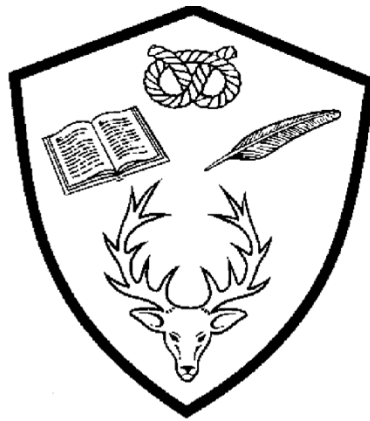


Chase Terrace Primary School

Attendance Policy



Together we Learn
Together we Aspire
Together we Succeed

Chase Terrace Primary School Attendance Policy

Person Responsible:	Deputy Headteacher
Approval Body:	Quality of Education Committee
Date of approval:	January 2025 (Approved by Chair of Governors using Chair's Power to Act)
Review date:	January 2026

Introduction and Background:

Chase Terrace Primary School recognises that positive behaviour and good attendance are central to raising standards and pupil attainment.

This policy is written with the above statement in mind and underpins our school ethos to:

- Promote children's welfare and safeguarding.
- Ensure every pupil has access to the full time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities when they leave school.

For our children to gain the greatest benefit from their education it is vital that they are on time and attend school regularly every day the school is open, unless the reason for the absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

This policy outlines the various strategies we employ to promote excellent attendance which include creating a pleasant working environment, engaging and motivating pupils, ensuring early intervention when attendance begins to raise concerns and instigating further intervention when attendance remains a concern, including working in partnership with parents, the Local Authority and other external agencies, where necessary.

This policy is fully compliant with working together to improve school attendance (DfE August 2024) and should be read alongside the Ofsted report securing good attendance and tackling persistent absence and alongside the following DfE guidance:

- Children Missing Education
- Keeping children safe in education 2024
- Supporting pupils at school with medical conditions at school
- Education for children with health needs who cannot attend school
- Suspension and permanent exclusion guidance
- Alternative provision statutory guidance

Key Information:

The school doors are open at 8.40am and remain open until 8.45am. All children arriving after the doors close must report to the main office where parents/ carers will be asked to complete a pink slip and write down their reasons for lateness. Each class teacher, or their nominated representative, is responsible for taking the register at morning and afternoon registration.

Chase Terrace uses the registration module Arbor to take an electronic register. Pupils that arrive after 8.45am will be given a late mark on the register (L)

Pupil arriving after 9.20am will be recorded as a U. This code is classed as an unauthorised absence but displays that the pupil was physically present in for part of the session.

Lateness:

Where children have persistent lateness problems the attendance lead will invite the parents to a formal meeting. Chase Terrace Primary School will always prioritise providing support over legal action however, at this meeting parents will also be reminded of the criteria under which penalty fines can be issues for persistent 'U' marks. Any child who goes home during the lunch hour must be collected from the office at the end of the morning session. They must return by the start of the afternoon registration period. Any children arriving after the afternoon registration period will be marked as late (L).

The Attendance Officer will record reasons for lateness or absence, whether received in note form, via email or phone call, using the school's electronic information management system. Where phone calls home have been made, details of the call or messages left will also be recorded.

Poor punctuality is not acceptable. Lessons start immediately after registration. If a child misses the start of the day they can lose out on vital information and contact with their teacher and their peers. This can be very embarrassing and stressful for the child and can lead to further absence. Good timekeeping is a vital skill which will help a child to progress through school and out into the wider world.

Reporting Absence:

Parents should notify that a child is absent and for what reason as soon as possible, this should be done via email to **office@chaseterrace-primary.staffs.sch.uk** or by contacting the school office on **01543 227150** and leaving a voicemail if necessary.

Where no message is received about a child's absence from an adult with parental responsibility, a text message will be sent to parents/carers to ascertain the reasons for absence. If no response is received a phone call will be made. Parents/carers should ensure they contact the school on each day their child is absent unless advised otherwise.

All absences are monitored by the Attendance Lead on a weekly basis, any child with attendance below 95% will be monitored closely. Where parents require further support to enable their child to attend school, they should contact the school's Attendance Lead. It is our duty to ensure every child has access to the full-time education to which they are entitled. As such, it is our policy to make a referral to the Local Authority where we feel parents have not engaged with the advice and support offered and their child has continued to acquire unauthorised absence marks, despite interventions having been put into place by the school.

- If the Attendance Officer is unable to establish the reason for absence, the absence will be coded as unauthorised 'O'.
- If the Attendance Officer is concerned about a pupil's safety or is unable to contact a parent, contact will be made with other named contacts who may reasonably be able to confirm the child's whereabouts.
- In some cases, where concern is significant, emergency services or other professionals may be contacted for advice and support.

- Home visits may also be carried out by the school staff or external agencies, as appropriate.

Mrs J Grunda	Strategic Attendance Lead
Mrs N Tomkinson & Mrs J Shaw	Attendance officers (Day to day monitoring of attendance)

Legal Requirements:

The law entitles every child of compulsory school age to a full-time education which is suitable to their age, ability and any special educational need they may have.

There is a legal requirement placed on all parents to ensure their child receives that education. Where a parent has decided to register their child at school, there are additional legal duties placed upon them to ensure that their child attends regularly. This means that their child must attend every day that the school is open, except in a small number of allowable circumstances, such as being too ill to attend or being given permission for an absence in advance from the school.

This policy also has due regard to all relevant legislation and other statutory guidance including, but not limited to that listed above in section 1, in addition to the following legislation:

- Equality Act 2010
- School Attendance (Pupil Registration) (England) Regulations 2024.

Roles and Responsibilities:

We see improving attendance as everyone’s responsibility; effective communication and a joint approach to working are vital. We understand that barriers to accessing education are often complex, both within and beyond the school, and are often specific to individual pupils and families. We will work to build a positive relationship between home and school which can be the foundation of good attendance. We will ensure that parents are kept well-informed about the link between attendance and attainment, challenging views where there are misconceptions about what ‘good’ attendance looks like and ensuring that when academic progress is at risk, this message is clearly reiterated and support is put in place to help remove potential barriers from emerging.

School Responsibilities:

We will promote positive behaviour and attendance through use of curriculum and learning materials and will recognise good attendance appropriately by rewarding individual and class achievements in assemblies.

We will work with parents to resolve problems which may affect a child’s attendance and will involve representatives of other agencies that work with the school. This may include support from Family Support Workers, Malachi, Mental Health Team, Educational Welfare Officers and the use of the Early Help Assessment process.

We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern. We will give parents/carers attendance details termly during parent consultation meetings. These will be colour coded to inform parents about the nature of their child’s attendance. We will also report a child’s annual attendance on their end of year school report.

The Attendance Lead will:

- Set a clear vision for improving and maintaining good attendance.

- Actively promote the importance and value of good attendance to pupils and parents.
- Take an active lead in delivering whole school initiatives to promote the profile of attendance throughout the school, including ensuring regular use of praise and the issuing of rewards that are valued by pupils.
- Analyse attendance and punctuality data at least on a fortnightly, half-termly and termly basis, identifying patterns and trends and preparing evaluative reports as necessary for Education Welfare Officers and governors.
- Provide governors with regular updates on attendance and punctuality, including data about pupils who are persistently absent (90% attendance or below) and those who are severely absent (50% attendance or below).
- Establish and maintain effective systems for tackling absence.
- Co-ordinate the support plans for pupils returning after a prolonged absence
- Where necessary, make referrals to appropriate external agencies
- Ensure appropriate liaison with the Local Authority, including full engagement with the Attendance Support Team, to ensure multi-agency working is effective.
- Comply with the DfE's statutory guidance on Children Missing Education (CME) by informing the Local Authority (LA) of the details of children who are regularly absent or missing from school following a leave of absence and prior to removing a child from the roll.
- Maintain a record of all applications for leave of absence during term time and requests to the LA to issue penalty notices.
- Monitor attendance on a daily, weekly, half-termly, termly and annual basis, contacting parents of pupils who have been identified as 'at-risk of persistent absence to challenge absences and to encourage an early return to school.

The Attendance Officers will:

- Monitor whole school attendance on a daily basis, ensuring all registers are completed accurately and on time and that any missing marks are quickly resolved in order to keep pupils safe.
- Send text message to all parents/carers if received no reason for absence.
- Contact parents/carers via telephone call if received no reason for absence on the same day after text message has been sent.
- Be the first point of contact for parents/carers and relevant staff regarding pupil absence and appointments.
- Be responsible for ensuring that the parents of non-attenders have informed the school of the reason for the absence, on the first day and any subsequent days of absence.
- Maintain a log of all pupils whose parents have instructed the school to remove them from roll in order to electively home educate or attend alternative provision.
- Ensure attendance and absence coding is completed for each session.
- Ensure parents/carers are informed swiftly if their request for leave during term time has been declined and make attendance lead aware.

Class teachers responsible for morning and afternoon registration will:

- Ensure that the statutory attendance register is taken at the start of the first session of the day and once during the afternoon session.
- Ensure their own register is completed accurately and in a timely manner.
- Ensure absence notes or verbal messages relating to attendance and punctuality are provided to the Attendance Officers.
- Be proactive in noticing and addressing any signs of disaffection or any well-being concern which may result in poor attendance and punctuality, thereby impacting on learning and potentially safety.
- Implement strategies to improve punctuality and attendance for children in their class where necessary.

Parents/carers will:

- Ensure their child attends every day when the school is open.

- Ensure their child arrives to school on time, ready and equipped to learn “Here every day ready on time”.
- Be aware that it is an offence for their child to be absent without a valid reason.
- Be aware that only the school can determine if an absence is ‘authorised’.
- Notify the school as soon as possible and ideally before the start of the school day and on each subsequent day of absence if their child is unable to attend, including the reason for absence and the expected date of return.
- Ensure that all appointments, wherever possible, are arranged out of school hours.
- Ensure that where an appointment during school time is unavoidable, their child attends for as long as possible prior to and/or returns immediately after the appointment.
- Engage with support from Attendance Lead/class teacher to improve attendance.
- Ensure that their child returns to school as soon as possible after any period of illness.
- Support their child’s attendance by avoiding requesting leave during term time except in exceptional circumstances.
- Understand that the school is not in a position to authorise a holiday in term time.
- Ensure that all requests for leave during term time are made by completing the ‘pupil request for leave of absence during term time form.’
- Work with the school and other agencies when barriers to their child's attendance are identified.
- Be aware that for unauthorised absences the local authority may issue a fixed penalty notice (a fine).
- Provide the school with a minimum of two emergency contact numbers and ensure they are kept up to date with any changes.
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance.
- Encourage good routines at home which promote a healthy lifestyle including enough sleep.
- Talk to your child about school and let the school know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness.
- Encourage your child to enjoy school and make the most of all the opportunities available to them.
- Provide medical evidence for their child where possible.

Pupils, at the appropriate developmental level, will:

- Strive to achieve an excellent level of attendance and punctuality.
- Be proud of achieving excellent attendance and punctuality.
- Speak with the appropriate member of staff if there are any problems which may affect attendance, punctuality and/or learning.
- Work with attendance lead where necessary.

Vulnerable pupils including those with medical conditions or SEND:

We recognise that some pupils face greater barriers to attendance than their peers. These can include pupils with a social worker, those in receipt of Pupil Premium and those who suffer from long term medical conditions or who have special educational needs and disabilities. These pupils have the same right to an education as any other pupil and as such our attendance ambition for these pupils should be the same as they are for any other pupil. Nevertheless, we remain sensitive to and mindful of the barriers these pupils may face and we will put additional support in place where necessary to help them access their full-time education.

This includes:

- Developing good support for pupils with physical or mental health conditions e.g. by making reasonable adjustments or putting in place an individual healthcare plan where needed.
- Considering whether additional support from external partners would be appropriate.
- Where a pupil has a social worker, informing them when the pupil is absent without good reason.
- Making referrals in a timely manner and working together with external services to deliver any subsequent support.
- Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed.
- Establishing strategies for removing in-school barriers pupils may face
- Ensuring joined up pastoral care is in place where needed and consider whether a time limited phased return would be appropriate, for example for those affected by anxiety about attendance.
- Issuing positive letters to parents and recognising, celebrating and rewarding pupils who work hard to attend whenever possible in the light of adversity or other barriers beyond their control.

In all cases Chase Terrace Primary School will be sensitive and avoid stigmatising pupils and parents, instead working with them to understand how they feel and what they think would help improve their attendance. The aim will be to develop individual approaches that meet pupils' specific needs. Data for the above groups will be proactively and regularly monitored to ensure they remain a key focus and that attendance is maximised.

Welfare Checks:

At Chase Terrace Primary school we may carry out a welfare check to ensure a pupil is safe and well if:

- A pupil is absent from school without a valid reason.
- The school hasn't been able to make contact with the pupil's parent/carer.
- The school has received a reply that it's concerned about.
- The pupil is on a reduced/ part-time timetable.

If a child is off school and the parent or carer has NOT informed the school of any reason why, then this will trigger a phone call to the parent/carer named as first contact, requesting that you call the school.

If a call is not made to the school, then a member of staff will call all numbers on the contact list until we speak with someone who knows the whereabouts of the child.

If no one answers the call, then a decision will be made as to whether a home visit is required to check the safety of the child. Two members of senior leaders will visit the home address to carry out a welfare check. If the child has not been seen after this visit, a letter will be posted to the parents/ carers this will state that if no contact is received by the date and time set the school may refer the case to the following agencies, as appropriate: Education Welfare Worker, SCASS - Staffordshire Children's Advice and Support Service and the Police.

Any pupil absent from school for 5 consecutive days and one of the above criteria is met will be visited for a welfare check by two members of school staff – this may be completed after 3 days dependent on individual circumstances. If the student is not seen, another visit will be conducted, where possible this will be at a different time from the previous visit.

If the student has not been seen after this visit, a letter will be posted to the parents/ carers this will state that if no contact is received by the date and time set the school may refer the

case to the following agencies, as appropriate: Education Welfare Worker, SCASS - Staffordshire Children's Advice and Support Service and the Police.

Leave of Absence Education Regulations and DfE guidance stipulate the following:

- Only exceptional circumstances warrant a leave of absence.
- Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
- If a leave of absence is granted, it is for the Headteacher to determine the length of the time the pupil can be away from school.
- The Headteacher should only grant leaves of absence in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.
- Applications for leave of absence must be made in advance by a parent who the pupil normally lives with and by completing the 'pupil request for leave of absence during term time form', failure to do so will result in the absence being unauthorised.
- Applications for leave of absence which are refused will result in the absence being unauthorised. This may result in legal action being taken against the parent.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be mindful that often in these difficult family times it can also be beneficial to the child for them to remain in school. In these circumstances a proportionate, minimal time away from school is encouraged.

Persistent and Severe Absence:

The DfE defines a persistent absentee as a pupil whose attendance is at 90% or lower. This is the equivalent to having one day off every fortnight. When an individual pupil's attendance level falls below 90% in any term without good reason, Chase Terrace Primary School will not be able to authorise any further absence for illness without medical evidence to confirm the illness.

In order to authorise continued illness related non-attendance parents/carers will need to provide school with one of the following examples:

- a. A doctor's note or medical certificate
- b. A copy of the dated prescription
- c. Copy of labels from medicine bottles

Otherwise, the absences will be recorded as unauthorised (O).

Where a pupil's attendance is at 50% or lower, the DfE define this to be 'severe absence' and in these circumstances, where the pupil is missing over half of all learning opportunities, they should receive a more intensive level of support and where appropriate a more urgent level of challenge, including the possible use of legal intervention through the local authority to help secure improvement.

For both persistent and severe absentees, school-led intervention will have taken place and parental meetings will have been initiated with targets for improvement having been set as part of the process. Where agreed strategies have proved unsuccessful, further consultation will take place with local authority attendance services/Attendance Lead to agree a way forward. This may include putting formal support in place in the form of an attendance contract, intensifying multidisciplinary support for families via an Early Help Assessment or through statutory social care involvement, where there are safeguarding concerns or by initiating legal intervention to formalise support and/or enforce attendance where voluntary support has not been successful or engaged with.

Schools' Responsibilities:

Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the Local Authority at the earliest opportunity.

Schools must monitor pupils' attendance through their daily register. Schools should agree with their Local Authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly, or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the Local Authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the Local Authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance.

Maintained schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. For further information about Children Missing Education, refer to: [Children Missing Education \(DfE\)](#) Further information about schools' safeguarding responsibilities can be found in the Keeping Children Safe in Education statutory guidance.

Re-integrations and Temporary Reduced Timetables:

All pupils of compulsory school age are entitled to a full-time education. However, where children have been absent through sickness for any extended period of time, school will discuss with parents/carers the most appropriate way to re-integrate their child back into school. For some children it may be appropriate to have work sent home to them to work on, with the understanding that appropriate support will be given by the school upon their return. In these circumstances, upon returning to school, teachers may choose to focus on work in the core subjects, identifying the priority needs of the pupil so as not to hinder future learning. Inclusion support will also be available, as appropriate. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary reduced timetable to meet their individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a reduced timetable is considered appropriate by the school, as part of a re-integration package.

A reduced timetable will only be used for the shortest time necessary and will never be initiated as a long-term solution. Any pastoral support programme or other agreement will have a time limit at which point the pupil is expected to attend full time, either at the school or alternative provision. Formal regular reviews will be held with the child and their parents/carers. In agreeing to a reduced timetable, the school has agreed to a pupil being absent from for part of the week or day and therefore must treat those absences as authorised.

Excluded Pupils:

The parent of the excluded pupil must ensure that the pupil is not present in a public place at any time during school hours on a day that he/she is excluded, up to and including the first 5

days or, where that exclusion is for a fixed period of 5 days or less, any of the days to which the exclusion relates.

If the excluded pupil is present in a public place at any time during school hours on a school day specified above the parent commits an offence under section 103 of the Education and Inspections Act 2006 and is liable, on summary conviction, to a fine not exceeding level 3 on the standard scale.

In such cases the school should provide:

- A copy of the letter required to be sent to parent(s) pursuant to s.104 of the Education and Inspections Act 2006 warning them to ensure that the child is not permitted to be present in a public place in the first five days of exclusion.
- Robust and reliable evidence in the form of a witness statement, stating how the child is known to the witness, where the child was seen including the date and time.

Please note if the case is contested the witness may be required to give evidence in court.

Escalation of Procedures and Legal Intervention:

Chase Terrace Primary School will endeavour to always take a 'support first' approach to managing and improving attendance, working proactively with parents and pupils to remove barriers and improve a pupil's attendance through the range of strategies detailed in this policy. However, if a pupil's attendance continues to decline or if engagement strategies have not had the desired effect we will liaise with the Local Authority and other local partners to help support families with ongoing barriers. This could include Pastoral Support Plans, attendance support or involvement with early help or social care. The Local Authority may choose to use its legal powers to address ongoing poor attendance.

The Education Welfare Officer

We encourage parents to contact school at an early stage and to work with staff in resolving any problems together. This is nearly always successful. If difficulties cannot be resolved, the school may refer the child to the Education Welfare Officer (EWO) from the Local Authority (LA). If there is no improvement as a result of their intervention, a parent may incur Penalty Notices or prosecution in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or LA.

This might include:

A Notice to Improve

This is a final opportunity for a parent to engage in support and improve attendance prior to issuing a penalty notice and runs over a timeframe of between three to six weeks. What constitutes sufficient improvement will be decided on a case-by-case basis.

Fixed Penalty Notices

Fixed penalty notices will be considered on a case-by-case basis and may be served on parents as an alternative to prosecution where parents have failed to ensure that their child of compulsory school age regularly attends the academy where they are registered or at a place where alternative provision is provided. Fixed penalty notices can be issued to each parent.

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 five days of a suspension or permanent exclusion.

The national threshold for considering a penalty notice is now ten sessions (typically five days) within a rolling period of ten school weeks and incurs a fine of £160 if paid within 28 days, reduced to £80 when paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil incurs a flat rate of £160 if paid within 28 days. All fines are paid to the LA and will be administered in line with their local code of conduct. There is no right of appeal by parents against a penalty notice.

A third penalty notice cannot be issued within the three-year period; therefore, the county council will deal with any further unauthorised leave through prosecution in the Magistrates Court. If the parent is found guilty, the potential fine is up to £1000.

Education Supervision Orders (ESO):

Where a voluntary early help plan, or formal attendance contract has not been successful, an Education Supervision Order (ESO) can be a useful alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court, rather than Magistrates Court. They give the Local Authority a formal role in advising, helping and directing the pupil and parent(s) to ensure the pupil receives an efficient, full-time, suitable education.

Where parents persistently fail to comply with the directions given under the ESO, they may be guilty of an offence. Local Authorities can prosecute in the Magistrates Court for persistent noncompliance with the Order and parents (upon conviction) will be liable to a fine of up to £1,000.

Prosecution:

If a child of compulsory school age fails to attend regularly a school which they are registered, or at a place where alternative provision is provided for them, their parents may be guilty of an offence and can be prosecuted by the Local Authority.

Prosecution in the Magistrates Court is the last resort where all other voluntary and formal support or legal intervention has failed or where support has been deemed inappropriate in the circumstances of the individual case.

The Local Authority has the power to prosecute parents who fail to comply with the school attendance order under section 443 of The Education Act 1996 or fail to ensure their child's regular attendance at school under section 444 of The Education Act 1996. The fines available to the courts if the parents are found guilty could be between £1000 and £2500. The courts can also sentence parents to a community order or imprisonment for up to three months.

Parenting Orders:

Parenting orders can be imposed by the Court following conviction for non-attendance alongside a fine and/or community order. Parents' agreement is not required before an order is made. They may be appropriate where the parent has not engaged in support to improve their child's attendance and where compulsion to do so would help change parental behaviour.

The order requires a parent to comply with the arrangements specified in the order by the Court which can include a requirement for parents to attend counselling or guidance sessions (e.g. parenting education or parenting support classes) where they will receive up to three months of help and support to enable them to improve their child's attendance.

Removal from Admissions Register and Elective Home Education:

Schools are only permitted to remove compulsory school aged children from roll under certain circumstances, detailed in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024.

In accordance with regulation 13(4) to (6) of the School Attendance (Pupil Registration) (England) Regulations 2024, schools must make a return to the local authority as soon as a pupil's name is deleted from the admission register under any of the reasons set out in regulation 9 (1) or 9 (3). This does not apply where the pupil's name is deleted after they have completed the school's most senior year.

Chase Terrace Primary School will only delete a pupil's name from the admission register where the specified grounds detailed in the aforementioned regulations are met. Where a pupil's name is deleted from the admissions register, they must be deleted from the attendance register at the same time.

Schools may not retrospectively delete a pupil's name from the admission register or attendance register as these registers must be an accurate record of who is a registered pupil and their attendance at any given time. A pupil's attendance must be recorded up until the date that the pupil's name is deleted from the admission register.

A name of a pupil transferring to another school must be deleted from the admission register as soon as they are entered on the admission register of the new school. The new school must enter the pupil's name on the admission register on the first day that it has agreed the pupil will start attending.

Elective Home Education:

In line with best practice and DfE guidance, the school does not seek to persuade parents to educate their children at home as a way of avoiding an exclusion or because of poor attendance. However, the school does understand that home education is a parental choice and that there is no requirement for parents to obtain the school's or the Local Authority's agreement to educate their child at home. As such, on receipt of written notification from a parent of their intention to educate their child other than at school, the academy will follow the DfE guidance for EHE, which includes informing the LA that the pupil is likely to be deleted from the admission register and providing a cooling off period where parents are aware their child may return to academy during that period, should they change their mind.

Children with Education, Health and Care (EHC) plans or statements of special educational needs (SEN) can be home educated. Where the EHC plan or statement sets out SEN provision that the child should receive at home, the Local Authority is under a duty to arrange that provision. Where the EHC plan or statement names a school or type of school as the place where the child should receive his or her education but the parent chooses to home educate their child, the Local Authority must assure itself that the provision being made by the parent is suitable. In such cases, the Local Authority must review the plan or statement annually to assure itself that the provision set out in it continues to be appropriate and that the child's SEN continue to be met.

School Targets

Term	End of Year 2020-2021	End of Year 2021-2022	End of Year 2022-2023	End of Year 2023-2024	Target 2024-2025
Overall attendance	94.2%	91.3%	91.8%	91.7%	96%
Overall unauthorised absence	2.8%	3.4%	4.3%	4.3%	2.8%

Overall Persistent Absence%	16.1% (51 pupils)	30.6% (95 pupils)	22% (68 pupils)	25.3% (62 pupils)	16%
PP%	90.9%	88.8%	89.8%	88.7%	96%
Non pp%	95.7%	92.5%	92.6%	93.2%	96%
PP Persistent Absence%	26.4% (27/102 pupils)	44.3% (47/106 pupils)	32% (32/100 pupils)	35.2% (31/88 pupils)	20%
Non-pp persistent absence%	11.2% (24/213 pupils)	23.5% (48/ 204 pupils)	18.4% (36/195 pupils)	22.9% (36/ 157 pupils)	11%



Guidance Notes for Parents requesting Leave in Term Time

1. Parents who want the school to consider granting leave of absence in school term time should read these notes carefully, **complete the attached form and send it to the head teacher**. This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. Head teachers cannot authorise any leave of absence unless the request is received before the period of absence begins.
2. The Department for Education makes it clear that head teachers should not grant any leave of absence during term time unless there are **exceptional circumstances**.
3. There is no automatic right to any leave in term time.
4. Staffordshire County Council understands the challenges that some parents face when booking holidays particularly during school holidays. However, we believe that, in order to ensure children receive the best education and prospects, that they should be in school during term time.
5. Where parents have children in more than one school a separate request must be made to each school. The head teacher of each school will make their own decision based on the factors relating to the child at their school. However, head teachers may choose to liaise with each other as part of their decision-making process.
6. Should the school decide to grant leave of absence, but the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence this absence will be recorded as unauthorised.
7. Should the school decide **not to grant leave of absence** and parents still take their child out of school, the absence will be recorded as **unauthorised**, which may be subject to a Penalty Notice fine in line with Staffordshire County Councils Code of Conduct.
 - **Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate as detailed below.**
 - **The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.**
 - **A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.**
 - **A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In this case where the criteria to issue a penalty notice is met for a third time within 3 years, alternative action will be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.**
8. The Local Authority will continue to monitor all school absences during term time and support head teachers in challenging parents who ignore the law.
9. If your child has had 10 sessions of unauthorised absence or is late 10 for 10 sessions over a 10 week period, you may receive a penalty warning notice and also potentially a fine.

* Generally the DfE states that parents include all those with day to day responsibility for a child



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Pupil request for leave of absence during term time – exceptional circumstances only

Pupil's Name _____ DOB _____ Class _____

Pupil's Name _____ DOB _____ Class _____

I request permission for the above named pupil/s to be granted leave during school term time.

The reason for this request is:

.....

Date of Absence: From..... to

No of school days:

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) full name(s)

School(s) attended.....

Parent/carer:..... <u>Address:</u> Signature..... Date.....	Parent/carer:..... <u>Address:</u> Signature..... Date.....
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For completion by Headteacher:

Your request is: Agreed / Denied

Signed _____ Headteacher Dated _____

**If this leave of absence is declined you may be subject to a Penalty Notice.
 Please see section 7 on the previous page.**

I would hope that upon reflection you are able to support this decision in line with the Local Authority and Government policy, that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances.