



Attendance Policy

St Michael's Easthampstead CE Primary School

At St Michael's we are a community of active learners who **go above and beyond** in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others.

Policy Name	Attendance
Brief Description:	School's policies, procedures and responsibilities to record and monitor attendance.
Status: Statutory/non-statutory	Statutory
Other related policies and procedures:	SEND policy Equality policy
Approval level: HT/Governors/FGB	FGB
Approved by the Governing Board on:	
Frequency to be reviewed	Annually
Latest Date for Next Review:	June 2026
Version + Schedule of Amendments:	3 – changes to threshold for FPNs and levels of fines. Included link to BFC code of Conduct for FPNs
Signed:	
Position:	
Date of Signature:	

Go above and beyond with Love:
Kindness, Honesty, Respect and Aspiration

This School's Attendance Policy is set in consideration and consequence of the provisions of the following;

- ***The Education Act 1996***
- ***The Education (Pupil Registration) (England) Regulations 2006, as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013***
- ***The Education (Penalty Notice) (England) Regulations 2007, as amended by The Education (Penalty Notices) (England) (Amendment) Regulations 2012 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013***
- ***Department For Education Guidance as from time to time issued in respect of school attendance matters***

Introduction

All children of compulsory school age have the right to an effective full-time education, regardless of age, aptitude, ability and any special needs s/he may have. The Education Act of 1996 states that a parent is responsible for ensuring their child attends regularly and punctually. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them.

The Court has determined that "Regular" attendance means that which is "*in accordance with the rules prescribed by the school*" (*Isle of Wight Council -v- Platt* (6th April 2017) [Supreme Court] [2017] UKSC 28 (on appeal from [2016] EWHC 1283 (Admin)).

In keeping with our Vision of Aspiration, St. Michael's Easthampstead Primary School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

Aims of this policy

Parents, guardians and carers must ensure that they are fully aware of the school's policy concerning required attendance and with regard to the authorised and unauthorised absences of its pupils. This document details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance. The Governing Body has appointed a governor to oversee attendance matters.

Absence

This school expects its pupils to attend school for the entire duration of the academic year, unless there are good reasons for the absence and the absence is authorised.

There are two main categories of absence:

Authorised absence is when the school has accepted the explanation offered as satisfactory justification of the absence, or given approval in advance for the absence.

Unauthorised absence is when the school has not received a reason for absence or has not approved a child's absence after a parent's request.

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Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.

Keeping your child off school with minor ailment such as headache or cold is not acceptable. Repeated absence will require us to request that you obtain evidence from your doctor's surgery, such as a stamped appointment card or a prescription. Please note that the school is not asking any parent to incur a charge for this information and will not be liable for the cost.

School Practice:

School starts at 8.50 a.m. Registers close at 9:00 am; they are taken again at the start of the afternoon session.

A child who arrives after the taking of the register is marked as late and the reason given and the number of minutes they are late are recorded. The number of minutes late each month is monitored.

A child who arrives after the registers close at 9:00 a.m. is marked as absent in the register.

Parents/guardians should always telephone the school office on 01344 420878 or send an e-mail if their child is not attending school by 9:30 am.

The School Office will telephone parents on the first morning of an absence if notification has not been received. If no contact has been made, school staff may visit the home to check on the welfare of the child/dren.

Registers are checked regularly and where there is an unexplained absence, a written request will be sent for an explanation.

After three weeks, the absence will be marked as unauthorised if no reason is provided.

Weekly analysis of absenteeism will be carried out and letters may be sent to parents if attendance falls below expected levels. If attendance does not improve, parents may be called in to discuss the matter with the Headteacher. If there is still no improvement, parents may be called in to go through an attendance action plan with the Headteacher.

Further absence may result in referral to the Education Welfare Service and may result in a Fixed Penalty Notice or prosecution.

Lateness

Parents and carers are expected to bring their child to school on time. A child arriving after registration i.e. after 9:00 am is disruptive for the class and embarrassing for the child. Vital information is given at the start of the school day and the child's learning may be affected if he/she is not present for the full session. Punctuality is an important life skill. Persistent lateness will be followed up by the school and may be referred to the Education Welfare Service if it continues.

A pupil arriving late:

- Should enter the building through the main entrance and report to the school office.
- Will have their name entered in the late register with the reason for the late arrival.
- Will be sent to their classroom.

Parents are not permitted to take their child to the classroom as this disrupts teaching. If the arrival at school is after the registers have closed, the pupil will receive a 'U'. This equates to an absence although we are aware that the pupil is on the school premises in accordance with health and safety requirements.

If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments should be made outside of school hours or during school holidays. You may be asked for proof of the appointment.

Term Time Leave of Absence

At St. Michael's Easthampstead Primary School we believe term time absences should be actively discouraged. Our purpose is to ensure that your child achieves to their full potential and there is a clear link between poor attendance and underachievement.

However, we recognise that there may be occasions where a parent considers there are extenuating or compassionate reasons for such absence. As outlined in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, the Headteacher will decide if the circumstances are "exceptional" and thus whether or not the absence will be "authorised".

Parent Action

Parents must request leave as far in advance as possible, giving at least 2 weeks notice.

The request, to be made by the parent with whom the child normally resides, must be made in writing using the "Application for Leave of Absence During Term Time" form available from the school office or school website.

The request must include the reason why it is felt necessary to take leave during term time (the "exceptional" circumstances).

- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parent will be informed by letter within 7 school days as to whether the request has been authorised or unauthorised.

School Action

On receipt, the Headteacher of the school, or such person as duly authorised by the Headteacher to do so on their behalf, will consider the submitted application for leave of absence during term time and will take in to account the/any reason as given by the parent for seeking such leave of absence ahead of deciding whether or not such given reasons are, in their view, "exceptional" to merit the granting such leave of absence during term time.

The parent who submitted the application for leave of absence during term time will be notified by the school by letter within 7 days of the school's decision in response to the application.

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Term time absence taken without authorisation may, where the criteria for doing so is met, be referred by the School to the Educational Welfare Service. The threshold is **10 sessions of unauthorised absence in a rolling period of 10 school weeks**. A school week means any week in which there is at least one school session.

Referral may result in prosecution proceedings, or a Fixed Penalty Notice being issued in accordance with Bracknell Forest Council's "Local Code of Conduct For The Issuing Of Fixed Penalty Notices".

As a school we agree and endorse Bracknell Forest Council's "Local Code of Conduct for the Issuing of Fixed Penalty Notices (Revised September 2024)". This can be found here: [Code of conduct - September 2024](#)

First Offence: The first penalty notice issued to the parent for a child for unauthorised absence will be charged at £160.00 if paid within 28 days reducing to £80.00 if paid within 21 days.

Second Offence: A second penalty notice issued to the same parent in respect of the same child for unauthorised absence is charged at £160.00 if paid within 28 days

Third Offence: A third fixed penalty notice cannot be issued to the same parent in respect of the same child for unauthorised absence within 3 years of the date the first fixed penalty notice was issued. In this instance prosecution will be considered or an alternative attendance legal intervention

Please Note: A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

Authorisation for term time leave will not be given for the following reasons:

- Availability or cost.
- Extended holiday at the beginning or end of the term.
- A term-time booking made in error by the parent or another person.

Any absence that has not been authorised may be referred to the Education Welfare Service and, where the criteria for doing so is met, may result in prosecution proceedings or a Fixed Penalty Notice being issued per parent per child

There are 190 school days (380 sessions) a year which every child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. Parents should ensure that family holidays are taken during school holiday periods only.

The role of the school management

Pupils learn best when parents and staff work in partnership to maximise pupils' attendance at school and everyone is clear of expectations and procedures. We expect that as soon as your child starts their education at St Michael's Easthampstead Primary School, you will abide by our attendance policy.

The staff at St Michael's Easthampstead Primary School has an obligation to enquire and challenge the reasons for pupils' absences and/or lateness and do insist on written evidence for any such absences. There is also an expectation that the staff report concerns over absence and lateness to the Headteacher.

The school may send letters to parents, guardians or carers as to their child's current attendance level, unexplained absences or lateness or any other concerns.

The school collects information daily and weekly from the registers on absences.

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The role of the Education Welfare Service

The Education Welfare Service strives to support schools, parents and pupils with the aim of ensuring and promoting good attendance and punctuality. However, the Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states that "if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence".

Bracknell Forest Council, through the Education Welfare Service, may issue a Fixed Penalty Notice or prosecute parents when children do not attend school regularly.

A Fixed Penalty Notice when requested by a Headteacher can be issued as long as the evidence for the request is robust and the following criteria are met:-

- Where there is a minimum of 10 school sessions of unauthorised absence (5 school days) in any 10 week period (these do not need to be consecutive)
- Where term time leave is taken without obtaining authorisation from the school
- Unwarranted delayed return from term time leave without authorisation
- Persistent late arrival after the register has closed (U code) on 10 or more occasions in a 10 week period
- Parents' or carers' failure to make arrangements to ensure that children who have been excluded from school are not in a public place at prescribed times during the first five school days of any exclusion, without reasonable justification*

*It is incumbent upon the parent(s) in such circumstances to provide proof of reasonable justification, for example, that the child or young person needed to attend a pre-arranged medical appointment, or a medical emergency requiring the child to be supervised elsewhere than at home.

A Penalty Notice will be issued on the first occasion if appropriate.

When a pupil is referred to the Education Welfare Service because of persistent poor attendance there are various actions that can be taken to try to bring about an improvement. The Fast Track Intervention framework promotes early intervention and aims to ensure that appropriate action is taken to tackle non-attendance as soon as attendance problems become apparent. Fast Track involves engaging the parent in specifying what improvements need to be made over a fixed time-frame (usually 8 weeks). Parents have the responsibility for ensuring that their child attends school regularly. Where a parent fails in this responsibility and no improvement is brought about within the specified time frame, legal proceedings may be initiated in the Magistrates' Court.

What parents can do to help

Please work with the school staff and ensure you are fully aware of the school's attendance policy as this has a huge impact on a pupils learning.

Parents must:

- not condone your child's absences
- telephone the school each day that your child is unable to attend school due to illness
- send a written note to the school when your child returns
- avoid appointments during the school day.

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If parents, guardians or carers are worried about their child's attendance at school they should:

- talk to their child; it may be something simple that needs your help in resolving
- talk to your child's class teacher in the first instance.

The role of the Governing Body:

It is the Governors legal responsibility to monitor and evaluate the attendance in their school. The school's attendance figures are presented to the Governing Body on a termly basis.



ST. MICHAEL'S EASTHAMPSTEAD PRIMARY SCHOOL

NOTES FOR GUIDANCE AHEAD OF COMPLETING AND SUBMITTING APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

This School's Attendance Policy is set in consideration and consequence of the provisions of the following;

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006, as amended by The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Penalty Notice) (England) Regulations 2007, as amended by The Education (Penalty Notices) (England) (Amendment) Regulations 2012 and The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Department For Education Guidance as from time to time issued on school attendance matters

This School, the Local Education Authority and the Government all believe that absence during term time should be avoided as they can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that there may be "exceptional" circumstances that may justify a Headteacher's decision to authorise the absence.

The explanatory note to The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which themselves amend The Education (Pupil Registration) England Regulations 2006, states;

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

This school's Attendance Policy includes the following;

- Any application is to be made in writing, in advance by the parent with whom the child normally resides, using the form headed '*Application For Leave Of Absence During Term time*'. These may be obtained from the school office AND
- Leave of absence will only be granted where the Headteacher, or person authorised by the Headteacher to do so, considers it is due to 'exceptional circumstances'. Parent will be informed by letter within 7 school days as to whether the request has been authorised or unauthorised.

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice may be issued to each parent for each child.

THE CURRENT RATE PER PARENT PER CHILD IS:

£80 IF PAID WITHIN 21 DAYS AND RISING TO £160 IF PAID BETWEEN 22 AND 28 DAYS.

If an issued Fixed Penalty Notice is not paid within the prescribed time limit for payment, each parent may be liable to prosecution at the Magistrates' Court for an offence contrary to Section 444 Education Act 1996, (failure to secure regular attendance at school of a registered pupil of compulsory school age), in the same way as if the Fixed Penalty Notice had never been issued.

For further information regarding consequences of unpaid penalty notices please see refer to the Bracknell Forest Code of conduct for issuing penalty notices : [Code of conduct - September 2024](#)

****Note:** The term “Parent” is as defined under Section 576 Education 1996, meaning;

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility (as defined by the Children Act 1989) for a child or young person
- any person who, although not a natural parent, has care of a child or young person



ST. MICHAEL'S EASTHAMPSTEAD PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

**PLEASE NOTE THE FOLLOWING AND READ THE ACCOMPANYING NOTES FOR GUIDANCE
BEFORE COMPLETING THIS APPLICATION**

Under The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

Pupil Name		Date of Birth		Class/Form/Year	
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Home Address	
Postcode	

First Date of Absence		Date of return		No. school days absent	
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THIS SECTION MUST BE COMPLETED

Exceptional reason for absence (please use separate sheet if necessary)

Siblings at other schools		
Name:	Date of Birth	School attended

Name of parent (who child resides with)			
Mobile telephone no.		Home tel no.	
Email address			
Signature of parent			

FOR HEADTEACHER

DATE RECEIVED		DATE ASSESSED	
EXCEPTIONAL REASON ACCEPTED	YES/NO		
DATE DECISION LETTER SENT		FPN REQUESTED	YES/NO
HEADTEACHER SIGNATURE			