*United Through Jesus in Faith, Love and Learning*

**POLICY – ATTENDANCE POLICY**

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# ATTENDANCE POLICY

**ST PAUL'S MISSION STATEMENT**

**United through Jesus, in faith, love and learning.**

The School's Mission Statement and Seven Principles of Catholic Social Teaching underpin this document.

St Paul's Catholic Primary School is committed to ensuring that every pupil receives their entitlement to an efficient, full-time education suitable to their age, aptitude and any special educational needs they may have. Regular attendance is essential to pupils' educational achievement, safeguarding, wellbeing and wider development.

In accordance with our Catholic mission, we seek to provide a welcoming, caring, safe and supportive environment in which every child is known, valued and able to flourish. We recognise that good attendance begins with school being somewhere pupils want to be and where they feel safe, supported and ready to learn.

Improving attendance is everyone's responsibility. Leaders, governors, staff, pupils, parents, the local authority and other partners will work together to promote high expectations, identify emerging concerns and understand and remove barriers to attendance.

We recognise that absence is often a symptom of wider circumstances. Where concerns arise, the school will work in partnership with pupils and families, listening to and understanding their individual circumstances before deciding what support or action is appropriate. Support will be offered as early as possible and will increase where absence becomes persistent or severe.

The school will apply this policy fairly and consistently while considering the individual needs of pupils and families. We will fulfil our duties under the Equality Act 2010, including making reasonable adjustments for disabled pupils, and will have particular regard to pupils with special educational needs or disabilities, physical or mental health needs, caring responsibilities, social workers or other barriers to attendance.

The school has high expectations for the attendance and punctuality of every pupil. Regular attendance means attending every session for the full duration of that session, except where there is a statutory or otherwise authorised reason for absence.

This policy has been prepared with regard to the Department for Education's statutory guidance, *Working together to improve school attendance* (July 2026), and the School Attendance (Pupil Registration) (England) Regulations 2024.

**AIMS**

 establish a positive whole-school culture in which good attendance and punctuality are recognised as essential to pupils' education, safeguarding, wellbeing and wider development;
 set high expectations for the attendance and punctuality of all pupils while recognising and responding appropriately to individual circumstances;
 ensure that pupils, parents, staff, leaders and governors understand their respective responsibilities for promoting and securing regular attendance;
 build strong and trusting relationships with pupils and families, treating them with dignity and working in partnership to understand and remove barriers to attendance;
 identify emerging patterns of absence and poor punctuality at the earliest opportunity, before they become persistent or severe;
 provide timely, appropriate and proportionate support, including reasonable adjustments for pupils with special educational needs, disabilities, physical or mental health needs or other barriers to attendance;
 maintain accurate admission and attendance registers in accordance with statutory requirements and use the appropriate national attendance and absence codes;
 establish consistent procedures for reporting, recording and following up absence and poor punctuality;
 collect, monitor and analyse attendance data regularly at individual, group and whole-school level, including comparisons with local, regional and national data;
 identify and address attendance differences affecting particular groups, including disadvantaged pupils, pupils with SEND, pupils with a social worker, looked-after and previously looked-after children, young carers and pupils with long-term medical needs;
 work effectively with the local authority's School Attendance Support Team and relevant health, safeguarding, early-help and other partner services;
 provide an appropriate graduated response where absence persists, moving from early voluntary support to formal support and, where necessary, legal intervention;
 ensure that decisions about leave of absence are made individually, consistently and in accordance with statutory guidance;
 support pupils returning to school following prolonged or repeated absence through individually planned and regularly reviewed reintegration arrangements;
 ensure that governors receive sufficient attendance information to support, scrutinise and challenge the school's attendance strategy; and
 keep the effectiveness of the school's attendance systems, interventions and policy under regular review.

**PROMOTING GOOD ATTENDANCE**

Improving attendance is everyone's responsibility. St Paul's Catholic Primary School will work collaboratively with pupils, parents, the local authority and other partners to identify and remove barriers

to attendance. We will seek to build strong and trusting relationships with families and ensure that attendance concerns are approached with dignity, understanding and appropriate support.

Good attendance begins with school being a calm, safe, welcoming and supportive place where pupils feel that they belong and want to attend. Attendance is therefore closely connected to the school's work on safeguarding, curriculum, teaching, behaviour, bullying, SEND, physical and mental health, pastoral support and the effective use of Pupil Premium funding.

The school will promote good attendance by:

- setting high expectations for the attendance and punctuality of every pupil;
- communicating regularly with pupils and parents about why attendance matters and the effect absence can have on learning, wellbeing and future opportunities;
- ensuring that all teaching and non-teaching staff communicate consistent expectations;
- teaching pupils about the importance of attendance through assemblies, class discussions and the wider life of the school;
- recognising good and improving attendance sensitively, fairly and without discrimination;
- celebrating pupils' efforts to overcome barriers and improve their attendance;
- providing parents with regular information about their child's attendance and punctuality;
- identifying emerging patterns of absence or lateness at the earliest opportunity;
- listening to pupils and parents to understand the reasons for absence;
- providing or arranging appropriate support and reasonable adjustments;
- working with the local authority and other relevant services where barriers cannot be resolved by the school alone; and
- regularly reviewing the effectiveness and fairness of attendance messages, incentives, procedures and interventions.

Regular attendance supports pupils to:

- make stronger academic progress;
- develop positive relationships with their peers and school staff;
- establish secure routines and positive attitudes to learning;
- benefit fully from the curriculum and wider opportunities offered by the school;
- receive timely pastoral, SEND and safeguarding support; and
- prepare for successful transitions to the next stage of their education.

The school may use class and individual recognition to promote good attendance. This may include the weekly **Owl of Attendance**, the **96% Attendance Club**, and sharing whole-school attendance information in the newsletter.

Pupils whose attendance is 96% or above may be recognised through the 96% Attendance Club. The school will also recognise meaningful improvements in attendance, sustained effort and pupils who have successfully overcome barriers to attending school.

All attendance recognition will be used sensitively, fairly and without discrimination. Pupils will not be penalised or made to feel responsible where absence results from disability, significant medical needs,

agreed reasonable adjustments or other circumstances outside their control. The school will regularly review its attendance incentives to ensure they remain inclusive and support positive relationships with pupils and families.

The school will continually review its approach to promoting attendance because pupils' circumstances and barriers can change over time. Attendance will remain a visible part of the school's Catholic mission, values, safeguarding arrangements and school-improvement work.

**ATTENDANCE CONTACTS**

The school's Senior Attendance Champion is **Mr Robinson**, who can be contacted through the school office on **0118 942 2003** or at **office@stpauls.w-berks.sch.uk**.

The Senior Attendance Champion is responsible for:

- setting a clear vision for improving and maintaining good attendance;
- establishing and maintaining effective attendance systems;
- ensuring that attendance procedures are followed consistently;
- monitoring and analysing attendance data;
- evaluating the effectiveness of attendance strategies;
- working with pupils and families to remove barriers; and
- liaising with the local authority and other relevant services.

Day-to-day absence, attendance and punctuality queries should be directed to the school office. Parents requiring more detailed support may contact the Senior Attendance Champion, their child's class teacher, a phase leader, the Deputy Headteacher or the Headteacher.

**ATTENDANCE AND PUNCTUALITY EXPECTATIONS**

Pupils are expected to:

- attend every session for the full duration of the session unless there is a statutory or otherwise authorised reason for absence;
- arrive at school punctually and be ready to learn;
- follow the school's registration arrangements; and
- speak to a trusted adult where they are experiencing difficulties that may affect their attendance.

Parents and carers are expected to:

- ensure that their child attends school regularly and punctually;
- ensure that their child arrives appropriately prepared for the school day;
- report absence on the first day and each subsequent day unless another arrangement has been agreed;
- provide an accurate reason for absence;
- request leave of absence in advance;
- arrange routine appointments outside school hours wherever possible;

- work with the school to address barriers to attendance; and
- keep contact and emergency-contact information up to date.

**SAFEGUARDING**

Regular attendance is an important protective factor for children. Absence from school, particularly where it is prolonged, repeated, unexplained or accompanied by other concerns, may be an important warning sign of safeguarding risks.

Children being absent from education can be associated with safeguarding concerns including:

- neglect;
- physical, emotional or sexual abuse;
- child sexual exploitation or child criminal exploitation, including county lines;
- domestic abuse;
- mental or physical ill health;
- bullying or harmful behaviour;
- radicalisation;
- forced marriage or so-called honour-based abuse;
- young caring responsibilities;
- unmet special educational needs or disabilities; and
- difficulties or changes within the family home.

The school will monitor and analyse attendance and absence carefully, including patterns of repeated absence, unexplained absence, lateness and absence on particular days. Particular attention will be given to pupils who:

- are already known to children's social care;
- have a social worker or youth offending team worker;
- are looked after or were previously looked after;
- have SEND, medical or mental health needs;
- are young carers;
- are subject to safeguarding or child-protection concerns; or
- have attendance that is approaching persistent or severe absence.

The school will follow up unexplained absence on the first day. Parents must provide the school with a reason for absence as soon as possible. Where the school has not received an explanation, office staff will attempt to contact the pupil's parents or carers using the contact information held by the school.

Where reasonably possible, the school will hold more than one emergency contact number for each pupil. Parents are responsible for ensuring that all contact and emergency-contact information remains accurate and up to date.

If contact cannot be established, or the explanation provided gives rise to concern, the school will consider the pupil's individual circumstances and level of vulnerability. Further action may include:

- making repeated attempts to contact parents or carers;
- contacting other emergency contacts;
- speaking with siblings' schools or other professionals involved with the family, where lawful and appropriate;
- contacting the pupil's social worker, youth offending team worker or other relevant professional;
- undertaking a home visit in accordance with the school's procedures and risk assessment;
- seeking advice from the local authority's School Attendance Support Team or Children Missing Education service;
- making a referral to children's social care; or
- contacting the police where there is an immediate concern for the safety or welfare of the pupil or family.

The school will not wait for a pupil's attendance to fall below a particular percentage before responding to a safeguarding concern. The response will be determined by the pupil's known circumstances, the pattern and duration of absence, the school's ability to contact the family and any other available safeguarding information.

Unexplained absence will be recorded using the appropriate national attendance code. The correct code will be entered as soon as the reason is established and no later than five working days after the relevant session.

The school will follow the Department for Education's statutory guidance on children missing education and the local authority's procedures where a pupil's whereabouts are unknown or there are grounds to believe that the pupil may be missing education. A pupil will not be removed from the admission register unless one of the statutory grounds in the School Attendance (Pupil Registration) (England) Regulations 2024 applies and all required enquiries and notifications have been completed.

Where a pupil has been absent continuously because of illness, or where cumulative illness absence reaches the relevant statutory threshold, the school will make the required sickness return to the local authority.

All attendance-related safeguarding concerns and actions will be recorded in accordance with the school's safeguarding and record-keeping procedures. Information will be shared with other agencies where this is necessary and proportionate to safeguard the pupil.

The school will act in accordance with:

- *Keeping Children Safe in Education 2026*;
- *Working Together to Safeguard Children*;
- *Working together to improve school attendance* (July 2026);
- *Children Missing Education: statutory guidance for local authorities*;
- the School Attendance (Pupil Registration) (England) Regulations 2024; and
- the school's Child Protection and Safeguarding Policy.

**ABSENTEEISM (Refer to Flowchart in Appendix 1)**

Parents must notify the school whenever their child is unable to attend. This enables the school to record the absence accurately, provide appropriate support and fulfil its safeguarding responsibilities.

Parents' responsibilities

If a pupil is absent, their parent or carer must:

- report the absence as soon as possible on the first day;
- use the absence-reporting facility on ParentMail or leave a message on the school answerphone using option 2;
- provide the pupil's name, class, reason for absence and, where possible, the expected date of return;
- contact the school on each subsequent day of absence unless another arrangement has been agreed with the school;
- respond promptly to requests for further information;
- inform the school immediately if the reason for absence or expected return date changes; and
- ensure that the school holds accurate and up-to-date contact details, including more than one emergency contact wherever reasonably possible.

Where the pupil's absence is related to difficulties attending school, including anxiety, bullying, SEND, physical or mental health needs or circumstances at home, parents are encouraged to contact the school as early as possible. The school will listen to the pupil and family and work with them to identify appropriate support and reasonable adjustments.

The school's response

Where a pupil is absent, the school will:

- check whether a reason for absence has been provided;
- record the absence using the appropriate national attendance or absence code;
- contact parents or carers on the first day where no explanation has been received;
- make further contact where absence continues without explanation;
- contact additional emergency contacts or relevant professionals where necessary and appropriate;
- consider the pupil's individual circumstances and any known safeguarding or vulnerability information;
- establish, wherever possible, the reason for absence and when the pupil is expected to return;
- offer support where an attendance barrier is identified;
- inform the appropriate senior leader or Designated Safeguarding Lead where there are concerns about the pupil's welfare;
- record relevant contact, decisions, support and actions in accordance with the school's procedures; and
- involve the local authority or other relevant services where concerns persist, barriers require wider support or safeguarding action is necessary.

Where an absence is initially unexplained, the school will enter the appropriate temporary national code. The correct code will be entered as soon as the reason is established and no later than five working days after the relevant session. Where a satisfactory reason cannot be established, the absence will be recorded as unauthorised.

The school will not wait for attendance to fall below 90% before offering support or taking action. Emerging patterns of absence, including repeated illness, unauthorised absence, lateness or absence on particular days, will be identified and addressed at the earliest opportunity.

Where absence continues, the level of contact and support will increase according to the pupil's individual circumstances. This may include:

- a conversation with the pupil and parents;
- a meeting with the Senior Attendance Champion or another appropriate member of staff;
- reasonable adjustments or additional pastoral, SEND or medical support;
- an agreed attendance action plan;
- referral to early help, health or other relevant services;
- involvement from the local authority's School Attendance Support Team;
- formalisation of support through an attendance contract; or
- legal intervention where support is not appropriate, has not been successful or has not been engaged with.

Any legal intervention will be considered in accordance with the National Framework for Penalty Notices and the local authority's code of conduct. Except where support would not be appropriate, legal action will normally follow efforts to understand and address the barriers to attendance.

**THIRD DAY ABSENCE**

Where a pupil has been absent for three consecutive school days without explanation and the school has been unable to establish contact with a parent or carer, the absence will be treated as a significant safeguarding concern.

The school will review:

- all attempts already made to contact the family;
- the pupil's known circumstances and level of vulnerability;
- any existing safeguarding, SEND, medical or attendance concerns;
- information held about siblings and other family members;
- contact details for other responsible adults; and
- information available from professionals working with the pupil or family.

Further action will be determined by the level of concern and may include:

- making further attempts to contact parents, carers and emergency contacts;

- undertaking a home visit in accordance with the school's procedures and appropriate risk assessment;
- contacting schools attended by siblings, where lawful and appropriate;
- contacting the pupil's social worker or other professionals involved with the family;
- seeking advice from the local authority's School Attendance Support Team or Children Missing Education service;
- making a referral to children's social care; or
- contacting the police where there is an immediate concern that the pupil or another family member may be at risk of harm.

All enquiries, decisions and actions will be recorded in accordance with the school's attendance and safeguarding procedures.

Reaching the third day of unexplained absence does not, by itself, mean that a pupil is automatically a child missing education. However, the school will follow the local authority's Children Missing Education procedures where the pupil's whereabouts remain unknown or there are grounds to believe that the pupil may not be receiving suitable education.

**TEN CONSECUTIVE DAYS OF UNAUTHORISED ABSENCE**

The school has a statutory duty to provide the local authority with the name and address of any pupil of compulsory school age who has been absent for a continuous period of ten school days where the absence has been recorded as unauthorised using one or more of Codes G, N, O or U.

The school will make the required attendance return in accordance with the arrangements and timescales agreed with the local authority. Attendance returns will be provided at least monthly, or more more frequently where required by the local authority.

The school will not wait until the tenth day before taking action. Throughout the period of absence, the school will:

- continue attempting to contact the pupil's parents, carers and emergency contacts;
- make reasonable enquiries to establish the pupil's location, safety and circumstances;
- consider the pupil's individual circumstances and any known safeguarding concerns;
- record all attempted contact, information received, decisions and actions;
- involve the Designated Safeguarding Lead and Senior Attendance Champion;
- liaise with the local authority's School Attendance Support Team or Children Missing Education service;
- contact the pupil's social worker or other relevant professionals, where applicable;
- undertake a home visit where appropriate and in accordance with the school's procedures; and
- make referrals to children's social care or the police where the level of safeguarding concern requires this.

Where contact is established but the pupil remains absent, the school will work with the pupil, parents, local authority and relevant partners to identify barriers, agree appropriate support and secure the pupil's return to education.

Where the pupil's location remains unknown, the school and local authority will follow the applicable Children Missing Education procedures and undertake joint reasonable enquiries. A pupil's name will not be removed from the admission register merely because they have been absent for ten school days. Removal will only take place where a statutory ground under the School Attendance (Pupil Registration) (England) Regulations 2024 has been met and all required enquiries and procedures have been completed.

**CONTINUED OR ONGOING ABSENCE**

The school will monitor attendance regularly and respond to emerging patterns of absence at the earliest opportunity. Support and intervention will not be delayed until a pupil's attendance falls below a particular percentage.

A pupil is considered to be **persistently absent** when they miss 10% or more of their possible school sessions, whether the absences are authorised or unauthorised.

A pupil is considered to be **severely absent** when they miss 50% or more of their possible school sessions. Severe absence will be treated as a safeguarding priority and will normally require intensive, coordinated support involving the school, the local authority and other relevant services.

The school will monitor:

- overall attendance and punctuality;
- authorised and unauthorised absence;
- repeated or prolonged illness absence;
- patterns of absence on particular days or sessions;
- lateness before and after the register closes;
- attendance over time, including previous academic years;
- attendance following an intervention or agreed support; and
- attendance among identified groups and vulnerable pupils.

Where a pattern of absence emerges or attendance begins to deteriorate, the school will:

1. **Listen and understand:** meet or communicate with the pupil and their parents to understand the barriers affecting attendance.
2. **Facilitate support:** agree actions to remove in-school barriers and help the family access appropriate support for barriers outside school.
3. **Monitor impact:** review attendance and the effect of the agreed support regularly with the pupil and family.
4. **Increase support:** involve the local authority or other relevant services where barriers are complex, attendance continues to deteriorate or school-based support is insufficient.

5. **Formalise support:** use an attendance action plan, attendance contract or request consideration of an Education Supervision Order where voluntary support has not been effective or has not been engaged with.
6. **Enforce where necessary:** consider a Notice to Improve, penalty notice or prosecution where support is not appropriate, has been unsuccessful or has not been engaged with.

Support may include:

- an agreed attendance action plan with clear actions, responsibilities and review dates;
- regular meetings or contact with a consistent member of school staff;
- pastoral or mentoring support;
- SEND support and reasonable adjustments;
- support relating to physical or mental health needs;
- adjustments to arrival, departure, lunchtime or other school routines;
- a time-limited and regularly reviewed reintegration plan;
- help with breakfast club, transport or practical barriers;
- early-help or whole-family support;
- liaison with health, social care or other relevant services; and
- support from the local authority's School Attendance Support Team.

Attendance action plans will be developed with pupils and parents wherever possible. They will identify the barriers to attendance, the actions agreed, who is responsible for each action, the intended outcome and the date on which progress will be reviewed.

The school will monitor the impact of each intervention and make adjustments where necessary. Where an approach is not improving attendance, the school and its partners will seek to understand why and consider alternative or more intensive support.

Where absence becomes severe, the school will work intensively with the pupil, family, local authority and relevant partners. Where there are safeguarding concerns, the Designated Safeguarding Lead will consider whether statutory children's social care involvement is required.

Where illness absence is expected to reach 15 consecutive school days, or 15 school days cumulatively during the academic year, the school will make a sickness return to the local authority and work with relevant services to support continuity of education.

All decisions about support and intervention will take account of the pupil's individual circumstances, any disability or special educational need, the school's duties under the Equality Act 2010 and whether reasonable adjustments are required.

**REQUEST FOR LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES**

Parents have a legal responsibility to ensure that their child attends school regularly. Leave of absence during term time will therefore only be granted in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

The school may grant a leave of absence where:

- an application has been made in advance by a parent with whom the pupil normally lives; and
- the Headteacher is satisfied that exceptional circumstances justify granting the leave.

There is no legal entitlement to take a pupil out of school for a holiday or other leisure or recreational activity during term time. A need or desire for a holiday, cheaper travel, family availability or travel to visit relatives will not normally constitute an exceptional circumstance.

### Making a request

Parents requesting leave of absence must:

- complete the school's Application for Leave of Absence form;
- submit the application to the Headteacher as far in advance as reasonably possible;
- explain the exceptional circumstances supporting the request;
- provide any relevant supporting information requested by the school; and
- avoid booking travel or making other arrangements before a decision has been received.

Applications must be made by a parent with whom the pupil normally lives. A leave of absence cannot normally be granted retrospectively. Where no application was made in advance, the absence will usually be recorded as unauthorised.

### Considering applications

The Headteacher will consider each request individually, taking account of the specific facts, circumstances and relevant background context. The school will not operate a blanket policy under which leave is automatically granted or refused in response to a particular circumstance or event.

Relevant considerations may include:

- the nature and exceptional character of the circumstances;
- whether the event could reasonably take place outside term time;
- the likely length and effect of the absence;
- the pupil's individual needs and circumstances;
- any safeguarding considerations;
- any special educational needs, disability or medical needs;
- whether the request relates to a significant family event or crisis;
- the pupil's attendance history, where this forms relevant background context; and
- any previous periods of leave or unauthorised absence.

No single consideration, including the pupil's previous attendance percentage, will automatically determine the outcome. Decisions will be made fairly, consistently and with regard to the school's duties under the Equality Act 2010.

If leave is granted, the Headteacher will determine the number of school days for which the pupil may be absent. Any absence taken beyond the period authorised by the Headteacher will be recorded as unauthorised.

Parents will normally receive the school's decision in writing. The decision will confirm:

- whether the request has been approved;
- the dates and number of sessions authorised;
- the date on which the pupil is expected to return; and
- the possible consequences if additional unauthorised absence is taken.

### Religious observance

Absence for religious observance will be considered separately under the relevant national attendance code. The school may authorise absence on a day exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

Parents should notify the school in advance. Additional days requested for family celebrations, travel or other activities connected with a religious festival will require separate consideration and will not automatically be authorised.

### Unauthorised leave and penalty notices

Where leave is taken without permission, or where a pupil remains absent beyond the period authorised, the absence will be recorded using the appropriate unauthorised absence code.

The school must consider whether a penalty notice is appropriate where a pupil reaches the national threshold of 10 sessions of unauthorised absence within a rolling period of 10 school weeks. The 10 school weeks may span different terms or academic years, and the threshold may include a combination of different types of unauthorised absence.

Reaching the national threshold does not mean that a penalty notice will be issued automatically in every case. The school and local authority will consider the pupil's individual circumstances, whether support is appropriate or has been provided, whether a penalty notice is likely to improve attendance, and the local authority's code of conduct.

Where support is not appropriate—for example, an unauthorised term-time holiday—a penalty notice may be issued without a Notice to Improve, subject to the National Framework and the local authority's code of conduct. Other legal action may be considered where appropriate.

**UNDERSTANDING TYPES OF ABSENCE**

The school is required to take an attendance register at the beginning of each morning session and once during each afternoon session. Each pupil will be recorded using the appropriate national attendance or absence code.

Regular attendance means attending every session, for the full duration of that session, except where a statutory reason for absence applies.

For registration purposes, pupils will be recorded as one of the following:

- present at school;
- attending an approved educational activity or another place for the purposes of their education;
- absent with an authorised reason;
- absent without an authorised reason; or
- unable to attend because of an unavoidable cause.

### Present at school

A pupil will be marked present when they are in school at the time the register is taken.

A pupil arriving after the register has been taken but before it has closed will be recorded as late using Code L. A pupil arriving after the register has closed will be recorded as absent using Code U, unless another national attendance code more accurately describes the reason for their absence.

### Attending an approved educational activity

A pupil may be recorded as attending a place other than the school where the activity meets the requirements of the relevant national code. This may include:

- educational provision arranged by the school;
- alternative provision;
- provision arranged by the local authority;
- attendance at another school where the pupil is dual registered;
- an educational visit or trip arranged by the school; or
- an approved sporting activity.

The school will make appropriate arrangements to confirm that the pupil attended the approved activity. If the school cannot verify attendance, the pupil will be recorded using the appropriate absence code.

### Authorised absence

An authorised absence is one that meets the requirements of a national attendance or absence code or for which the school has lawfully granted leave in advance.

Authorised absence may include:

- illness where the pupil is unable to attend school;
- a medical or dental appointment that cannot reasonably be arranged outside school hours;
- religious observance on a day exclusively set apart by the relevant religious body;
- leave of absence granted in advance by the Headteacher because of exceptional circumstances;
- absence connected with a pupil's participation in a regulated performance or approved activity where the relevant requirements are met;
- absence arising from another statutory reason; or
- inability to attend because of an unavoidable cause, where the criteria for the relevant national code are satisfied.

Parents should arrange routine medical and dental appointments outside school hours wherever possible. Where this is not possible, pupils should attend school before and after the appointment where practicable.

### Illness and medical evidence

In most cases, a parent's notification that their child is too ill to attend will be accepted without medical evidence.

Medical evidence will only be requested in a minority of cases, including where:

- the school has genuine and reasonable doubt about the authenticity of the illness;
- illness absence is prolonged, frequent or recurring;
- evidence would help the school understand the pupil's health needs;
- evidence is needed to identify appropriate support or reasonable adjustments; or
- evidence is necessary to determine the correct attendance code.

The school will not insist on a particular form of medical evidence where other reasonable information is available. Evidence may include appointment information, prescriptions, medication, consultation notes or other appropriate information. The school will avoid placing unnecessary pressure on families and health professionals.

### Unauthorised absence

An unauthorised absence is one that does not meet the requirements for an authorised national attendance code or where the school has not lawfully granted leave.

This may include:

- absence for which no reason has been provided;
- absence where the reason given does not justify the pupil being away from school;
- a holiday or recreational activity during term time that has not been authorised;
- leave taken without requesting permission in advance;
- absence continuing beyond the period authorised by the Headteacher;
- avoidable absence for shopping, birthdays or caring for siblings;
- truancy before or during the school day; and
- arrival after the register has closed without another authorised reason.

Parents do not have the authority to authorise an absence. The school determines the appropriate attendance code in accordance with the statutory regulations and guidance.

### Unexplained absence

Where the reason for absence has not yet been established, the school will initially record the absence using Code N.

The school will make reasonable efforts to establish the reason for absence. Once the reason is known, the school will enter the appropriate code as soon as possible and no later than five working days after the session.

If the reason cannot be established within five working days, the absence will be amended to Code O and recorded as unauthorised.

### Remote education

A pupil who is absent from school but receiving remote education must still be recorded as absent using the national code that most accurately describes why they are not attending.

Remote education will only be used as a last resort, after reasonable adjustments have been considered, and as part of a wider plan to support the pupil's reintegration and return to school. Participation in remote education does not count as attendance at school.

### Amending attendance records

Attendance registers are legal records. Where an entry is amended, the school's electronic system will preserve:

- the original entry;
- the amended entry;
- the reason for the amendment;
- the date on which it was made; and
- the name of the person making the amendment.

An authorised absence may be changed to unauthorised, or an unauthorised absence to authorised, where new information establishes that a different national code should have been used. Any material change will be explained to the parent where appropriate.

**IMPROVING ATTENDANCE** (Working together to improve attendance- DfE 2026).

St Paul's Catholic Primary School will follow the **Expect, Monitor, Listen and Understand, Facilitate Support, Formalise Support and Enforce** approach set out in the Department for Education's statutory guidance, *Working together to improve school attendance* (July 2026).

Attendance intervention will be timely, individualised and proportionate. The school will not wait until a pupil becomes persistently absent before taking action.

### 1. Expect

The school will:

- maintain high expectations for the attendance and punctuality of all pupils;
- communicate these expectations clearly and regularly to pupils and parents;
- ensure pupils understand the importance of attendance for learning, wellbeing and future opportunities;
- promote a welcoming, safe and supportive school environment;
- ensure all staff understand that improving attendance is everyone's responsibility; and
- apply attendance expectations fairly while considering individual circumstances and reasonable adjustments.

### 2. Monitor

The school will:

- monitor attendance and punctuality every day;
- follow up unexplained absence promptly;
- review individual and cohort attendance patterns weekly;
- undertake more detailed analysis half-termly, termly and annually;
- identify emerging patterns before absence becomes persistent or severe;
- compare attendance with historical, local, regional, national and similar-school data;
- monitor attendance among vulnerable pupils and groups, including disadvantaged pupils, pupils with SEND, pupils with a social worker, looked-after and previously looked-after children, young carers and pupils with long-term medical needs; and
- evaluate whether interventions are improving attendance.

The school will consider patterns and context, not attendance percentages alone. This may include repeated illness, absence on particular days, lateness, changes in established attendance patterns and differences between groups.

### 3. Listen and understand

Where a concern is identified, an appropriate member of staff will speak with the pupil and their parents to:

- understand the reasons for absence or lateness;
- identify barriers within and outside school;
- listen to the pupil's views and experiences;
- consider any safeguarding, SEND, medical, mental health or family circumstances;
- challenge misconceptions about what constitutes good attendance where necessary; and

- agree how the school, family and other partners can work together.

Where possible, the family will have a consistent member of staff with whom they can build a trusting and productive relationship.

### 4. Facilitate support

The school will work with pupils and parents to remove barriers and provide appropriate support. This may include:

- adjustments to school routines, arrival, departure or lunchtimes;
- pastoral, mentoring or emotional-wellbeing support;
- reasonable adjustments for disability;
- reviewing SEND provision or an education, health and care plan;
- support with transport, uniform, breakfast or other practical barriers;
- a time-limited phased return or reintegration plan;
- support through breakfast club or other school provision;
- liaison with health or other professionals;
- an early-help assessment or whole-family plan; and
- referral to appropriate statutory, voluntary or community services.

The actions agreed will be recorded, regularly reviewed with the pupil and parents and adjusted where they are not having the intended effect.

Where support from another service is delayed, the school will consider what interim support can reasonably be provided.

### 5. Formalise support

Where absence persists and voluntary support has not been successful or has not been engaged with, the school will work with the local authority and other relevant partners to formalise support.

This may include:

- a formal attendance meeting;
- a written attendance action plan;
- an attendance contract;
- a Notice to Improve;
- a referral to the local authority's School Attendance Support Team;
- an early-help or statutory social-care response where appropriate; or
- consideration of an Education Supervision Order.

Formal arrangements will clearly set out:

- the barriers identified;

- the support being provided;
- the actions expected of the school, pupil, parents and other partners;
- the consequences of continued unauthorised absence; and
- how and when progress will be reviewed.

Formal meetings will remain an opportunity to listen to the family, review barriers and agree further support.

### 6. Enforce

Where support is not appropriate, has not been successful or has not been engaged with, the school and local authority may consider legal intervention to protect the pupil's right to education.

This may include:

- a penalty notice under the National Framework;
- an Education Supervision Order;
- prosecution;
- a parenting order following a successful prosecution; or
- another lawful attendance intervention.

Legal action will be considered individually and proportionately. Before requesting or supporting legal intervention, the school will consider:

- the reasons for absence;
- the support offered and the family's engagement with it;
- whether further support is likely to improve attendance;
- whether legal intervention is likely to change parental behaviour;
- any safeguarding considerations;
- the pupil's individual needs; and
- the school's obligations under the Equality Act 2010.

Where absence is severe, or there are safeguarding concerns, the school will consider whether intensified support or statutory children's social-care involvement is required alongside, or instead of, attendance enforcement.

**PART-TIME TIMETABLES**

All pupils of compulsory school age are entitled to a full-time education. A part-time timetable will only be used in exceptional circumstances where it is necessary to meet a pupil's individual needs and is in the pupil's best interests.

A part-time timetable will:

- be agreed with the pupil's parents;

- form part of a wider support, health or reintegration plan;
- have clear objectives and a planned end date;
- be in place for the shortest possible period;
- be reviewed regularly with the pupil and parents;
- include arrangements for the pupil's safe supervision when not attending;
- take account of SEND, medical needs and reasonable adjustments; and
- use the appropriate national attendance codes.

A part-time timetable will not be used to manage behaviour or as an informal exclusion. Where a pupil has an education, health and care plan, the school will discuss the arrangement with the local authority and ensure that the agreed provision continues to be delivered.

**PENALTY NOTICES**

A penalty notice is an out-of-court settlement that may be issued to a parent who has failed to ensure the regular attendance of their child of compulsory school age. It is intended to improve attendance and provide an alternative to prosecution.

Penalty notices will be considered in accordance with:

- the Education Act 1996;
- the Education (Penalty Notices) (England) Regulations 2007, as amended;
- the National Framework for Penalty Notices;
- the Department for Education's statutory guidance, *Working together to improve school attendance* (July 2026); and
- the current West Berkshire Code of Conduct for issuing penalty notices.

St Paul's Catholic Primary School may decide to request a penalty notice, but it does not issue the notice itself. In West Berkshire, penalty notices are issued and administered only by West Berkshire Council's Education Attendance Team.

### Who may receive a penalty notice?

A penalty notice may be issued to each parent who is legally responsible for the pupil and who has allowed the unauthorised absence.

For these purposes, a parent includes:

- a natural parent, whether married or not;
- any person who has parental responsibility for the pupil; and
- any person who has day-to-day care of the pupil.

Separate penalty notices may be issued to each parent for each child. For example, where two siblings have unauthorised absence, each parent may receive a separate penalty notice for each child.

## National threshold

The school must consider whether it is appropriate to request a penalty notice when a pupil reaches the national threshold of:

**10 sessions of unauthorised absence within a rolling period of 10 school weeks.**

A session is one morning or one afternoon. Ten sessions are therefore usually equivalent to five school days.

The unauthorised sessions:

- do not have to be consecutive;
- may include a combination of different types of unauthorised absence;
- may include unauthorised leave or a holiday during term time;
- may include sessions where a pupil arrived after the register had closed;
- may span different school terms; and
- may span two academic years.

For example, four sessions of unauthorised leave and six sessions of lateness after the register has closed within a rolling ten-school-week period would meet the national threshold.

Subject to the West Berkshire Code of Conduct, the local authority may also consider a penalty notice before the national threshold is reached where an offence has been committed and there is a repeated pattern of unauthorised absence intended to avoid the threshold.

## Deciding whether to request a penalty notice

Reaching the national threshold does not mean that the school will automatically request a penalty notice in every case. Each case will be considered individually, fairly and consistently.

The school will consider:

- the reasons for the absence;
- whether appropriate support has been offered;
- whether support has been successful or engaged with;
- whether further support is likely to improve attendance;
- whether a penalty notice is likely to change parental behaviour;
- whether another legal intervention would be more appropriate;
- any safeguarding concerns;
- the pupil's individual circumstances and needs;
- any special educational needs, disability or medical needs; and
- the school's obligations under the Equality Act 2010.

Where support is appropriate, the school will normally continue or intensify that support. Where support has not been successful or has not been engaged with, a Notice to Improve will usually be considered before a penalty notice is requested.

Where support would not be appropriate, such as in the case of an unauthorised term-time holiday, the school may request a penalty notice without first issuing a Notice to Improve.

### Notices to Improve

A Notice to Improve provides a parent with a final opportunity to engage with support and secure an improvement in attendance before a penalty notice is requested.

Where used, a Notice to Improve will normally include:

- details of the pupil's attendance record and unauthorised absences;
- an explanation of the parent's legal responsibilities;
- details of the support already offered or provided;
- opportunities to access further support;
- a warning that a penalty notice or prosecution may follow;
- an improvement period of between three and six weeks;
- the improvement expected during that period; and
- the circumstances in which a penalty notice may be requested before the improvement period ends.

The improvement expected will be determined according to the pupil's and family's individual circumstances.

A Notice to Improve is not required where support would not be appropriate or where it is unlikely to influence parental behaviour.

### West Berkshire referral and decision-making process

Where the school decides that a penalty notice is an appropriate response, it will submit a request to West Berkshire Council.

The school will provide the local authority with:

- the pupil's attendance record;
- details of the relevant unauthorised absences;
- relevant correspondence with parents;
- details of support offered or provided;
- details of any Notice to Improve; and
- any other information required under the West Berkshire Code of Conduct.

West Berkshire Council will check that the request complies with the National Framework and its local Code of Conduct. The local authority is responsible for the final decision to issue and administer the penalty notice.

### Amount of penalty notices

Only two penalty notices may be issued to the same parent in respect of the same pupil within a rolling three-year period.

The penalties are:

- **First penalty notice:** £160 if paid within 28 days, reduced to £80 if paid within 21 days.
- **Second penalty notice within three years:** £160, payable within 28 days, with no reduced rate.
- **Third or subsequent offence within three years:** no further penalty notice can be issued to the same parent for the same child. In accordance with West Berkshire's procedures, the case will be considered for prosecution in the Magistrates' Court or another appropriate legal intervention.

The three-year period begins on the date the first penalty notice is issued. Previous penalty notices remain relevant to the escalation process even where they were not paid, unless they were formally withdrawn.

### Payment, withdrawal and non-payment

Payment must be made directly to West Berkshire Council. Money collected through penalty notices is not paid to the school.

There is no statutory right of appeal against a penalty notice. Where a parent believes that relevant information was not considered when the school decided whether to authorise an absence, they should contact the school promptly and provide any supporting evidence.

A penalty notice may only be withdrawn in the limited circumstances permitted by legislation and the West Berkshire Code of Conduct. These include where the notice:

- was issued outside the terms of the Code of Conduct;
- should not have been issued;
- was issued to the wrong person; or
- contains a material error.

Payments must normally be made in full. West Berkshire Council does not normally offer payment by instalments or send payment reminders.

If a penalty notice is not paid in full within 28 days, the local authority may prosecute the parent for the original offence of failing to secure their child's regular attendance. The prosecution is for the attendance offence, not for failing to pay the penalty notice.

### Monitoring following legal intervention

The school will continue to monitor the pupil's attendance after a Notice to Improve, penalty notice or other legal intervention.

If attendance does not improve, the school and West Berkshire Council will review the case and consider:

- further or alternative support;
- an attendance contract;
- an Education Supervision Order;
- prosecution; or
- another appropriate legal intervention.

The school will maintain appropriate records of its decision-making, support offered, communications with parents and any request made to West Berkshire Council

**END OF DAY PROCEDURES**

The school day ends at **3.20pm**. Parents and carers are responsible for ensuring that their child is collected promptly by an authorised adult, unless the pupil is attending an agreed school activity or has another collection arrangement approved by the school.

Parents must inform the school as soon as possible if they are unexpectedly delayed. They should provide:

- the reason for the delay;
- their anticipated arrival time; and
- details of any alternative authorised adult who will collect the child.

The school will only release a pupil to an adult who is authorised to collect them. If staff are uncertain about a collection arrangement or the identity of the adult, they will contact the parent or carer before releasing the child.

Where a pupil has not been collected, the school will:

- ensure that the pupil remains supervised in a safe place;
- reassure the pupil and explain what is happening;
- attempt to contact the parent or carer;
- contact the pupil's other emergency contacts if necessary;
- record the actions taken and any communication received; and
- consider any relevant safeguarding information or known family circumstances.

Where appropriate and space is available, the pupil may be placed in the school's After School Club until they are collected. Parents may be charged the applicable After School Club fee in accordance with the club's published terms and conditions.

A pupil will not be sent home alone, released to an unauthorised person or left unsupervised because a parent or carer is late.

Where the school cannot establish contact with a parent, carer or emergency contact, and a pupil remains uncollected, the Designated Safeguarding Lead or another senior leader will determine the appropriate safeguarding response. This may include seeking advice from children's social care or the police. Emergency services will be contacted immediately where there is reason to believe that the pupil or another person is at risk of harm.

Repeated or significantly late collection will be discussed with parents. The school will seek to understand the reasons, offer appropriate support and agree arrangements to prevent recurrence. Where late collection continues or raises concerns about neglect or the pupil's welfare, the matter will be considered under the school's safeguarding procedures and may be referred to children's social care.

Parents are responsible for ensuring that the school holds current contact details and, wherever reasonably possible, more than one emergency contact for their child.

**GOVERNING-BODY OVERSIGHT**

The governing body will:

- promote the importance of attendance across the school's ethos and policies;
- ensure that leaders fulfil their statutory attendance duties;
- receive and scrutinise the school's ABIE report;
- review recent and historical attendance data regularly;
- consider attendance by group, including SEND, disadvantaged/Pupil Premium, EAL, pupils with a social worker, young carers and pupils with medical needs;
- compare the school's attendance with local, regional, national and similar-school data;
- provide support and challenge around attendance priorities and improvement actions;
- ensure that attendance systems and support are appropriately resourced;
- receive and scrutinise the school's Attendance Baseline Improvement Expectation (ABIE) and similar-schools comparison report, monitoring progress against the school's expected improvement and ensuring that the findings inform attendance priorities and actions;
- ensure staff receive appropriate attendance training; and
- regularly evaluate the effectiveness and fairness of attendance strategies.

All staff will receive appropriate information and training on attendance as part of induction and ongoing professional development. Staff with specific attendance responsibilities will receive training appropriate to their roles, including the use of attendance codes, analysis of data and working with families.

**Appendix 1**

## St Paul's Catholic 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 or absence 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, 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 does 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:<br><br>• 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period<br>• These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence<br>• **For example:** a 5-day unauthorised leave of absence would meet the national threshold<br>• 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<br>• **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:<br><br>• **£160 per parent, per child** - payable within 28 days<br>• **If paid within 21 days, the fine will decrease to £80 per parent, per child** |

| **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:<br><br>• **£160 per parent, per child** – payable within 28 days |

| **Third Offence and Any Further Offences (within 3 years)** |
|---|
| If the national threshold is met for a third or subsequent time within three years, a further Penalty Notice cannot be issued. In accordance with West Berkshire's procedures, the case will be considered for prosecution in the Magistrates' Court or another appropriate legal intervention.<br>Prosecution may result in a criminal conviction and a fine. The maximum penalty will depend on the offence for which the parent is prosecuted. A conviction may be disclosed in future criminal-record checks where the applicable disclosure rules require this. |

**Please note that any remuneration from fines goes directly to West Berkshire Council and does not come to school!**

# St Paul's Catholic 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** | |

**Please be aware, as per our school's attendance policy and the West Berkshire Code of Conduct relating to school attendance, the law requires parents to seek permission from the Head Teacher to take their child out of school during term time. The law states <u>permission can only be granted if</u>:**

1. **An application has been made in advance 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 these circumstances to be exceptional**<br>(Further details 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 and school telephone number:** |
| |
| |
| |

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

# St Paul's Catholic Primary School

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

**SCHOOL RESPONSE**

| | |
|---|---|
| **Dear** | |
| **Copy sent to** | |

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

| | |
|---|---|
| **Date of response from school** | |
| **Date application received by school** | |

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

| | |
|---|---|
| **Has this pupil had any previously recorded unauthorised leave of absence?** | |
| **Was a Penalty Notice Fine requested as a result?** | |
| **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?** | |

| **School response to parent/s request for leave of absence** |
|---|
| |

| | |
|---|---|
| **Number of requested sessions authorised** | |
| **Number of requested sessions unauthorised** | |
| **Date pupil required to return to school** | |

| | |
|---|---|
| **Headteacher Signature** | |
| **Headteacher Name** | |
| **Date** | |

## APPENDIX 2: Attendance and Punctuality

**Attendance and Punctuality at**
**St Paul's Catholic Primary School**

**Our target is that children attend school at least 96% of the time.**

A pupil is persistently absent when they miss 10% or more of their possible school sessions. This means that the school and the Local Authority need to work together to put in place targeted support to remove barriers.

School leaders and governors regularly monitor attendance at whole-school, group and individual-pupil level. This helps the school identify emerging concerns and provide support before absence becomes persistent or severe

**Children should stay at home if they have …**

**Children should stay at home when they are too unwell to attend school or where current public-health guidance recommends that they do not attend.**

A pupil with a minor cough, cold or sore throat may usually attend if they are otherwise well and do not have a high temperature. Pupils with vomiting or diarrhoea should not return until 48 hours after the symptoms have stopped. Parents should follow current NHS and public-health advice for infectious illnesses and contact the school if they are unsure.

**Unauthorised Absences**

The school will not authorise absences for:

A child being tired
Day trips
Holidays
Birthdays
Visiting relatives (including overseas)
Shopping
Parent or sibling illness
Treating of headlice

Routine medical or dental appointments that could reasonably have been arranged outside school hours. Where an appointment must take place during the school day, pupils should attend before and after it wherever practicable. Exceptional leave of absence longer than the duration originally authorised

**Term Time Holidays**

Permission for absence for a holiday or for travelling to visit relatives will not be given

**Exceptional or Special Leave**

In an emergency, exceptional or special circumstances, parents or carers must make a request to the Headteacher for short periods of leave. Exceptional circumstances may include a significant family bereavement or another rare, unavoidable and short-term event. Religious observance on a day exclusively set apart by the relevant religious body will be considered separately under the appropriate national attendance code.

In making the decision, the Headteacher will consider each request individually, including:

- the specific facts and exceptional nature of the circumstances;
- whether the event could reasonably take place outside term time;
- the pupil's individual needs and circumstances;
- any safeguarding, medical, SEND or equality considerations;
- the likely duration and effect of the absence; and
- relevant attendance history.

Just 5 minutes late every day for a year = 16.25 hours of lost learning

Did you know …

80% attendance over 5 years is the equivalent to one whole year of education lost!

Every Minute Counts!

Doors open from 8.40am until 8.50am. Pupils arriving after 8.50am are late.

The morning register is taken at 8.50am and closes at 9.20am. Pupils arriving between 8.50am and 9.20am will be recorded as late using Code L. The afternoon register opens at 1:15 and closed at 1:45

Pupils arriving after 9.20am will be recorded as absent using Code U, unless another national attendance code more accurately describes the reason for their absence.

## APPENDIX 3: Absence Flow Chart

