



**North Wolds Federation**  
**Ensuring Excellent Attendance Policy**  
**September 2024**



Our **inclusive school community** puts our **Christian values** at its core and endeavours to develop all members to be **wise, happy and spiritually** aware individuals who can achieve their **dreams and goals**.

Working with our **local community**, we **care for** and educate each person, **respecting individual differences**.

As Jesus welcomed all, so we **welcome everyone** into our school and strive to send them out prepared to be **good citizens** in today's **diverse society**.

We are preparing for a brighter tomorrow.

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

**Caring, Respect, Co-operation, Commitment to Achieve, Honesty, Fairness**



Our **inclusive school** is at the heart of our **small community** where all families feel **welcome, valued and supported** as friends.

Working with our local **community**, children leave us ready for their next learning adventure, as **well-rounded** citizens with the skills, knowledge and the **confidence** to be happy and successful for the rest of their lives.

We nourish their bodies and characters with our school **values** of respect, cooperation, independence, care, happiness and commitment to achieve.

We ensure they have the armour of our **love and guidance** to be the best version of themselves and carry that forward with their actions towards others

**Caring, Respect, Commitment to Achieve, Co-operation, Happiness, Independence**

Policy Approved on : **30/09/2024**  
Chair of Governors Signature: **Approved Via Governor Hub**  
Policy Review Date : **09/2027**

This policy is underpinned by the following aspects of the Market Rasen Church School Vision; inclusive school community where attendance is a priority for all of our children, develop all members to be wise and happy, achieve dreams and goals, working with our local community, care for each person, respecting individual differences, welcoming everybody, preparing for a brighter tomorrow and “**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 Champions

The following people champion and lead on attendance within our Federation

Market Rasen C of E Primary  
Nettleton Community Primary

Federation Governor responsible for attendance

Mrs Nichola Allerston  
Mrs Dena Jones  
Mr Dave Walker

Please contact Mrs Allerston [nichola.allerston@marketrasen.lincs.sch.uk](mailto:nichola.allerston@marketrasen.lincs.sch.uk) or Mrs Jones [dena.jones@nettleton.lincs.sch.uk](mailto:dena.jones@nettleton.lincs.sch.uk) if you would like to discuss any aspects of your child's attendance.

### 1. Introduction:

The school believes that excellent attendance at school is imperative to making good progress. For children to gain the greatest benefit from school they need to be **in school, on time, every day** unless their reason for absence is unavoidable.

**Failing to attend school on a regular basis will be treated as a safeguarding matter.**

### 2. Aims of the Policy:

- To ensure high attendance of all pupils and pupil groups (boys, girls, DPP eligible, Not DPP Eligible, SEND, Not SEND, FSM) at the Federation.
- To make attendance and punctuality a priority for all those associated with the School including Pupils, Parents, Teachers and Governors.
- To outline our systematic approach to gathering and analysing attendance data.
- To further develop positive and consistent relationships between home and school.
- To communicate our system of rewards for good behaviour

### 3. Understanding Absence:

Every half day absence from school (morning and afternoon) has to be classified by the school, not parents, as either **AUTHORISED** or **UNAUTHORISED**. This is why we need to know if children are ever off ill, preferably in writing.

**Authorised** absences are mornings or afternoons away from school for a good reason like genuine illness or medical appointments which cannot take place outside of school time. Please note that wherever possible medical appointments should be made outside of school time.

**Unauthorised** absences are those which the school do not consider reasonable and for which no authorisation has been given. Examples of unauthorised absences include:

- Children who have been kept off school unnecessarily
- Absences which have not been properly explained.
- Children who arrive too late at school to get their register mark
- Family holidays, shopping trips, day trips, birthdays.

### 4. Pupils With Medical Conditions

The school has a “Supporting Pupils In School With Medical Conditions” policy which outlines the support school will give to ensure that pupils with medical conditions can still attend.

If your child is missing school due to a medical condition we will work with you to find ways to enable them to attend. Please contact the school attendance lead named in Section 1

## 5. Absence Procedures:

If your child is ill you must call the school on the first day of absence and every subsequent day of absence, before 9.30 am

**Market Rasen C of E Primary School:**  
**Nettleton Community Primary School:**

**Call 01673 842395 (Option 1)**  
**Call 01472 851455**

If your child is absent and we have not heard from we will contact you on the first day of absence. This is called first day calling and is to safeguard the child. If we cannot contact you on the first contact you have given, we will contact the other people on your contact list. We may visit your home or contact the police to do a safe and well check if we are worried.

## 6. Registers:

There is a legal requirement to complete registers at the start of the morning and afternoon sessions. Information from the registers is placed onto our school information management system (SIMS) and monitored by our attendance leads.

## 7. Lateness:

Poor punctuality is not acceptable and has an impact on the child who is late and the other children in the class.

At Market Rasen C of E Primary the school bell sounds at 8.45 and children are expected to be ready for school at this time. School ends at 3.15pm for Key stage One and 3.20pm for Key Stage Two.

At Nettleton Community Primary School the children should enter school no later than 8.40. School ends at 3.10pm.

Registers are taken at 8.55 and if your child is not in class then they will receive a late mark.

At 9.15 registers are closed. In accordance with regulations, if your child arrives after this time your child will get a mark that shows them as late but on site. Late children must enter through the main reception area. The reason for lateness is recorded in the "Late book."

## 8. Managing Lateness:

If your child is persistently late, as seen in the late book, you will be asked to meet with our attendance leader to discuss the problem and to see what support we can offer you to rectify the situation. Regular lateness will be referred to the Local Authority Attendance team and could result in a fine.

## 9. Impact of Poor Attendance

- Attending school every day = 100% attendance
- Attending 4½ days a week = 90% attendance = **4 weeks** missed per year
- Attending 4 days a week = 80% attendance = more than **half a term** missed per year.
- Attending 3½ days each week = 70% attendance = more than **a quarter of the school year** missed.
- An average attendance of 80% or less across a child's school career adds up to missing a whole **2 years** from school.
- Being late for school reduces learning time.
- If your child is 5 minutes late every day they will miss **three days** of learning each year.
- If your child is 15 minutes late every day they will miss **2 weeks** of learning each year.

There is a direct correlation between attendance and achievement in school.

## 10. Approved Absence / Holiday In Term Time:

The school, in line with Government legislation, will never authorise absence in term time unless the circumstances are **exceptional**. It is not possible to list all of those occasions that we would consider exceptional but they may include:

- Military personnel returning from active duty
- Bereavement
- Family Weddings

**We are not able to authorise family holidays and will not do so.**

The Anti-Social Behaviour Act (2003) gives the Local Authority and School the power to issue penalty fines for unauthorised holidays in term time. No parent can demand leave of absence for the purposes of a holiday as a right.

As from September 2012 the amendment to the Education (Pupil Registration) (England) Regulation's 2006 make clear that head teachers should not grant leave of absence during term time unless there are **exceptional** circumstances. This will be rigorously applied throughout the school. In the event of a holiday not being authorised a letter will be sent to both parents stating this (See appendix 2.) All unauthorised holidays/absences will be reported to the Local Authority Attendance Service who will issue a penalty. Where relevant, individual fines would apply to both parents. Parents should not book or make arrangement for holidays unless exceptional circumstances have been agreed with the school in advance.

At the beginning of each academic year we will send out a "warning letter" to all families to ensure they know that leave of absence for holidays won't be granted. This then allows us to follow up parents who take their children on holiday without applying for a leave of absence.

From August 2024, the statutory document 'Working together to improve school attendance,' clearly states: Penalty notices can be issued by the Local Authority for poor attendance and term time holidays. This applies to five days unauthorised absence in a 10 week period.

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- If a second penalty notice issued to the same parent in respect of the same pupil within a three year period, it will be charged at a flat rate of £160 if paid within 28 days.
- A maximum of two penalty notices will be issued per parent, per child, within a 3 year rolling period. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution via the Magistrate's Court.

## **11. Applying For A Leave Of Absence**

To apply for a leave of absence the parent or carer must submit a leave of absence form (Appendix 1) before the absence which will outline why the request is exceptional. A meeting will be held with a senior member of staff to discuss the request if necessary.

**Only in truly exceptional circumstances will a leave of absence be granted.**

## **12. Encouraging Good Attendance.**

We encourage good attendance in the following ways.

- Weekly celebration of the class with the best attendance in Collective Worship. The class with the highest attendance will get a reward; usually a fruit platter.
- Termly celebration of the class with the best attendance.
- Yearly celebration of the class with the best attendance.
- Certificate at the end of each term for children with 97%+ attendance (not cumulative)
- Special certificate at the end of each year for children with 100% attendance

- A prize for all children at the end of each year with 97%+ attendance; usually a medal.

### 13. School Monitoring

On a weekly basis the school monitors

- % overall attendance by class
- List of children who are Persistently Absent.

On a half termly basis the school monitors:

- % overall attendance by school, class, year group and pupil.
- % attendance of different groups of learners (Boys, Girls, SEND, DPP Eligible, Not DPP Eligible)
- Children below 90% attendance
- Children regularly arriving late

School will compare their attendance figures with the prevailing national figures from Analysing School Performance (ASP) and the weekly and half termly figures from FFT Attendance Tracker.

### 14. Communication with Parents.

Each half term parents will receive an attendance letter which will inform them of their child’s attendance.

<b>Red attendance</b>	Below	90%	(Persistently Absent)
<b>Orange attendance</b>	Between	90-94.9%	
<b>Green attendance</b>	Between	95-96.9%	
<b>Gold attendance</b>	Above	97%	

Children’s yearly attendance will be included in their end of year report.

Attendance panels will be held every half term. Parents of children with poor or deteriorating attendance will be invited to an attendance panel which will include a senior member of staff and possibly a representative from the Educational Welfare Service or our Parental support advisor.

### 15. Where the School Is Worried About A Child’s Attendance

- 1) Informal meeting will be held with parent to discuss concerns around attendance. If no improvement is need move to Step 2.
- 2) Attendance Panel Meetings (See Section 17) to be held. If no improvement is seen move to Step 3.
- 3) Potential Referral to Education Welfare

### 16. Persistent Absenteeism (PA):

A child becomes a “persistent absentee” when they miss 10% or more schooling across the year for whatever reason. **Absence at this level will do considerable harm to a child’s education prospects** and we require full parental support and co-operation to tackle this.

All persistently absent cases are monitored closely by the attendance lead through our improving attendance procedures. We may complete an EBSA (Emotional Based School Avoidance) plan or a Pastoral Support Plan if we feel it will support the child to attend school more regularly. Meetings with parents / carers will help determine the appropriate support and external services who will be able to work with families.

## **17. Attendance Panels**

Where issues in attendance are identified, parents or carers will be invited to a face to face meeting with the attendance leader usually our Federation Parent Support Advisor to understand the problems, create an action plan and agree a target for improvement.

Through the attendance panel issues may arise that we can support parents with for example in school issues, emotional based school avoidance issues, mental health issues or behaviour issues. The school will support parents in these instances.

Attendance panels are a supportive process with the sole aim of improving attendance. They do not seek to judge, blame or criticise pupils or parents.

These meetings will go ahead whether the parent turns up or not. If the parent does not turn up they will be sent a copy of the meeting notes and the action plan.

## **18. Educational Welfare Service**

A Local Authority Education Welfare Officer will work at School on request and can be contacted at any time in an emergency. Under the Education Act (1993) the Local Authority has the duty to bring prosecutions in the magistrate court against the parents of children with poor school attendance and under the child act (1989) to seek Education Supervision orders against parents whose children's attendance is unsatisfactory.

## **19. Governance**

The Executive Headteacher will meet each half term with the Federation Attendance Governor to share information of attendance at both schools.

The Executive Head Teacher, or Federation Attendance Governor, will report attendance data at each full governors meeting in the Head Teachers report to the Governing Body.

On a regular basis the representatives of the Governing Body will:

- Review attendance figures
- Ensure that holiday requests are only being authorised in exceptional circumstances
- Ensure the attendance policy is being applied robustly and fairly.

The Pupil Premium Champion Governor will specifically review to attendance of children entitled to pupil premium each half term.

**This policy is to be reviewed every three years or sooner if the need arises**



**North Wolds Federation**

**Application for Exceptional Pupils Leave of Absence**

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_  
Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_  
Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

When to apply for leave of absence for my child(ren) from:

Start day of Absence: \_\_\_\_\_ Date expected back at school: \_\_\_\_\_

Total number of days your child(ren) will be absent from school: \_\_\_\_\_

Please outline the **exceptional** nature of your request:

(PLEASE DO NOT REQUEST LEAVE OF ABSENCE FOR A FAMILY HOLIDAY AS IT CANNOT BE AUTHORISED)

Time to discuss this application with senior member of staff: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Guardian

This form must be forwarded to the Head teacher before the requested period of absence.

Leave of absence without authorisation will be referred to Educational Welfare Service

**OFFICE USE ONLY:**

Leave of absence is exceptional and has been granted: ☐

has not been granted:



on that makes this request exceptional is:

Signature of Head teacher:

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Appendix 2  
Refusal for leave of absence

Both Parents

Signature of Child  
Date of Birth

Thank you for your application for exceptional pupil's leave of absence from Insert Dates (Insert number of school days). This has been considered carefully with reference to our Ensuring Excellent Attendance Policy (October 2022) which can be found on our school website.

We had the opportunity to consider your request, and have decided that this family holiday is not an exceptional circumstance and I am unable to authorise.

If a pupil should take the proposed time off for a holiday, the absences will be marked as unauthorised and you may be issued with a Fixed Penalty Notice. A Fixed Penalty Notice is a strategy used by schools/academies to address the unacceptable levels of attendance of children at school/academy under the following legislation:

Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child received efficient full-time education by regular attendance at school or otherwise

Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.

In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty Notice of up to £60.00 or £120.00.

We don't hesitate to contact me should you wish to discuss this matter further.

Yours sincerely

Andrew Smith

Deputy Headteacher