

Part 1

Name of policy	ES P13 Attendance Policy
Status of policy	This is a non-statutory policy Public Policy
Consultation	This policy has been developed following consultation with Pastoral Governors, Senior Leadership Team, Parents and Students

Relationship with other policies

This policy should be read in conjunction with:

- Safeguarding / Child Protection Policies
- Home School Agreement
- P6 Student Behaviour and Discipline Policy
- Appendix A – Leave of Absence Request Form

Date policy was agreed:	19 th October 2023
Date for full implementation:	Immediate
Date for review:	Annually – October 2024

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1. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE) and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [Children Missing Education 2016](#)
- [Supporting Pupils at School with Medical Conditions Dec 2015](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

2. Introduction

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

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

Edgbarrow school takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

3. Aims of this policy

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

4. Absence

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

There are two main categories of absence:

- Authorised absence is when the school has accepted the explanation offered as satisfactory justification of the absence, or given approval in advance for the absence.
- Unauthorised absence is when the school has not received a reason for absence or has not approved a child's absence after a parent's request.

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

Keeping your child off school with minor ailment such as headache or cold is not acceptable. Please see NHS guidance: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Repeated absence may require us to request that you obtain evidence from your doctor's surgery, such as a stamped appointment card or a prescription. Please note that the school is not asking any parent to incur a charge for this information and will not be liable for the cost. The school should be advised of any medical appointments taken during the school day.

5. School Practice

- School starts at 08:45am for year groups. Registers are taken at the beginning of every lesson. Registration for periods 3 and 4 are used as data for the afternoon session. In accordance with DfE 'working together to improve attendance' this data is now shared with the Local Authority.
- Students arriving after the register receive a late mark. The reason for being late and the amount of time late are also recorded. This data is monitored and analysed monthly.
- Registration closes at 9.40am and students arriving after this time will be marked as absent.
- Parents/carers should always contact the school by 8.30am if their child is not attending school that day either via email or phone call.
- The Attendance Officer will make contact through InTouch message, then telephone parents/carers on the first morning of an absence if notification has not been received.
- Registers are checked regularly and where there is an unexplained absence, a written request will be sent for an explanation. After three weeks, the absence will be marked as unauthorised if no reason is provided.
- Regular analysis of absenteeism will be carried out and letters may be sent to parents if attendance falls below expected levels.
- If attendance does not improve, parents/carers may receive a request to discuss the matter with the HOY/SLT link. Additionally with little improvement, an attendance action plan (AAP) may be considered appropriate.
- Continued absence may result in referral to the Education Welfare Service and may result in a Fixed Penalty Notice or prosecution.

6. Children who are absent from education

We follow Bracknell Forest Council's 'Children Missing Education Policy', which can be found [here](#).

In accordance with this Policy, we will work with the Local Authority and uphold our responsibilities within it, we will:

- Monitor pupil's attendance through their daily registration and share this data with the Local Authority. If a pupil fails to attend, the school will undertake reasonable enquiries to establish their whereabouts.
- Inform their local authority representative, Education Welfare Officer, of any child that fails to attend regularly (persistently absent) or has missed 10 school days or more without permission.
- Inform the CME Officer if a pupil is absent from school for not less than twenty consecutive days irrespective of the reason, using the CME Referral Form. (**appendix C**)

7. Lateness

Parents and carers are expected to ensure their child arrives at school on time. Students who are consistently late disrupt their own learning and that of other students. Vital information is given at the start of the school day and the child's learning may be affected if they are not present for the full session. Punctuality is an important life skill. Persistent lateness will be explored by the school and considerations made regarding referring to the Education Welfare Service.

A pupil arriving late:

- Should enter the building through the main entrance and report to reception.
- Will have their name entered in the late register with the reason for the late arrival.
- Will be sent to their current lesson
- Will be required to make up the time lost

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

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

8. Term Time Leave of Absence

At Edgbarrow School we believe term time absences should be actively discouraged. Our purpose is to ensure that your child achieves to their full potential and there is a clear link between poor attendance and underachievement. However, we recognise that there may be occasions where a parent considers there are extenuating or compassionate reasons for such absence. As outlined in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, the Headteacher will decide if the circumstances are "exceptional" and

thus whether or not the absence will be “authorised”.

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

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

9. Parent/Carer Action

Parents/Carers should request leave as far in advance as possible, trying to give at least 2 weeks notice. The request, to be made by the parent with whom the child normally resides, must be made in writing using the “Application for Leave of Absence During Term Time” form available from the school office/school website. **(Appendix A)**

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

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

10. School Action

- On receipt, the Headteacher of the school, or such person as duly authorised by the Headteacher to do so on their behalf, will consider the submitted application for leave of absence during term time and will take in to account the/any reason as given by the parent for seeking such leave of absence ahead of deciding whether or not such given reasons are, in their view, “exceptional” to merit the granting such leave of absence during term time.
- The parent who submitted the application for leave of absence during term time will be notified by the school of the school’s decision in response to the application. (As soon as possible)
- Term time absence taken without authorisation, where the criteria for doing so is met, may be referred by the School to the Educational Welfare Service. This Referral may result in prosecution proceedings, or a Fixed Penalty Notice being issued in accordance with Bracknell Forest Council’s *“Code of Conduct and Protocol For The Issuing Of Fixed Penalty Notices”*.

As a school we agree and endorse Bracknell Forest Council’s “Code Of Conduct and Protocol For The Issuing Of Fixed Penalty Notices (Revised June 2017), which can be found [here](#).

In summary the code of conduct states:

Bracknell Forest Local Authority will issue a Penalty Notice for any unauthorised absence where the student has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive
- persistently late (coded U) for up to 10 sessions (five days) after the register has closed

- persistently late before the close of the register (coded L), but the academy has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code O), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence via a letter and personal contact. The penalty notice is a fine that is issued to each parent/carer who is responsible (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the academy will decide whether a Penalty Notice is issued to one or more parent/carers for each child. NB This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one Penalty Notice for each child to each parent.

Each penalty notice carries a fine of £60 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days the Penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Bracknell Forest County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Bracknell Forest County Council and revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay

11. The role of the school management

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

The staff at Edgbarrow school have an obligation to enquire and challenge reasons for pupils' absences and/or lateness and do insist on written evidence for any such absences. There is also an expectation that the staff report concerns over absence and lateness to the Headteacher.

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

12. The role of the Education Welfare Service

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

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

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

13. Emotionally Based School Avoidance (EBSA)

Emotionally-based school avoidance (EBSA) - is a term referring to reduced or non-attendance at school by a child or young person.

Rather than the term 'school refusal', the term EBSA recognises that this avoidance has its root in emotional, mental health or wellbeing issues.

EBSA should not be thought of as a deliberate act of defiance, but instead as a complex issue inextricably linked with mental health and wellbeing. EBSA also doesn't just mean not attending school entirely, staff may also observe pupils:

- not going to their classroom
- not staying in class
- not attending some lessons
- avoiding some physical spaces or people.

There is no one reason why children and young people avoid school. It varies by individual, and is usually caused by a combination of various factors and their interaction, rather than a single cause. It is important to note that EBSA is not a medical condition in itself.

Where a student exhibits EBSA, school will consider co-producing with the student, parent(s)/carer and appropriate professionals an agreed plan of action, ensuring good communication throughout.

14. Promoting Good Attendance

We celebrate excellent attendance throughout our school, by the following actions:

- certificates are awarded to individual children who excel in attendance
- In assemblies we award classes where there is consistent high attendance
- the school awards prizes to the winning class.

15. What parents/carers can do to help

- ensure your child attends school every day (except where a statutory reason applies)
- notify the school each day that your child is unable to attend school, eg illness
- where possible avoid appointments during the school day
- work with the school and local authority to aid understanding of the barriers to attendance and actively engage in support offered

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

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

16. The role of the Governing Body:

It is the Governors legal responsibility to monitor and evaluate the attendance in their school. The school's attendance figures are presented to the Governing Body each term at the Pastoral governors meeting

17. Forms & Appendices



Appendix A:

EDGBARROW SCHOOL

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

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

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

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

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

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

This school's Attendance Policy includes the following;

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

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

**THE CURRENT RATE PER PARENT PER CHILD IS:
£60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.
PLEASE NOTE THE FOLLOWING POTENTIAL CONSEQUENCES SHOULD TERM TIME
LEAVE BE TAKEN WITHOUT AUTHORISATION OF THE SCHOOL.**

If an issued Fixed Penalty Notice is not paid within the prescribed time limit for payment, each parent may be liable to prosecution at the Magistrates' Court for an offence contrary to Section 444 Education Act 1996, (failure to secure regular attendance at school of a registered pupil

of compulsory school age), in the same way as if the Fixed Penalty Notice had never been issued.

The purpose of the Fixed Penalty Notice, where it is considered appropriate for such Notice to be issued, is to give a parent the time limited opportunity to avoid prosecution for a substantive offence contrary to Section 444 Education 1996. Any such prosecution following non-payment of an issued Fixed Penalty Notice will be for a substantive offence contrary to S. 444 Education Act 1996, rather than for non-payment of an issued Fixed Penalty Notice.

Prosecution for the substantive offence, if proved, may, in respect of the less serious offence contrary to S. 444(1) Education Act 1996 (being the parent of a child of compulsory school age who fails to regularly attend school), result in each such parent receiving a criminal conviction and /or Sentence by way of a Fine not exceeding £1,000.00.

Prosecution for the substantive offence, if proved, may, in respect of the more serious offence contrary to S. 444 (1A) Education Act 1996 (where the parent knows that the child is failing to attend regularly at the school and the parent fails without reasonable justification to cause that child to regularly attend school), result in each such parent receiving a criminal conviction and / or Sentence by way of a Fine not exceeding £2,500.00 and / or to a term of imprisonment not exceeding three months, or else any such community based Sentence as deemed appropriate by the Court.

In addition, in all cases where one of the substantive offences is proved, the Prosecution will seek an Order for the Defendant to pay a contribution towards the Prosecution Costs of the case, including investigation costs, the application for which will be served upon the Defendants at the time of the relevant Court proceedings.

In addition, when a Court passes a sentence, it must also order that the relevant "Victim Surcharge" be paid by Defendants. Revenue raised from the Victim Surcharge is used by Central Government to fund victim of crime services through the "Victim and General Fund". The amount of the Victim Surcharge to be paid by Defendants depends on the type of Sentence imposed and, in the case of an adult offender receiving the maximum level of Sentence applicable for the type offences covered by this School's Attendance Policy, may result in a Victim Surcharge of up to £115.00 per Defendant / parent.

In addition to any other Sentence imposed, the Court has the ancillary power to impose a "Parenting Order", not exceeding 12 months in duration, on parents, where the Court considers such an Order appropriate. Any person found guilty of failing without reasonable excuse to comply with the requirement of a "Parenting Order" or with a direction of the nominated Responsible Officer in respect of it is liable to Breach proceedings and, in the event of conviction for the same, to a fine, not exceeding £1,000.00, and or any other non-imprisonable Sentencing option available to the Court in such case.

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

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



**EDGBARROW SCHOOL
 APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

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

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

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

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

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

Siblings at other schools		
Name:	Date of Birth	School attended

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

FOR HEADTEACHER

DATE RECEIVED		DATE ASSESSED	
EXCEPTIONAL REASON ACCEPTED	YES/NO		

Edgbarrow School: Governors' Policy
 Pastoral Committee: ES P13 Attendance Policy

DATE DECISION LETTER SENT		FPN REQUESTED	YES/NO
HEADTEACHER SIGNATURE			
ATTENDANCE	UNAUTHORISED	%	AUTHORISED %
PREVIOUS YEAR	UNAUTHORISED	%	AUTHORISED %
HOLIDAY ALREADY TAKEN THIS AC YEAR?	YES/NO	DETAILS	



Appendix B:

**EDUCATION WELFARE SERVICE
CME REFERRAL FORM**

To be completed in conjunction with "Pupil missing" form

PUPIL NAME:	NAME OF SCHOOL:
MALE/FEMALE:	DOB:
CLASS/YEAR GROUP/HOUSE:	
LAST KNOWN ADDRESS:	
AREA MOVED FROM/BELIEVED TO HAVE MOVED TO:	
FULL PARENT(s)/CARER(s) DETAILS:	
CONTACT TELEPHONE NUMBERS: HOME:	MOBILE:
PARENT/CARER EMAIL:	
KNOWN SIBLING(s) NAME(s), AGE(s) & SCHOOL(s):	
Are you aware of any reason why the CME Officer should not make a home visit?	Yes/No

Please provide a brief **description of concerns and chronology of recent contacts** with parent/carer. Please include any additional information that may help locate the pupil e.g. **alternative addresses; other significant family members/contacts with contact details; possible alternative names:**

Schools: Please attach copies of any correspondence along with the **Missing Pupil Form** – School Attendance Matters manual Appendix II).

REFERRED BY:	DESIGNATION:
CONTACT NO:	DATE:

FOR OFFICIAL USE:	
DATE RECEIVED:	REFERRAL ACCEPTED: YES/NO
DATE ALLOCATED:	DATE:
CASE ALLOCATED TO:	ACTION PLAN:

Appendix C:

Missing Pupil Form

This form is to be used in conjunction with 'Children Missing Education policy, School Attendance Matters Guidance and the 'Missing Persons Protocol'.

School	
Child's Name	
Date of Birth	
Ethnicity	
Date Missing	
Subject to Pupil Premium	
First Language if not English	

Please tick (or leave blank if unknown). Please provide any further comments/concerns overleaf.

	Ye s	No
1. Has the child gone missing with their family?		
2. Is the child in the care of the LA/subject of CP plan or CIN?		
3. Is there planned or current Children's Social Care involvement (e.g. an initial assessment or a section 47 assessment)?		
4. Is this child a Young Carer?		
5. Is there good reason to believe that the child may be the victim of a crime?		
6. Have there been past concerns about this child and family which together with the sudden disappearance are worrying? e.g.:		
a. Is there any known history of substance or alcohol dependency within the family?		
b. Is there any known history of domestic violence?		
c. Is there concern about the parent/carer's ability to protect the child from harm?		
7. Are there health reasons to believe that the child is at risk? e.g.:		
a. Does the child need essential medication or health care?		
b. Was the child noted to be depressed prior to their unexplained absence?		
8. Are there religious or cultural reasons to believe that the child is at risk (e.g. rites of passage or forced marriage planned for the child)?		
9. Have there been any past concerns about the child associating with significantly older young people or adults?		
10. Is the child new to the Country or recently returned to the UK?		
11. Is this child/family Asylum Seekers?		
12. Has there been a recent, sudden or unexpected change in the child's behaviour?		
13. Was there any significant incident that may have contributed to the child's unexplained absence?		
14. Has the child been a victim of bullying?		
15. Does the child have special educational needs?		
16. Has there been any change in the child/family's financial circumstances?		
17. Is there a risk of eviction from the family home?		
18. Is this a Traveller family?		

Q2 to Q9 - If the answer is 'yes' to any one of these questions and there are further concerns please contact your designated Child Protection lead and/or social care for advice.

If in the case of any immediate danger always contact 999 emergency services as appropriate.

Name of person completing form: _____