



Start children off on the way they should go, and even when they are old they will not turn from it.”
Proverbs 22:6

ATTENDANCE POLICY

Adopted	Autumn 2025
Committee	Standards
Review Date	Autumn 2026

We are a Christian school where quality and opportunities make a difference. We value all children as unique ‘Children of God’ and nurture each other to show **LOVE** in our relationships and a **RESPECT** for all. We foster **HOPE** within our community and encourage children to find **PEACE** by creating times and places for stillness and reflection. We strive for excellence, inspiring dreams both now and in the future. We promote **POSITIVITY**, celebrate **COURAGE**, demonstrate **RESPONSIBILITY** and share **JOY** through...

‘Learning, loving, laughing in the light of Jesus’.

For a child to reach their full educational achievement a high level of school attendance is essential.

We feel at Forsbrook Primary School we have a central role to play in every child's social, spiritual and moral development. We ensure this by promoting Christian values of love, joy, peace, hope, friendship, compassion, respect and courage. These values underpin this policy and its related practices.

Aims and Objectives

- To ensure all pupils take full advantage of opportunities for learning in school
- To ensure the well-being and safety of children at Forsbrook Primary School
- To set school targets for attendance
- To monitor pupil absence and the reasons

Intentions

- To actively promote and encourage 100% attendance for all pupils
- Each week the classes with 100% attendance will receive a class certificate. The class with the most certificates in the school year will receive a trip / experience fully funded by the school
- To celebrate and mention on the school newsletter at the end of every year 100% attendance in individual pupils
- To monitor regular or extended absence and take steps to resolve this
- To work with the Educational Welfare Officer to ensure no child is absent without school being aware of the reason
- To use the School Information Management System and the INVENTORY signing in system to analyse and monitor pupils' patterns of absence and work with parents to rectify patterns

Teaching and Learning Impact

Forsbrook Primary School will endeavour to reduce the disruption to children's learning through unnecessary absence and will work with families towards avoiding lateness or avoidable time off from school.

Equality and Inclusion

All children will be dealt with in the same manner. Allowances within this policy will be made for children with severe disabilities or illnesses who require additional time off for administration or medication.

Safeguarding

If a child is absent for any reason unknown to the school, Parents or Carers must contact the school office in some way before 9.00 am on the first day of absence. A text message will be sent or a phone call made to the Parents/Carers of any child who is not in school and school has not received a message about the child absence.

Registration of pupils

- Forsbrook Primary School will ensure that staff are aware of any new legislation with pupil registration
- Registers are to be completed accurately at the beginning of every session i.e. morning and afternoon
- Parents to be aware of importance of contacting school to report absence before 9.00am

- Senior Leadership Team and School Governors to ensure evaluation of attendance procedures
- Regular attendance reports will be provided for the Governing Body of Forsbrook Primary School
- All absences will be reported by Mrs S Minor (clerical officer) to the Educational Welfare Officer during their meetings.

Contents of the Attendance Register

Each class teacher will take the attendance register at the start of the first session of each school day and at the start of the afternoon session. On each occasion, they will record whether every pupil is present or absent.

The school will follow up any absences to:

1. Ascertain the reason;
2. Ensure the proper safeguarding action is taken;
3. Identify whether the absence is authorised or not; and,
4. Identify the correct code to use before entering it onto the school's electronic register or management information system, which is used to download data to the School Census.

Registration and Absence Procedures

All absences will be recorded on school registers using the national codes. Any pupil who is on roll but not present in school must be recorded within one of these categories:

1. Unauthorised Absence – This is for pupils where no reason has been given or whose absence is deemed to be without valid reason.
2. Authorised Absence – This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.
3. Approved Educational Activity – This covers types of supervised educational activity undertaken offsite but with the approval of the school.

Children can enter school from 8:35am when the doors open. Doors close and registers are taken at 8:45am. Children who arrive after 8:45am must enter school via the main school entrance. Children arriving in school between after 8:45am will be recorded as late or will be coded in accordance with attendance criteria.

A record of late minutes is kept for individual children and the same procedure for absence is followed if the minutes late raises concern.

Children who arrive after registers have closed will be marked:

Either

1. With the appropriate code if an acceptable explanation is given.

Or

2. With a U code, which is an unauthorised absence, if an explanation is not deemed acceptable.

Reporting Absences

It is a parent's responsibility to inform school of any reasons for a child's absence, before 9.00 am, each day that they are absent from school (unless otherwise arranged with school) and to provide further information as required. We will refer the matter to the school's EWO (Educational Welfare Officer) if no response is forthcoming.

Leave of Absence during Term Time

What should parents do if they wish to request a leave of absence?

Parents are advised to refer to P17 of the DfE Guidance. Requests for holidays, regardless of parental holiday entitlement and issues, will not be authorised.

To request leave, a form, which can be collected at the office or downloaded from our school website, needs to be completed. No holiday requests will be authorised for students of statutory school age. This decision will be communicated in writing to the parent requesting the leave.

Official Religious holidays will be authorised, but the number of days allowed is stipulated by the Local Authority. Nursery holidays will be authorised as these children are non-compulsory school age.

What happens if a child goes on holiday in term time or takes leave of absence for other reasons without permission from the school?

Penalty notices will now be issued on a three-year rolling period starting when the first penalty notice is issued after the 19th August 2024. Information can be found on the new DfE guidance: 'Working Together to Improve School Attendance'. [Working together to improve school attendance - GOV.UK](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

The first Penalty Notices for leave in term time will be £160 per parent per child but can be reduced to £80 per parent per child if paid within 21 days.

If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment. A third penalty notice **cannot** be issued within the three-year period; therefore, the county council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, the potential fine is up to £1000.

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can only be issued in cases of unauthorised absence.
- There will be no limit on the times a Penalty Notice for unauthorised leave of absence can be used in an academic year.
- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for more than one child.
- The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

Penalty Notice for leave of absence (holiday) in term time

- Previously only one Penalty Notice per pupil was issued within an academic year. This limit has been removed so more than one Penalty Notice could be issued for repeated absence without permission during term time.
- Previously pupils missing 10 sessions or five days taken together risked a Penalty Notice. Now a combined total of ten sessions (not necessarily grouped as 5 consecutive days) could trigger a Penalty Notice.
- Instead of monitoring and totalling holiday absences taken across each academic year, they will now be monitored across the previous three years, regardless of academic year
- School will issue fines for any holidays taken in term time.

Penalty Notice for persistent absence

- Parents whose child is repeatedly absent will now only receive one warning notice period to bring about improvement in attendance in a single academic year. If attendance deteriorates again then no further formal warning notice will be issued and the Local Authority can automatically consider other statutory actions if unauthorised absence re-occurs.

Medical Appointments

Parents of children attending a medical appointment during the school day need to produce an appointment card/letter or similar paperwork prior to the appointment. Where possible all medical/dental appointments should be made outside of the school day. We can then confirm lateness as a 'medical' absence and therefore authorised.

School Action on Repeated Absence

Where a child is persistently late or absent, even if the Head Teacher has been informed, the following steps will be taken:

- A telephone call/letter/meeting informing parents of the number of late arrivals.
- If lateness persists then the parents will be contacted by the Educational Welfare Officer
- Please note that any lateness or unexplained absence will be monitored by the EWO as a matter of course.
- Schools and EWOs must now adhere to the 'Code of Conduct under the Provision of the Education (Penalty Notices) Regulation 2007 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003'.

Roles and Responsibilities

Attendance is overseen by the Headteacher and Clerical Assistant, who maintains a record of children's attendance rates and reasons for absence. Children causing concerns are identified and appropriate procedures, as outlined in the policy are followed.

Forsbrook Primary School works closely with the EWO to discuss individual cases and decides on appropriate next steps, looks at whole-school improvements or concerns relating to attendance statistics.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.

Guidance & Legislation

DfE Advice on School Attendance

SCC Education Welfare Guidance on Attendance