



# Attendance Policy

Approved by  
Education Committee

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September 2024

**RELEASING THE  
IMAGINATION:  
CELEBRATING  
THE ART OF  
THE POSSIBLE**



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## AIMS

- a. To promote and achieve regular, punctual attendance for our children.
- b. To satisfy the statutory (legal) requirements set out in *The Education Act 1996, The Education (Pupil Registration (England) Regulations 2006* and subsequent amendments.
- c. To fulfil our obligations under the *Equality Act 2010* and *UN Convention on the Rights of the Child*.
- d. To set out the roles and responsibilities of all parties (local authority, staff, governors, parents and children) with respect to attendance.

## RATIONALE

It is a legal requirement that children of compulsory school age receive full time education. Regular and punctual school attendance is an essential foundation to achieving positive outcomes for children. Put simply: absence means missed learning and causes the learning process to become fragmented. This affects both the individual child and the other children in their class.

Regular attendance is key to:

- a. **Maximising educational opportunities:** Government research indicates that children with the highest attainment at the end of KS2 and KS4 have higher rates of attendance compared to those with lower attainment. Evidence suggests that seventeen (17) missed school days a year equates to one GCSE grade drop in attainment.<sup>1</sup>
- b. **Effective safeguarding:** School attendance is a protective factor for children. Irregular or poor attendance may place children at risk of harm. An association has been established between absence and some forms of criminality.

**We take the issue of attendance very seriously.** We want every child in our school to fulfil their potential and thrive. Our community is aspirational: we are ambitious for all our children and give the same level of attention to attendance as to other matters concerning their wellbeing and achievement. This is a whole school-community endeavour.

More information and resources regarding the attendance can be found on the school website: [Attendance at the University of Cambridge Primary School](#) and in Appendix F.

## KEY PEOPLE

- a. All staff at the school are committed to improving and monitoring attendance and punctuality of children.
- b. Day to day, attendance and punctuality is monitored by the school Attendance Lead and Designated Safeguarding Lead (DSL) Mrs Katie Glenister-Soós. She can be contacted through the school office, or by emailing [attendance@universityprimaryschool.org.uk](mailto:attendance@universityprimaryschool.org.uk)
- c. Strategic oversight of attendance and punctuality lies with the Executive Headteacher, Dr James Biddulph. He can be contacted through the school office or by emailing [enquiries@universityprimaryschool.org.uk](mailto:enquiries@universityprimaryschool.org.uk)

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<sup>1</sup> Department for Education. (2022). [Transparency data: Absence and attainment at key stages 2 and 4: \(2018 to 2019\)](#).

## EXPECTATIONS | Statutory & School

### Statutory expectations:

- a. Attendance is a national priority.<sup>1</sup>
- b. All schools must submit data electronically (both in an aggregated form and on an individual pupil basis) every term.
- c. Attendance is a key indicator of an effective school and will be scrutinised by OFSTED.

### School expectations:

- d. At the University of Cambridge Primary School, we strive to secure **100%** attendance and expect a **minimum attendance of 96%**. The vast majority of our children achieve this.
- e. We understand that absence is sometimes unavoidable, especially due to illness, which usually comes in a block of time over a continuous period.
- f. Children should not, however, have more than one or two broken weeks in an academic year. Regular broken weeks are a cause for concern and will be investigated.

## SCHOOL INFORMATION

- a. **School day:** The school day is from 08:30 – 15:15. Children should arrive promptly each morning and be collected promptly each afternoon.
- b. **Registration:**
  - i. The school gates open at 08:20 and close at 08:35. Children should arrive in class between 08:30 and **08:35**, at which point doors will close. Any child arriving after 08:35 must enter through the school office.
  - ii. Morning registration is at 08:35. The register will remain 'open' until 09:00 for late arrivals. Those children will be marked as present but late (L) for the morning session.
  - iii. Afternoon registration is at the end of lunch (12:30/13:00/13:30 according to year groups). The register will remain 'open' for 15 minutes (until 12:45/13:15/13:45) for late arrivals who will be marked as present but late (L) for the afternoon session.
  - iv. Children who arrive after the register has closed will be marked as late and arriving after registration (U).
- c. **Collection:**
  - i. The school gates open at 15:10 and close at 15:25. Children should be collected from their classroom at 15:15 and by no later than **15:20**.
  - ii. Any child who has not been collected by 15:20 will be taken to the school office, where they will wait until 16:00. At 16:00, children are taken under the care of the Designated Safeguarding Lead (DSL)ship Team and/or Executive Leadership Team.
  - iii. The reason for late collection will be recorded.
  - iv. The school reserves the right to impose sanctions for persistent late collection (£5 per 15 minutes) in line with local authority guidance.
  - v. See Appendix E for more information.

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<sup>1</sup> Department for Education. (2022). [Guidance: Working together to improve school attendance](#).

## ABSENCES | Authorised & Unauthorised

For all absences please contact the school office by emailing [enquiries@universityprimaryschool.org.uk](mailto:enquiries@universityprimaryschool.org.uk) or phoning/leaving a voicemail on 01223 792440 **by 9:00am on each day of absence**, unless you have specified a length of time your child will be off in the first instance.

### Authorised Absence

- a. The school can only authorise absence in **exceptional circumstances**.
- b. Valid reasons for non-attendance, based on guidance from the Department for Education (DFE)<sup>1</sup>, include:
  - i. When a child is ill or receiving medical attention (including if they are sent home unwell from school);
  - ii. Days of religious observance, notified in advance;  
*This must be on a day exclusively set aside for religious observance by the relevant religious body. No more than 1 day in any term will be authorised and no more than 3 days in an academic year.*
  - iii. Specific family circumstances (e.g. bereavement, serious illness);
  - iv. Participation in an approved educational activity.
- c. There are other absences, such as approved sporting activities that can be authorised and there may be other events which necessitate absence from school; professional discretion will be exercised to determine these cases. This will be determined by the Attendance Lead, Katie Glenister-Soós, with final decisions settled by the Executive Headteacher, Dr James Biddulph.
- d. We expect absences to be kept to a minimum; routine **medical and dental appointments** should be arranged out of school hours. If this is not possible, confirmation of the appointment should be provided – preferably in advance – and absence limited to the time required to attend the appointment.
- e. Where families have already received two formal attendance letters, in cases where children’s attendance is persistently or regularly below 90%, absences will be automatically recorded as unauthorised until evidence is provided to demonstrate ill-health or another reason for absence.

### Unauthorised Absence

- a. Following guidance from the DfE, the school determines unauthorised absences as those where:
  - i. No letter or acceptable explanation is provided by parents;
  - ii. The reason for absence does not fall into one of the categories of authorised absence above;
  - iii. An application for term time leave has not been made or is refused.
- b. In line with guidance from the Department for Education, **examples of unauthorised absence** include, but are not limited to:
  - A holiday
  - Minding the house or awaiting repair people
  - Caring for relatives
  - Shopping
  - A birthday or family celebration
- c. Although there are some grey areas, the guidance is clear that only **truly exceptional** circumstances should be authorised.

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<sup>1</sup> Department for Education. (2022). [School Attendance](#).

## ABSENCES | Other

### Holidays

- a. There are 38 weeks of school and 14 weeks of holiday each year.
- b. As such, the school strongly discourages term-time holidays. They cause disruption to learning (for the individual child and wider class) and impact educational progress.
- c. For the avoidance of doubt, it is very rare for the school to authorise a holiday during term time and in no circumstances will it grant retrospective authorisation.

### Working Parents

- a. In situations where parents are required to travel for work and are unable to arrange childcare, the school may authorise some or all of this absence, in line with statutory guidance.
- b. For part or all of the absence to be authorised, evidence must be provided to show that the reason for travel is work-related; and the child's absence from school must directly correlate with the dates the parent is working.

### Sabbaticals

- a. We strongly discourage parents from taking their children out of school during a professional or academic sabbatical as it disrupts learning, disrupts social relationships and disrupts class dynamics.
- b. Any application for absence during a sabbatical must be made in writing, as far as in advance as practicable. The school will then inform parents of the process and how best to support their child through the transition.
- c. Please note: Children will be removed from the school roll after 20 days' of absence and their place offered to those on the waiting list, following consultation from the Local Authority.

### Medical Appointments Abroad

- a. The National Health Service (NHS) in England offers a wide and diverse range of medical services that adhere to national and international standards. As such, absences for the purpose of generic medical appointments abroad, such as – but not limited to – GP check ups and blood tests, will not be authorised.
- b. In rare circumstances, children will be required to travel abroad for specific and pre-arranged medical appointments. In these instances, the school expects there to be ongoing communication between families and the Attendance Lead; and evidence that the procedure or appointment cannot take place in the United Kingdom will be required for the absence to be authorised.

## APPLICATION FOR TERM-TIME LEAVE

- a. Requests for term time leave must be made **at least four weeks in advance**, where practicable. Requests can be made via the following form: [Application for Leave of Absence for a School Pupil in Term Time](#)
- b. The school will consider and respond to the request within ten working days of receipt.
- c. If an application requires more urgent attention, it is the applicant's responsibility to contact the school office and inform them of their application and relevant timescales. The school will then use its best endeavours to expedite the matter for consideration and determination.
- d. Each case will be considered on its individual merits. Government guidelines are clear that it is for the school to determine whether an absence is authorised or not and the duration of any such leave.
- e. **PLEASE NOTE:** Periods of unauthorised term time leave may be referred to the Local Authority for a **Penalty Notice Fine or other legal enforcement measures.**

## HOME-SCHOOL PARTNERSHIP

Achieving a high level of attendance requires the school and home to work closely together.

### Role of the PARENT

We ask that parents:

- Sign a copy of the school Attendance Policy when their child enrolls.
- Ensure their child attends school regularly and punctually for morning and afternoon sessions.
  - Morning registration is at **08:35**.
  - Afternoon registration is at the end of the child's **lunch** hour (12:30/13:00/13:30).
- Contact the school on the first day (**and each subsequent day**) of a child's absence, with the reason for absence and estimated length of absence:
  - [enquiries@universityprimaryschool.org.uk](mailto:enquiries@universityprimaryschool.org.uk)
  - [Attendance@universityprimaryschool.org.uk](mailto:Attendance@universityprimaryschool.org.uk)
- Confirm the reason for absence, in writing, on the child's return to school.
  - This will be retained for our records.
- Get in touch if they are struggling to comply with our attendance requirements and to get their child to school regularly and on time.

**PLEASE NOTE:** A parent's explanation for a child's absence does not automatically make it valid, justified or authorised. If the school has concerns about a child's attendance or punctuality we will act in accordance with Appendix D.

### Role of the SCHOOL

The school will:

- Share a copy of the school Attendance Policy with all parents.
- Regularly remind children of the importance of good attendance and punctuality.
- Provide attendance data for children individually at the end of each school term.
- Contact home if a child is absent and no message has been received from home.
- Work with parents to support them to meet our expectations in relation to attendance and punctuality.
- Support children to re-integrate into school after extended periods of absence from illness or other individual circumstances.
- Celebrate excellent and improved attendance rates.
- Monitor attendance data to identify and support individual children or pupil cohorts.
- Analyse attendance data to identify and address any historic and emerging patterns.
- Share attendance data with our Governing Body.
- Follow procedures outlined in Appendix D to address concerns.

## CELEBRATING ATTENDANCE

The school is committed to promoting excellent attendance. Excellent and significantly improved attendance will be recognised in a range of ways which may include:

- Certificates of celebration
- Entry into a prize draw
- End of year treat



## CHILDREN MISSING IN EDUCATION (CME)

- a. The Local Authority has a statutory responsibility to identify any child who is missing in education.
- b. **Definition:** a child is missing from education when they are of compulsory school age but are not on a school roll and are not attending an alternate education provision. Such children are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (Not in Education, Employment or Training) later in life.
- c. **Parents are responsible** for informing the school and/or the local authority of any change to their child's educational arrangements. This includes if they move, emigrate, elect to home educate or move their child to another state or private school.
- d. The school has a legal responsibility to<sup>1</sup>:
  - i. Record details of a child's residence, the name of the person with whom they reside, the date from which they will reside there and the name of the destination school.
  - ii. Notify the local authority if parents elect to home educate their child.
  - iii. Notify the local authority if a child leaves the school and provide details of their destination school and home address.
  - iv. Work with the local authority to make reasonable enquiries to locate a child who fails to return to school for ten (10) days after an authorised absence or after an unauthorised absence of twenty (20) consecutive days.
- e. Schools are permitted to remove compulsory-school-aged children from roll. Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. As such, pupils must not be removed from the school roll without authorisation from the headteacher or other designated person.<sup>2</sup>

## ELECTIVE HOME EDUCATION (EHE)

Deciding to educate your child at home is an important decision which requires a great deal of thought and consideration. Cambridgeshire County Council has lots of information [on their website](#) which can help support you in making this decision.

If you feel that educating your child at home is a step you wish to take, the following process will be followed upon you contacting the school:

- 1) The Attendance Lead or Executive Headteacher will meet with you to discuss your reasons for wanting to electively home educate your child, or any concerns you may have.
- 2) Support will be offered to you, in line with what is raised at the meeting.
- 3) If you still wish to electively home educate your child, the school will recommend you contact the local authority, so that your child is not recorded as a Child Missing in Education (CME). The local authority can also provide information, guidance and support if required.

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<sup>1</sup> Department for Education (2016). [Statutory Guidance: Children Missing in Education](#).

<sup>2</sup> Derbyshire County Council. (2023). [Children missing in education removal from school roll](#).

## ARMED FORCES

The [Armed Forces Covenant](#) is a promise between the nation, the government and the Armed Forces community, ensuring that those who serve, and have served, in the Armed Forces and their families, are treated fairly and are not disadvantaged by their service.

If you are in the armed forces and wish to go through the school admissions process, more information can be found in the [Military Personnel School Admissions Guidance Document](#) from Cambridgeshire County Council.

## APPENDIX A | Absence Codes

Absence Codes are consistent across all schools nationally.

Λ	Present at registration
B	Educated Off Site (Not dual registered)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registered (i.e. present at another school or at a PRU)
E	Excluded but no alternative provision made
F	Agreed extended holiday
G	Family holiday (not agreed or sessions in excess of agreement)
H	Agreed holiday
I	Illness
J	Interview
K	Exam
L	Late but arrived before the register closed
M	Medical or dental appointment
N	No reason for the absence provided yet
O	Other unauthorised (not covered by other codes or descriptions)
P	Approved sporting activity
Q	Absent from class, working elsewhere
R	Day set aside exclusively for religious observance
S	Study Leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience (not based working)
X	Un-timetabled sessions for non-compulsory school age pupils
Y	Partial and forced closure
Z	Pupil not on roll yet
#	School closed to pupils
AEA	Authorised Educational Activity - counted as present.

## APPENDIX B | Staff Guidance & Procedures

- a. This Appendix sets out the expectations, best practice and procedures in relation to registration, attendance and absence according to the Department for Education.<sup>1</sup>
- b. High attendance levels are achieved when staff work together, understand their responsibilities and act accordingly. **A robust system depends on everyone playing their part.**
- c. Registers are legal documents designed to ensure accurate record keeping, facilitate data analysis and enable an expeditious response to address concerns.
- d. Schools have a responsibility for safeguarding the children in their care and it is vital that the information we hold is as accurate as possible.

### REGISTRATION

The register must be completed twice daily with each child marked as present, absent or late (+minutes). **Accuracy is of paramount importance.**

If the electronic register cannot be completed, use the fire register instead and send it to the school office for the data to be uploaded electronically.

Any child who fails to attend school should be recorded as an unauthorised absence (N) unless a valid reason is provided.

#### Morning registration

- a. Morning registration is at **08:35** when class doors are closed.
- b. The class teacher must take and **submit** the register promptly at **08:35**.
- c. The register remains 'open' until 09:00 for late arrivals who should enter through the school office.
- d. The office staff will update the register and record the arrival time.

#### Afternoon registration

- a. Afternoon registration is at the end of class lunch (12:30/13:00/13:30).
- b. The class teacher must take the register promptly at 12:35/13:05/13:35.
- c. The register remains 'open' for 15 minutes for any late arrivals. The register must be **submitted** at 12:45/13:15/13:45.

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<sup>1</sup> Department for Education. (2022). [School Attendance](#).

## CHILD ABSENCE

We operate a robust policy of **first day response** in relation to all absences. This is an effective strategy for improving attendance rates and for safeguarding. The steps are as follows:

1. **Office contacts parents:** The office staff will call home on the first day of absence (by no later than 9:15), and on each subsequent day of absence, if the parents have not initiated contact. The office staff will record the reason for absence on *ScholarPack*.

In line with the school's Safeguarding practices, phone calls for absentee children will be made **in the following order:**

- 4) Children identified as MyConcern Category 4 and those with SEND.
  - 5) Year 6 & Year 5 (many children walk to school without adult supervision).
  - 6) Other year groups
2. **Office staff to notify Attendance Lead:** If the office staff are unable to contact a child's parents on day one OR in the event that no reason, or adequate reasons, is provided for the absence, the office shall inform the Attendance Lead (or Designated Safeguarding Lead (DSL) in their absence) by no later than 10:15am.
  3. **Attendance Lead contacts parents:** The Attendance Lead (or Designated Safeguarding Lead (DSL) in their absence) shall make a further effort to contact the child's parents and keep a record of the attempt and potential outcome.
  4. **My Concern:** If no contact has been made with the child's parents **and** the child has not returned to school after **three (3)** consecutive school days, the school office shall log a report on *My Concern*.

## ATTENDANCE & PUNCTUALITY DATA

- a. Class teachers have access to attendance data on *Scholar Pack*.
- b. A half-termly report is generated at the end of each term, from which the Attendance Lead identifies children of continued or new concern regarding attendance and punctuality.
- c. School data on a child's personal attendance and punctuality record sent home each term, usually as part of their school report.

## ATTENDANCE & PUNCTUALITY CONCERNS

Any concerns about a child's attendance should be raised with the Attendance Lead by emailing: [attendance@universityprimaryschool.org.uk](mailto:attendance@universityprimaryschool.org.uk)

## APPENDIX C | Roles & Responsibilities

The following tables set out the duties and responsibilities of different roles across the school.

SITE MANAGER	OFFICE STAFF	CLASS TEACHERS
<ul style="list-style-type: none"> <li>Open school gates at 08:20 and lock them at 08:35 each morning.</li> <li>Open school gates at 15:10 and lock them at 15:25 each afternoon.</li> </ul>	<ul style="list-style-type: none"> <li>Register all children who arrive at school between 08:35 and 09:00 as late (L) and record the time of arrival.</li> <li>Register all children who arrive at school after 09:00 as late (U) and record the time of arrival.</li> <li>Ensure accurate use of codes as listed in Appendix A.</li> <li>On the first, and each subsequent day of absence, contact the child's parents by no later than 9:15 and log the details of the call/email exchange on <i>ScholarPack</i>.</li> <li>On the first day of absence, if contact has not been made with the child's parents or the reason provided for absence is inadequate, inform the Attendance Lead (or, in their absence, a Designated Safeguarding Lead (DSL)) by no later than 9:15 and ask them to follow up.</li> <li>On the third consecutive day of absence, if no contact has been made with the child's parents log the matter on <i>My Concern</i>.</li> <li>Keep a record of all communications with parents about attendance/punctuality/absence and upload to <i>ScholarPack</i>.</li> <li>Forward any online requests for leave, or formal queries about attendance issues, to the Attendance Lead (<a href="mailto:attendance@universityprimaryschool.org.uk">attendance@universityprimaryschool.org.uk</a>).</li> <li>Print &amp; issue attendance and punctuality information to parents termly.</li> </ul>	<ul style="list-style-type: none"> <li>Open classroom doors at 08:30 and close them at 08:35.</li> <li>Take and submit the morning register at <b>08:35</b>.</li> <li>Record the number of minutes a child is late by.</li> <li>Take the afternoon register after lunch at 12:35/13:05/13:35 and submit it at 12:45/13:15/13:45.</li> <li>Pass any communications (physical, electronic or verbal) from parents about attendance/punctuality/absence to the school office so that copies and / or notes can be uploaded to <i>Scholar Pack</i>.</li> <li>Notify the Attendance Lead of any specific concerns by email (<a href="mailto:attendance@universityprimaryschool.org.uk">attendance@universityprimaryschool.org.uk</a>)</li> <li>Log any safeguarding concerns on <i>My Concern</i></li> <li>Address attendance concerns during learning conversations.</li> </ul>

ATTENDANCE LEAD	EXECUTIVE HEADTEACHER	GOVERNING BODY
<ul style="list-style-type: none"> <li>Attempt to contact parents on the first day of a child's absence if the office has been unable to do so.</li> <li>Log any safeguarding concerns on MyConcern.</li> <li>Check the <a href="mailto:attendance@universityprimaryschool.org.uk">attendance@universityprimaryschool.org.uk</a> inbox each school day.</li> <li>Work in tandem with the Executive Headteacher to approve or deny term-time leave requests.</li> </ul>	<ul style="list-style-type: none"> <li>Oversee reporting and decisions made by the Attendance Lead.</li> <li>Offer ultimate decisions on term-time leave requests.</li> <li>Review all communication sent to parents, as outlined in Appendix D.</li> </ul>	<ul style="list-style-type: none"> <li>Recognise the importance of school attendance and promote it across the school's ethos and policies.</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure accurate use of codes as listed in Appendix A.</li> <li>• Review and monitor attendance and punctuality data fortnightly; formal reporting to take place half-termly.</li> <li>• Contact parents about attendance and punctuality concerns in accordance with the process outlined in Appendix D.</li> <li>• Provide staff training/updates on attendance and punctuality as required.</li> <li>• Deliver assemblies to explain the importance of attendance and punctuality.</li> <li>• Communicate the attendance policy and expectations to parents at regular intervals.</li> <li>• Celebrate excellent and improved attendance (and punctuality).</li> </ul>	<ul style="list-style-type: none"> <li>• Direct the Attendance Lead as needed, in line with this policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure school leaders fulfil expectations and statutory duties in relation to attendance.</li> <li>• Regularly review and discuss attendance data.</li> <li>• Help school leaders focus improvement efforts on the individual pupils or cohorts who need it most.</li> <li>• Ensure school staff receive adequate training on attendance.</li> </ul>
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#### LOCAL AUTHORITY

- Track local authority attendance data.
- Provide a School Attendance Support Team (by no later than September of the following academic year).
- Proceed with legal intervention to support and enforce attendance.
- Monitor and improve attendance of children with a social worker.

## APPENDIX D | Attendance Management Process

The school has a graduated approach to managing attendance.

### 1. Early Intervention

The school is vigilant about attendance rates and undertakes continuous monitoring of the attendance and punctuality data to identify any child who is persistently absent or late and provide support to them and their family. Steps that may be taken include:

- Letters may be sent to parents raising concerns in accordance with the Local Authority's guidance;
- Parents may be invited to discuss the situation with any or all of the following: their child's class teacher, the Attendance Lead, SENDCO or another member of the Senior or Executive Leadership Team (SLT/ELT)
- Referrals may be made for Early Help support.
- Home visits may be undertaken.

### 2. Parent Contract Meeting (PCM)

If a child's attendance or punctuality does not improve, or adequately improve, the parents may be invited to attend a parent contract meeting with the Attendance Lead (or another Designated Safeguarding Lead (DSL) to discuss the situation, review existing arrangements and identify appropriate support.

The parents and school will enter into a formal written agreement setting out how they will work together to improve the child's attendance, over an **initial time period of 6 weeks**. This will be subject to regular review.

Here are examples of targets that may be set during this meeting:

- 90% or above attendance target over the next 6 school weeks monitoring period (insert dates).
- Absences due to self-limiting illness can be authorised in the first instance, but for a child frequently absent due to a medical reason, including repeated self-limiting illnesses, medical evidence will be required.
- Prompt communication when [child's name] will be absent. Parents should contact the school by 9:00am as per the School Attendance Policy.

*A reference to the school and parents' legal obligations regarding child attendance will be included in target setting communication and documentation.*

### 3. Referral for legal intervention

The following information is stipulated in the [Cambridgeshire County Council Penalty Notice Code of Conduct \(September 2021\)](#):

If a child's attendance does not improve and:

- (i) meets the threshold for persistent absence (90%); or
- (ii) includes eight unauthorised absences over an eight week period

the case may be referred to the Local Authority's Attendance Team for the instigation of legal action.

This could lead to:

- an education supervision order;
- a parenting order;
- a fixed penalty notice fine;
- Prosecution.



## APPENDIX E | Late Collection Protocol

This protocol supplements the information set out in 'School Information' and outlines the protocol for managing late collection at the end of the school day.

END OF SCHOOL DAY	LATE COLLECTION	VERY LATE COLLECTION
<ul style="list-style-type: none"> <li>The school gates open at 15:10 and close at 15:25.</li> <li>Children should be collected from their classroom at 15:15 and by 15:20 at the latest.</li> </ul>	<ul style="list-style-type: none"> <li>Any child who has not been collected by 15:20 will be taken to the school office.</li> <li>On arrival at the school office, the class teacher or learning coach will complete the 'late collection log' with the child's name and date.</li> <li>The class teacher or learning coach will ask the school office staff to contact the child's parent/carer, or contact them themselves.</li> <li>The class teacher or learning coach will wait with the child until they are collected.</li> <li>On arrival at the school office, parents/carers will be asked to provide a reason for their late collection. Office staff will record this reason in the 'late collection log' along with the time of collection.</li> </ul>	<ul style="list-style-type: none"> <li>At <b>15:35</b>, the class teacher, learning coach or a member of the office staff will notify SLT/ELT if any children have not been collected.</li> <li>A member of SLT/ELT will arrange for a member of staff to wait with the children.</li> <li>On arrival at the school office, parents/carers will be asked to provide a reason for the late collection. SLT/ELT will record this reason in the 'late collection log' along with the time of collection.</li> <li>If a member of staff has not been able to reach a parent/carer by <b>16:00</b>, a Designated Safeguarding Lead will be notified.</li> </ul>

### UNAVOIDABLE LATE COLLECTION

- The school understands that there will be occasions on which late collection is unavoidable.
- In such circumstances, parents/carers are asked to contact the school office as early as possible to explain the situation and provide an estimated collection time.
- Where a parent/carer is significantly delayed, the child should be enrolled in wrap-around care for that session.

### SUPPORT

- The Attendance Lead will review the 'late collection log' as part of the termly reporting process to identify children who are collected late on a regular basis.
- This will be then discussed with parents/carers to try and identify ways in which the school can support them, including the use of our wrap-around care provision.

### LATE COLLECTION CHARGE

- In the case of repeated late collection, the school reserves the right to impose a late collection charge to support the costs associated with providing childcare.
- The late collection charge will be: £5 per child, per 15 minutes.

## The Law

Parents have a legal duty to ensure that their child receives an education suitable to his/her age, ability and aptitude and any special needs. Most parents fulfill this obligation by registering their child in a school.

Should it be considered that as a parent you are unwilling or unable to ensure your child attends school regularly without good reason you could be:

- subject to a Penalty Notice fine;
- prosecuted in a Magistrates Court and fined up to £2,500 and/or imprisoned for up to 3 months;
- made the subject of a Parenting Order;

Your child may be made the subject of an Education Supervision Order in the Family Court.

## Compulsory school age:

From: 1 September, 1 January, 1 April following the child's fifth birthday  
To: the last Friday in June in the school year in which the child is sixteen  
(1 September to 31 August)

If you would like a copy of this leaflet on audio cassette or in Braille or other languages please contact us

## Is Your Child at School Today?



### School Attendance

### Information for Parents/Carers

September 2020

[www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

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## Introduction

Receiving a good full-time education will give your child the best possible start in life. Attending school regularly and punctually is essential if children are to make the most of the opportunities available to them.

Government research suggests that 17 missed school days a year = 1 GCSE grade DROP in achievement.

### What you can do to help

- Make sure your child arrives at school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption. If your child arrives after the register has closed without a good reason, this will be recorded as an 'unauthorised' absence for that session.
- If your child has to miss school it is vital that you let the school know why, preferably on the first morning of the absence. (Your child's school will have an attendance policy explaining how this should be done).
- If you know or think that your child is having difficulties attending school you should contact the school. It is better to do this sooner rather than later, as most problems can be dealt with very quickly.

## Authorised and Unauthorised Absence

If your child is absent and school either does not receive an explanation from you, or considers the explanation unsatisfactory, it will record your child's absence as 'unauthorised'.

Most absences for acceptable reasons will be authorised by your child's school:

- Sickness;
- Unavoidable medical or dental appointments (if possible, arrange these for after school or during school holidays);
- Days of religious observance;
- COVID related absence – where child is either suffering from the virus/ shielding/ is in Enforced Quarantine.

### Leave of Absence

The Government has removed the discretion on head teachers agreeing to term time leave requests. Due to the disruptive effect on a child's education, you are strongly urged to avoid booking a family holiday during term-time. Parents do not have any right or entitlement to take their child out of school for a term-time leave / holiday.

Any leave of absence requests will be considered by the school in **exceptional circumstances** and will look at each request individually.

What constitutes as exceptional circumstances has not been dictated by the Government. Individual head teachers will be making the final decision on whether to authorise the leave of absence or not.

Any unauthorised leave of absence could result in a Penalty Notice fine being issued. As an alternative to prosecution, parents may be subject to a Penalty fine of £120 (reducing to £60 if paid within 21 days). Non-payment of this fine will result in case being listed for prosecution in the Magistrates Courts, without further warning being issued.

### Education Attendance Service

Please note that it is the responsibility of the school to have their own arrangements in place to manage poor attendance by offering appropriate support to parents and child.

If your child's attendance is unsatisfactory and not improving despite support from the school, the school will make a referral to the Local Authority. You may be invited to attend a PACE meeting (Police and Criminal Evidence Act 1984) or may proceed straight to Penalty Notice fine or prosecution.

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