



Attendance Policy

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Policy Area:	SAFEGUARDING

1. Introduction and Aims

At All Saints CE Primary School & Nursery it is our aim to raise standards by promoting a school ethos that is underpinned by core Christian values. Our Christian values support all areas of our school life together and can contribute to pupils' motivation to learn. All our policies and decision making are formed through the lenses of these Christian values to ensure that our school lives them out in all aspects of its collective life.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

Our Attendance Policy aims to support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality. This will ensure all pupils have full and equal access to the best education that we can offer, and enable pupils to progress smoothly and confidently, with continuity through the school. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning.

We aim to do this by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively, and reasons for absences recorded promptly and consistently
- Building strong relationships with families to ensure pupils have the support in place to attend school

All Saints CE Primary School aims to maintain an overall whole school attendance above 95%. Each pupil's attendance can be summarised as below:

Above 95%	Good attendance which will help all aspects of pupil's progress and life in school.
90% - 94%	Attendance requires improvement.
Below 90%	Attendance which is causing serious concern and has a serious negative impact on pupil's attainment and progress.

2. Legislation and Guidance

This policy draws from the following legislation setting out the statutory guidance, legal powers and duties that govern school attendance:

- [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-improve-school-attendance)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2024/1000/contents/part-1)
- [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education)

The policy will be updated to reflect changes as required when changes are made to statutory guidance or legislation, as appropriate.

3. Roles and Responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training in attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

- Approving absences
- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The senior leader responsible for attendance (in our school this is the headteacher)

The senior leader for attendance is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Analysing attendance data (in liaison with the Attendance Officer)
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering or arranging targeted intervention and support to pupils and families

The **senior leader responsible for attendance is Philip Asher** and can be contacted via 01279 836006 or email admin@allsaints.herts.sch.uk

3.4 The attendance officer

The school attendance officer is responsible for:

- Ensuring registers are completed consistently and daily using the appropriate code in line with legislation (updating code 'N' with the appropriate code upon receipt of a reason for absence, or if a child arrives late, within 5 days of the date)
- Monitoring attendance data (see section 8 and Appendix 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The **attendance officer** for our school is **Rowena Perryman** and can be contacted via 01279 836006 and email absences@allsaints.herts.sch.uk

3.5 Class teachers

Class teachers will:

- Record pupil attendance daily and by the specified registration times, using / \ for present, or 'N' for absent on the school MIS (currently Arbor).
- Discuss attendance with parents/children as appropriate for pupils in their class, for example at Parent Consultations.

3.6 School office staff

School office staff will:

- Take calls and messages (emails/texts) from parents about absence on a day-to-day basis and record it on the school system
- Chase absence where no reasons have been provided by parents by 9.20am on the day of absence.
- Support parents liaising with the headteacher, SENCO, Attendance Officer or other appropriate member of staff to provide parents with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Support the school by encouraging their child to have a positive attitude towards school and learning
- Make sure their child attends every day, on time
- Call the school to report their child's absence **before 9.20am** on the first day of the absence **and each subsequent day** of absence (unless reason provided requires a fixed period of absence, which will be confirmed by the school office), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Report any concerns or difficulties about attendance promptly to enable school to offer available support
- Ensure that wherever possible appointments and other activities for their child are made outside of the school day
- Request exceptional leave in advance, recognising in all cases of absence the headteacher makes the final decision whether to authorise an absence or not

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

4. Strategies for promoting attendance

All Saints CE Primary School will offer an environment in which pupils feel valued and welcomed. The school's ethos must demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will be taken.

The following strategies may be used, supplemented by other schemes as advised by the Attendance Improvement Officer from time to time:

- A varied and flexible curriculum will be offered to all pupils. Every effort will be made to ensure that learning tasks are matched to pupils' needs
- Families struggling to provide appropriate equipment may be eligible for financial support (such as uniform, breakfast, Free School Meals, educational visit subsidies, subsidies for music and peripatetic tuition)
- Support from the Local School's Partnership – Aspects (via self-referral or school referral)

- Parents will be regularly reminded (via newsletters, the school brochure, parents' evenings, etc.) of the importance of good attendance
- Attendance data will be regularly collected and analysed to help identify patterns, set targets, correlate attendance with achievement and support and inform policy/practice
- Pupils whose attendance is a cause of concern will be set targets for improvement
- The Headteacher will report to the school's governing body on attendance figures in their termly Headteacher's report to Governors.
- The Headteacher will, when appropriate, liaise with other agencies - Educational Psychology Service, Social Care, Attendance Improvement Officer, Family Support worker or Child and Family Guidance, etc - when this may serve to support and assist pupils who are experiencing attendance difficulties
- The Headteacher will have regular meetings/phone calls with the school's Attendance Improvement Officer in order to identify and support those pupils who are experiencing attendance difficulties.

4.1 Why attendance matters:

Across one school year:

- Less than 5 days absence = 97.3% attendance
- 14 days absence (approx.) = 92.6% attendance
- 20 days absence (approx.) = 89.4% attendance
- 30 days absence (approx.) = 84.2% attendance

If a child achieves 80% attendance, this means they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

5. Recording attendance

5.1 Attendance register

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

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

- Present
- Attending an approved off-site educational activity
- Absent (including whether authorised or not)
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will use the relevant code as laid out in Section 10 of [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](#)

We will also record:

- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register in line with the relevant legislation applicable at the time (currently six years – Section 7 of [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](#)).

5.2 Understanding Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning

of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

Authorised absences are morning or afternoon sessions away from school for a genuine reason, such as illness, medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. We may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence – particularly where a pupil's attendance is below expected levels (see Section 5.5). We will not ask for medical evidence unnecessarily.

We encourage parents/carers 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 granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Unauthorised absence includes, (however this list is not exhaustive):

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn.
- absences which have not been properly explained.
- children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however, is counted as an absence for the session.
- shopping trips.
- looking after other children or children accompanying siblings or parents to medical appointments.
- their own or family birthdays.
- holidays taken during term time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.
- day trips.
- other leave of absence in term time which has not been agreed.

5.3 Planned (future) leave of absence during term time

In principle, a leave of absence shall not be granted in term time unless there are reasons considered to be 'exceptional' by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance (ideally at least two weeks in advance). Please see Section 7 of this policy for the school's definition of 'exceptional circumstances'.

➤ Requesting to take children out of school during term time

Parents/carers should use the online [Leave of Absence form on the school website](#), or request a paper copy from the school office. If the absence will be in less than five days' time (for example a medical appointment), parents should email absence@allsaints.herts.sch.uk to ensure the request is not missed. Parents should also provide any relevant evidence to support the absence (such as appointment email/text) as appropriate. This will help the headteacher make an appropriate decision to authorise.

Parents will receive a response to their request within 7 school days.

The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and that all parents who are on the holiday are allowing the leave. Where a parent proceeds with an absence after their application for leave was refused, or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National

Framework and Hertfordshire Code of Conduct, in respect of each parent believed to have allowed the absence (please see Section 7 of this policy).

If a leave of absence is authorised, the school will not provide work for children to do during their absence. Parent/Carers are however advised to read with their children and encourage them to write a diary while they are away.

5.4 Lateness and punctuality

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. Good timekeeping is a vital life-skill which will help children as they progress through their school and out into the wider world.

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed. They also risk missing vital work and important messages from their class teacher.

- School gates open at **8.40am** – pupils proceed to their classrooms, engage in ‘morning learning’ and begin the school day.
- Gates close and registers are taken from **8.50am**.
- Children arriving after **8.50am** are required to come in through the school office. Parents must sign them in and provide a reason for lateness.
- Registers close at **9.20am**. In accordance with the regulations, if your child arrives after this time, they will receive a mark that shows them to be at school – Code ‘U’ – but this will not count as a ‘present’ mark, and it will mean that they have an unauthorised absence. This can count towards consideration for a penalty charge notice.

Parents of pupils who are frequently late will be contacted to offer support and discuss the reasons for ongoing lateness. Any actions or support offered will be confirmed in writing and an Attendance/Lateness support plan may be developed. If there is no improvement, or parents are unwilling to engage with support offered, the Headteacher / DSL will consider a referral to the Attendance Improvement Officer for advice, guidance and support.

Parents are encouraged to pro-actively contact us if they are having difficulties getting their children to school. We expect parents and staff to encourage good punctuality and be good role models to our children.

5.5 Absence Procedures

➤ If a child is absent from school

Parents/carers must notify the school of the reason for the absence on the first day of an unplanned absence **by 9.20am** or as soon as practically possible by calling the school office on 01279 836006 (Option 1) and leaving a message on the answer machine. Parents can also send an email to absences@allsaints.herts.sch.uk or come into the office in person (by the time stated).

We may call or email parents to clarify the reason provided before deciding whether the absence is to be recorded as authorised or not.

Parents/carers must contact the school (as above) each day the child is absent unless otherwise instructed by the attendance officer.

Parents/carers must ensure that their child returns to school as soon as possible, and (if requested) any medical evidence is provided to support the absence.

➤ Medical Evidence

We may request medical evidence to support an absence where:

- A child has multiple absences which are reported as being due to medical reasons
- Where school have reasonable doubt as to the authenticity of the absences
- When advised by the Local Authority Attendance Improvement Officer to request it

➤ **Following up absence where no reason is provided**

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason **if no reason is provided by 9.20am.**
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – if received 5 or more working days after the session, it will likely be recorded as unauthorised.
- Call the parent/carer on each day the absence continues without explanation to ensure proper safeguarding action is taken where necessary.
- If the school cannot reach the pupil's parent/carer, we will contact the Emergency Contacts as provided for the pupil.
- If the school is unable to successfully contact parent/carer or emergency contacts, then the school will follow safeguarding procedures to consider an appropriate action to take, such as conducting a home visit, requesting a 'welfare check' from the police, or making a referral to Children's Services in the interest of Safeguarding. We may also contact the Local Authority Attendance Improvement Officer to seek advice.
- The Local Authority will be informed if no contact has been made with parent/carers by the 10th day of absence (or sooner if deemed appropriate) as The School Attendance (Pupil Registration) (England) Regulations 2024 Section 13 requires schools to inform the local authority of any pupils absent from school and where absences amount to more than 10 or more days, either consecutively or irregularly, and have been unauthorised. This means school will have unauthorised 20 am/pm sessions of absences. Schools are also under a safeguarding duty, under section 175 of the Education Act 2002 to investigate any unexplained/unauthorised absences. At this point your child will be "absent from education".

5.6 Persistent Absence

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. All pupils who have attendance levels of 90% or below are considered as a persistent absentee.

A pupil who has missed 50% or more schooling is defined by the Government as 'severely absent'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

5.7 Reporting to parents/carers

Parents can view their child's attendance via the Arbor Parent Portal online, including any codes used for absences. Additionally, pupil attendance is reported annually in the end of year report.

Where attendance levels below the school's expectation (95%) or punctuality is a concern, we will write to parents/carers (this will be at least half termly). The following templates may be used:

- Attendance under 95%: Letter 1 (Appendix 2)
- Attendance under 90%: Letter 2 (Appendix 3)

To support improving attendance, we will offer reasonable adjustments. We may also consider a Families First Assessment (through the Early Help Hub) to ensure appropriate support is considered.

Other strategies may include:

- A personalised support plan to address any barriers to attendance and make clear each person's role in improving attendance for the child
- Signposting to other support services or agencies, if appropriate
- Seek advice and guidance from the Local Authority Statutory Attendance Support Team
- Consider appropriate legal sanctions if attendance deteriorates or parents do not engage positively with support offered.

5.8 Deletion from Roll (Leaving the school)

For any pupil leaving All Saints CE Primary School, other than at the end of Year 6, parents/carers are required to complete a 'Pupils moving from school' form (Appendix 8) which can be obtained from the school office. This provides school with the following information:

- Child's name and current address
- Current class/year group
- date of leaving
- new home address
- name and address of new school

This information is essential to ensure that we know the whereabouts and may appropriately safeguard all our pupils, even those who leave us.

It is crucial that parent/carers keep school updated with current addresses and contact details for the pupil and key family members, in case of emergency.

Under Pupil Regulations 2006, all schools are **legally required** to notify their Local Authority of **every new entry** to the admission register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

6. Understanding Barriers to Attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents, and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support.

We can consider a Families First Assessment, use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Family Support Worker, or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils; however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed/are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness. See Annex A for DfE summary tables of responsibilities for school attendance.

6.1 Contact for support with attendance:

Parents can contact our SENCO or Headteacher for more detailed support on attendance.

- Senco: Mrs Victoria Moore: senco@allsaints.herts.sch.uk
- Headteacher: Mr Philip Asher: admin@allsaints.herts.sch.uk

6.2 Local Authority Attendance Support Team

Local Authority Attendance Support Specialists work strategically by offering support to schools, to reduce persistent absence and improve overall attendance. Parents/Carers are expected to work with the school and local authority to address any attendance concerns.

Parent/Carers should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support

and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken which may be in the form of a Penalty Notice (see Appendix 6 for a link to the Hertfordshire Code of Conduct) or other legal options available to the Local Authority such as prosecution in the Magistrates Court.

7. National Framework: The Law and Penalty Notices

7.1 School Attendance and the Law

New legislation was passed, The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parent/Carers have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parent/Carers may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

7.2 National Framework for Penalty Notices

There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent/carer may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent/carer is found guilty in court, they will receive a criminal conviction.

See Appendix 6 for a link to the Hertfordshire Code of Conduct.

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school." The School Attendance (Pupil Registration) (England) Regulations 2024 set out the statutory requirements for schools. All references to family holidays and extended leave have been removed. **The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they do not have any discretion to authorise up to ten days of absence each academic year.**

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the local authority) may authorise such a request and all applications for a leave of absence must be made in writing, in advance, on the prescribed form provided by the school. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Hertfordshire Code of Conduct, in respect of each parent believed to have allowed the absence.

7.3 Definition of ‘Exceptional Circumstances’

All Saints CE Primary School defines ‘exceptional circumstances’ as being **rare, significant, unavoidable and short**. By ‘unavoidable’ we mean an event that could not reasonably be scheduled at another time, outside of school term time (if a holiday or family event, this is regardless of who has paid for or otherwise planned/organised the holiday/absence – including grandparents or other family members).

The headteacher/school may discuss the leave of absence with other educational settings (attended by siblings or settings previously attended by the child/ren) and/or the Local Authority to determine any exceptional circumstances.

8. Attendance Data

8.1 Monitoring attendance

The school will use attendance data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve.

Persistently and severely absent pupils are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment.

8.2 Sharing Information

Schools are required to submit pupil attendance data to the Department for Education daily (Relevant legislation: Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024).

We share whole school information and work collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years by the Headteacher. At every review, the policy will be approved by the full governing board.

Appendix 1: Paper Copy of Leave of Absence Form



All Saints CE Primary School & Nursery Pupil Leave of Absence Request Form

Please use the [ONLINE FORM](#) available on our website. If you are not able use the online form, this paper form can be use. Please complete one form for each child. Return the completed form to the school office. The Headteacher will consider each case individually on receipt of this form. You can expect a response within 7 school days.

Part A: Child(ren)'s Details					
Full name:		DoB:		Class:	
Child's Address:					
Part B: Absence Details					
Date(s) requested:	From (First day absent from school)	To (The last school day that will be missed)	Duration (school days):		
Return to school on:					
Reason for absence:					
Part C: Person Providing Information Online & Declaration					
<p>Please read carefully</p> <p>All schools must, by law, follow the Department for Education statutory guidance relating to school attendance. Leave of Absence requests must be made in advance by a parent who the pupil normally lives with. Schools must consider each application individually. A school cannot grant a leave of absence retrospectively; if a request is not made in advance, we are obliged to mark it as unauthorised. The headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. At All Saints CE Primary School, we define 'exceptional' as 'rare, significant, unavoidable and short' (Attendance Policy, Section 7.3). Where any guidance/policy refers to 'parent' in respect of attendance and absence - it means: - all natural parents, whether married or not, - all those with parental responsibility, - those who have day to day responsibility for the care of the child. Taking a child out of school during term time could be detrimental to their educational progress. If the absence is not authorised, and leave is taken, our school may refer the absence to the Local Authority for legal action, including application for a Penalty Charge Notice. Persistent unauthorised absence may also be referred to the LA Attendance Support Team and may be dealt with under the Penalty Notices Code of Conduct procedure.</p>					
Parent Signature:					
Full Name:		Date:			
Relationship to Child(ren):		Email:			
Full address (if different from child's above):					

Part D: Headteacher to complete upon receipt				
Child and Absence Details				
Full name:		DoB:		Class:
Child's Address:				
Date(s) requested:	From (First day absent from school)	To (The last school day that will be missed)	Duration (school days):	
Headteacher's Decision				
Current Attendance (%):		<p><i>We expect all pupils' attendance to be above 95%. Absence is unlikely to be approved if current attendance is below that figure or if there are already instances of unauthorised absence on your child's record. Your child's formal attendance record can be accessed through the Arbor Parent Portal.</i></p>		
Authorised Absence (%):				
Unauthorised Absence: (% and # of sessions)	%			
<p><input type="checkbox"/> Your request is approved and the absence as set out above is authorised.</p> <p><input type="checkbox"/> Your request is partly approved with the following dates (reason below):</p> <p>_____</p> <p><input type="checkbox"/> Your request is not approved. If the pupil is absent as proposed above, it will be recorded as unauthorised for the following reason:</p>				
Reason:				
Signed:			Date:	

Form version: October 2024

Appendix 2: Letter 1 (less than 95% attendance rate)



All Saints CE Primary School & Nursery

Nurturing, Resilience and Achievement for all!

Headteacher: Mr Philip Asher, BMus(Hons), PGCE, ARCO, NPQSL

Date: ____/____/____

Dear Parents/carers

RE: Attendance and Absence for _____

As you may be aware, we are required to closely monitor all the children's attendance. We are eager, as I'm sure you are, that children do not miss any opportunity to learn.

Unfortunately, your child's attendance has dropped below 95%. This represents a potential cause for concern with regards to attendance if it continues to fall. As a worked example over a year, a 90% rate is equivalent to a half day absent each week, or four full school weeks in total.

OMIT IF NOT APPLICABLE: Lateness can also often account for unauthorised absence, and so it is important children arrive punctually. Lessons start promptly at 8.50am, and any late arrival disrupts not only your own child's learning, but that of others in the class. If you are finding it difficult to arrive on time, please do get in touch so we can consider any ways we can support you to get your child to school on time.

There are often legitimate reasons for absence – illness is one. We know that sometimes pupils cannot come to school due to genuine illness. Medical advice is clear however, that children with mild illness will often be well enough to attend – for example with a cough/cold without a temperature. The NHS guidance – [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) - can help parents make a decision about mild illness.

If you and your child are experiencing difficulties with attendance, then please talk to us so we can help.

We will continue to monitor your child's attendance and if there is no improvement, may need to arrange a meeting to discuss the matter. The school's attendance policy is also available on the school website for your reference with links to other sources of help and guidance.

Your child's attendance certificate is available through the parent portal on Arbor, or you can request a printout through the school office.

Yours sincerely,

Philip Asher,
Headteacher

Attendance Letter 1

Appendix 3: Letter 2 (less than 90% attendance rate)



All Saints CE Primary School & Nursery

Nurturing, Resilience and Achievement for all!

Headteacher: Mr Philip Asher, BMus(Hons), PGCE, ARCO, NPQSL

Date: ____/____/____

Dear Parents/carers

RE: Attendance and Absence for _____

As you may be aware, we are required to closely monitor all the children's attendance. We are eager, as I'm sure you are, that children do not miss any opportunity to learn.

OMIT IF NOT APPLICABLE: On **DATE** I wrote to you expressing our concern that your child's attendance had dropped below the school expectation of 95%. Unfortunately, your child's attendance has now dropped **below 90%**, which represents a significant cause for concern with regards to attendance. 90% is equivalent to a half day absent each week, or four school weeks in total out of an academic year. 80% is approximately equivalent to a full day absent each week for a full school year (39 days).

There are often legitimate reasons for absence – illness is one. However, it is important to note that it still counts as absence and parents are legally responsible for their child's attendance at school.

REMOVE IF NOT APPLICABLE: Lateness can often account for significant amounts of unauthorised absence, particularly if a child is late after registers have closed (9.10am). In this situation, lateness counts as unauthorised absence in accordance with the Attendance Codes rules set by the government). Please therefore ensure your child arrives on time every day to avoid late marks.

It is our school policy (available on the [website](#)) to proactively work with parents to ensure good attendance and we aim to support families as far as we can.

I would like to invite you to meet with me on **DATE** at **TIME** to discuss your child's attendance and ways we might be able to support you to improve it? If this date and time is not convenient, please contact the school office to arrange a mutually convenient time within the next two weeks. It is important we act swiftly to avoid any further detrimental impact for your child's education. Thank you.

In cases where there is no improvement or positive engagement with the school on this matter, we may need to refer to the Attendance Improvement Officer.

Your child's attendance certificate is available through the parent portal on Arbor, or you can request a printout through the school office.

Yours sincerely

Philip Asher,
Headteacher

Attendance Letter 2

Appendix 4: Letter 3 (attendance rate has improved)



All Saints CE Primary School & Nursery

Nurturing, Resilience and Achievement for all!

Headteacher: Mr Philip Asher, BMus(Hons), PGCE, ARCO, NPQSL

Date: ____/____/____

Dear Parents/carers

RE: Attendance and Absence for _____

As you may be aware, we are required to closely monitor all the children's attendance. We are eager, as I'm sure you are, that children do not miss any opportunity to learn.

On **DATE** I wrote to you expressing our concern that your child's attendance had dropped below school expectations. I am pleased to confirm that our monitoring shows your child's attendance has improved over the last few weeks.

If you require any further support or help with your child's attendance, please contact me through the school office. We will continue to monitor their attendance as part of our whole school monitoring.

Thank you for your ongoing support in this matter.

Yours sincerely

Philip Asher,
Headteacher

Attendance Letter 3

Appendix 5: DFE Summary Table of responsibilities for school attendance from 19th August 2024 (Weblink)

- [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Appendix 6: Hertfordshire Code of Conduct: Penalty Notices for Parents of Truants and Parent of Pupils Excluded from school (Anti-social Behaviour Act 2003 Section 23)

- [Penalty notices for unauthorised absence | Hertfordshire County Council](#)

Appendix 7: Illness Absence Guidance

- [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)
- [Illness and your child's education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- [Wellbeing: national resources - Hertfordshire Grid for Learning \(thegrid.org.uk\)](https://thegrid.org.uk)
- [DfE Working Together to Improve Attendance - A Guide for Parents](#)
- [Should I keep my child off school checklist poster \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Appendix 8: Pupils moving from school form



All Saints CE Primary School & Nursery Pupils Moving from School Form

This form is to be used to when a child is expecting to leave our school (not for pupils in Year 6 moving on to Secondary School). The information requested is required under the Pupil Regulations 2006. Parents should provide this as soon as possible once they know their child will be leaving our school.

Completed forms should be emailed to admin@allsaints.herts.sch.uk or handed in to the school office.

Section 1: Parent/Carer to complete this section:			
Full Name of Child		Year Group	
Current Home Address:			
Date leaving:			
New Home Address:			
New School Name:			
New School Address:			
Name of person completing this form:			
Signature:		Date:	
Relationship to Child:	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian/Carer <input type="checkbox"/> Other: _____		

Form version: August 2024

Appendix 9: Attendance Monitoring Escalation Flowchart

