



Attendance & Punctuality Policy

Date agreed by governors.	September 2026
Review Date	July 2027
Policy Written by	Lane End Primary School

Safeguarding Statement.

At Lane End we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Lane End.

We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe.

We perceive this to be part of our role in promoting British values.

<u>Academic Year</u>	<u>Headteacher</u>	<u>Senior Attendance Champion (SLT)</u>	<u>Nominated Governor Attendance</u>	<u>Chair of Governors</u>
2026-2027	Jane Hopwood	Luke Tabiner	Jason Askham	Jason Askham

Contact List – September 2026

<u>Role/Agency</u>	<u>Name and Role</u>	<u>Contact Details</u>
Headteacher/Principal	Jane Hopwood	attendance@laneendprimary.org.uk 01138313449
Senior Attendance Champion SLT	Luke Tabiner	
Attendance Officer	Kelly Sadler Nicola Linfoot	
Governor with responsibility for Attendance	Jason Askham	JAskham@laneendprimary.org.uk
Chair Of Governors	Jason Askham	
School Office	Amanda Kikpartrick	attendance@laneendprimary.org.uk 01138313449
Pastoral and Inclusion Lead	Kelly Sadler	01138313449
School Attendance Service (SAS)	Queries relating to attendance	01133785994 Schoolattendanceservice@leeds.gov.uk
Elective Home Education (EHE)	Queries around Elective Home Education	EHE@leeds.gov.uk
Children Missing Education (CME)	Referrals for children missing education	0113 378 9686 CME@leeds.gov.uk
Education Safeguarding Team	Advice / Training / Safeguarding Audit	0113 3789685 estconsultation@leeds.gov.uk

Introduction and Policy Statement

The Governors and staff at Lane End Primary School are united in their belief that regular school attendance is the key to enabling children to maximise the educational opportunities available to them: helping them to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community. There is a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups.

Lane End Primary School values all children. As set out in this policy we will work with families to identify the barriers to achieving and maintaining excellent attendance and offer the right service at the right time to try to resolve any difficulties.

The Headteacher, Attendance Officer and Pastoral and Inclusion Team will monitor attendance and use attendance data to identify any patterns of concern, whilst also celebrating success! Attendance concerns will be raised with parents if reasons are not known by the school, e.g. a long period of illness. This information may be shared with the Local Authority or Cluster following concerns. Where we have concerns, or lack of engagement from families to improve attendance, we will follow the schools escalated approach to improving attendance. The school's escalated approach is child-centred and prioritises support and developing strong working relationships with families. We will endeavour to foster an early intervention approach through Cluster support and the Early Help process to provide support prior to escalation and consider how we can work with families to enable your child to access their right to education.

Our aim is to always to work in partnership with parents and any referral for consideration of a penalty notice is deemed to be a last resort at Lane End. Attendance figures for each child will be reported to parents as part of the annual report and at termly parents' evenings. We will also share a child's attendance profile if we have concerns regarding a child's attendance. Throughout the school year the Attendance Team will report on the overall attendance figures for pupil groups, and this will be closely monitored for support and reported to the Governing Body and the Local Authority.

This attendance policy is part of broader suite of safeguarding policies and should not be viewed in isolation. Safeguarding policies include the Child Protection Policy, Anti-bullying policy and behaviour policy.

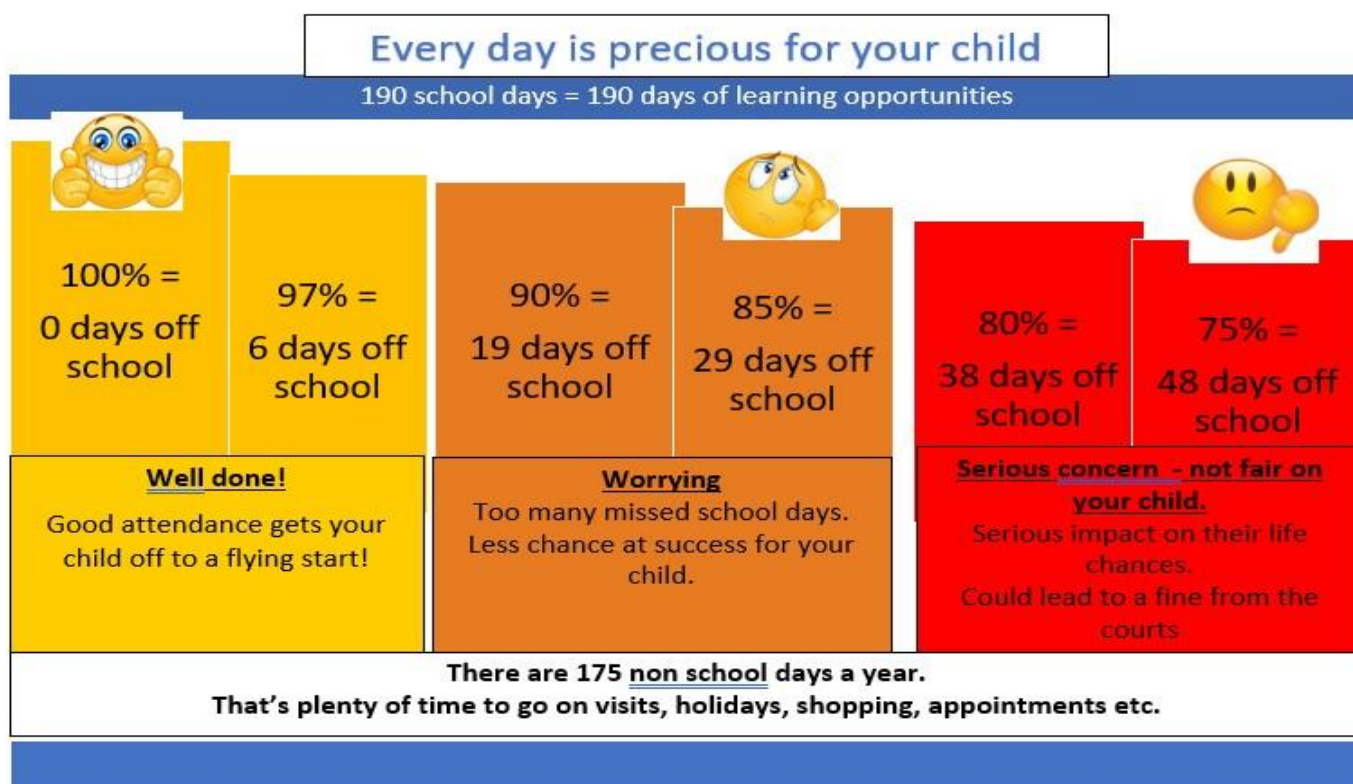
To support good attendance and safeguarding, at Lane End we:

- Ensure the school is welcoming and every child feels a sense of belonging and connectedness.
- Ensure the school site is open at the stated times.
- Ensure the regular, efficient, and accurate recording of attendance is completed by staff twice each day. This further supports our approach to safeguarding within the school.
- Take safeguarding seriously and we will always contact you on the first day that your child is absent from school, this includes before and after-school clubs.

- If your child arrives late after the close of registration, we will record their arrival at reception and transition the child to class. The adult will complete a late arrivals slip.
- Consider any requests for leave in term time individually. This will be aligned to the Local Authority policy.
- Inform the Local Authority of children whose parents have notified the school in writing and have opted for Elective Home Education.
- Work closely with the School Attendance Support Team at Leeds City Council and JESS Cluster.
- Notify the Local Authority of Children Missing Out On Education – aligned to the DfE 2022 Attendance paper.

A whole school approach to supporting attendance at Lane End

Securing good attendance at Lane End cannot be achieved in isolation, and effective practices for improvement will involve working closely with other Leaders within the school. The Attendance Officers and Pastoral Team will work alongside the Senior Leadership Team to facilitate a whole school approach. Please see Appendix 4 for more details of the roles and responsibilities in promoting good attendance and punctuality in school.



Legislation and guidance

This policy is based on the Department for Education's guidance, [Working together to improve school attendance \(applies from 19 August 2024\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Working_together_to_improve_school_attendance.pdf) (publishing.service.gov.uk)

The Education Act 1996 states that:

All pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.

The Local Authority must provide school places to parents who wish their children to be educated at school.

The school must complete attendance registers at the beginning of the morning session and during the afternoon session.

The school must report to the Local Authority pupils who are absent for more than ten days without explanation.

The Local Authority has a duty to ensure that parents fulfil their legal responsibilities.

Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law.

Lane End Primary School will always work in partnership with our parents

Lane End Primary School recognises that poor attendance is often an indication of difficulties in a child's life and their lived experience. This may be related to problems at home or in school. Parents should inform the school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, health issues, bereavement, divorce/separation, incidents of domestic abuse. This will help the school to identify any additional early help which may be required. Safeguarding is a priority so concerns for any child at any time will be reported to the Designated Safeguarding Leader and her team. We will always follow Keeping Children Safe in Education and our Child Protection Policy.

Some children are more likely to require additional support to attain good attendance, for example, children who are vulnerable, have a medical need or EHCP plan, so will be closely monitored and supported in school. At Lane End we will proactively identify and follow up on a child's non-attendance and gather information about the child. This will result in taking early action to prevent non-attendance developing and monitoring the impact of targeted support.

The Attendance Officer will initially:

- Check records, including any from other schools which the child has attended previously.
- Discuss with staff how the child is coping with the curriculum.
- Speak to the SENDCo to establish whether the child is on the Special Educational Needs and Disabilities register.
- Take into account the voice of the child and understand any difficulties, e.g. friendship issues, learning worries etc, so their views on the issues could be addressed.

Children whose attendance falls below 90% are classed as “Persistently Absent” from school. Where a child falls under 50% attendance the child will be classified as a “Severely Absent” child. Ultimately this will indicate that all intervention, and support, offered by Lane End Primary School has not made the expected impact to improve overall attendance. Where attendance remains a concern and all other interventions and support have not made a significant impact, we will escalate with external partners.

Children who are not in school

At Lane End Primary School we expect our parents to make contact at the earliest opportunity on the first day of any absence. We will always contact you via text message or by calling you. Where we have on-going concerns regarding your child’s attendance, we will visit your home address and write to you. We may invite you to meet with a member of staff to discuss any on-going concerns regarding attendance. It is important that you talk to us; you are legally responsible under the Education Act 1996 for ensuring that your child is in school every day and on time. If we cannot make contact with you, we will continue to make announced and unannounced home visits, regarding any concerns we may have surrounding attendance at Lane End Primary School.

Our Attendance process is set out in our Daily Attendance Flowchart – Appendix 1

Parents are responsible for securing full-time education

Parents are responsible for ensuring their children receive a full-time education. Each situation will be dealt with on an individual basis. We will ensure we manage each case fairly and equitably, always remembering the welfare and safety of the child is the paramount concern.

The term ‘parent’ includes those who are not a natural parent but have parental responsibility for the child as defined by the Children’s Act 1989 or have care of the child as defined by the Education Act 1996.

Please view the list of responsibilities and expectations regarding parents, in the green box. Appendix 4

Authorised and Unauthorised Absence

Authorised absence is defined as:

- Genuine illness where the child would be unable to safely stay in school
- Medical or dental appointment (all routine appointments should be arranged out of school time)
- Bereavement – (Headteacher’s discretion)
- Religious observance (The day must be exclusively set apart for religious observance by the religious body to which the parents belong)
- Approved leave in term time where there are exceptional circumstances, as agreed by the Headteacher.
- The pupil has a local authority licence to take part in a public performance and the school has granted leave of absence

Unauthorised absence is defined as:

- Being late after the registers have closed - 'U' code
- Staying at home to care for younger children or sick relatives
- Going shopping or having a haircut
- Where no explanation is offered by the parent or carer
- Where the school is not satisfied with an explanation offered
- Special occasions e.g. birthdays/weddings
- Holidays/leave in term time
- Taking the rest of the day off before or after a medical appointment
- Translating for family members
- Visiting sick relatives
- Exceptional term time leave longer than agreed by the Headteacher

Holidays

From 1st September 2013, the Government amended the England (Pupil Registration) (England) Regulations 2006. Head teachers may only grant leave in 'exceptional circumstances' only. Lane End Primary School follows the Leeds City Council guidance around exceptional circumstances.

Parents wishing to apply for leave during term time must send a written request for the attention of the Headteacher before making any arrangements. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each leave during term time request will be considered on an individual basis.

If a child fails to return and contact with the parent has not been made or received, school may take the child off the school's roll in compliance with the Education (Pupil registration, England) Regulations 2006. This means that the child may lose their school place.

If the permission to take leave is not granted and the child is still absent from school, the absence will be **unauthorised**. When a holiday or break is 5 days or over, school will send the case to Leeds City Council for a fixed penalty fine.

Only in **exceptional circumstances** will absence be agreed or a fine not pursued. In such cases, consideration will be given to the family circumstances and previous good attendance. In all cases though, parents will be required to justify why the leave needs to be taken during term time, and send supporting evidence to explain the exceptional circumstances.

If parents/carers are going on holiday or leaving the country a holiday request should be collected from the school office. This will then be passed to the headteacher to authorise or un-authorise the holiday request.

If school suspect you are on holiday we will submit a penalty notice and it is the responsibility of the parent/carers to prove they were not.

Registration and Punctuality

Doors open for children at 08:45am, the class register will close at 09:00 am. Children arriving after the close of registration will be recorded as late, with an **L** code. Late marks will not be authorised and will count as an absence for the school AM session. Punctuality is recorded and this will be added to your child's record of attendance. If a child arrives at school after 09:30am they will be **U** coded. U = Arrived after registration closed

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as unauthorised if a child has arrived late without justifiable cause, for example they woke up late or were waiting for their uniform to dry.

Transition following long term absence or illness

Absence can significantly interrupt the continuity of children's learning.

During any long-term absence, Lane End Primary School will:

- Maintain contact with the child.
- Carefully plan the reintegration back into school, ensuring your child feels welcome and regains a sense of belonging.
- Ensure the child once again feels safe in school and if they experience any concerns, they will have an appointed member of staff to work with.
- The Class Teacher and Learning Leader will support your child and help them with any work they may have missed. They will complete a 'Return From Absence Form' and liaise with the parents to help them understand what has been missed and how they can help their child to catch up.

SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. School will also follow DFE guidance 'Mental Health issues affecting a pupil's attendance'.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.

- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:
Holding termly meetings to evaluate any implemented reasonable adjustments.

- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Seek advice from outside agencies/specialist.
- Enabling a pupil to have a reduced timetable, which will be regularly reviewed.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

Religious observance

Parents will be expected to request absence for religious observance at least [two weeks](#) advance. The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion. The school may seek advice from the religious body in question where there is doubt over the request.

Penalty Notices and Legal Intervention

There are several sanctions that schools take to address the issue of non-attendance. To try and identify the reason for absence we will always talk to you to identify the reason for absence. Lane End will always ensure the Attendance Intervention is followed (Appendix 2), focusing on the support a child needs at each stage. However, for lack of engagement in attendance support there are sanctions that will be followed:

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's '[Working together to improve school attendance](#)' guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

See Appendix 5 for more details about fixed penalty notices.

Section 4441(a) of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

Schools, trusts and local authorities are expected to work together and make use of the full range of legal interventions rather than relying solely on fixed penalty notices or prosecution. It is for individual schools and local authorities to decide whether to use them in an individual case after considering the individual circumstances of a family. These are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices

Please refer to section 6 of the DfE Working together to improve school attendance 2024 for more information.

Persistent Absence

At Lane End we aim to communicate the importance of attendance with parents and children. We have a particular focus on reducing Persistent Absenteeism at the school. The Persistent Absence threshold for children is currently 10% and Ofsted will use this threshold in its inspection of schools.

The threshold means that any child will be classed as Persistently Absent when they have missed 38 or more sessions. This equates to 19, or more, missed days during the academic year - which is as little as 6 days over each of the three terms. This also equates to the equivalent of 1 day of absence, or more, a fortnight across a full school year

We will use a tracking system to make you aware of the number of days your child has missed in education. This will allow us to work together to reduce the number of days and attempt to prevent your child from reaching the Persistent Absentee level.

Once a child has reached this level, they will be classified as Persistently Absent from school and we will report this to the Local Authority and follow external legal proceedings.

Working with the Local Authorities School Attendance Service

School works in partnership with the statutory School Attendance Service to devise a strategic approach to attendance through Register Checks and Targeted Support Meetings.

The Headteacher/Senior Attendance Champion (SLT) and the Attendance school staff will meet with an Attendance Improvement Officer from the School Attendance Service when required, to discuss and improve attendance for persistently absent or severely absent pupils.

Action plans will be developed for persistently and severely absent pupils.

If parents/carers do not proactively engage with support offered through the action plan, then formal legal intervention may be requested from the School Attendance Service.

Statutory intervention can include:

- Penalty Notices
- Parenting Order
- Education Supervision Order
- Prosecution

Statutory Duty

Section 7 of the Education Act 1996 states that the parent of every child of compulsory school age must ensure they receive efficient full-time education suitable to their age, aptitude and ability and any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. Lane End Primary School recognises Leeds City Council's Attendance procedures and will implement prosecution where it is fair and equitable to do so.

In accordance with the regulations regarding pupils' attendance at school, Lane End Primary School keeps an attendance register on which at the beginning of each morning and afternoon session children are marked present or absent. The marks are electronically processed and stored on the school's central administrative system SIMS. This information is shared with the Department for Education.

Children Missing Education (CME)

A child who is absent as well as missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in [Children Missing Education – Statutory guidance for local authorities \(DfE September 2016\)](#) and follow the **Leeds Children's Services LA procedure** and contact: cme@leeds.gov.uk. Tel: 0113 3789686.

Celebrating Success

At Lane End we feel it is important to reward children who have achieved good or improved attendance. Each half term all children who have achieved such progress will be entered into a prize draw to win a voucher for a fun family activity, e.g ice skating, cinema etc. The weekly 100% Attendance challenge allows classes to celebrate their collective attendance successes for the last 5 school days. When a class achieves the best attendance for the week they get a treat to share such as a hot chocolate, popcorn, extra playtime etc.

Each week every child with 100% over the last 5 days gets the chance to win an attendance prize in assembly. Children proudly wear their badges and use their special stationery across school.

Lane End Primary School will always challenge falling attendance and reward improvements. We are committed to the future of all children that attend Lane End Primary School, and by working in partnership with the school community we believe that together we can achieve more!

We can only achieve this by working in partnership with you. All family members are welcome to attend events such as our open days, fairs, shows and events. If you have any concerns or anything that prevents your child from attending Lane End Primary School please contact school and we will arrange a meeting. We want children to be happy, safe and learning at their best. We hope you will share in this mission.

Other Policies supporting attendance.

Behaviour Policy
SEND Offer and Policy
Pupil Premium Statement
Child Protection and Safeguarding Policy
Equalities and Diversity Statement

Relevant legislation

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

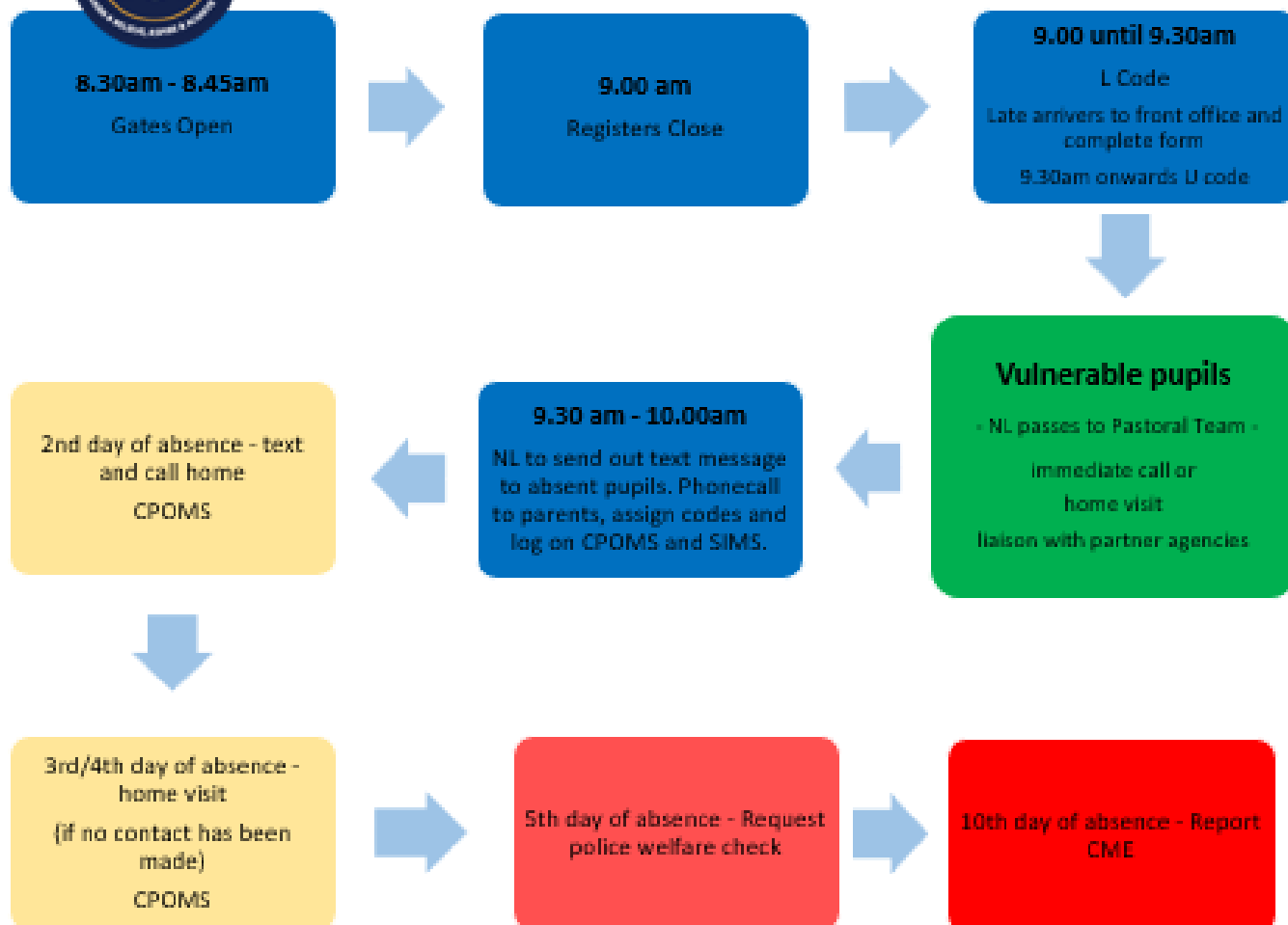
- Education Acts 1996 and 2002

- The Children Act 1989
- The Crime and Disorder Act 1998
- The Anti-Social Behaviour Act 2003
- The Sentencing Act 2020
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- The Education (Penalty Notices) (England) Regulations 2007, as amended
- The Education (Information about Individual Pupils) (England) Regulations 2013
- The Children and Young Persons Acts 1933 and 1963
- Equality Act 2010
- The Children (Performances and Activities) (England) Regulations 2014
- DfE 'Working together to improve school attendance'
- DfE 'Keeping children safe in education (KCSIE)'
- DfE 'Working together to safeguard children'
- DfE 'Children missing education'
- DfE 'Providing remote education: guidance for schools'
- DfE 'Summary table of responsibilities for school attendance'
- DfE 'Sharing daily pupil attendance data'

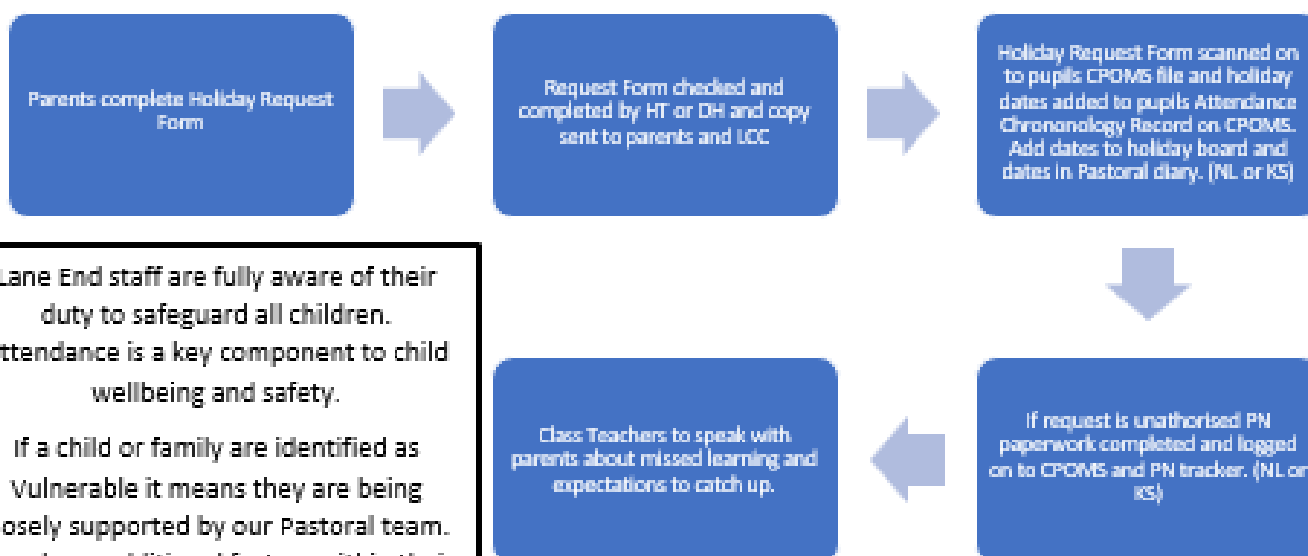
Daily Attendance Process – Appendix 1



Daily/Weekly Attendance Flowchart



Holiday Request Flowchart



Lane End staff are fully aware of their duty to safeguard all children. Attendance is a key component to child wellbeing and safety.

If a child or family are identified as vulnerable it means they are being closely supported by our Pastoral team. They have additional factors within their life which makes being missing from school a more urgent issue to address.

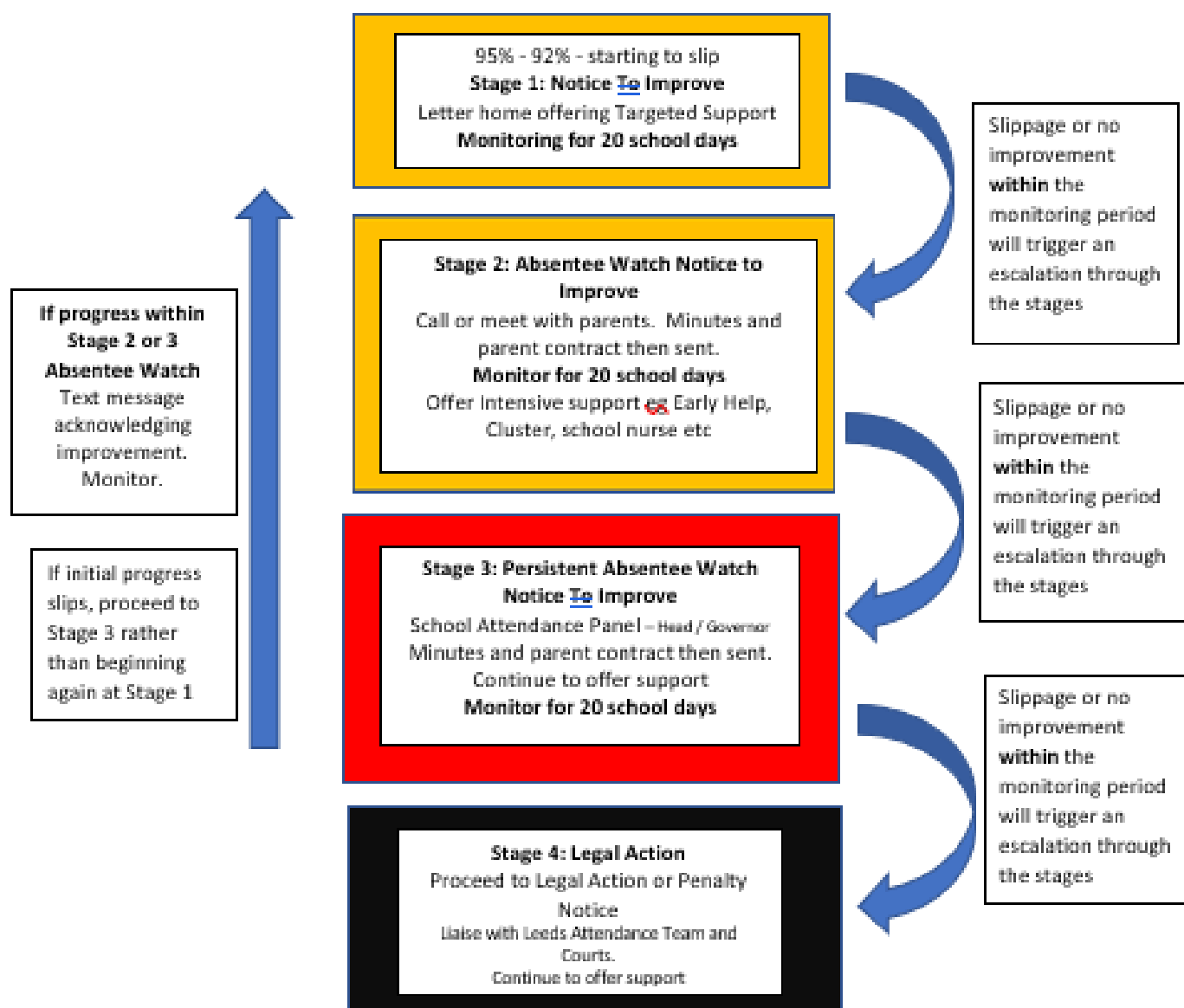
Attendance Intervention Flow Chart – Appendix 2



Attendance Intervention Flow Chart 26-27

100% - 96% On Target

Attendance Monitoring by Pastoral and Inclusion Team



Under Section 444 of the 1996 Education Act, it is the responsibility of parents/carers to ensure their children attend school regularly and failure to do so may result in action being taken by the Local Authority through the Magistrates' Court. Under the Section 576 of the Education Act, any person who has care of a child – whether or not they are the parent – or who has parental responsibility, is deemed to be 'a parent' and is therefore responsible for ensuring regular school attendance. The school and national attendance target is 96%+. If absence falls below 90% it is legally classed as Persistent Absence and we have to put actions in place to improve attendance.

Our Graduated Approach – Appendix 3

Our graduated approach to secure great attendance:

Universal support:

(every family gets this support)

Lane End Primary School is a place where every child belongs.

We create a welcoming and safe place for children to learn, play and grow.

Children want to come here every day to enjoy their education. Lessons are interesting and fun.

All adults in school are committed to the wellbeing of our children. They are calm, friendly and compassionate.

We notice when a child misses school. We contact parents to check what has happened.

The school is a calm environment where children can flourish in their learning. All health and safety checks are in place.

We have a high ratio of first aid trained staff, who know how to look after ill or injured children.

Children have access to a free breakfast every day.

Families can access before and after school clubs for a small fee.

All families benefit from the support of our Pastoral and Inclusion Team. They are available for children and parents every day.

Targeted support:

(families who need extra support)

We try to prevent problems by noticing patterns of absence and engaging with families and children.

We meet with parents to understand barriers to attendance and work together to remove them.

We are caring and try to help each family solve any problems and worries.

Learning support is well matched to the needs of our children, with additional interventions and reasonable adjustments made to overcome barriers. Outside agencies such as SENT, CAMHS or the NHS may be involved.

Family support is offered, such as an Early Help Plan or Cluster support.

If a child has missed a prolonged period of school due to a serious illness or a holiday then additional catch up work will be arranged, to be undertaken in school and at home.

Intensive support:

(families who are really struggling)

If attendance continues to be a concern then support escalates through our Absentee Watch and Persistent Absentee Watch procedure.

Parents will be invited to meet with our Attendance Governor and Headteacher in an Attendance Panel, to find solutions.

If parents are failing to engage with support agencies voluntarily then advice will be sought through Social care regarding educational neglect.

If no improvement the child's right to an education will ultimately be enforced by proceeding to court action, potentially leading to an Education Supervisory Order, Parenting Order or fine.

Roles and Responsibilities – Appendix 4

Lane End expectations – Headteacher

- I. Ensuring every member of staff knows and understands their responsibilities for safeguarding and how this links with poor school attendance – ensuring compliance with Keeping children Safe in Education 2024. [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education)
- II. Developing good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND). Ensuring compliance with Statutory Guidance for governing bodies of maintained schools and proprietors of academies in England December 2015 - Supporting pupils at school with medical conditions - [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions)
- III. Ensuring every member of staff knows and understands their responsibilities for attendance.
- IV. Ensuring accurate completion of admission and attendance registers.
- V. Ensuring staff are actively working to maximise attendance rates, both in relation to individual pupils and whole school attendance.
- VI. Having clear processes in place to address persistent and severe absence - pupils who are severely absent may be at risk of CCE/CSE/grooming etc. and this cohort must be made the top priority for action and support. Ensuring all staff are aware of any potential safeguarding issues, ensuring joint working between the school, Children's Social Work Services and other statutory safeguarding partners. Often severely absent pupils have additional needs and therefore it is vital that schools ensure all appropriate services are informed and aware of the pupil's absence so suitable support can be considered, and education provided/accessed.
- VII. Ensuring that all staff adopt a consistent approach in dealing with absence and lateness.
- VIII. Monitoring and analysing data and trends.
- IX. Reporting to the Governing Body and Trusts the attendance figures and progress to achieving the set targets.
- X. Reminding parents of their commitment to this policy.
- XI. Building and modelling respectful relationships with staff, pupils, families, and other stakeholders to secure their trust and engagement. Making sure there is a welcoming and positive culture across the school.
- XII. Open and honest communication with staff, pupils, and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- XIII. Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
- XIV. Sharing information on and working collaboratively with other schools in the area/cluster, LAs, and other partners when absence is at risk of becoming severe or persistent.
- XV. Ensuring the school attendance policy is applied fairly and consistently and recognises the individual needs of pupils and their families who have specific barriers to attendance. Schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

Lane End expectations – Attendance Champion (SLT):

The School Senior Attendance Champion is responsible for:

- I. Implementing the policy with the Head.
- II. Offering a clear vision for attendance improvement.
- III. Championing and improving attendance.
- IV. Ensuring the practice that is in place to address persistent and severe absence is robust.
- V. Evaluating and monitoring expectations and processes
- VI. Oversight of data analysis -
- VII. Monitoring and analysing attendance data regularly to allow early intervention to address issues. This includes, raising concerns with other agencies like children's social care and early help services which are working with families.
- VIII. Robust school systems are in place which provide useful data at cohort, group, and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as:
 - children who have a social worker including looked-after children
 - young carers
 - children who are eligible for free school meals
 - children who speak English as a second language
 - children who have special educational needs and disabilities
- IX. Keeping the Head and all school staff informed of attendance figures and trends by providing regular reports to enable them to track the attendance of pupils and to implement attendance procedures.
- X. Compiling attendance data for the Head, the Governing Body and the Local Authority.
- XI. Ensuring a positive working relationship with the School Attendance Service is fostered, including attending Attendance Targeted Support Meetings.
- XII. Communicating messages to pupils and parents.
- XIII. If required, holding regular meetings with the parents of pupils whom the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- XIV. Undertaking home visits in line with school's safeguarding responsibilities to engage families and ensure children are safe.
- XV. Identifying pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- XVI. Making sure escalation procedures to address absence are initiated proactively, understood by pupils and families, implemented consistently and their impact reviewed regularly.

Lane End expectations - Class Teacher and Learning Leader:

The Class Teacher and Learning Leader are the key staff members in promoting regular punctual attendance. They will:

- I. Provide a good example by always being punctual to registration and meeting pupils at the door – providing a welcoming environment;
- II. Keep an accurate and up-to-date register of attendance;
- III. Follow the Attendance Policy procedures when dealing with absences and punctuality;
- IV. Promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom.
- V. Maintain swift action and effective communication with appropriate staff and agencies on all attendance matters concerning their class group;
- VI. Ensure children receive rewards in relation to attendance and punctuality success – aligned to the Attendance Policy;
- VII. Build a welcoming atmosphere in the classroom and provide support as necessary when children return after an absence.
- VIII. Liaise with parents/carers to ensure they understand the impact of the absence and how they can best help their child to catch up.
- IX. The Class Teacher will support pupils and help them with any work they may have missed. They will complete a 'Return From Absence Form' and liaise with the parents to help them understand what has been missed and how they can help their child to catch up.

Lane End expectations - Attendance Officer and Pastoral Staff

- I. Ensuring the recording of attendance and absence data is accurate.
- II. Ensuring robust day-to-day processes are in place.
- III. Tracking and following up absence and poor punctuality (implement punctuality routines such as late gate or sign in procedures).
- IV. Providing appropriate support and challenge to establish good registration practice.
- V. Carrying out robust first day calling procedures including priority routines for vulnerable children including children with a social worker. If absence continues without explanation, further contact should be made to ensure safeguarding.
- VI. Identifying any absences that are not explained for each session and contacting parents to understand why, and when the pupil will return to school.
- VII. Where absences are recorded as unexplained in the attendance inputting the correct code as soon as the reason is ascertained, but no later than 5 school days after the session.
- VIII. Keeping parents informed on a regular basis of their child's attendance and absence record (this should be communicated to parents in an easy-to-understand format and percentage headlines should be avoided. For example, concentrate on the amount of time missed and the impact on the pupil's learning).
- IX. Holding regular meetings with the parents of pupils whom the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- X. Identifying pupils who need support from wider partners as quickly as possible and making the necessary referrals.
- XI. Undertaking home visits in line with safeguarding responsibilities to engage families and ensure children are safe.
- XII. Identifying and, where possible, mitigating potential barriers to good attendance in liaison with families and relevant support agencies.
- XIII. Implementing children missing education (CME) procedures when appropriate.
- XIV. Where pupils have additional vulnerabilities, which may require multi-agency meetings trying to arrange those meetings outside of lesson time, where possible.

Lane End expectations – Parents:

- I. Parents are legally responsible for ensuring their children attend school regularly and may risk prosecution if they fail in this responsibility.
- II. Parents should ensure that their children arrive at school on time, with the correct equipment and in full school uniform.
- III. Parents should support the school by avoiding, if possible, non-emergency medical/dental appointments for their child during school time.
- IV. Supply medical evidence when required.
- V. Ensure all parental and child contact details are up to date and provide school with two emergency contact details.
- VI. Parents should be aware that they do not have the automatic right to take their child out of the school for a holiday during term time.
- VII. Parents must complete a request form for absence in term time for **exceptional** circumstances.
- VIII. It is the parents' responsibility to inform the school of the reason for a child's absence on the first day of absence and in line with the school's procedures for informing of absence.
- IX. All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their own child. Parents are expected to attend meetings when requested and support the school in responding to ongoing attendance concerns.
- X. Speak to relevant members of staff if they know of any problem which may prevent their child/ren from attending school.

Lane End expectations – Pupils:

- I. All pupils should aim to have an excellent attendance and punctuality record for which there will be appropriate rewards.
- II. All pupils are expected to come to school on time and be ready to learn.
- III. Pupils who arrive after registration time report to the office.
- IV. Pupils tell a member of staff if there is any problem which may prevent them from attending school.

New National Penalty Notice Framework

(unauthorised school absence)



The following changes will come into force for Penalty Notice Fines from 19th August 2024 across the whole of England

- Schools MUST consider a penalty notice for 10 unauthorised sessions (usually 5 school days) within a rolling 10 school week period of time (these sessions do not have to be consecutive and can be made up of any unauthorised absences and can span different terms and school years).
- Penalty Notices are issued per parent, per child (For example, if there are 3 children in a family, each parent may receive 3 separate penalty notices).

National Penalty Notice Framework (offences in a three year rolling period)

First Offence	Second Offence	Third Offence (or any further offences within 3 years)
The first penalty notice will be issued at £160 per parent if paid within 28 days (this will be reduced to £80 if paid within 21 days)	The second penalty notice will be issued at £160 per parent if paid within 28 days (this will not be reduced)	A penalty notice will not be issued, and the case will be considered for potential legal action. This can result in a criminal record and fines of up to £1,000 plus costs.