



# Galley Common Infant School

## SCHOOL ATTENDANCE POLICY September 2025

### Introduction

‘Our school is a safe, nurturing, happy place.’  
‘Where everyone feels valued and supported to be the best that they can be.’

We expect that every child on roll, attends every day as long as they are well enough to do so. Every lesson, every day counts.

Everyone at Galley Common is committed to do everything we can to encourage children, and their families, to be at school every day. Our door is always open to support families and we will put support in place to enable good attendance at our school.

### 1. Aims

We encourage children and families to strive for 100% attendance, but we understand that this is not always possible for some.

Our school target for attendance for the academic year 2025-2026 is 97%.

To enable excellent attendance we will:

- Make attendance everyone’s responsibility in school.
- Make attendance and punctuality a priority for all families.
- Provide support, advice and guidance to parents and pupils.
- Work closely with families to communicate clearly and consistently.
- Implement a system of rewards and interventions.
- Work in partnership with the Warwickshire Attendance Service (WAS) and with other services and agencies as appropriate.
- Recognise the needs of individual pupils and support children when they return to school after significant periods of absence.
- Develop a robust approach to gathering and analysing attendance data

### Our Statutory Duty:

We are committed to meeting our obligations with regards to school attendance, including those laid out in the Department for Education’s (DfE’s) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## **The Partnership between Parents and School**

The school fulfils its responsibilities by providing places for pupils through the Admissions Policy. Parents fulfil their responsibility by ensuring their child attends school regularly.

School will support attendance and to take seriously issues which may lead to non-attendance.

We acknowledge that there are many reasons for poor attendance and aims to support parents in addressing problems or difficulties which may be contributing to the poor attendance. Good communication is key and so, Galley Common has an open door policy, which aims to work in close partnership with parents regarding all aspects of school life.

Parents should ensure that their child arrives at school on time, ready to learn. It is the responsibility of parents to inform school of the reason for a child's absence as soon as possible. We request a phone call from a parent on the first day of absence by 10am giving a reason for absence and then we require a letter to confirm the reason and the dates for the absence.

- A holiday may only be authorised in exceptional circumstances.
- The Head Teacher will consider requests from parents who wish to take their child out of school for an extended holiday on an individual basis. The Head Teacher will take advice from the LA before reaching a decision regarding authorised or unauthorised absence or regarding keeping a place open until the child's return.

## **2. Legislation and guidance**

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)
- It also refers to:
  - [School census guidance](#)
  - [Keeping Children Safe in Education](#)
  - [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## **3. Punctuality- Here, Every day, Ready and On time**

When children arrive late, they miss out on essential instructions and routines at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom where everyone else is settled.

Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher, therefore everyone's education is compromised.

Punctuality is vitally important and is a life skill that reaches into employment in later life. Pupils who are persistently late are disrupting not only their own education but also that of others. 10 minutes of lateness a day is equal to 31 hours of education being lost per academic year.

### **Reception Children**

	Morning Session	Afternoon Session
Registration	8:40am	12:45pm
Registers close	9:15am	1:15pm

### **Year 1 and Year 2**

	Morning Session	Afternoon Session
Registration	8:45am	1:15pm
Registers close	9:15am	1:30pm

- Pupils arriving after 9am but before registers are closed at 9.15am are recorded as late (L). Pupils arriving after 9.15am will receive a U code which is an unauthorised absence.
- The doors are locked at 8:50am for security purposes. Any pupils arriving after this time should come into school via the main front door (**using the School Lane gate**) and report to the office before going to class.
- Parents are asked to sign a late slip and to give a reason for the lateness. This will be followed by a text message reminding families of the importance of punctuality.
- Where persistent lateness gives cause for concern, a Punctuality Letter will be sent to notify a child's parents / carers of the lateness and offering them the opportunity to discuss this.
- If punctuality remains of concern, the child / parents may be invited to a meeting to discuss this, to enable the reasons for lateness to be understood.
- If appropriate, a Punctuality Action Plan will be put in place.
- If a child is leaving school early, parents are asked to complete an attendance slip with reasons for taking their child out of school early.
- Parents will be asked to submit evidence of appointments for pupils leaving school to attend medical appointments.
- At the end of the school day, teachers escort children to the appointed **doors** and supervise pupils until they are collected. If a child has not been collected by 3.25pm, the teacher will phone the parent or will ask the Head/Administrator to do so. The child will remain in the care of the school until collected.

Where the total attendance of a child whose punctuality is of concern falls below the whole school attendance target, the [Staged Approach](#) of this policy will have precedence.

### **Persistent Absences:**

The government uses the term Persistent Absence to refer to absence of 10% or more, whether authorised or unauthorised.

There are of course, good reasons (especially illness), which make attendance at school sometimes difficult. Nevertheless, lessons missed cannot be repeated and 'catching up' on work is never as good as the original learning experience. Pupils with persistent absence are often unlikely to attain their full potential at school, are at risk of failing to stay in education after leaving and are more at risk of other negative outcomes. It follows that if schools and local authorities focus on this high-risk group they will be in a strong position to make progress in the range of outcomes for children and young people for which they are accountable.

## **4. Roles and responsibilities**

### **4.1 The governing board**

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents

- Making sure school leaders fulfil expectations and statutory duties, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

#### **4.2 The headteacher and attendance leads**

The headteacher and attendance leads are responsible for:

- 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, and/or authorising the school administrator to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

#### 4.4 Class teachers

- Form positive relationships with pupils and parents and actively promote the importance and value of good attendance
- Ensure that as a whole school approach to reinforce good attendance; good teaching and learning experiences
- Keep regular and accurate records of AM and PM attendance and punctuality
- Reward and recognise good attendance and punctuality
- Use staged interventions to establish guidelines and boundaries to sustain excellent attendance and punctuality concerns
- Ensure accurate records are kept in relation to attendance including minutes to meetings.

#### 3.6 School Administration staff

School Administration staff will:

- Always provide a warm welcome to children and parents when they arrive at school.
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Contact parents when a child fails to attend and where no message has been received to explain the absence.
- Ensure that Arbor is correctly updated to accurately reflect pupil attendance.

#### 3.7 Parents

To support their child in attending school we ask that all parents/carers:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 9:15am on the day of the absence each subsequent day of absence, 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
- Seek support, where necessary, for maintaining good attendance, by contacting the Learning Mentor, who can be contacted via telephone on 02476 392219.
- Ensure that their child is collected promptly at the end of the school day.
- Do not arrange family holidays during term time.
- Talk to us about any planned absences prior to the absence.
- Be respectful to school staff, particularly when facing challenge regarding their child's attendance.

#### 3.8 Pupils

Pupils are expected to:

- Attend school every day, on time
- Be ready to learn
- Talk to an adult if they are worried about coming to school on time.

### 4. Authorised and unauthorised absence

#### 4.1 Approval for term-time absence

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent, i.e. the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised which may result in legal action against the parent, by Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council.
- The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parent(s) belong(s). If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)
- Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):
- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Should a parent need a request for leave of absence for their child they will need to complete an application form which they can get from the school office. If parents wish to discuss any exceptional circumstances with the Head teacher please ensure the application indicates this and plenty of notice is given to arrange a meeting. All applications will be considered on an individual basis. See Appendix 1 for more information.

### **Rewards:**

At Galley Common we want to celebrate excellent attendance and also recognise efforts which have significantly improved attendance.

Weekly attendance certificates are given out in assembly for the class with the highest attendance that week.

Each half term, the class with the highest attendance over that period will receive a surprise treat.

All children whose attendance is over our target 97%, or whose attendance significantly improved since the last half term, will receive a sticker and certificate.

Dojos are awarded for pupils with excellent attendance- 5 dojos are awarded to all children who have 100% attendance that week.

### **Procedures for dealing with poor attendance**

Working together to improve school attendance (DfE, 2024) advises the following interventions are used to support improved attendance and punctuality:

1. Deliver intervention in a targeted way, in response to data or intelligence.
2. Monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence (register inspections, code analysis, cohort and group monitoring, punctuality, lesson attendance across subjects and benchmarking).
3. Use attendance, pastoral and SEND staff who are skilled in supporting pupils and their families to identify and overcome barriers to attendance.
4. Create action plans in partnership with families and other agencies that may be supporting families, for example, children's social care and early help services. Commission or deliver interventions to improve attendance.
5. Monitor the impact of any intervention, making adjustments if necessary and using findings to inform future strategy.
6. Where interventions fail to address attendance issues, identify the reasons why and, where appropriate, change or adjust the intervention.
7. Follow local authority codes of conduct, policies and procedures and make referrals for statutory intervention when interventions have not resulted in improved attendance and relevant triggers / thresholds are met.

### **School Procedure**

- Teachers or the Administrator will inform the Head Teacher of any concerns regarding poor attendance. The Head Teacher, in consultation with staff, will decide whether to pursue the situation or to monitor attendance for a period of time.

- The school Learning mentor will meet with the Administrator each week and identify families to contact and support with attendance. Support can be through Early Help or signposting to external support such as the Family Information Service.
- The Head Teacher will follow up major concerns by consulting parents, either verbally or in writing. In the case of very poor attendance with no clear reasons or where attendance falls to below 90%, the Head will seek support from the Warwickshire Attendance Service.
- Where there is an ongoing attendance concern and a child is absent, two members of staff may make a safe and wellbeing visit to the home whilst the child is absent. If the absence continues, two members of staff will visit 2-3 times per week until the child return to school. If the family/child is not in the household upon visitation a note will be left advising of the visit. There is a separate home visits policy for further information.
- At all times, the school aims to support parents in ensuring good attendance and will treat each case sensitively and on an individual basis.

#### Staged Approach To the Management of Attendance

Whole school attendance is monitored at a minimum of every half term but more frequently as appropriate to the needs of the school. The whole school attendance target is based on an evaluation of the last 3/5 years previous attendance. Attendance is more closely evaluated of pupils whose attendance is below the whole school target.

Stage	Trigger	Outcome
1	Attendance falls below the whole school target and the child's attendance is of concern.	Letter 1 will be sent to parents: <ul style="list-style-type: none"> <li>• Expressing concern about attendance</li> <li>• Informing the parents of current attendance</li> <li>• Enclosing a registration certificate</li> <li>• Reminding parents of their legal responsibilities and the nature of 'persistent absence'</li> <li>• Welcoming the parents to arrange contact the school if they wish to discuss attendance further.</li> </ul> Attendance is monitored for a fixed period.
2	Parents have received a Stage 1 letter and attendance remains of concern.	Letter 2 will be sent to parents: <ul style="list-style-type: none"> <li>• Informing parents of ongoing concern about attendance</li> <li>• Informing the parents of current attendance</li> <li>• Enclosing a registration certificate</li> <li>• Reminding parents of their legal responsibilities and the nature of 'persistent absence'</li> </ul> Notifying parents that the child's attendance is being monitored and of the duration of the monitoring period. <ul style="list-style-type: none"> <li>• Welcoming the parents to arrange contact the school if they wish to discuss attendance further.</li> </ul> Attendance is monitored for a fixed period.
3	Parents have received a Stage 2 letter and attendance remains of concern.	Letter 3 will be sent to parents: <ul style="list-style-type: none"> <li>• Informing parents of ongoing concern about attendance</li> <li>• Informing the parents of current attendance</li> <li>• Enclosing a registration certificate</li> <li>• Reminding parents of their legal responsibilities and the definition of 'persistent absence'</li> <li>• Requesting that the parents provide medical evidence of absence for illness, to enable the school to consider the authorisation of absence.</li> <li>• Inviting parents to an appointment with the Attendance Lead on a specific date, with the purpose of discussing attendance, agreeing an action plan of support, considering whether it may be appropriate to involve outside agencies, and setting an internal school attendance target.</li> <li>• Notifying parents that should they chose not to attend, the meeting may take place without them and a target set.</li> </ul>
4	Parents have failed an internal school attendance target and attendance is below the level of Persistent Absence (90%)	Letter 4 will be sent to parents: <ul style="list-style-type: none"> <li>• Informing parents of ongoing concern about attendance</li> <li>• Informing the parents of attendance during the target period.</li> <li>• Enclosing a registration certificate</li> <li>• Notifying parents that the school intends to discuss their child's attendance with its Education Casework Officer, of the Warwickshire Attendance Service, and may make a formal referral.</li> </ul>
	During a monitoring period, attendance improves.	A celebratory will be sent to parents: <ul style="list-style-type: none"> <li>• Informing the parents of attendance during the monitoring period.</li> <li>• Notifying parents that the school will continue to monitor attendance to ensure sustained improvement.</li> </ul>

## **4. Recording attendance**

### **4.1 Unplanned absence**

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9:15am, or as soon as practically possible, by calling the school administration staff, who can be contacted via telephone number and/ email address.

Phone number: 024 76392219

Email Address: admin2107@welearn365.com

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### **4.2 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Parents will need to make the application in writing to the school via the school admin email address, and provide evidence of the appointment wherever possible.

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.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **4.3 Lateness and punctuality**

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code (L)

After the register has closed will be marked as absent, using the appropriate code (U)

We use the same procedure for lateness and punctuality as we do for absence. Please see page 7 regarding milestones and procedures.

### **4.4 Following up unexplained absence**

Adapt the following to match your school's day-to-day process for following up on absence.

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

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact other services e.g. the police, to 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 – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with school will issue a notice to improve, penalty notice or other legal intervention as appropriate.

## 4.5 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels through termly parent interview reports, end of year reports and attendance letters should attendance be a cause for concern.

## 5 Tackling poor attendance

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support. Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with

- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

### **Monitoring and Performance**

It is important to set realistic targets. The school will look at the interventions as part of the evaluation process in order to maintain their effectiveness.

When evaluating success the school will consider whether or not:

- Attendance has improved
- Punctuality has improved
- Persistent absence has reduced
- Parental response to absence has improved
- Re-integration plans have been successful
- The school has been successful in raising the profile of attendance within the school, governing body and the local community
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within the school

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Promoting attendance is the responsibility of the whole school and the attendance policy is supported by our Anti-Bullying Policy, Exclusions Policy and Safeguarding Policy.

### **Warwickshire Attendance Service:**

The school is responsible for liaising closely with Warwickshire Attendance Service (WAS) and follow their standard approaches in managing attendance issues. When appropriate, WAS will escalate the situation and instigate legal procedures.

Prosecutions for non - school attendance must be conducted in line with the Warwickshire Non School Attendance and Fixed Penalty Code of Conduct and the Code for Crown Prosecutors and must pass the evidential and public interest tests

**October 2025**

**Next review October 2026**

## Appendix 1

### Leave of Absence

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

#### Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council. Penalty notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.
- Where a Penalty Notice is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

## Leave of Absence taken in the academic year 2025-26

**The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.**

Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First Leave of Absence Offence: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

## Appendix 2 DfE Treating the root cause of attendance

### Working together to improve attendance

13. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:

