




# SHAP ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL

## ATTENDANCE POLICY AND PROCEDURES

Relevant roles held and by whom (correct at the time of publishing)	
Safeguarding/Attendance Link Governor(s):	Julie Graham
Access and Inclusion Officer:	Julie Topping

Approved by <sup>1</sup>	
Name:	Katie Chappell
Position:	Head teacher
Signed:	
Date:	Autumn 2024
Proposed review date <sup>2</sup> :	Autumn 2025

<sup>1</sup> Non-attendance at school is undesirable behaviour and if the Policy on attendance is separate from the Behaviour Policy, it can be approved in line with the Behaviour Policy e.g. by the Head teacher only if they so choose.

<sup>2</sup> "...barriers to attendance evolve quickly, the Policy should be reviewed and updated as necessary...(and) schools should seek the views of pupils and parents" (p11 [Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101441/Working_together_to_improve_school_attendance.pdf)).

## REVIEW SHEET

Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision
1	Original based on KAHSC v1	September 2022
2	Amended to take into account new information from Nicky Braund-Smith, Inclusion Officer for Westmorland and Furness	November 2023
3	Amended – Based on W&F Model Attendance Policy	November 2024

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## 1. Introduction

- 1.1 Regular school attendance is essential if children are to achieve their full potential.
- 1.2 Shap Endowed CE Primary School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who can realise their full potential and make a positive contribution to their community.
- 1.3 Shap Endowed CE Primary School values all pupils. As set out in this policy, we will build strong relationships with families to ensure pupils have the support in place to attend school and identify the reasons for poor attendance.
- 1.4 Shap Endowed CE Primary School recognises that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on admissions, safeguarding, anti-bullying, child protection, safeguarding and behaviour and inclusive learning. This policy takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.
- 1.5 This policy aims to:
- promote good attendance;
  - reduce absence, including persistent and severe absence;
  - ensure every pupil has access to the full-time education to which they are entitled;
  - promote early identification to address patterns of absence;
  - promote and support punctuality in attending lessons.

## 2. Legal framework

- 2.1 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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](#)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](#)

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

- 2.2 Legal proceedings are a statutory intervention used by the local authority against the parents of registered pupils who fail to attend regularly at school. Parents whose children are on a school register and fail to ensure the regular and punctual attendance of their child(ren), may be guilty of an offence under Section 444(1) or 444(1A) of the Education Act 1996 and the authority may take enforcement action through the courts to secure regular attendance.
- 2.3 Legal proceedings are not used as a punishment to parents for their pupil's absence from school; they are a supportive measure intended to make parents realise the importance of attendance and to avoid further absence from school.
- 2.4 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A prosecution can take place against any person who has parental responsibility for the child's education or who has care of the child. Parents have a legal duty to make sure that their children are properly educated. It is the parent's responsibility to ensure that their children attend school regularly and arrive on time. If you allow your child to be absent from school without good reason, the school will not authorise the absence, you may be committing an offence, and you could be issued with a penalty notice or prosecuted.
- 2.5 A child is of Compulsory School Age at the beginning of the term following their fifth birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
- 2.6 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.
- 2.7 The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
- 2.8 The register must record whether the pupil was:
- present;
  - absent;
  - present at approved educational activity; or
  - unable to attend due to exceptional circumstances.

### **3. Safeguarding**

- 3.1 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. We respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn and participate in all school activities in a relaxed and secure atmosphere.

- 3.2 Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers. Safeguarding is about offering early help and support to children and families and difficulties with attendance and lateness may be signs that something is worrying the child or that there are difficulties within the family. Poor or irregular attendance, persistent lateness, or children missing from education may be considered a safeguarding matter if this places a child at risk of harm.
- 3.3. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, safeguarding and promoting the welfare and life opportunities for children encompasses attendance, behaviour management, health and safety, access to the curriculum and anti-bullying, protecting children from abuse and neglect, online safety, radicalisation and extremism, FGM and CSE.
- 3.4 More information on safeguarding and the protection of children can be found in the school's Safeguarding and Child Protection Policy.
- 3.5 In order to allow us to safeguard the children in our care it is important that parents and carers provide the school with their current contact details and provide at least three other contact numbers in case of emergency.
- 3.6 It is also important for parents inform the school of any specific vulnerability in relation to their child or home circumstances.

#### **4. Categorising absence**

- 4.1 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 4.2 Absence can only be authorised by the headteacher/principal and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- 4.3 Parents must advise the school by telephone on the first day of absence and provide the school with an expected date of return. .
- 4.4 Absence will be categorised as follows:
- 4.4.1 Illness  
Parents may be asked to provide medical evidence to allow the headteacher to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription, etc.
- 4.4.2 Medical/dental appointments  
Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils must attend school for part of the day. Parents must show the appointment card to school.

#### 4.4.3 Other authorised circumstances

This relates to where there is cause for absence due to exceptional circumstances.

#### 4.4.4 Suspended or permanently excluded (no alternative provision made)

Suspension or permanent exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/head of year will make arrangements for work to be sent home. Alternative provision must be arranged from the sixth consecutive school day of any suspension or permanent exclusion and the appropriate attendance code should be used to record this.

#### 4.4.5 Religious Observance

Shap Endowed CE Primary School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration, by written request by the parent, of authorised absence.

#### 4.4.6 Traveller absence

It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1996, section 444(6), states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (ie 200 half days) in the year preceding the absence. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England it is expected that the pupil should attend a mainstream school where their parent(s) is travelling and be dual registered.

Shap Endowed CE Primary School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school; in such cases, the pupil's school place at Shap Endowed CE Primary School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Shap Endowed CE Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates.

Shap Endowed CE Primary School will authorise absence of Traveller children if we are satisfied that a family is travelling for work or trade purposes and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- the child is on roll and attending another visited school;
- the child is undertaking supervised educational activity under the jurisdiction of another local authority's Traveller Education Service;

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

#### 4.4.7 Late arrival

Registration begins at 8.45 pupils arriving after this time will be marked as present but arriving late. The register will close at 9.00; pupils arriving after the close of register will be recorded as late (code U). This



is not authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

On arrival after the close of register, pupils must report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

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 the pupil has arrived late without justifiable cause.

#### 4.4.9 Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the headteacher.

4.5 All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

- Parents must request Leave of Absence using Leave of Absence Request Form on the school website: [CURRENT-Leave-of-Absence-Request-Form-11.23.316291803.docx](#)
- A response will be given in writing via the Headteacher.

4.5.1 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the School Attendance (Pupil Registration) (England) Regulations 2024. This means that the child will lose their school place.

4.5.2 If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In cases where the national threshold is met schools must consider a penalty notice. In these circumstances the school will refer to the local authority. Fixed penalty notices will be issued in accordance with Westmorland and Furness Council's code of conduct.

## 5. **Deletions from the register**

5.1 In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order.
- The School Attendance Order is revoked by the local authority.
- The pupil has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Death of a pupil.
- Transfer between schools.
- Parent notifies the school in writing they are withdrawing the child to be educated otherwise than at school.
- Failure to return from a period of leave after both the school and the local authority have tried to locate the pupil.
- Where a pupil has been detained under a sentence of detention and there are reasonable grounds to believe the pupil will not return to the school after the period of detention. This will be agreed in discussion with the Youth Justice Service.

- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil and agree to deletion from the register.
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil.

5.2 Shap Endowed CE Primary School will follow Westmorland and Furness Council's Children Missing Education **Procedures** when a pupil's whereabouts are unknown.

## **6. Roles and responsibilities**

### 6.1 The governing board

The governing board (via The Education Standards Subcommittee) is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the headteacher to account for the implementation of this policy.

### 6.2 The headteacher

The headteacher is responsible for:

- 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.

### 6.3 The designated senior leader responsible for school attendance

The designated senior leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.
- Working with the named LA Attendance Support Officer to agree actions for pupils whose attendance is a concern and support strategies are not working.

The designated senior leader responsible for attendance is Katie Chappell and can be contacted via [head@shap.cumbria.sch.uk](mailto:head@shap.cumbria.sch.uk)

#### 6.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher.
- Working with LA Attendance Support Officers to tackle persistent absence.

The attendance officer is Julie Topping and can be contacted via [julie.topping@westmorlandandfurness.gov.uk](mailto:julie.topping@westmorlandandfurness.gov.uk)

#### 6.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via Scholarpack online by 9.00

#### 6.6 School Office staff

School Office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents to the headteacher in order to provide them with more detailed support on attendance

#### 6.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 8.45 on the day of the and each subsequent day of absence, and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

#### 6.8 Pupils

Pupils are expected to:

- Primary schools Attend school every day on time.

## 7. Using attendance data

### 7.1 The school will:

- Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level.
- Identify whether there are groups of children whose absences may be a cause for concern.

Pupil-level absence 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 compare attendance data to the national average and share this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- 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:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

### 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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Report attendance data to families weekly
- Hold regular meetings with the parents 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.
- Provide access to wider support services to remove the barriers to attendance.

## 8. Support systems

8.1 Schools recognise that poor attendance is often an indication of difficulties and trauma in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. It is expected that the child and their family work collaboratively with school to identify the anxiety-based school avoidance resources most appropriate for support and to accept the support that is offered or advised.

8.2 Shap Endowed CE Primary School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

8.3 The school will implement a range of strategies to support improved attendance for all pupils. Strategies used will include:

- Escalation of attendance approach / graduated approach.
- Referrals to support agencies such as early help or family hubs.
- Anxiety-based attendance avoidance materials.

8.4 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Shap Endowed CE Primary School will consider the use of legal sanctions.

## 9. Legal Interventions

### 9.1 Prosecution

Where intervention fails to bring about an improvement in attendance, the local authority will be notified and legal action in the Magistrates' Court may be considered however; initiating prosecution proceedings is a serious step that is normally taken by an Attendance Support Officer or other relevant officer at the LA.

All alternatives to prosecution will be considered and discounted ahead of considering prosecution. These include Attendance Contracts, Penalty Notices or an Education Supervision Order.

9.1.1 Section 444 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.

9.1.2 A parent found guilty of this offence can be fined up to £2,500 and/or be imprisoned for a period of up to three months.

9.1.3 Alternatives to Section 444 prosecution are Attendance Contracts, Penalty Notices or an Education Supervision Order.

## 9.2 Attendance contracts

An attendance contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

9.2.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

9.2.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

## 9.3 Penalty Notices

Penalty Notices will be considered when:

- A pupil is absent from school and the absence has not been authorised by the school.
- A pupil has accrued unauthorised absence without reasons provided and/or accepted as exceptional by the headteacher/principal.

9.3.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £160 fine is paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days of the date the Notice was issued.

9.3.2 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

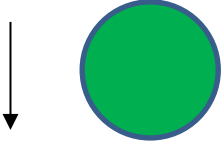
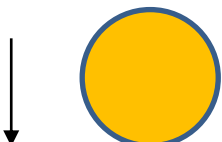
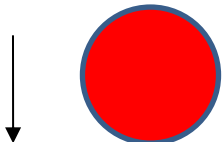
9.3.3 Penalty Notices will be used in accordance with Westmorland and Furness Council's Penalty Notice Code of Conduct.

**Table 1: DfE School Attendance Codes**

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 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 school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by school
W	Work experience	Pupil is on a work experience placement
<b>Authorised absence</b>		
C	Leave of absence granted by the school	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 school
<b>Unauthorised absence</b>		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by school or in excess of the period authorised 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
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/use as a polling station

## Flowchart 1: Attendance Escalation of Intervention - ABSENCES

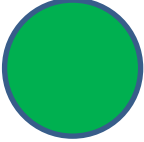
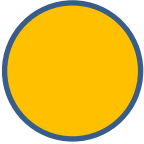
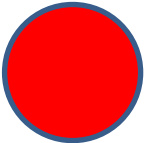
Attendance is monitored termly and in some cases half termly. Issues with attendance can arise at any time so action on concerns can take place at any time in the school year but may fall in line with monitoring.

% Attendance	Level of Intervention	Responsibility
<p>100%</p>  <p>Lower Green 96 – 99.9%</p>	<p><b>No attendance concerns.</b></p> <ul style="list-style-type: none"> <li>Analyse the end of term monitoring.</li> <li>Weekly attendance texts sent home.</li> <li>RAG Attendance Letters to be sent home termly.</li> </ul>	<p>The Headteacher on these actions</p>
<p>Upper 94 -95.9%</p>  <p>Lower 90 – 93.9%</p>	<p><b>Attendance concerns.</b></p> <ul style="list-style-type: none"> <li>First day response to be actioned.</li> <li>Speak to the individual in school.</li> <li>Rewards to be given as per the current school strategy.</li> <li>Weekly attendance texts sent home.</li> <li>Analyse the end of term monitoring.</li> <li>RAG Attendance Letters to be sent home termly about the impact of poor attendance (Upper or Lower Amber as appropriate).</li> <li>Parents to be invited to come to school voluntarily to learn about Early Help or other support which might improve attendance.</li> </ul>	<p>The Headteacher on these actions</p>
<p>Below 90 %</p> 	<p><b>Significant attendance concerns.</b></p> <ul style="list-style-type: none"> <li>Analyse the end of term monitoring.</li> <li>Weekly attendance texts sent home.</li> <li>RAG Attendance Letters to be sent home with a warning that further monitoring will take place over the next half term.</li> </ul> <p>At the end of the half term monitoring period:</p> <ul style="list-style-type: none"> <li>If there is improvement, communicate and celebrate appropriately and continue monitoring.</li> <li>If there is no improvement, convene an Attendance Panel Meeting (with the Head teacher and a Governor present) to enable the school and parents to agree and write down a parent/pupil/school contract and action plan to improve a child's attendance e.g. TAF, Early Help / Plan of Support. Plan to monitor for a further half term and agree a review date with parents.</li> </ul> <p>At the end of the further half term monitoring period:</p> <ul style="list-style-type: none"> <li>Invite parents to review the action plan (this meeting will be held, and decisions made in a parents' absence if they fail to attend).</li> <li>If there is improvement, communicate and celebrate appropriately and continue monitoring.</li> <li>If there is no improvement then escalate by referring the pupil to Sarah Wright, Access and Inclusion Officer with evidence– this may lead to prosecution</li> </ul>	<p>Headteacher</p> <p>Headteacher/LA Officer</p> <p>Headteacher/LA Officer</p>



## Flowchart 2: Attendance Escalation of Intervention - LATENESS

Lateness is monitored on a weekly basis and sometimes more often, and the following action triggers are in place.

% Attendance	Level of Intervention	Responsibility
<p><b>No lateness</b></p> 	<p><b>No lateness concerns.</b></p> <ul style="list-style-type: none"> <li>Analyse the end of term monitoring.</li> <li>Celebrate punctuality.</li> </ul>	<p>The Headteacher on these actions</p>
<p><b>1 or 2 late arrivals in a week</b></p> 	<p><b>Lateness concerns.</b></p> <ul style="list-style-type: none"> <li>Lateness is to be challenged by the member of staff admitting the late child into school by speaking to the parent where possible and asking them why their child is late.</li> <li>Offer advice or support to parents if necessary.</li> <li>Record it in the school's late system.</li> <li>Send a lateness warning letter to parents outlining concerns and consequences if punctuality does not improve.</li> </ul>	<p>The Headteacher on these actions</p>
<p><b>3 or 4 late arrivals in a week</b></p> 	<p><b>Significant lateness concerns.</b></p> <ul style="list-style-type: none"> <li>Regularly monitor the need to issue lateness letters.</li> <li>Issue written warnings (lateness letters) about concerns at the Head teacher's discretion</li> </ul> <p>At the end of monitoring:</p> <ul style="list-style-type: none"> <li>If there is improvement in punctuality, continue monitoring.</li> <li>If there is no improvement in punctuality convene a Lateness Panel Meeting (with the Head teacher and a Governor present) to enable the school and parents to agree and write down a parent/pupil/school contract and action plan to improve a child's punctuality.</li> <li>If lateness continues, escalate the lateness to consideration as unauthorised absence and move over to the attendance escalation procedure.</li> </ul>	<p>Headteacher</p> <p>Headteacher/LA Officer</p>



## Leave of Absence Request Form

Leave of Absence may be granted in exceptional circumstance only by the Head Teacher. If you feel that your request for your child's absence fits these criteria, please complete the form below (one per child) and return to Mrs Chappell. Please note this should be done at least two weeks in advance.

<b>Pupil name</b>		
<b>Date of Birth</b>		
<b>Address</b>		
<b>Class</b>		
<b>Date of first day of absence</b>		AM or PM
<b>Date of return to school</b>		AM or PM
<b>Number of school days that your child will be absent from school</b>		

Time lost by children and young people due leave in term time can be disruptive to their education. Wherever possible, absence from school should be avoided as it can have a serious effect on your child's educational progress and can create difficulties for them on their return to school.

From September 2024 new guidance came into place which removes the ability for parents to take their child out of school for an authorised term time holiday. There are new codes for the school register which make it clearer as to the reason for the absence. The registers are legal documents and school must use the codes correctly.

Please select:

- G – Unauthorised Term Time Holiday
- C – Leave of absence for Exceptional circumstance
- J1 – Leave of absence for attending an interview, employment, or an education establishment
- P – Approved sporting activity
- R – Religious observance

Please detail the reason for requesting a leave of absence:

.....

.....

.....

.....

***I understand that if the absence request is unauthorised, the Local Authority may be notified and a penalty notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. I also understand that failure to pay a penalty notice will result in prosecution, except in limited circumstances.***

Name(s) of Parent/Carer(s) making application (please include all)

Dr/Mr/Mrs/ Ms Forename..... Surname .....

Dr/Mr/Mrs/ Ms Forename..... Surname .....

Signed .....

Dated .....

(Please ensure you are giving at least 14 days' notice of the proposed absence; retrospective applications cannot be authorised)



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[www.shap.cumbria.sch.uk](http://www.shap.cumbria.sch.uk)

Head Teacher: Mrs Katie Chappell

**“A Safe Branch from Which to Soar”**

Parents Full Name and address

Child's name and date of birth

\*\*\*\* 2024

Dear \*\*\*,

### Leave of Absence

Thank you for your request for XXXX to take time off school during term time. XXXXX's current school attendance is \*\*%.

At Shap Endowed CE Primary School, we have always endeavoured to be as reasonable as possible where occasional, one-off term time absences are concerned but, as you may be aware from the media coverage, there has been a change in the government's position on such absences during term time for those in statutory education and this has affected our ability to authorise them. The Department for Education allows a Head Teacher the discretion to consider authorising a leave of absence in term time, only in 'exceptional circumstances'. The reason you have given for the absence does not constitute an exceptional circumstance, therefore we are unable to authorise the absence.

**Failing to ensure regular school attendance by taking your child out of school in term time for a holiday is an offence under section 444 (1) or section 444 (1A) of the 1996 Education act. The maximum penalty for these offences is a fine of £2,500, three months' imprisonment, or both. Alternatively, the local authority/school may choose to impose a Section 444A Penalty Notice in the order of a fine instead of prosecuting for the offences given above. The amount of the penalty notice is £160 (per parent, per child). There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. Failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.**

Options: use/add your own/delete

- As the holiday brings your child's overall attendance to below 90%, we will be forwarding the matter to the local authority.
- This is the second time you have removed your child from school for a term time holiday, therefore we will be referring the matter to the local authority.
- Last year you also took your child out of school for a term time holiday, therefore we will refer the matter to the local authority.
- However, please be reassured that on this occasion no further action will be taken beyond this, as fines are only issued by the LA if more than five days' holiday are taken in any academic year, this is not the case here. If, however, \*\*\*\*'s attendance drops below 90% we will need to review this.
- This unauthorised term time holiday brings XXXX attendance to below 90%, so I wish to invite you to an attendance action plan meeting.

Absence due to holidays in term time impact on student's attendance records and much of the work students miss when they are absent is never completely made up and can leave them at a considerable disadvantage. As a school, we expect parents will ensure that work that is missed will be collected from school and completed.

Yours sincerely

A handwritten signature in black ink that reads "K A Anappell". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Headteacher



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**Head Teacher: Mrs Katie Chappell**

**“A Safe Branch from Which to Soar”**

Date:

To the parents or carers of: **[insert child's name]**

**Congratulations on your 100% school attendance**

Dear Parent or Carer,

A report on [education research - GOV.UK \(www.gov.uk\)](http://www.gov.uk) tells us that children who attend school regularly are more likely to:

- Build a firm and secure knowledge and understanding across all curriculum subjects.
- Ensure they consistently meet and build upon expectations for their age group.
- Develop good habits and important life skills.
- Maintain friendships.
- Gain better qualifications.
- Have access to a wider range of opportunities when they leave school.

Here at Shap School we are committed to providing a safe and exciting learning environment and raising children's school attendance to ensure they have the opportunity to get the best from their education and a good start in life. For more information about our Attendance Policy and procedures, please visit **[insert link]** or ask at reception.

Our whole school attendance target is **SHAP ENDOWED CE PRIMARY SCHOOL %**. Each term, you will receive a RAG letter (Red, lower Amber, upper Amber, lower Green, or upper Green) to highlight your child's individual percentage of attendance.






I am very pleased to tell you that **[insert name of child's]** attendance for last term was **100%**, which is an excellent achievement. Congratulations and thank you for your strong support on school attendance. Please share with **[first name of child]** how pleased we are and encourage them to keep up the good work so we can send another "Green" letter next term.

We monitor attendance on a weekly basis and if you have any concerns, please do not hesitate to contact me at any time.

Yours sincerely,

Katie Chappell - Headteacher

[head@shap.cumbria.sch.uk](mailto:head@shap.cumbria.sch.uk)

	<b>100%</b>	Upper Green
	<b>96-99.9%</b>	Lower Green
	<b>94-95.9%</b>	Upper Amber
	<b>90-93.9%</b>	Lower Amber
	<b>Below 90%</b>	Red



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**Head Teacher: Mrs Katie Chappell**

**“A Safe Branch from Which to Soar”**

Date:

To the parents or carers of: **[insert child's name]**

**Well done on achieving green school attendance**

Dear Parent or Carer,

A report on [education research - GOV.UK \(www.gov.uk\)](http://www.gov.uk) tells us that children who attend school regularly are more likely to:

- Build a firm and secure knowledge and understanding across all curriculum subjects.
- Ensure they consistently meet and build upon expectations for their age group.
- Develop good habits and important life skills.
- Maintain friendships.
- Gain better qualifications.
- Have access to a wider range of opportunities when they leave school.

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Our whole school attendance target is **SHAP ENDOWED CE PRIMARY SCHOOL %**. Each term, you will receive a RAG letter (Red, lower Amber, upper Amber, lower Green, or upper Green) to highlight your child's individual percentage of attendance.

I am pleased to tell you that **[insert name of child's]** attendance for last term was **XX.X%**, which is an excellent achievement. Congratulations and thank you for your strong support on school attendance. Please share with **[first name of child]** how pleased we are and encourage them to keep up the good work aiming for 100% so we can send another "Green" letter next term.

We monitor attendance on a weekly basis and if you have any concerns, please do not hesitate to contact me at any time.

Yours sincerely,

Katie Chappell - Headteacher  
head@shap.cumbria.sch.uk

	<b>100%</b>	Upper Green
	<b>96-99.9%</b>	Lower Green
	<b>94-95.9%</b>	Upper Amber
	<b>90-93.9%</b>	Lower Amber
	<b>Below 90%</b>	Red



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Head Teacher: Mrs Katie Chappell

**“A Safe Branch from Which to Soar”**

Date:

To the parents or carers of: **[insert child's name]**

## Upper amber school attendance alert!

Dear Parent or Carer,

A report on [education research - GOV.UK \(www.gov.uk\)](http://www.gov.uk) tells us that children who attend school regularly are more likely to:

- Build a firm and secure knowledge and understanding across all curriculum subjects.
- Ensure they consistently meet and build upon expectations for their age group.
- Develop good habits and important life skills.
- Maintain friendships.
- Gain better qualifications.
- Have access to a wider range of opportunities when they leave school.

Here at Shap School we are committed to providing a safe and exciting learning environment and raising children's school attendance to ensure they have the opportunity to get the best from their education and a good start in life. For more information about our Attendance Policy and procedures, please visit **[insert link]** or ask at reception.






Our whole school attendance target is **SHAP ENDOWED CE PRIMARY SCHOOL %**. Each term, you will receive a RAG letter (Red, lower Amber, upper Amber, lower Green, or upper Green) to highlight your child's individual percentage of attendance.

**[Insert name of child's]** attendance for last term was **XX.X%**, which is below our school target set for all pupils. Although your child is not achieving our school attendance target now, if you can make every effort to maximise their school attendance going forward, they can easily move into the Green category this term.

We monitor attendance on a weekly basis and ask for the support of all parents and carers in helping children achieve their attendance targets. We are keen to work with families to address school attendance issues in partnership together. If you have any concerns or would like to discuss this further, please do not hesitate to contact me at any time.

Yours sincerely,

Katie Chappell - Headteacher  
[head@shap.cumbria.sch.uk](mailto:head@shap.cumbria.sch.uk)

	<b>100%</b>	Upper Green
	<b>96-99.9%</b>	Lower Green
	<b>94-95.9%</b>	Upper Amber
	<b>90-93.9%</b>	Lower Amber
	<b>Below 90%</b>	Red





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Head Teacher: Mrs Katie Chappell

**“A Safe Branch from Which to Soar”**

Date:

To the parents or carers of: **[insert child's name]**

## Lower amber school attendance alert!

Dear Parent or Carer,

A report on [education research - GOV.UK \(www.gov.uk\)](http://www.gov.uk) tells us that children who attend school regularly are more likely to:

- Build a firm and secure knowledge and understanding across all curriculum subjects.
- Ensure they consistently meet and build upon expectations for their age group.
- Develop good habits and important life skills.
- Maintain friendships.
- Gain better qualifications.
- Have access to a wider range of opportunities when they leave school.

Here at Shap School we are committed to providing a safe and exciting learning environment and raising children's school attendance to ensure they have the opportunity to get the best from their education and a good start in life. For more information about our Attendance Policy and procedures, please visit **[insert link]** or ask at reception.

Our whole school attendance target is **SHAP ENDOWED CE PRIMARY SCHOOL %**. Each term, you will receive a RAG letter (Red, lower Amber, upper Amber, lower Green, or upper Green) to highlight your child's individual percentage of attendance.






**[Insert name of child's]** attendance for last term was **XX.X%**, which is below our school target set for all pupils. This is very close to the Red category (attendance of 90% or lower) which is well below our whole school attendance target and would raise concerns about persistent absenteeism.

We understand that childhood illnesses and other exceptional family circumstances can be unpredictable and unavoidable, and we appreciate it when you let us know promptly that your child will be absent from school. However, we are becoming concerned about the amount of learning and time with their peers that your child is missing so, we would ask you to encourage your child to aim for 100% attendance for the next term. This will ensure their attendance next term moves into the Green category rather than the Red category where concerns may need to be raised formally.

We monitor attendance on a weekly basis and ask for the support of all parents and carers in helping children achieve their attendance targets. We are keen to work with families to address school attendance issues in partnership together. If you have any concerns or would like to discuss this further, please do not hesitate to contact me at any time.

Yours sincerely,

Katie Chappell – Headteacher

	100%	Upper Green
	96-99.9%	Lower Green
	94-95.9%	Upper Amber
	90-93.9%	Lower Amber
	Below 90%	Red

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**Head Teacher: Mrs Katie Chappell**

### **“A Safe Branch from Which to Soar”**

Date:

To the parents or carers of: **[insert child's name]**

## **Red school attendance alert!**

Dear Parent or Carer,

A report on [education research - GOV.UK \(www.gov.uk\)](http://www.gov.uk) tells us that children who attend school regularly are more likely to:

- Build a firm and secure knowledge and understanding across all curriculum subjects.
- Ensure they consistently meet and build upon expectations for their age group.
- Develop good habits and important life skills.
- Maintain friendships.
- Gain better qualifications.
- Have access to a wider range of opportunities when they leave school.

Here at Shap School we are committed to providing a safe and exciting learning environment and raising children's school attendance to ensure they have the opportunity to get the best from their education and a good start in life. For more information about our Attendance Policy and procedures, please visit **[insert link]** or ask at reception.

Our whole school attendance target is **SHAP ENDOWED CE PRIMARY SCHOOL %**. Each term, you will receive a RAG letter (Red, lower Amber, upper Amber, lower Green, or upper Green) to highlight your child's individual percentage of attendance.

upper Amber, lower Green, or upper Green) to highlight your child's individual percentage of attendance.

**[Insert name of child's] attendance for last term was XX.X%, which is well below our school target set for all pupils and raises concerns about persistent absenteeism.**

**[Tailor and keep only one of the following 3 paragraphs and delete the others].**

We appreciate that **[insert first name of child's]** high rate of absence from school has been due to **[unforeseen/repeated/ongoing illness/health/medical issues / another exceptional family circumstances which may need stating]** and we will continue to work with you and your child to ensure their low school attendance has the minimum impact we can achieve on their learning and wellbeing. For more information about our current Attendance Policy and procedures, please visit **[insert link]** or ask at reception.

Our records show that the main reason for **[insert first name of child's]** high rate of absence from school has been due to **XX** days of unauthorised absences because holidays have been taken during term time. The law only allows pupils to be absent from school for exceptional circumstance, including being too unwell to attend. Our Attendance Policy complies with the law and clearly states that holidays during term time will not be authorised and must not be taken. When accepting a place at this school, all parents and carers are






required to follow the policies and procedures put in place by our governors. It is essential that from now on you follow our Attendance policy to avoid involvement from the Local Authority which may lead to a fine and/or prosecution. For more information about our Attendance Policy and procedures, please visit [\[insert link\]](#) or ask at reception.

Our records show that the main reason for [\[insert first name of child's\]](#) high rate of absence from school has been due to **XX** days of unauthorised absences because [\[insert reasons given for absences\]](#). We would urge you to focus on improving your child's attendance this term, ensuring that they are in school and on time every day. If your child's low rate of attendance at school remains low or falls further, we will need to take further action involving an Attendance Panel meeting with you and possible involvement from the Local Authority which may lead to a fine and/or prosecution. For more information about our Attendance Policy and procedures, please visit [\[insert link\]](#) or ask at reception.

We monitor attendance on a weekly basis and seek the support of all parents and carers in helping children achieve their attendance targets. We are keen to work with families to address school attendance issues in partnership together. If you have any concerns or would like to discuss this further, please do not hesitate to contact me at any time.

Yours sincerely,

Katie Chappell – Headteacher  
head@shap.cumbria.sch.uk

	<b>100%</b>	Upper Green
	<b>96-99.9%</b>	Lower Green
	<b>94-95.9%</b>	Upper Amber
	<b>90-93.9%</b>	Lower Amber
	<b>Below 90%</b>	Red