



## CARBEILE JUNIOR SCHOOL ATTENDANCE POLICY



### **1. Introduction, aims and why regular attendance is important**

Carbeile Junior School is committed to providing an education of the highest quality for all children. A key element of this is ensuring a child's attendance at school. Regular and punctual attendance of students at school is, under Section 7 of the Education Act 1996, a legal requirement. Parents/carers are legally responsible for ensuring that any child of compulsory school age receives efficient full-time education that is suitable to their age, ability and aptitude and to any special educational needs the child may have.

It is very important therefore that parents/carers make sure that their child(ren) attends school regularly and this policy sets out how together we will achieve this. Carbeile Junior School is committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to the full-time education to which they are entitled

For a child to reach their full educational achievement a high level of school attendance is essential throughout the whole of their academic career. It is essential for children to attend school regularly in order to maximise the opportunities available to them. We will work towards a goal of 100% attendance for all of our children.

We will use the 4-tiered approach as outlined in Appendix 4. This has been communicated to all parents.

### **Acting early to address patterns of absence and punctuality**

We will support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons. We will liaise with parents to identify and address any barriers to attendance.

### **Regular attendance and punctuality are important because they affect learning.**

At Carbeile Junior School, our approach to attendance is through instilling a sense of belonging into the children so they feel valued and missed. We will be working very closely with the parents, so they feel supported and listened to regarding the challenges of getting their children to school. We will monitor broken weeks predominantly, alongside an ongoing %, this will avoid issues with one-off holidays and lengthy absences for illness. This will be a strategic approach to aim for improved attendance figures for individuals and therefore across the whole school.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Pupils' absence disrupts teaching routines and will inevitably cause gaps in learning and limit progress.

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

Failing to attend school on a regular basis is considered a safeguarding matter.

Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to:

- Protecting children from maltreatment.
- Preventing impairment of children's mental and physical health or development.

- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children have the best life chances.
- Working Together to Safeguard Children

However, we do accept that illness is inevitable on some occasions.

Every opportunity will be used to convey to children and their parents/carers the importance of regular and punctual attendance. Carbeile's attendance targets are for all children to achieve above 96% with attendance over 97% seen as excellent attendance. A level of attendance under 95% is not considered to be regular attendance with any child who has attendance under 90% classified as a "persistent absentee" (PA). Where a child's attendance falls below 95%, their attendance record is reviewed and action may be taken including:

- Contacting home by a member of staff to discuss barriers to attendance.
- Informal letters to ask if help is needed..
- Invitation to parents to attend an intervention meeting to write a plan for their child to help them attend.
- Referral to the Attendance Inclusion Officer during regular termly meetings with the school.
- Penalty notice issued.
- Prosecution.

These actions will be considered for all children and activated where necessary to help and support the child and their family to improve attendance at school.

## **2. 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
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## **3. Roles and responsibilities**

### **3.1 Governance**

#### **The Governing Board**

Governors are responsible for:

- Reviewing and ensuring the policy is implemented.
- Monitoring attendance figures for the whole school on at least a termly basis.
- Monitoring the implementation and impact of this policy, challenging the headteacher as needed.

### **3.2 The headteacher**

The headteacher is responsible for:

- Regularly reviewing attendance concerns at SLT meetings.
- Ensuring school staff receive adequate training on attendance.
- Implementation of this policy at the school
- Establishing and maintaining an effective culture of attendance at the school
- Sending letters to parents as required
- Working with attendance inclusion officer to tackle persistent absence
- Arranging calls and meetings with parents to discuss attendance issues
- Analysing whole school absence data and reporting it to governors
- Supervising staff with monitoring the attendance of individual pupils
- Providing evidence for prosecution to Cornwall Council
- Providing evidence for fixed-penalty notices to Cornwall Council
- Monitoring of attendance data across the school and at an individual pupil level
- Working with education welfare officers to reduce absence across the whole school population
- Ensuring the correct use of the school system used to record and monitor attendance
- Agreeing any part-time timetables within the school
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Working with education welfare officers to tackle persistent absence

### **3.3 The designated adult responsible for attendance**

The designated adult is responsible for:

- Monitoring attendance data at the school and individual pupil level
- Reporting concerns about attendance to the headteacher
- Advising the Senior Leadership Team when pupil absence crosses thresholds that require action

The designated senior teacher responsible for attendance is Rachel Nicholson and can be contacted via the school office on 01752 812474 and/or via email on [rnicholson@carbeile.cornwall.sch.uk](mailto:rnicholson@carbeile.cornwall.sch.uk)

### **3.4 Class teachers**

Class teachers are responsible for taking the class register twice a day and submitting this information to the school office. The register is taken on SIMs (School Information Management System). Class teachers positively promote good attendance and alert SLT to any concerns they have or any patterns they notice in regards to attendance.

### **3.5 School Office staff**

Designated staff are expected to take calls from parents about absence and record any explanations provided on the school system. This can be done by calling the school via 01752 812474 or emailing [receptionist@carbeile.cornwall.sch.uk](mailto:receptionist@carbeile.cornwall.sch.uk)

Any unexplained absences are promptly followed up by the designated office staff or with a telephone call home to the parents/carers to ascertain the reason for the non-attendance. All contacts for the child will be contacted until we establish that the child is safe, and the reason for the absence.

### **3.7 Parents/Carers**

Parents/carers are expected to:

- Make sure their child attends every session on time

- Call the school to report their child's absence before 8.50am on the day of the absence (and each subsequent day of absence unless a doctor's note has been provided), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **Who is considered a parent in education law?**

Section 576 Education Act 1996 defines a 'parent' widely to include:

- a biological parent of the child (even if they do not have Parental Responsibility and even if the child does not reside with that parent).
- any person who is not a parent but has Parental Responsibility for the child (for example through a Residence Order, Child Arrangements Order, Special Guardianship Order, Step-Parental Responsibility Order, Adoption Order, or Care Order).
- someone who has care of the child.

## **4. Recording attendance**

### **4.1 Attendance register**

The register is an accurate reflection of a pupil's attendance and a legal document which may be used as evidence in court. The decision on whether to authorise an absence rests with the headteacher. The class teacher will record attendance of a child once during either the AM and/or PM register.

We keep an attendance register using SIMS/EdGen and place all pupils onto this register.

We take our attendance register at the start of the first session of each school day (am) and once during the second session (pm). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See appendix 1 for the DfE attendance codes.

The office staff will make any notes on the register with details of the reason for the absence.

At Carbeile Junior School, pupils must arrive in school by 8.50am on each school day. The register for the first session will be taken at 8:50am and will be kept open until 9.00 am. The register for the second session will be taken at 1.15pm and will be kept open until 1.25pm. Any child arriving after these times will be considered 'late'.

### **4.2 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed children will be marked as unauthorised late, using the appropriate code. This means that children arriving after this time will receive a mark that shows them to be on site, but this will not count as a present mark. It will mean that they have an unauthorised absence unless the explanation for the late arrival is accepted by the head teacher, in which case they will be marked as late using the appropriate code.

If your child has a persistent late record, you will be asked to meet with a member of school staff and/or the Education Welfare Officer to resolve the problem. Please feel free to approach us at any time if you are having problems getting your child to school. Should we be unable to resolve any ongoing lateness issues, we reserve the right to bring forward the close of register. This may mean that your child's lateness could be recorded as unauthorised which could result in the Education Welfare Service considering enforcement proceedings against you. We will always inform you in writing should this action be necessary.

## **5. Understanding types of absence**

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for an unavoidable reason like illness/medical appointments which unavoidably fall in school time, emergencies, or other unavoidable cause. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Examples of this type of absence include:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained or where supporting evidence has not been received
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant or anxious about attending school, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

Any pupil who has attendance below 92% may be asked to provide medical evidence.

### **5.1 Following up absence**

If any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason
- Ensure schools safeguarding protocol and process is followed
- Identify whether the absence is authorised or not
- Identify the correct attendance code to use

### **5.2 Reporting to parents**

Attendance is reported to parents every term. Parents may also request attendance figures for their child from the office.

In addition, we notify parents in writing when a child's attendance falls below 95%, 93% and 90% respectively.

Please note: a pupil is classified as a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this. We monitor all absence thoroughly. PA pupils are tracked and monitored carefully. The school looks at ways to support the family with improving attendance and may involve the education welfare officer as needed.

### **5.3 Legal sanctions**

Where a child is absent from school without authorisation, the parent(s) will be committing an offence under the Education Act 1996. School have the right to submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the Penalty Notice may result in legal action.

Absence not authorised by the school may result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Cornwall Council may also apply for the costs incurred in taking the matter to Court. Schools will collaborate with the Education Welfare Officer who will oversee this process on behalf of school.

### **5.4 Leave of Absence in term time**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in term time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school time to go on holiday and the government made an amendment to the Education (Pupil Registration) (England) Regulations 2006 in September 2013 to reflect this. Leave of absence shall not be granted unless:

- (a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides: and
- (b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (z), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.

All applications should be made in writing to the Head of School at least 20 school days prior to the requested leave date. Where the decision is made not to authorise leave in term time, school will inform parent/carers in writing. Please do not book a holiday before being given permission for absence from the school.

A general guide for parents is leave for any holiday, activity or event that could be arranged during the annual 13-week holiday time would not be authorised.

On any occasion that school refuses a request for leave in term time, should a parent/carer proceed with the leave it will be recorded as code (G) (family holiday not agreed or in excess of agreement), on the school's register.

Where a leave of absence has been unauthorised, penalty notices will be considered in line with Cornwall Council's Code of Conduct for issuing Penalty Notices in respect of unauthorised absence or children present in a public place whilst excluded from school. Carbeile Junior School will ensure that the headteacher considers the exceptional

circumstance before any decision is made to unauthorise a leave of absence request where the issue of a Penalty Notice is required.

Failure to notify and/or request leave of absence in term time, providing at least 5 days notice may result in all absence being recorded as (O) (unauthorised absence not covered by any other description).

***If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.***

***If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days.***

***Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.***

***Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.***

***Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act 1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.***

***Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.***

## **6. Pupils with Ongoing Medical Conditions**

Parents/Carers should inform the school of any medical conditions that could impact on Attendance and Wellbeing. A Healthcare Plan should be agreed with Health Services on how to ensure the pupil is able to access their full potential and attend school.

In some cases, a child can be educated at home whereby the school environment is detrimental to either condition or causes a risk (of infection etc.) to said pupil.

Pupils should not be penalised if their absence from school is related to their medical condition, such as attending hospital appointments. To avoid being fined for non-attendance, parents must obtain permission from the school in advance of the appointment, so that the absence can be treated as authorised. An absence can also be authorised if the child is too ill to attend school and the school is notified of that as soon as possible.

A school should not encourage non-attendance, such as sending a pupil with medical conditions home frequently or preventing a pupil from staying for normal school activities, including lunch. This will only be justified if it is in accordance with the pupil's individual healthcare plan and is necessary. If a child is regularly sent home at lunch or placed on a part-time timetable which has not been fully agreed to, these absences may amount to unofficial exclusions.

The Equality Act 2010 states that the school's governing bodies or proprietors must make reasonable adjustments to ensure that children and young people with disability are not put at a substantial disadvantage compared to other students. Therefore, some pupils may be exempt from the consequences of poor attendance due to their, but only if their poor attendance is support with medical evidence from medical practitioners.

The Children and Families Act 2014 includes a duty on schools to support children with medical conditions. This is inclusive of children with conditions such as diabetes. Schools must make arrangements for supporting pupils at schools with medical conditions and in meeting that duty they must have regard to the statutory guidance issued by the Secretary of State.

## **7. Strategies for promoting attendance**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff. We give you details on attendance in our regular correspondence and remind parents about the importance of good attendance on our newsletter. We talk to the children about the importance of good attendance. We meet and discuss attendance issue with families and offer relevant support when needed.

At Carbeile Junior School we promote attendance in many ways. For example:

- A warm welcome from the class team
- A rich and diverse curriculum
- Praised for working hard
- Ensuring that your child attends a safe and nurturing environment
- An 'open door' policy for parents to seek support and advice

At Carbeile Junior School we celebrate attendance in many ways. For example:

- A display in the main front reception to celebrate the best class attendance.
- Giving raffle tickets to all pupils with 100% attendance for the week (to win a book in assembly each week).
- Give additional playtime/football time on a Friday for the best class attendance.
- Rewards for children with 99-100% attendance for a term/year

## **8. Attendance monitoring**

8.1 The school office/attendance officer monitors pupil absence on a daily basis. Attendance is reviewed at least every half term. Persistently absent pupils' absence is monitored weekly to analyse positive or negative progress.

A pupil's parent/carer is required to inform the school before 8:50am if their child is going to be absent due to ill health.

Regular contact will be made during periods of absence by the school. Attendance and absence data is analysed regularly to identify pupils or cohorts that need additional support with their attendance, and the school uses this analysis to provide targeted support to these pupils and their families.



The school looks at historic and emerging patterns of attendance and absence, and then develops strategies to address these patterns.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing board.

## **8.2 Reducing persistent and severe absence**

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Send letters to parents of those children who are at risk of becoming persistently absent
- Half-termly attendance monitoring/tracking meetings
- Closer monitoring of identified children

## **9. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every year by the headteacher.

## **10. Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Medical Needs Policy
- Special Educational Needs Policy Page

## Attendance Procedures Flowchart

School attendance is vitally important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day if possible. **Section 7 of the Education Act 1996 places a duty upon parents of a child of compulsory school age to cause that child to receive efficient full-time education.**

**See Appendix 4 for the 4-tiered Pyramid**

### **Universal Offer**

**Telephone calls.** The school will contact you every day your child is absent to understand why your child is absent and to offer support with any issues your child may be having. **All staff are involved. Teachers and TAs are hugely important, but all staff need to instil a sense of belonging. “We care, we missed you, it’s great to see you, we want you back in the class, we value you.”**

### **Tier 1**

We have noticed broken weeks in your child’s attendance (2 in a half term, 3 in a term). **You will receive a supportive letter, can we help?** We will not be using vocabulary like ‘concerned’. We will give you lots of opportunities to speak to us. We want to help with any barriers to attendance.

### **Tier 2**

We have noticed broken weeks in your child’s attendance (3 in a half term, 5 in a term). **It is time to implement a pupil support plan.** There will be a meeting with parents/carers in school to identify barriers to attendance

What adjustments can be made to help your child to attend school? Child completes a ‘Child Wishes Form’ to gauge their lived experience in school. What support mechanisms can be put in place?

We will identify...Where we are? Where we want to be? How do we get there?

We will make it clear what the expectations of the parents are. What will the adjustments look like?

Need to evidence the level of engagement from the parents. Review after 4 to 6 weeks (any new barriers, new adjustments needed?)

### **Tier 3**

We will now enforce the parent duty because the plan has not been adhered to. There will be a first warning for the notice of prosecution and we will follow the legal framework.

**Change is needed at this stage.** Tier 2 will always remain in place. We will be consistent in our approach. **We don’t want to enforce legal duty and penalty notices.**

### **Tier 4**

**Legal action.** We need an instrumental change to take place so the child does not miss out on any further learning or experiences at school. Should we not see sufficient improvement, and further unauthorised absences take place during this period, a **Penalty Notice** may be issued.

A penalty notice is charged at £160 if paid within 28 days or £80 if paid within 21 days for a 1st offence, and £160 if paid within 28 days for a 2nd offence within a 3-year rolling period.

NB – A Penalty Notice may be issued before the end of the 6-week validity period if it is evident that the terms of ‘sufficient improvement’ have not been met

## **Penalty Notices Flowchart**

The National Framework for Penalty Notices sets out the maximum number of penalty notices which may be issued by a local authority to each parent, for any child, in any 3-year period.



To ensure consistent delivery of the code of conduct, we will consider whether a penalty notice should be issued when the national framework criteria applies. This threshold has been met where a pupil has been recorded as absent for at least 10 sessions (usually equivalent to 5 school days) due to unauthorised absence within 10 school weeks. The penalty notice must be issued within 15 days of the absence.



A maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Cornwall, where a child's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 Education Act 1996.



The three-year period and applicable escalation of fines begins from the date on which the first penalty notice is issued. For example, if the first penalty notice is issued on 18th September 2024, charged at £160 if paid within 28 days and reduced to £80 if paid within 21 days, any second penalty notice issued to that parent in respect of that child, on or before the 17th September 2027, would be charged at £160, payable within 28 days. A third penalty notice could not be issued to that parent in respect of that child within the three-year timeframe and, in cases where the national threshold is met for a third or subsequent time, alternative action should be considered.



In line with national guidance, the Local Authority retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retain the discretion to consider going straight to prosecution where appropriate.

**Refer to Penalty Notice key considerations before the referral for/issue of any Penalty Notices.**

## Appendix 1. Attendance Codes

Code	Definition	Scenario
/	Present (am)	Present
\	Present (pm)	Present
L	Late (before registers close)	Present
B	Educated off-site (not dual registration) at an establishment approved by the school)	Approved Education Activity
D	Dual registration (ie. Pupil attending other establishment)	Approved Education Activity
J	Interview with prospective employers or at another educational establishment.	Approved Education Activity
P	Approved sporting activity	Approved Education Activity
V	Educational visit or trip	Approved Education Activity
W	Work experience (final two years of compulsory education)	Approved Education Activity

### Authorised Absence

Code	Definition	Scenario
C	Leave of absence granted by the school- Other Authorised, exceptional circumstances (not covered by another appropriate code/description). School should approach each case individually. C code to be used at Headteacher's discretion.	Authorised absence
E	Excluded (no alternative provision)	Authorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (not medical or dental appointments)	Authorised absence
M	Medical/dental appointments	Authorised absence
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence

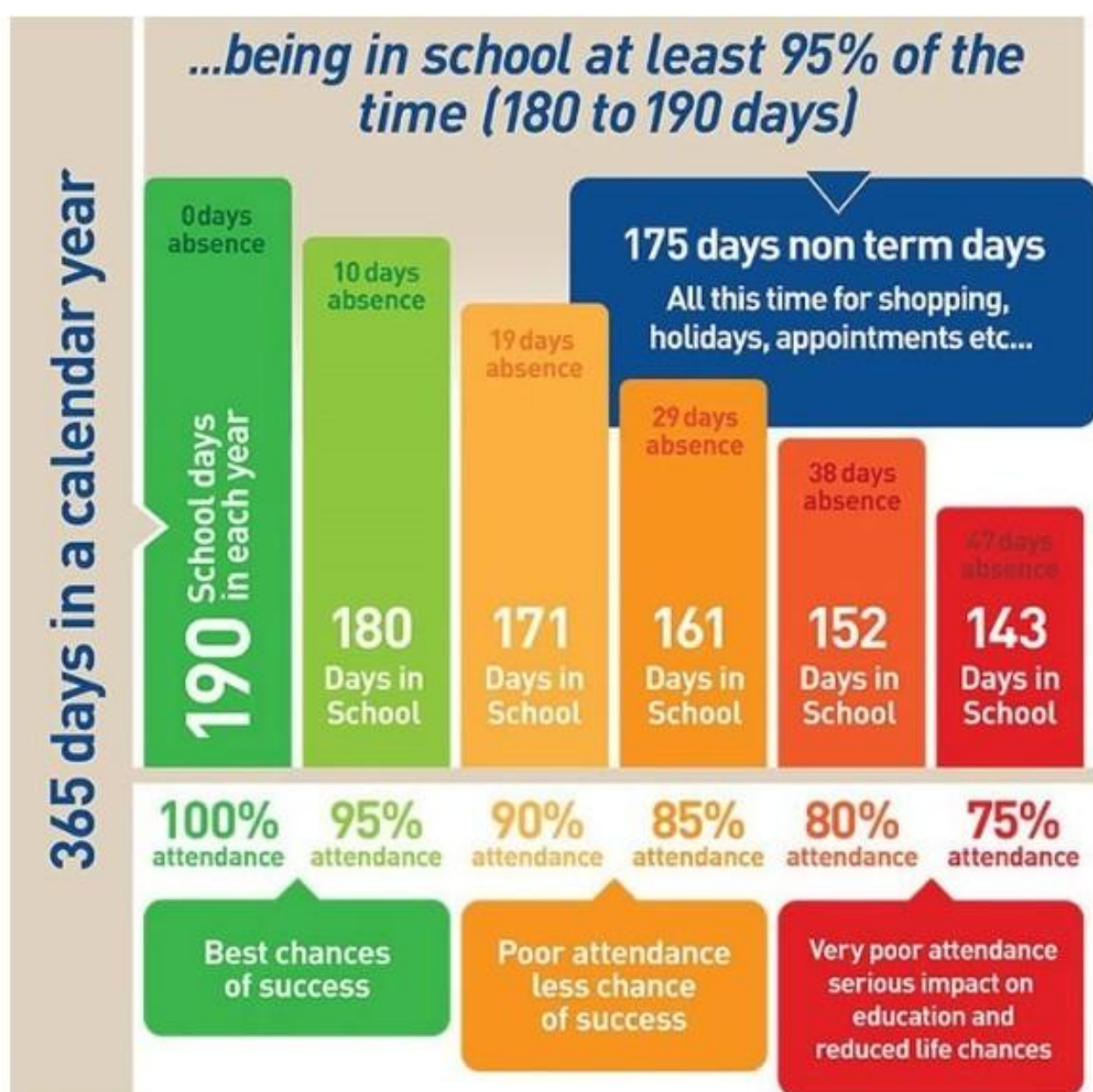
### Unauthorised Absence

Code	Definition	Scenario
G	Family holiday (Not agreed, or days in excess of agreement)	Unauthorised absence
N	No reason yet provided for absence (these should not stay on school's register for more than 5 days. If no reason has been provided after 5 days, schools should change the code to O).	Unauthorised absence
O	Unauthorised absence (Not covered by any other code/description) or if school is not satisfied the reason given is an authorised absence.	Unauthorised absence
U	Late (after registers closed)	Unauthorised absence

Code	Definition	Scenario
X	Untimetabled sessions for non-compulsory schoolage pupils	Not counted in possible attendances

Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Prospective pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

## Appendix 2:



## Appendix 3:

### Absence Request Form

#### PART 1: TO BE COMPLETED BY THE PARENT/CARER

##### Notes to parents/carers

The law does not grant parents an automatic right to take their child out of school during term time. Only a Head Teacher can agree to grant leave and **permission must be sought at least 20 school days in advance and must only be for exceptional circumstances.** To request leave of absence you must have parental responsibility and be the parent with whom the child normally lives. If you do not have parental responsibility and/or normally live with the child, you must seek the consent of the parent who does, and that person should complete this form. Schools will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, the school will only consider:

- The reason for the leave (i.e. whether there are exceptional circumstances);
- The time and duration of the leave;
- Whether or not the leave could have been taken during the statutory school holiday periods;
- Learning that will be missed

**WARNING: UNLESS YOU HAVE RECEIVED WRITTEN CONFIRMATION FROM THE SCHOOL THAT THE ABSENCE WILL BE AUTHORISED, YOU MUST NOT ASSUME THAT IT WILL BE. IF THE HEAD TEACHER REFUSES YOUR REQUEST AND YOUR CHILD IS STILL TAKEN OUT OF SCHOOL, THE ABSENCE WILL BE RECORDED AS UNAUTHORISED AND YOU MAY BE LIABLE TO A £80/£160 FINE. FINES ARE ISSUED TO EACH PARENT/CARER FOR EACH CHILD. IF YOU HAVE ALREADY RECEIVED A PENALTY FINE WITHIN A 3-YEAR ROLLING PERIOD, ANY FURTHER PENALTY NOTICES WILL BE CHARGED AT A RATE OF £160 WITH NO OPTION TO PAY A REDUCED RATE OF £80. PLEASE READ THE ADVICE OVERLEAF.**

Please indicate if you have a child/ren who attend: Torpoint Nursery and Infant School

Carbeile  
Torpoint Community College  
Other (please specify name)


I wish to apply for  
Name(s) of Child(ren) ..... Class .

..... Class

..... Class

to be authorised as being absent from school from ..... to .....  
inclusive

**Reason for request for absence during term time. If this is a holiday request please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:**

Signature of Parent/Carer: ..... Date

Signature of Parent/Carer: ..... Date

## PART 2: TO BE COMPLETED BY THE HEAD TEACHER

☐ **Authorised** The school agrees to your child being absent from school on the specified dates.

☐ **Absence dates** \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ **Unauthorised** The school does not authorise your request for leave in term time for the following reason:

Learning that will be missed		No Exceptional Circumstances	
The time and duration of the leave		Leave could have been taken during school holiday periods	

Signed: .....Head Teacher Date:

.....

### HOLIDAYS IN TERM TIME. IMPORTANT: PLEASE READ THE INFORMATION BELOW

***If your child is absent from school without authorisation, you will be committing an offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices are issued per liable parent, per child and each carry a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days.***

***If your child is further absent from school without authorisation within any 3-year period, you will be committing a further offence under the Education Act 1996. We may submit a request to Cornwall Council for a Penalty Notice to be issued, in accordance with Sections 444A and 444B of the said Act. Penalty Notices for a second offence are issued per liable parent, per child and each carry a fine of £160, payable within 28 days.***

***Importantly, fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.***

***Failure to pay the Penalty Notice may also result in legal action. If you are prosecuted and attend court because your child has not been attending school, you could get a fine of up to £2,500. Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.***

***Absence not authorised by the school may also result in a prosecution in the Magistrates' Court under Section 444(1) or Section 444(1A) of the Education Act***



**1996, leading to a fine of up to £2,500 and/or a custodial sentence. Again, Cornwall Council may also apply for the costs incurred in taking the matter to Court, including legal costs.**

**Money raised from fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.**

The Facts	The Law
<p>It is important that parents carefully consider the implications of taking their child out of school during term time.</p> <p>Research suggests that children who are taken out of school may never catch up on the course work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations.</p> <p>Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may also find it difficult to renew friendships with their classmates.</p> <p>What you should consider:</p> <p>There are times during a school year when a child may experience particular problems because of term time leave such as:</p> <ul style="list-style-type: none"> <li>• Closeness to exams or tests (Standard Attainment Tests in Year 2, 6 and 9);</li> <li>• During GCSE, and other examination courses;</li> <li>• During the first year at a new school;</li> <li>• At the beginning or end of a new school term.</li> </ul> <p>If the school refuses a request for term time leave and the child is taken out of school, this will be recorded as unauthorised absence and may lead to a £80/£160 fine per parent, for each child.</p> <p>Please contact your child's Head Teacher if you wish to discuss your reasons for requesting the absence.</p>	<p>The law does not say that parents have an automatic right to take their child out of school for holidays during term time. Amendments to the Education (Pupil Registration) (England) (Amendment) Regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.</p> <p><b>From 19 August 2024, changes to legislation have introduced a national threshold of 10 sessions of unauthorised absence that can trigger a penalty notice. There are 2 sessions in each school day.</b></p> <p>In <b>exceptional circumstances</b> a Head Teacher may authorise, in advance, requests for periods of leave. The request for leave must come from a parent with whom the child normally resides.</p> <p>If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and the parent could be liable to a penalty fine or court action in relation to failure to ensure the regular attendance of their child. If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school.</p> <p><b>Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not exceptional circumstances.</b></p>
<p>Other absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none"> <li>• Genuine illness;</li> </ul>	<p>Other absence from school will not be authorised:</p> <ul style="list-style-type: none"> <li>• For any type of shopping;</li> </ul>



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| <ul style="list-style-type: none"> <li>• Unavoidable medical/dental appointments (but try to make these after school if at all possible);</li> <li>• Days of religious observance;</li> <li>• Exceptional circumstances, such as bereavement;</li> <li>• Seeing a parent who is on their only leave from the armed forces;</li> <li>• External examinations;</li> <li>• When the Traveller children go on the road with their parents where the school is informed beforehand</li> </ul> | <ul style="list-style-type: none"> <li>• Looking after brothers, sisters or unwell parents;</li> <li>• Minding the house;</li> <li>• Birthdays</li> <li>• Resting after a late night;</li> <li>• Relatives visiting or visiting relatives;</li> <li>• Because holidays are cheaper in term time;</li> <li>• More than one day for a family wedding.</li> </ul> |
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**The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time. We hope that when you have read this leaflet you will consider that your child's education is too important to take holidays during term time.**

September 2024



## 4-Tiered Approach for Attendance

Key	Level of Intervention
1	Tier 1 Intervention
2	Tier 2 Intervention
3	Tier 3 Intervention
4	Tier 4 Intervention

### Tier 4

**Legal action.** We need an instrumental change to take place so the child does not miss out on any further learning or experiences at school.

4

### Tier 3

We will now enforce the parent duty because the plan has not been adhered to. There will be a first warning for the notice of prosecution and we will follow the legal framework. **Change is needed at this stage.**

Tier 2 will always remain in place. We will be consistent in our approach. **We don't want to enforce legal duty and penalty notices.**

3

### Tier 2

We have noticed broken weeks in your child's attendance (3 in a half term, 5 in a term). **It is time to implement a pupil support plan.** There will be a meeting with parents/carers in school to identify barriers to attendance

What adjustments can be made to help your child to attend school? Child completes a 'Child Wishes Form' to gauge their lived experience in school.

What support mechanisms can be put in place?

We will identify...Where we are? Where we want to be? How do we get there?

We will make it clear what the expectations of the parents are. What will the adjustments look like?

Need to evidence the level of engagement from the parents. Review after 4 to 6 weeks (any new barriers, new adjustments needed?)

2

### Tier 1

We have noticed broken weeks in your child's attendance (2 in a half term, 3 in a term). **You will receive a supportive letter, can we help?**

We will not be using vocabulary like 'concerned'. We will give you lots of opportunities to speak to us.

1

### UNIVERSAL SUPPORT

- At Carbeile Junior School, our approach to attendance is through instilling a sense of belonging into the children so they feel valued and missed.
- We will be working very closely with the parents, so they feel supported and listened to regarding the challenges of getting their children to school.
- We will monitor broken weeks predominantly, alongside an ongoing %, this will avoid issues with one-off holidays and lengthy absences for illness.
- This will be a strategic approach to aim for improved attendance figures for individuals and therefore across the whole school.

**All staff are involved. Teachers and TAs are hugely important, but all staff need to instil a sense of belonging. "We care, we missed you, it's great to see you, we want you back in the class, we value you."**