Attendance Policy

Ringmer Primary and Nursery School

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1. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

It also refers to:
School Census Guidance
Keeping Children safe in Education
Mental health issues affecting a pupils attendance guidance

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Holding the headteacher to account for the implementation of this policy

The named safeguarding governor will:

- Meet with the headteacher every half term
- Monitor attendance data for the whole school and emerging patterns for groups of children or individuals

3.2 The Headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, or authorising the school business manager to be able to do so
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels
- Working with local authority assigned attendance SPOC (single point of contact) to tackle persistent absence
- The SENDCo in conjunction with the headteacher will work with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- The SENDCo in conjunction with the headteacher will communicate with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating attendance support plans in partnership with pupils and their parents/carers and, where necessary, classteacher and/or the SENDCo
- Delivering targeted intervention and support to pupils and families
- Monitoring attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance
- Working with local authority assigned attendance SPOC (single point of contact) to tackle persistent absence

3.4 Classteachers

Classteachers are responsible for recording attendance on a daily basis and submitting this information to the school office. At Ringmer Primary and Nursery School, we use arbor to register children and this should be completed by:

- ❖ Morning = 9.00am
- ❖ Afternoon = 1.10pm

This is then checked by the school office and followed up as appropriate.

- Contribute and promote the inclusive, warm and nurturing ethos of the school and ensure a safe environment for all children
- Aim to welcome each child into the class by name
- Build relationships with families by calling home on a child's second day of absence
- Be aware of absences of each child or patterns in absence in their class and make sure the child is supported in catching up missed work
- Support children with attendance targets by using tomorrow cards or other strategies agreed on their plan
- Communicate to the DSL where there are possible safeguarding concerns, reporting in detail on myconcern
- Notify the Headteacher and designated leader for attendance if there is any suggestion of term time holiday
- Termly monitoring of attendance data, identifying where support may be needed.
- Include attendance data on each child's school report which go home three times a year

3.5 Office Staff

- Take calls and messages from parents/carers about absence on a day to day basis and record it on Arbor.
- Provide a warm welcome to children who are returning to school or who might be experiencing some anxiety.
- Where necessary walk the child to the classroom/launchpad/hall etc
- Contact any parents/carers about absence if we have not received any communication as a duty of care and alert the attendance lead or headteacher if unable to make contact.
- Monitor all communications for daily attendance updates from parents/carers, including using the correct codes.
- Support in the administration of attendance related tasks.
- Share with the headteacher and attendance lead daily the attendance of those learners who are persistently absent or at risk of being persistently absent.
- Be an extra layer of vigilance in monitoring patterns of absence and/or concerns

3.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time - NHS Advice

- Call the school to report their child's absence before 8.30am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- If their child's absence rates are increasing and causing concern, an attendance support meeting will be arranged which parents must attend and discuss supportive methods to improve the child's attendance
- Keep to any attendance support plans agreed by the school/local authority and engage with the support offered by the school
- Provide, if requested, evidence relating to the absence e.g. a Doctor's letter, travel documents, appointment bookings etc

3.7 Pupils

- Attend school every day, on time
- If an individualised plan has been agreed, do their best to follow it

4 Recording Attendance

4.1 Attendance Register

We will keep an attendance register via Arbor, and place all of our learners on this register.

We will take our attendance register at the start of the first session of each school day and once at the beginning of the second session. It will mark whether every learner is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstance
- Provide reason for absence where possible

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the **DfE attendance codes.**

We will also record:

- instances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.40am on each school day.

The register for the first session will be taken at 9.00am and will be kept open until 9.15. The register for the second session will be taken at 1.00pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am or as soon as practically possible by calling the school office staff or logging it on their Arbor app.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.
- However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise. **We are not able to authorise absence after it has been taken.**

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed (9.15am) will be marked as late, using the appropriate code.
- After the register has closed (9.16am) will be marked as absent, using the appropriate code.

Incidents of lateness are reported to the headteacher and attendance lead daily. Patterns of lateness are tracked half-termly and reported to the governing body.

- Parents of pupils who have patterns of lateness will be contacted to discuss the importance of punctuality and how this might be achieved:
- Parents will be invited to a meeting to discuss the cause of lateness with the headteacher, support will be offered and an attendance support plan created.
- If a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period, a penalty notice could be issued in accordance with East Sussex's Code of Conduct for issuing penalty notices for non-attendance.

Parents must collect their child promptly at the end of the school day:

- Where late collection is persistent and/or significantly after 3.15pm, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.
- If one is available, the school will place a child into the after school club and provide the parent/carer with the bill.
- If a child is not collected by 5.30pm, and a parent cannot be contacted, the school will contact Children's Services as this is a safeguarding concern.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit, contact Children's Services or the police.
- Identify the correct attendance code to use and input it as soon as the reason for

absence is ascertained

- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving their assigned SPOC or children's services.
- Where relevant, report the unexplained absence to the learner's social worker.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2), as appropriate.
- Where appropriate a home visit may be undertaken by the school in line with the following criteria.

Home Visits:

- Initial Contact: The school must attempt to contact the parents or carers by phone or text on the first day of absence.
- Unexplained Absence: If no contact is made, the absence is marked as unauthorised.
- Safeguarding Concerns: A home visit is conducted if no contact is made and there are safeguarding concerns for the child.
- Vulnerable Pupils: Prioritized home visits may be given to vulnerable pupils, such as those on child protection plans or with previous attendance issues.

4.6 Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels.

- Share attendance on school report X3 annually
- Parent consultations X3 annually
- Send attendance letters termly to the parents/carers of those learners with attendance lower that 94%
- Weekly class attendance figures in the school bulletin

5 Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at their discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as unavoidable and a rare circumstance such as a family bereavement or a close family wedding. Such absences would not be expected to be more than one or two days. Holidays attached to such events will not be authorised. Some time away from school due to unavoidable illness already impacts on the child's learning and so to choose to withdraw your child for a reason that is not an exceptional circumstance on top of this means that your child has even less education. The school year

is only 39 weeks which leaves 13 weeks in which holidays can be taken without your child missing school.

Children returning from a term time holiday are also unprepared for the lessons which build on the teaching they have missed. This poses a potential risk of the under achievement of other children in the class. This is something we *all* have a responsibility to avoid.
If we suspect a child has been absent from school due to a holiday that we have not been informed about, the absence will be unauthorised and it is the responsibility of the parent(s) to provide evidence to the contrary. This might be a doctor's certificate or flight details for example.
The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 14 days before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

5.2 Legal sanctions (Penalty Notice Fines)

The Department for Education has recently introduced a new National Framework for Penalty Notices issued for unauthorised absence in term time. These changes will come into force for Penalty Notice fines issued after 19 August 2024.

Ringmer Primary and Nursery School will make use of the full range of potential sanctions - including, but not limited to those listed below to tackle poor attendance. Decisions will be made on an individual, case by case basis.

<u>Reasons for Penalty Notices</u>
Under the new national framework, all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.
These absences could be a combination of the following codes:
G – Term time Leave of Absence
O – Unauthorised Absence – failure to contact the school (unexplained absence) may result in an unauthorised absence
U – Late after the registers have closed

Who is liable for a Penalty Notice?
Penalty Notices are now issued for each parent for each child (per parent, per child). Parent refers to anyone with parental responsibility and may include carers, step parents, grandparents or any other adult with parental responsibility. For example, if a family with three children took a term time leave of absence, each parent would receive three penalty notices for each child.

Following an attendance support meeting, the school would then monitor the attendance for 10 school weeks. During this period school will continue to engage and attempt to address barriers to regular attendance.

If, during the monitoring period, the national threshold has been met and the pupil has been recorded as absent for 10 sessions within 10 school weeks, a request for a Notice to Improve/Penalty Notice can be submitted to the Local Authority.

The Local Authority will consider the request for a Notice to Improve/Penalty Notice on a case-by-case basis at a weekly triage meeting and determine the appropriate next step. Discussions will be held with the school if there are any queries.

During this period all supportive measures by the school should continue and approaches to be adapted where necessary. Regular reviews should be documented through existing Support Plans.

First offence
FPNs are issued per parent, per child and are an alternative to prosecution. This gives the parent an opportunity to discharge their criminal liability by paying a fine of £160, which must be paid within 28 days. If you pay the FPN within 21 days, the amount is reduced to £80. The payment must be made directly to the local authority and is not received by the school. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Second offence
If a second penalty notice is issued for term time leave of absence or unauthorised absence within a three-year period there will not be a discount for early payment. The penalty notice is payable at the full amount of £160 within 28 days of the date of being issued. Penalty notices can be issued by the local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:
- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

Third offence (Court action)
If there is a third instance of term time leave of absence or unauthorised absence, a Penalty Notice will not be issued. Any further cases will be referred directly to Magistrate's Court for prosecution. Magistrates can impose a fine of up to £2500 per parent, per child. If

a parent is found guilty of an office, this is recorded as a criminal offence and will show on any DBS (Disclosure and Barring Service) checks as ‘failure to safeguard a child’s education’.

6 .Strategies for promoting attendance

- Deliver a stimulating and engaging curriculum that encourages children's enjoyment of school
- Provide information on all matters related to attendance in our weekly bulletins and on our website
- Set targets for the school and share these with parents/carers
- Use learner voice to develop attendance promoting strategies
- Create and utilise adaptive individualised plans to help remove barriers
- Provide resources for the family home and offer home visits from our inclusion leader

7. Attendance monitoring

7.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Monitor which pupils are absent daily. Identify whether or not there are particular groups of children whose absences may be a cause for concern

Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely. Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence and lateness, and their families (see section 7.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Provide access to wider support services to remove the barriers to attendance
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these learners and their parent/carers. In doing so, the school will sensitively consider some of the reasons for absence
- The attendance team will contact the parents/carers of pupils whose absence has dropped to 90-96% to see if school can offer support.
- The attendance lead will hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Invite parents/carers to attend action plan meetings to identify the reasons for absence and work together to set short term goals to improve this.
- Implement sanctions, where necessary (see section 5.2, above)

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum on an annual basis by the Senior Leader responsible for attendance. At every review, the policy will be approved by the Local Governing Board.

9. Links with other policies

This policy links to the following policies:

● Safeguarding & Child Protection policy Child Protection and Safeguarding Policy RPaNS September 2024.docx

● Behaviour policy

Behaviour for Learning Policy RPaNS June 2024.pdf

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made

H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Attendance Matters!

There is a direct link between poor attendance and under-achievement.

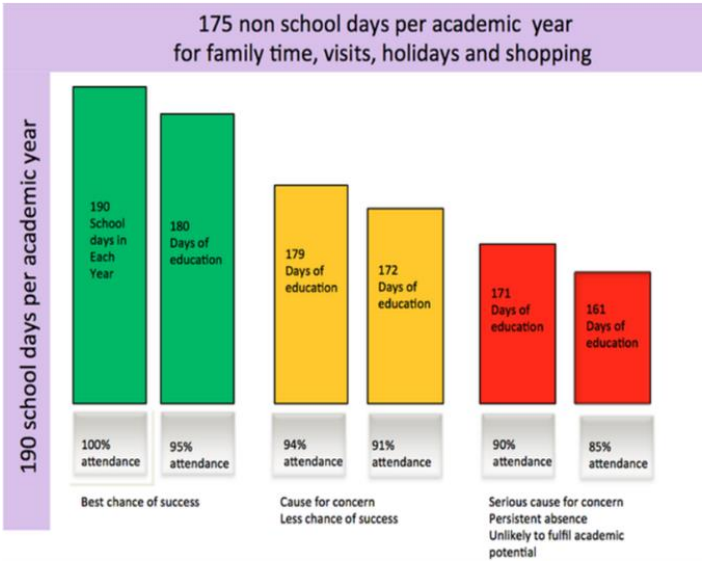
Children who regularly attend school:

- Make better progress, both socially and academically.
- Find school routines, schoolwork, and friendships easier to cope with.
- Find learning more satisfying.
- Learn learning habits which will help them later in life.

Absence for whatever reason disadvantages a child by creating gaps in their learning. Good progress can only take place when children are in the classroom regularly and on time.

We have an attendance target of 97%.

School registers are checked regularly by the Headteacher, secretary and class teachers, and poor attendance is followed up. Once attendance figures have been reviewed, we follow a process to support families to improve.



Attendance in Numbers:

Attendance %	Attendance in Days	Absence in Days	Hours of Lost Learning
100%	190	0	0
97%	184	6	30
95%	180.5	9.5	47.5
90%	171	19	95
80%	152	38	190

Every Minute Counts

Lateness = Lost Learning (the figures below are calculated over a school year)

5 minutes late each day = 3 days lost!

10 minutes late each day = 6.5 days lost!

15 minutes late each day= 10 days lost!

20 minutes late each day = 13 days lost!

30 minutes late each day = 19 days lost!

Appendix 3 - Letters

PUNCTUALITY

There are currently concerns regarding your child's punctuality at school. Despite this having previously been brought to your attention, there has been no improvement, and, to date, we do not appear to have been provided with a valid reason for the persistent lateness.

Under the Education Act 1996, parents have a duty to ensure that their child attends school regularly and failure to do so is therefore an offence.

As explained in our school, I cannot stress enough the importance of XXXX being here, on time, every day. I will continue to monitor XXXXXX's attendance and punctuality, and review this periodically.

This letter is a warning that should XXXXX accrue 10 sessions of unauthorised absence or lateness during the next 10 school week period I will be requesting that a Penalty Notice be issued.

If you have any queries, please contact me.

Below 94% Attendance Letter

Dear ,

We have noticed that 's attendance at school so far this academic year is .
As you are aware good attendance makes a vital contribution to a pupil's progress and achievement. We recognise that there can be a variety of reasons why a child is not in school, but we are duty bound to bring this to your attention. When schools are externally judged their attendance levels are scrutinised and we have to ensure that we are doing everything we can to keep attendance high.

Our school attendance target is 98%. As your child's attendance is 94% or below, moving forward we will be monitoring your child's attendance termly.

If your child's attendance is below 90% this is classed as persistent absence and if it continues to decrease you will be invited into school to agree an attendance support plan.

The table below may highlight to you why we are so concerned about your child's attendance and why days off school have such an impact on children's learning. If you would like a breakdown of their attendance please email the school office.

Yearly Attendance	Days absent	Weeks absent	Hours of learning lost
95%	9 Days	2 weeks	50 hours
90%	19 days	4 weeks	100 hours
85%	29 days	6 weeks	150 hours

We would like to work with you to improve your child's attendance. Please do let us know if there is anything we can do to support you with this and if you feel you need to discuss this with us any further please contact the school office to make an appointment at your earliest convenience.

Yours sincerely,

Anna Crompton

Headteacher

Unauthorised Absence

There is no entitlement to time off during term time. If children are absent for reasons which are not permitted by law, or where the explanation or reason for the absence is considered unsatisfactory absence will be recorded as 'unauthorised'. Examples of unauthorised absence are:

- Term-time holidays
- Absence following or prior to a school closure or authorised leave
- Waiting for a delivery or repair
- Taking or collecting a relative to/from the airport
- Going for a family day out
- Sleeping in after a late night
- Going shopping or for a hair cut
- Because it is a child's birthday
- Parent/carer's illness (other than in an emergency)
- Frequent unsubstantiated claims of illness
- Where there is no explanation for an absence

Attendance and The Law

The legal duties of schools:

Schools have a legal duty to monitor student attendance daily and to inform the local authority of any student who is regularly absent from school. They must also investigate any unexplained absences as part of their legal safeguarding duty.

The legal duties of parents and carers:

You must make sure your child gets a full-time education that meets their needs. If your child is registered at school, you must ensure they attend regularly and arrive on time. Children must get an education between the school term after their fifth birthday and the last Friday in June in the school year they turn 16.

When your child is not receiving an education:

The school will contact you if your child is enrolled in school and does not attend (even if they're only absent for a day). The local authority will contact you if your child has irregular school attendance or the school makes a referral to the local authority for further investigation and support

You can be prosecuted if you do not give your child an education. Prosecution is a last resort. You will normally get offers of support first. Then, if appropriate, the local authority may issue warnings.

Legal action to enforce school attendance:

Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give you:

- A Parenting Order
- An Education Supervision Order
- A School Attendance Order
- A fine (sometimes known as a ‘penalty notice’)

Parenting Order: This means you must go to parenting classes. You’ll also have to do what the court says to improve your child’s school attendance.

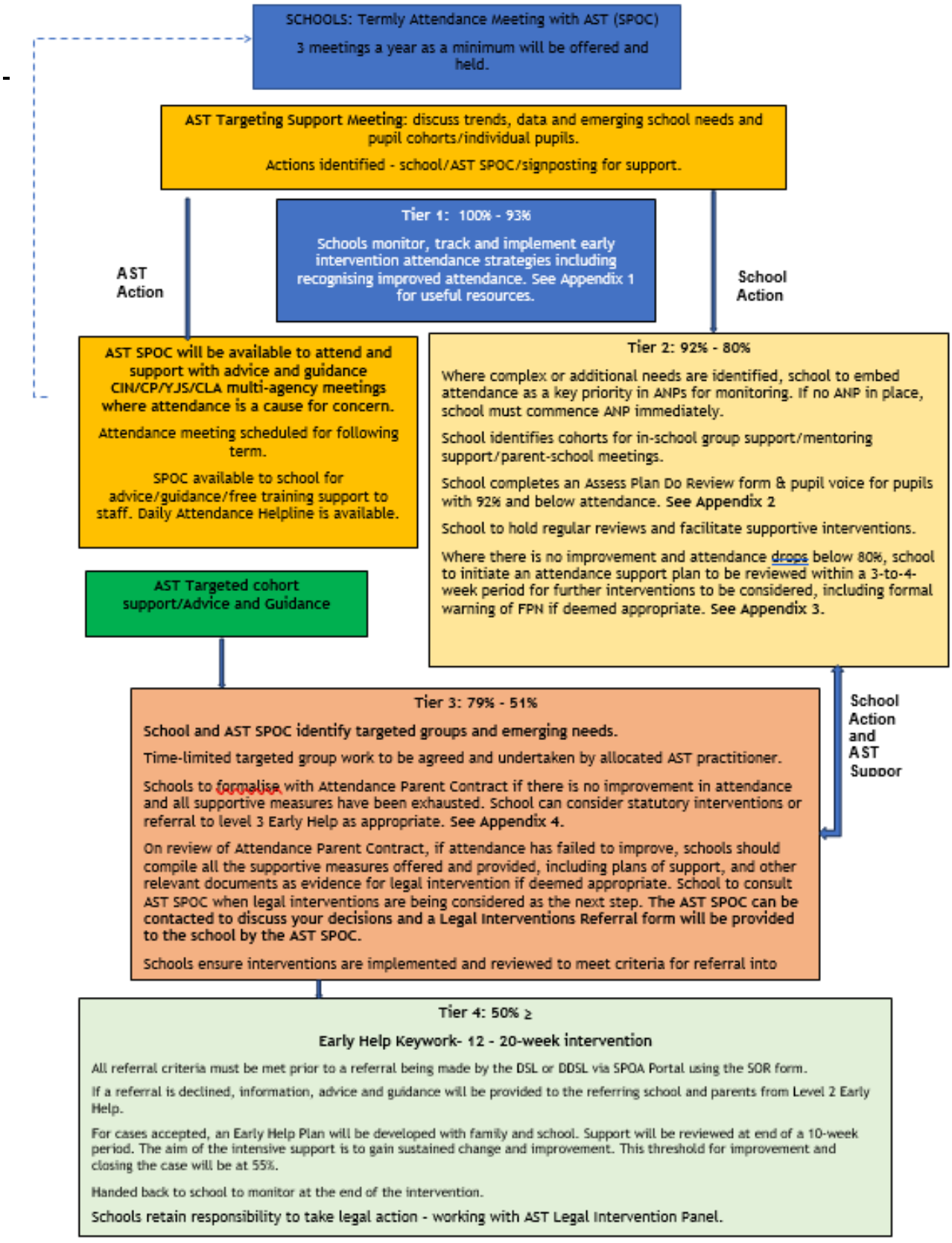
Education Supervision Order: If the council thinks you need support getting your child to go to school but you’re not co-operating, they can apply to a court for an Education Supervision Order. A supervisor will be appointed to help you get your child into education. The local council can do this instead of prosecuting you, or as well.

School Attendance Order: You’ll get a School Attendance Order if the local council thinks your child is not getting an education. You have 15 days to provide evidence that you’ve registered your child with the school listed in the order or that you’re giving them home education. If you do not, you could be prosecuted or given a fine.

Fine: Your local council can give each parent a fine of £60, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days, you may be prosecuted for your child’s absence from school.

Prosecution: You could get a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.

Appendix 5 – East Sussex Attendance Process



Attendance tracking - A day at Ringmer Primary School

Step	Time	Action	Responsibility
1	8:35am	· Gate opens	SLT
2	8:40am	· Classroom doors open	Class Teachers
3	8:50am onwards	· Gate Closes Late entries come through the school office	SLT Families School Secretary
4	By 9:00am	· Registers taken in class	Class Teachers
5	9:00am	· Register close · Pupils arriving after this time are marked as /U/ - unauthorised absence for that session	School Secretary
6	9:15am	· Absentee Report printed from Arbor and given to Head of School	School Secretary
7	9.30 onwards	· Phone calls home to any families we have not heard from who are absent · Incident/ actions added to myconcern	School Secretary/SLT
8	Daily	Monitoring of attendance and emails sent to any families where attendance is a concern	SLT

Attendance flow chart

