
<b>Full address and postcode</b> (if different from child's above)	
<b>Signature</b>	
<b>Date</b>	

Quadrang Cowley and Brown's Primary School

Application for Leave of Absence from School during term time  
School Response

School to complete the below, keeping the originals, returning copies of all pages together with the appropriate letter to parents

<b>Dear</b>	(Insert parent title, forename, and surname)
<b>Copy sent to (Send to other parent)</b>	(Insert parent title, forename, and surname)

Re: Application for Leave of Absence from School during term time

<b>Date of response from school</b>	
<b>Date application received by school</b>	

<b>Pupil's full name</b>	
<b>Pupil's Date of Birth</b>	
<b>Year Group, Class / Registration</b>	
<b>Pupil's full address and postcode</b>	
<b>Pupil's percentage attendance year to date</b>	
<b>Number of sessions absent this academic year (total)</b>	
<b>Number of which are authorised</b>	
<b>Number of which are unauthorised</b>	

<b>Has this pupil had any previously recorded unauthorised leave of absence?</b>	
<b>Was a Penalty Notice Fine requested as a result?</b>	
<b>Are you aware of <u>any</u> Penalty Notice Fines that the parent or parents may have previously received for this pupil and/or a sibling/child for whom they hold parental/day to day care and responsibility?</b>	

<b>School response to parent/s request for leave of absence</b>

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<b>Number of requested sessions authorised</b>	
<b>Number of requested sessions unauthorised</b>	
<b>Date pupil required to return to school</b>	

<b>Headteacher Signature</b>	
<b>Headteacher Name</b>	
<b>Date</b>	

### Appendix 3: Attendance Policy Quick Guide for Parents

#### Attendance Policy Quick Guide for Parents

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

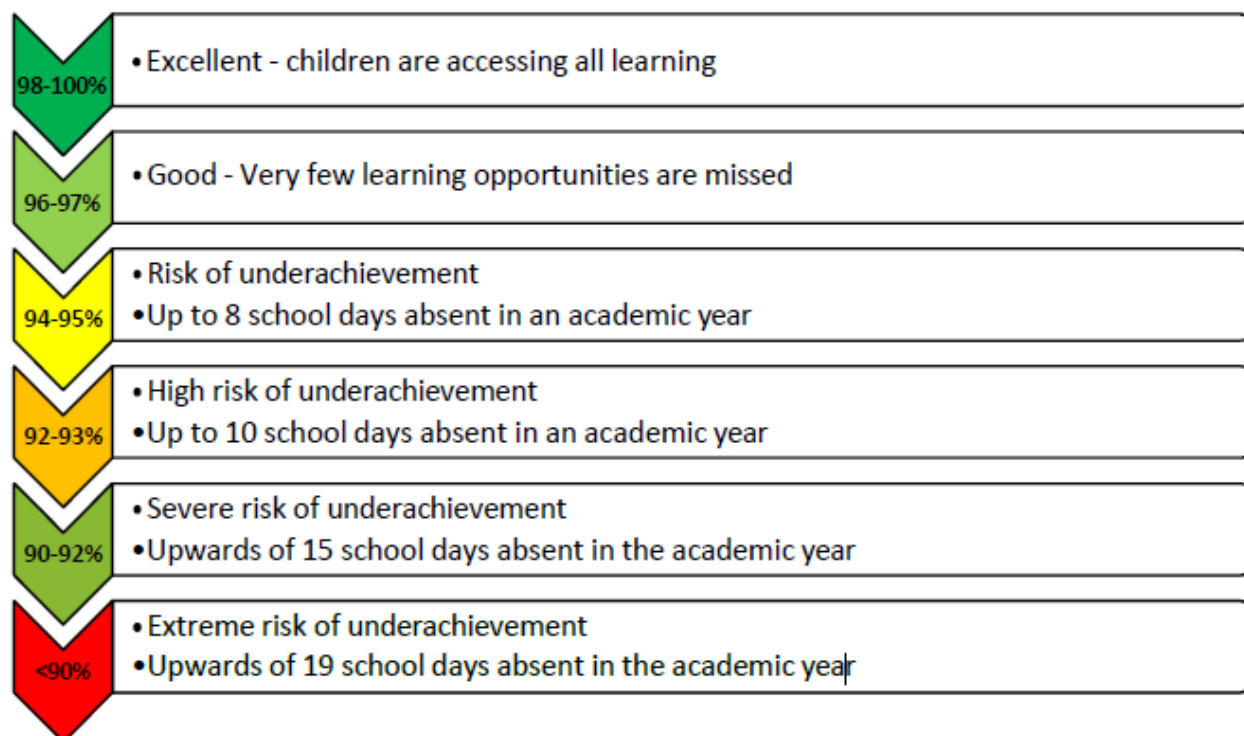
**Name: Mrs Armstrong-Taylor**

**Telephone number: 01775 820302**

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 9.00am.
- Do not take family holidays during term time
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

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



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

On each day your child is unfit to come to school, please report this absence using the school phone number: 01775 820302 before 8:45am. In the message you must leave your child's full name and give the specific reason for absence. The information you give will be recorded on our official register. Alternatively, you can email the school with the same information.

[enquiries@quadriringprimary.co.uk](mailto:enquiries@quadriringprimary.co.uk)

**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 (at least 14 days prior), via delivery to the school office, or via email ([enquiries@quadriringprimary.co.uk](mailto:enquiries@quadriringprimary.co.uk)) You will receive a letter in response, to advise if the request has been granted or declined.

**Punctuality**

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not present 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 01775 820302 or [enquiries@quadriringprimary.co.uk](mailto:enquiries@quadriringprimary.co.uk) if you require any support with ensuring your child's regular school attendance.

Senior Attendance Champion - the senior leader responsible for the strategic approach to attendance in our school	Mrs Jeanette Jameson	<a href="mailto:Jeanette.jameson@quadriringprimary.co.uk">Jeanette.jameson@quadriringprimary.co.uk</a>
Attendance Support Officer (who parents should contact about attendance on a day-to-day basis]	Mrs Donna Armstrong-Taylor	<a href="mailto:enquiries@quadriringprimary.co.uk">enquiries@quadriringprimary.co.uk</a>
Headteacher	Mrs Jeanette Jameson	<a href="mailto:Jeanette.jameson@quadriringprimary.co.uk">Jeanette.jameson@quadriringprimary.co.uk</a>