



ATTENDANCE POLICY

Date updated	Overview of change
17/8	Added the change/increase in fines

1. Aims

Khalsa Primary School is committed to providing an education of the highest quality for all its pupils. We recognise that this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that by attending school regularly and punctually, children and young people are able to take full advantage of the educational opportunities available to them. High attainment depends on good and consistent attendance.

At Khalsa Primary School our vision is to **develop our pupils to be exemplary citizens who have a deep desire to make a positive contribution to our world.**

Our school community acts in accordance with our khalsa vision and values and has developed a kind, caring, and ambitious culture.

This policy shows our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance [Working together to improve school attendance - August 2024 - GOV.UK](#). We do this through a whole-school culture and ethos that values good attendance, including:

Setting high expectations for the attendance and punctuality of all pupils

Promoting good attendance and highlighting the benefits it brings for learning and character development

- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons, ensuring that every child has the opportunity to flourish and live out our Khalsa values.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

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

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping children safe in education 2025 - GOV.UK
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 The Trust Board

The Trust Board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:

- The importance of good attendance
- That absence is almost always a symptom of wider issues
- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

The named safeguarding governor will:

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

3.2 The Headteacher (Designated Senior Leader Responsible for Attendance)

The headteacher, as the designated senior leader responsible for attendance (senior attendance champion), is responsible for:

- Lead and champion a whole-school culture that prioritises excellent attendance and punctuality, underpinned by a clear vision and consistently high expectations. Ensure full compliance with the school's attendance policy, with all staff understanding and following agreed procedures.
- Maintain a strong strategic oversight of attendance by monitoring, analysing, and reporting absence data to governors. Regularly review trends, evaluate the impact of interventions, and ensure robust systems are in place to effectively tackle absence across the school.
- Proactively identify pupils at risk of persistent or severe absence and implement early, targeted interventions. Lead the development of personalised support and reintegration plans, working closely with pupils and their families to remove barriers and improve engagement.
- Build and sustain positive, productive relationships with parents and carers, communicating expectations clearly and consistently. Work collaboratively with external agencies where necessary to provide additional support and ensure the best outcomes for pupils.
- Provide tailored support for pupils with special educational needs and/or disabilities (SEND), addressing specific barriers such as transport or in-school challenges. Liaise with the local authority regarding pupils with Education, Health and Care (EHC) plans and adapt strategies based on ongoing monitoring and effectiveness.
- Ensure regular communication of attendance expectations through multiple channels and take appropriate action where required, including issuing fixed-penalty notices or authorising the school business manager to do so in line with policy.

3.3 Attendance Officer

The attendance officer is responsible for:

- Working closely with the headteacher, senior leadership team (SLT), the SENCo and class teachers to promote and improve pupil attendance by sharing relevant attendance information, concerns, and trends to ensure a coordinated response
- Regularly monitoring and analysing attendance data to identify patterns of absence, persistent absence, lateness, and any unusual changes in behaviour
- Maintaining accurate and up-to-date attendance records, including pupil attendance history and interventions and identifying pupils at risk of persistent or severe absence and initiating timely action
- Acting as the first point of contact for parents and communicating through letters, emails, phone calls, and meetings to address attendance concerns and provide support by promoting positive attendance and punctuality
- Assessing all requests for leave of absence and discussing them with the headteacher and seeking advice from the local authority where necessary regarding leave requests and attendance concerns and making referrals for penalty notice.
- Enforcing the school's attendance policy, including initiating formal processes where attendance does not improve
- Contributing to a whole-school culture that prioritises high levels of attendance and punctuality

3.4 Teaching Staff

Teaching staff are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office:

- At the beginning of each academic year, teachers will hold a welcome meeting with parents. During this meeting, teachers introduce themselves, outline the curriculum, and explain key expectations including attendance, punctuality, uniform, and school lunches. Parents are given the opportunity to ask questions.
- Teachers will also hold one-to-one parent meetings on a termly basis to discuss each child's progress, areas for development, and any concerns. These meetings provide an opportunity to address a range of academic or pastoral issues.
- Morning registration must be completed by 8:35am.

- Staff contribute to and support the continued development of a warm, welcoming, exciting, and safe environment for all children.
- Teachers should be aware of absences for each child, including any patterns of absence, and ensure that pupils are supported in catching up on missed work.
- Staff must communicate with colleagues where necessary regarding any issues arising from a child's absence. This may include concerns about missed work, the response of other children, or appropriate staff responses.
- Any safeguarding concerns must be reported to the school's Designated Safeguarding Lead (DSL).
- Teachers must notify the Attendance Officer, Assistant Headteacher, and Headteacher if there is any indication of a term-time holiday.

3.5 Office Staff

Office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the headteacher, SENCO, Phase lead where appropriate, in order to provide them with more detailed support on attendance
- Notify the DSL (P. Dhaliwal) if there are any contextual safeguarding issues which might explain erratic or poor attendance
- Contribute to and support the continued development of the warm, welcoming, exciting and safe environment for all children
- Reassure families that the school will monitor the child's welfare carefully during the course of the day and communicate with the family if there are any issue

3.6 Parents

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am each subsequent day of absence and leave a voice message on our automated attendance line.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Notify the school office in advance of any medical appointments by telephone or email.
- Ensure their child is not taken out of school in term-time.
- Only request leave of absence in **exceptional circumstances** and do so in advance. Go to section 5 to find out which term-time absences the school can and can't authorise.

- If a child's absence rate is rising and becoming a concern, an attendance contract may be introduced to help parents improve the situation. Parents should make sure they follow and uphold any attendance agreements they have made with the school and/or local authority.
- Seek support, where necessary, for maintaining good attendance, by contacting the Attendance officer, Headteacher, SENCO or the Phase Leader.

3.7 Pupils

Pupils are expected to attend school every day, on time

4. Recording Attendance

4.1 Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Absence due to illness
- Absence due to medical appointment
- Unauthorised Absence
- Unable to attend due to exceptional circumstances
- Attending an approved off-site educational activity
- Lateness

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment See Appendix 1 for the DfE attendance codes.

When the school closes early on the final day of term (a half day), attendance will be recorded as a full day. If a pupil does not attend on the final half day of term due to absence or approved leave, this will be recorded as a full day's absence in the attendance register.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made. The day ends for Key Stage 1 at 3.00pm and at 3.15pm for Key Stage 2. Children who remain uncollected at the end of school time will be referred to the office after 3:30pm.

4.2 Unplanned absence

The parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am.

For illness lasting more than 5 days, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this and appropriate actions may be taken.

4.3 Lateness and punctuality

A pupil who arrives late:

- After the register has closed (8.35am) will be marked as late, using the appropriate code
- Incidents of lateness are reported to the headteacher daily. Patterns of lateness are tracked half- termly and reported to the governing body.
- Parents of pupils who have patterns of lateness will be contacted to discuss the importance of punctuality and how this might be achieved.
- If lateness continues a notice to improve or a formal warning will be given to the parents.
- Parents will be invited to a meeting to discuss the cause of lateness with the Attendance Officer, Senior leadership or Headteacher.
- If a child has 10 or more sessions lateness recorded in any 10 week period, a penalty notice will be issued by the Local Authority under current attendance regulations.
- Persistent latecomers will be monitored by the school and Local Authority in the same manner as persistent absentees.

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

- Where late collection is persistent and/or significantly after 3.35pm, the school is obliged to take any uncollected pupil to a place of safety and share concerns, as necessary, with other agencies.
- The school will place a child into the after-school club and provide the parent/carer with the cost for this.
- If a child is not collected by 5.30pm, and a parent cannot be contacted, the school will contact Children's Services as this is a safeguarding concern.

4.4 Following up unexplained absence

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit, contact Children's Services or the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer or social worker.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.5 Reporting to parents

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

- Half-termly attendance updates via a letter:

Red – Persistent absence, below 90% serious concern

Amber – Cause for concern, 90%-95% requires immediate improvement

Green – Expected attendance, 97% and above

- Parent Consultations held in October and March
- End-of-year report
- Meeting with parents where attendance is a concern

5 Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as unexpected, unavoidable, and outside of your control, such as hospitalisation, a serious illness or a bereavement of a close relative. A leave of absence must still be requested in advance by a parent who the pupil normally lives with.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is highly unlikely a leave of absence will be granted for the purposes of a family holiday or celebration (including a wedding).

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher will require evidence to support any request for leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
Attending provision arranged by the local authority

- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

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

Penalty notices

The headteacher, attendance officer, and local authority closely monitor pupils’ attendance and may issue a penalty notice to fine parents if a child of compulsory school age has unauthorised absences or repeated lateness.

If the school determines whether a penalty should or shouldn’t be applied, it will consult the local authority before taking action. Upon their advice, the school will then make a referral to the local authority, which will issue the penalty notice directly to the parents.

Before making referral, the school will consider the individual case, including:

- Whether the child has 10 or more sessions of unauthorised absence in a rolling period of 10 school weeks
- Whether the child has 10 or more sessions of lateness recorded in a rolling period of 10 school weeks.
- Whether a penalty notice is the best available tool to improve attendance or lateness for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil’s offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority. . If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

- If issued with a first penalty notice, each parent must pay £80 within 21 days or £160 within 28 days.
- If a second penalty notice is issued in respect of the same pupil, each parent must pay £160 if paid within 28 days.
- A third penalty notice cannot be issued in respect of the same child within 3 years of the first penalty notice. Instead, the Local Authority may pursue **legal action through prosecution**, potentially leading to higher fines (up to £2,500) or other court-imposed sanctions.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may issue a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for promoting attendance

The foundation for good attendance is a strong partnership between the school, parents and the child.

To help us all to focus on this we will:

- Rewarding system for good attendance at school.

- Provide information on all matters related to attendance in our regular newsletter and on our website
- Report to you how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Set targets for the school and display these in the newsletter
- Deliver a stimulating and engaging curriculum that encourages children's enjoyment of school
- Run events when parents, pupils and staff can work together on raising attendance levels across the school

7. Supporting pupils who are absent for prolonged period or returning to school

- When a pupil is absent due to complex barriers, mental or physical ill health, SEND, or is returning after a prolonged unavoidable absence, the parents will meet a designated staff member i.e Headteacher, attendance officer, class teacher or SENCO to identify and address barriers to good attendance, gathering the child's views where appropriate.
- A key adult may be identified to support the child and family, and an attendance contract may be implemented where needed.
- School-based interventions may include ELSA, SEBDOS or behaviour support consultation, soft starts, protected play, and a time-limited part-time timetable to support a gradual and successful return, alongside the use of emotionally-based school avoidance resources may be implemented where needed.
- Where relevant, the school will follow policies for children with medical conditions or health needs who cannot attend school, and complete a risk assessment for pupils returning after physical ill health.
- If relevant, external support may include referrals to Primary Attendance Support, Educational Psychologist, CAMHS, School Nurse, and Early Help or Family Support Services.
- For pupils with an Education, Health and Care (EHC) plan, the local authority will be informed where attendance concerns relate to their needs, and appropriate reasonable adjustments and support plans will be discussed with families prior to the child's return.

8. Attendance monitoring

8.1 Monitoring attendance

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

Specific pupil information will be shared with the DfE on request.

The school has granted the local authority and DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

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

8.2 Analysing attendance

The school will:

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

8.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Send attendance reminder letters to parents where attendance is at 95% and below.
- Make contact with parents where attendance is not improving.
- Hold meetings with parents where attendance is falling below 90% and support them through attendance contract meetings. (See appendix 3)
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

8.4 Reducing persistent and severe absence

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

Appendix 1: attendance codes The following codes are taken from the DfE's [guidance on school attendance](#).

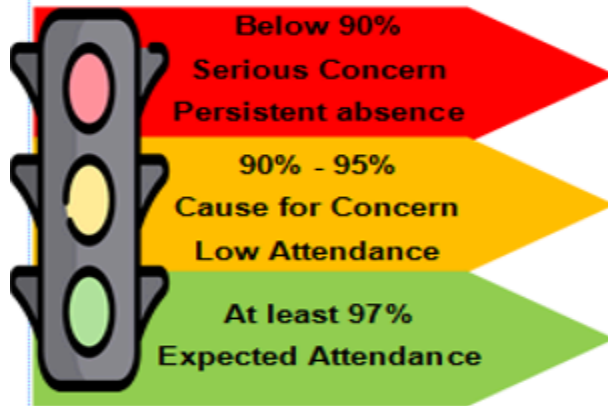
Code	Definition	Scenario
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/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late after register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J2	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

C2	Part-time timetable	Pupil is not in school due to having a part- time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent - unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupils unable to attend school because the local authority had failed to make access arrangements to enable attendance at school.
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	Pupil is unable to attend as they are: In police detention Remanded to youth detention, awaiting trial or sentencing, or Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Every day counts...



Learning is a progressive activity. Each lesson and each day build on another. If your child is absent for lessons that include demonstrations, discussions, experiments and other participation activities as part of daily learning, they are missing learning that cannot be made up.

Benefits of Good Attendance

- Pupils with good attendance generally achieve higher grades
- Pupils with good attendance generally enjoy school more
- Having a good education will help give your child the best possible start in life
- Good school attendance helps to develop other responsible patterns of behaviour.

Some risks of poor attendance

- Missed learning means they are more likely to fall behind
- They miss out on social interactions with friends—this can have a negative effect on wellbeing and self-esteem
- Low attendance is associated with anti-social behaviour and poor learning behaviours.

THE LAW AND YOU

The law states (Education Act 1996, section 7) that all children of compulsory school age must receive an appropriate full-time education. As a parent/carer, you are legally responsible for making sure your child receives an effective education. Failure to ensure your child attends school regularly could lead to intervention from the Missing Children & Child Employment Service which has the power to implement:

Fixed Penalty Notices

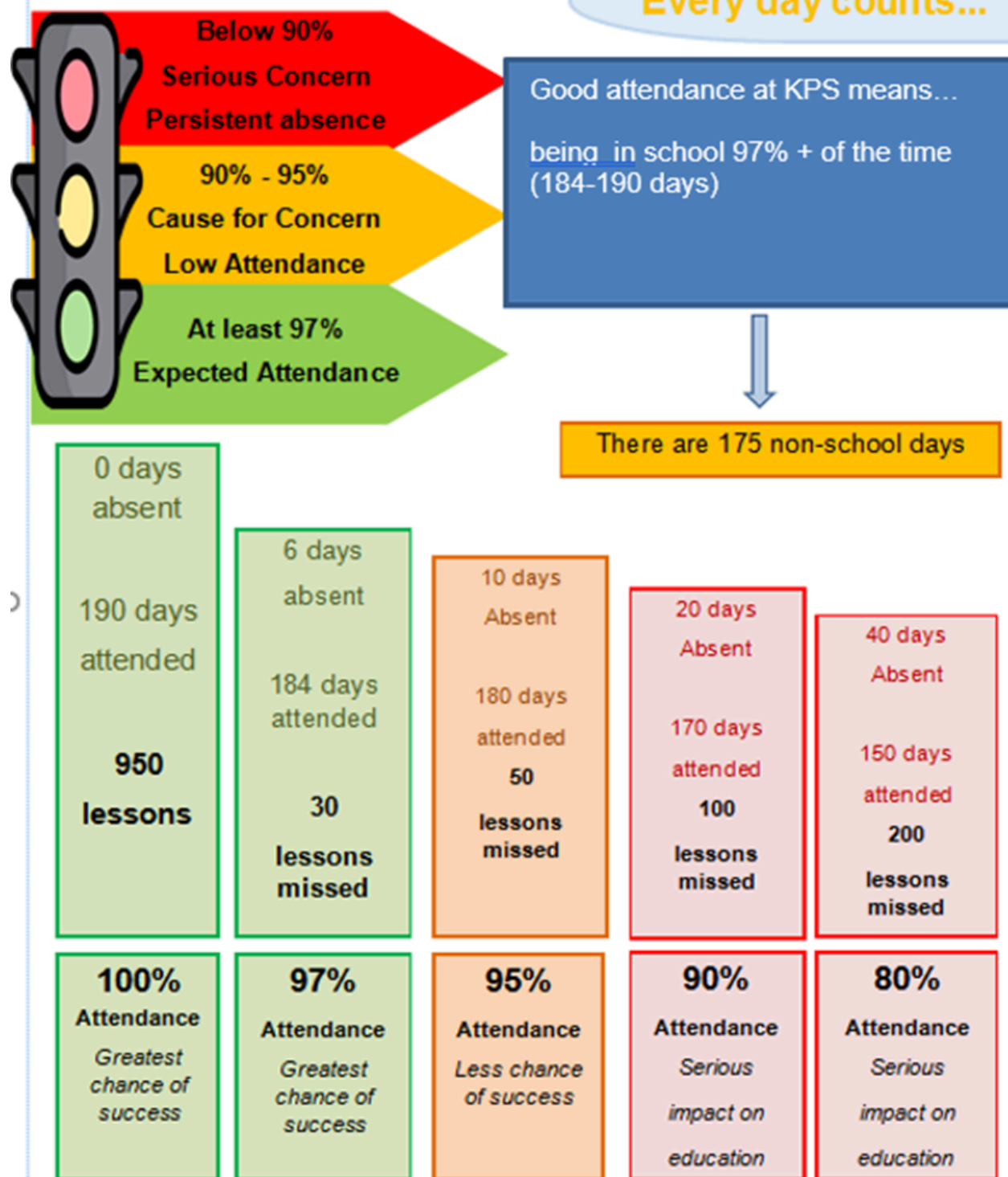
Prosecution

An Education Supervision Order

Holidays in term time will not be authorised, unless there are exceptional circumstances and you have completed an absence form in advance. If you choose to take out your child you could be faced with the following penalties:

- **First offence:** £160 per parent, per child—**reduced to £80** if paid within 21 days (otherwise due in full within 28 days)
- **Second offence (within 3 years):** Flat rate of **£160**, with no early-payment reduction.
- **Third or subsequent offences (within 3 years):** Penalty notices are not issued; instead, the Local Authority may pursue **legal action through prosecution**, potentially leading to higher fines (up to £2,500) or other court-imposed sanctions.

Every day counts...



CAN I GET SUPPORT?

Absolutely! We appreciate the unavoidable events that affect our families. We believe the most effective way to ensure your child remains on track is to work together to maximise the support in their/your time of need. Talk to us.

Appendix 3

ATTENDANCE MATTERS

Schools Attendance Contract

Overview information for all parties

- An Attendance Contract is a parenting contract entered into under section 19(2) of the Anti-social Behaviour Act 2003
- It is a formal written agreement between a parent(s) and either the school or other partners to address irregular attendance at school or alternative provision
- It is a formal route to secure engagement where voluntary early help and support has not worked or is not deemed appropriate
- An Attendance Contract is not a punitive tool, and is intended to provide support and offer an alternative to legal intervention for irregular school attendance
- There is no obligation on the school or local authority to offer an Attendance Contract, and it may not be appropriate in every instance, but an Attendance Contract should always be explored before moving forward with other legal interventions

Aims of Attendance Contract:

- It is an opportunity for families, pupil(s), schools, and where applicable other relevant parties to work together to put support in place
- To agree a lead practitioner
- Develop a plan to secure a pupil's regular school attendance as per parental responsibility in law, to secure improved outcomes for the pupil, not just in terms of attainment, but also wellbeing

Parents responsibilities and definition of a parent

- The meaning of 'parent' in relation to a child includes any person who is not a parent but who has parental responsibility for the child, or who has care of the child as set out in section 576 of the Education Act 1996
- Parent(s) are legally responsible for making sure their child gets a suitable full-time education, usually from the age of 5 to 16
- Parent(s) to be provided with a hard copy of: [DFE Parental Guide to School Attendance](#)

Failure to attend attendance contract meeting

- Where a parent fails to attend the meeting without good reason or notification, it is essential this is followed up.
- Where deemed appropriate, further attempts should be made to arrange another Attendance Contract meeting. Where it is not deemed appropriate, schools may wish to consider request for FPN or legal action.
- All attempts to secure engagement and offers of support must be documented
- An Attendance Contract cannot be devised in parental absence
- You will need to document that parent/s have failed to engage

Non-compliance with an Attendance Contract

Where a parent(s) does not comply with the requirements set out in the Contract, the lead practitioner will contact the parent(s) and seek an explanation. They will:

- Decide if the explanation is reasonable and if the Attendance Contract remains useful
- If applicable, the lead practitioner will arrange a review meeting of the Attendance Contract
- If an explanation is not provided, or the lead practitioner is not satisfied with the explanation, the parent(s) may be served with a warning to explain the Attendance Contract is not working and may be terminated. Another course of action pursued, such as a Notice to Improve where the national threshold for legal intervention has been met
- If parent(s) do not engage, this will be acknowledged formally, and a record kept. Any non-compliance with the Contract can be presented in court if necessary

Khalsa Primary School

Attendance Contract Meeting

Meeting date:	
Meeting time:	

Pupil full legal name:	
Pupil date of birth:	
Pupil age:	
Pupil year group:	
Pupil address/es and postcode/s: If pupil resides between more than one home, please detail both addresses and include the homeowners name and relationship to the pupil	

Distance from school to home:	
Was this the parent(s) first choice of school:	

Attendees

	Name	Position/relationship
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1.		
2.		
3.		
4.		

Pupils' attendance and punctuality information as at date of meeting

Current % attendance:	
Total sessions missed:	
Sessions unauthorised:	
Sessions authorised:	
Hours of lost learning due to absence:	

Sessions recorded as late (before registers close – L code):	
Sessions recorded as late (after registers close – U code):	
Hours/ minutes of lost learning due to poor punctuality:	

Total hours / minutes lost due to absence and poor punctuality	
-----------------------------------------------------------------------	--

Other relevant pupil information

Free school meals?	
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Pupil premium?	
Is the pupil a Young Carer?	
Are they from a travelling background?	
SEN Support?	
EHCP?	
Are they eligible for local authority transport from home to school?	
Does the pupil have any medical concerns/conditions that impact regular school attendance?	

If the answer is yes, please include the service worker's name

Team around the family service involvement?	
Early Help involvement?	
CIN Plan?	
CP Plan?	
LAC / PLAC – indicate which if applicable?	
CAMHS involvement?	
Any other agencies involved (if not present) e.g. school nurse, counsellor, Youth Offending Team, Targeted Youth Advisor, Health services etc.	

Information provided by school (please tick / add as appropriate)

Has it been made clear why it is felt beneficial to the family and the family circumstances to have an Attendance Contract?	
Current attendance certificate provided to all parties?	
School's attendance policy provided?	
DFE parental guide to attendance and parental responsibilities provided?	
Other (please detail)	
Other (please detail)	

Parental views / concerns

- Parent(s) views on pupils' attendance
- Underlying issues, concerns, barriers etc
- How they believe these should be addressed
- What support do they think would be helpful?
- What are their views on the idea of an Attendance Contract (having outlined the above information prior)?

Pupils' views / concerns (if old enough, pupil should be present, if younger their views should still be accounted for / captured in advance via a supportive conversation)

- Views on their attendance
- Underlying issues, concerns, barriers etc.
- How they believe these should be addressed

- What support they think would be helpful?
- Views on the idea of an Attendance Contract (having outlined the above information prior)

School views / concerns

- Views on their attendance
- Underlying issues, concerns, barriers etc.
- How they believe these should be addressed
- What support they think would be helpful?
- Views on the idea of an Attendance Contract (having outlined the above information prior)

Attendance Contract Details

Each individual Attendance Contract should set out the duration it will be in place, there is no expected minimum or maximum duration

Date of next review meeting (should be regular and brought forward as soon as it is felt the Contract is not working):	
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Lead practitioner name:	
Lead practitioner department/team:	
Lead practitioner position:	
Lead practitioner email and/or contact telephone number:	

Agreed actions for all parties, requirements, and support

Young Person / Child	Agreed Actions & by when
Parent/carer:	Agreed Actions & by when
School Actions:	Agreed Actions & by when
Other agencies Actions:	Agreed Actions & by when

I confirm that this Attendance Contract / Action Plan has developed together by all those present, to support PUPIL NAME to return to a regular pattern of attendance and punctuality and ensure no further unauthorised absences are recorded. All parties therefore agree to comply with the requirements as detailed above for the specified timeframe within this contract **INSERT DATE AS PER TIMESCALE FOR IMPROVEMENT ABOVE.**

Agreed date of review:	
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Signatures

Date signed:	
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Position / Relationship to pupil / Agency	Full Name and signature
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Parent	
Parent	
Pupil	
Lead Practitioner	
Additional School Representative/s and other agencies (detail below)	