

FSt Peter's CE Primary School, Chippenham Mews, London W9 2AN



Attendance Policy

Approved by Governors: October 2025

To be reviewed: Autumn 2026

1. Policy Intent

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. Good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment.

It is the responsibility of parents/carers to ensure that this happens and the responsibility of the school to monitor attendance and punctuality, whilst offering support where appropriate. This policy sets out how we ensure this happens at St Peter's.

Where difficulties arise with school attendance, we will take a 'support first' approach in line with the DfE's 'Working together to improve school attendance' guidance, only resorting to legal enforcement when necessary. The aim is that the need for legal enforcement is reduced by taking a supportive approach to tackle the barriers to attendance and intervening early before absence becomes entrenched.

2. Our aims

We are 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 full-time education to which they are entitled
- Acting early to address patterns of absence

We will also 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.

3. Legislation and guidance

This policy meets the requirements of Working Together to Improve School Attendance (Sept 2022) 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
- National Framework for penalty notices called, '*Working together to improve school attendance*', which applies from 19 August 2024
- Westminster and K&C Local Code of Conduct for Issuing Penalty Notices for School Absence

4. Roles and responsibilities

The Governing body

The Governing body is responsible for:

- monitoring attendance figures for the whole school on at least a termly basis holding the Headteacher to account for the implementation of this policy

The Headteacher

The Headteacher is responsible for:

- 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
- Issuing fixed-penalty notices, where necessary
- Carrying out home visits to safeguard pupils, where necessary

The Attendance Officer

The senior leader responsible for the school's strategic approach to attendance is Hattie Friedman. To contact Hattie Friedman regarding attendance, please contact the school office to make an appointment.

The school attendance officer:

- monitors attendance data across the school, for groups and at an individual pupil level
- reports concerns about attendance to the Headteacher
- works with Early Help to tackle persistent absence

- arranges calls and meetings with parents to discuss attendance issues
- advises the Headteacher when to issue fixed-penalty notices
- carries out home visits to safeguard pupils, where necessary
- referring for fixed-penalty notices, where necessary, if authorised by the headteacher
- co-ordinating legal action in relation to school attendance in each borough.

Class teachers

Class teachers are responsible for:

- recording attendance on a daily basis, using the correct codes, and submitting this information to the school office
- talking about the importance of good attendance with their class every day e.g. when completing the register
- celebrating good attendance
- alerting SLT about any attendance concerns

Office staff

School office staff are responsible for:

- taking calls from parents about absence and recording it on the school system responding to messages about attendance left on the school answerphone first day calling if absence has not been reported, including calling all available numbers listed for a child if there is no answer
- asking for and viewing evidence of appointments informing SLT about unauthorised absence and absence of any pupils at risk of persistent absenteeism
- checking registers have been completed with the correct codes and adding additional information to the register
- Emailing the head teacher and the deputy head to them know who is absent, for what reason and what action has been taken by 9:45am

Parents/carers (see appendix 2)

All parents and carers are expected to:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness) and not later than 9:30am on the day of absence.
- Only request leave of absence in exceptional circumstances and do so in advance using the Request for Leave of Absence During Term Time form. (See Appendix 1)
- Book any medical appointments around the school day where possible.

5. Recording attendance

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
- Unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made. Pupils must arrive in school by 8:45 am on each school day.

The register for the first session will be taken by 8:50 am and will be kept open until 9:30 am. The register for the second session will be taken at 1:00pm and will be kept open until 1:30 pm.

See Chapter 8 of Working together to improve school attendance for the DfE attendance codes.

Unplanned absence

If a child is unable to attend school due to an unexpected reason, the parent/carer must notify the school office by 9:30am. Please inform the office by email or phone, stating your child's full name, class and the reason for not attending school.

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

The school 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. 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/carers will be notified of this in advance.

Planned Absence

We strongly 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. Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Evidence, such as an appointment card, letter or text confirmation of an appointment should be shown to the school office. The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Read section 5 to find out which term-time absences the school can authorise.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed (up to and including 9:30 will be marked as late, using the appropriate code L
- After the register has closed (9:31 onwards) will be marked as an unauthorised absence, using the appropriate code U
- Call their parent/carer on the first day of absence to ascertain the reason.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use
- Ensure proper safeguarding action is taken where necessary

In cases where it is not possible to contact the parent/carer, the school will call other contacts listed for the child. The school may email/text the parent/carer as well if there is no response

If, after three days we have had no contact from parents or other contacts listed for the child then we will contact the police

Step 1: If your child is late three times or more within a 6-week period, you will receive a letter informing you of this.

Step 2: If your child continues to be late after receiving this letter, you will be invited for a meeting with the attendance officer to discuss strategies to support punctuality including attending breakfast club.

If your child is recorded as late after the register has closed 8 times within a 6-week period, we have a duty to make a referral to the Local Authority and they may issue you with a fine.

Following up absence

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

- Call their parent/carer on the first day of absence to ascertain the reason
- The office staff will email the Headteacher and Deputy Head to let them know who is absent, for what reason and what action has been taken by 9:45am
- Identify whether the absence is approved or not
- Identify the correct attendance code to use
- Ensure proper safeguarding action is taken where necessary
- In cases where it is not possible to contact the parent/carer, the school will call other contacts listed for the child. The school may email/text the parent/carer as well if there is no response
- If, after three days we have had no contact from parents or other contacts listed for the child then we will contact the police

Reporting to parents

Parents/carers will be informed of their child's attendance on a half termly basis. If attendance is less than 93% we will contact you to let you know and discuss what support may need to be put in place to ensure attendance improve. At the end of the academic year, your child's attendance will be included in their end of year report.

6. Authorised and unauthorised absence

Approval for term-time absence

If you need to request leave from school during term time for your child, you will need to complete the term time leave form (available from the school office) and provide any additional evidence, which will then be considered by the Headteacher. This form should be completed a minimum of two weeks prior to the requested leave period. The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

Exceptional Circumstances

Exceptional leave is **NOT**:

- Availability of cheap flights and/or holidays
- Availability of desired accommodation
- Parent/carer work commitments
- Poor weather experienced during school holiday periods
- Overlap with the beginning or end of term, half term
- Visiting relatives abroad

Exceptional leave **MAY** be:

- Where an absence from school is recommended by a health professional as part of a child's rehabilitation from a medical or emotional issue
- The death or terminal illness of a child's parent or sibling

The Headteacher will only authorise leave if they are satisfied that the circumstances are truly exceptional. Evidence would be required in each case. We will only be able to authorize two days for exceptional circumstances.

When considering exceptional term time leave requests, the following factors may be taken into consideration:

- Time of the academic year when the leave has been requested
- Duration of the absence – number of school days being missed
- The child's current and previous attendance and punctuality rate
- Exceptional term time leave requested/taken in previous academic years for a similar purpose

- Whether parent/carers have considered limiting the amount of time the child would be absent from school e.g. around school holiday
- Have alternative care arrangements been considered by the parent/carer to limit the time away from school
- Impact of any interventions, assessments or referrals being undertaken with the child or family e.g. family support, social care assessments, CAMHS, SEN
- The impact that the absence will have on the child
- Whether it falls within any key stage national tests or during transition

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

- Illness and medical/dental appointments (see section 4 for more details)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents belong, for example Eid, Yom Kippur, Diwali. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart. One day of Religious Observance can be authorised per term.
- Traveller pupils 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

Holidays:

General family holidays taken during term time will be unauthorized.

Extended holidays taken overseas are a common reason stated for absence. We know that this can present difficulties with more expensive air fares, but in choosing to send a child to St Peter’s, parents must adhere to this attendance policy and not take their child out of school during term times. A key reason for this is not just the adverse effect on the education of the child taking the holiday, but the effect the absence has on other children in the class. This is often compounded by parents taking children on holiday in term time who then ask the teacher for extra work (which we do not provide).

Those reasons for which authorisation for absence MAY be granted will be judged on an individual basis. In these circumstances, we will ask for proof or evidence to support the reasons for absence. Where a child returns back to school after the start of term time and gives a reason for doing so, we must be provided with evidence of the original date they had planned

to return to the UK before the start of school. If this evidence cannot be supplied then a referral will be made to the Local Authority and a penalty notice may be issued.

Private Tutoring:

It is not our policy to authorise absence for private tutoring. An exception may be made for specific learning difficulties or educational needs and will be discussed and decided between the Headteacher and the Local Authority.

7. Circumstances where a Penalty Notice may be issued

The issue of a penalty notice may be considered in cases where a pupil is absent from school and the absence is unauthorised. A penalty notice can be used by schools as an alternative to a referral to Early Help Services in RBKC and WCC in cases of persistent non-attendance.

A penalty notice may be considered appropriate in the following circumstances:

- cases of overt truancy
- cases of parentally condoned absence, where this can be demonstrated.
- instances where parents take children out of school for holidays/leave in term time, without the head teacher's prior agreement
- instances of excessive delayed return from holidays/leave in term-time, without prior school agreement.
- persistent lateness (unauthorised)
- where a child has been excluded from school and is found in a public place during school hours without reasonable justification within the first five days of the exclusion period.

To ensure consistency across the Bi-Borough, penalty notice referrals will be considered in cases of unauthorised absence where:

- They are likely to be effective in improving attendance rates; and
- The pupil concerned has failed to attend school regularly over a 10 week period (when their attendance has fallen below 85%) and/or
- Holiday/leave amounting to 10 or more sessions (5 days) is deliberately taken in term time despite the head teacher not agreeing or leave not being requested by parents.
- For excluded pupils found in a public place during school hours, individual circumstances of each case must be carefully considered before a decision to issue a Notice. Reasons may include medical emergencies of parent or child, or pre-arranged medical appointment.

- Where families include more than one pupil with poor attendance, multiple penalty notices may be issued, but this should be subject to careful consideration and co-ordination across schools and local authorities.

8. Penalty Notice National Threshold

When we become aware that the national threshold has been met, we will make a referral to the Local Authority and they must consider whether a penalty notice can and should be issued or not. The national threshold has been met when a pupil has been recorded as absent for 10 sessions (usually equivalent to 5 school days) within 10 school weeks.

A school week means any week in which there is at least one school session recorded. The period of 10 weeks may span different terms or school years (e.g. 2 sessions in the Summer Term and a further 8 in the subsequent Autumn Term).

Unauthorised absence includes one or any combination of the following codes:

- Code G (the pupil is absent without leave for the purpose of a holiday),
- Code N (the circumstances of the pupil's absence have not yet been established),
- Code O (none of the other rows of Table 3 in regulation 10(3) of the School Attendance (Pupil Registration) (England) Regulations 2024 applies)
- Code U (the pupil attended after the taking of the register ended but before the end of the session, where no other code applies)

If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used (this may include legal interventions available to the local authority).

For the purpose of the escalation process, previous penalty notices include those not paid (including where prosecution was taken forward if the parent pleaded or was found guilty) but not those which were withdrawn.

If in an individual case the local authority (or other authorised officer) believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met (For example, unauthorised holiday in term time).

Fines

Your local council can give **each parent** a fine of £80, rising to £160 if you do not pay within 21 days. From the 2024 to 2025 school year, **each parent** will only get up to 2 fines for the same child in a 3-year period.

If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school.

If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

9. Procedure for Issuing Penalty Notices

The Attendance Officer will implement the issuing of penalty notices on behalf of RBKC and WCC under the authority of the Director of Children's Services to whom responsibility is delegated by law.

The Attendance Officer will receive a fully completed referral form, with accompanying documentation, and consider written requests to issue penalty notices.

This will ensure that there is; 30.1 no duplication of notices being served

A notice is not issued when legal proceedings are being contemplated under Education Act s444 or an application for an ESO is planned/being made.

The Attendance Officer will check that:

- All relevant information has been provided
- the circumstances of the pupil's absence meets all the requirements of this Code of Conduct
- the issue of a penalty notice does not conflict with other intervention strategies in place or other enforcement sanctions already being processed;
- other support services are appropriately consulted.
- The Attendance Officer will consider whether the issuing of a penalty notice is likely to improve attendance.
- The Attendance Officer will respond to all requests within ten school days of receipt of a referral. If the Officer decides that the threshold has been met a penalty notice will be issued.
- A penalty notice will only be issued by post. Penalty notices will not be issued "on the spot" as this does not allow for the collation of evidence.

Arrangements for payment will be detailed on the penalty notice. The local authority retains any revenue from penalty notices to contribute to enforcement costs (collection or prosecution in the event of non-payment).

Payment of a penalty notice discharges the parents' or carers' liability for the period in question. This means that parents or carers cannot subsequently be prosecuted for their failure to ensure that their children are attending school regularly and punctually under other enforcement powers for the period covered by the penalty notice.

In the first instance, payment of a penalty notice within 21 days is £80 and payment after this time but within 28 days is £160. A second penalty notice will result in the full rate of £160. Failure to pay the fine after 28 days will result in consideration being given to prosecution in the Magistrate's Court.

Cases of non-payment of a penalty notice, may trigger consideration of prosecution of parents/carers in the Magistrate's Court (Education Act 1996 s.444(1) & 444 (1a)).

The Attendance Officer can only withdraw penalty notices in the following limited circumstances: Where it ought not to have been issued, where it has been issued outside the terms of the local code of conduct, where no offence has been committed, where it has been issued to the wrong person.

10. Key considerations prior to issuing a Penalty Notice

The following considerations will be made before issuing (or requesting that another authorised officer issues) a penalty notice to ensure consistency of approach:

- In cases where support is not appropriate (for example, for holidays in term time), consider on a case by case basis:
Is a penalty notice the best available tool to improve attendance and change parental behaviour for this particular family or would one of the other legal interventions be more appropriate?
- Is issuing a penalty notice in this case appropriate after considering any obligations under the Equality Act 2010?

In cases where support is appropriate, consider on a case-by-case basis:

- Has sufficient support already been provided? Sufficient support will usually include: family engagement, needs assessment, attendance contract, provision of pastoral care, securing access to services, exploring referral pathways, consultation with the local authority.
- Is a penalty notice the best available tool to improve attendance and change parental behaviour for this particular family or would one of the other legal interventions be more appropriate?

- Is issuing a penalty notice in this case appropriate after considering any obligations under the Equality Act 2010

If the answer to the above questions is 'yes', then a penalty notice (or a notice to improve in cases where support is appropriate) will usually be issued.

11. Notice to Improve Attendance

A notice to improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued. If the national threshold has been met and support is appropriate but offers of support have not been engaged with by the parent or have not worked, a notice to improve should usually be sent to give parents a final chance to engage in support. An authorised officer can choose not to use one in any case, including cases where support is appropriate, but they do not expect a notice to improve would have any impact on a parent's behaviour (e.g. because the parent has already received one for a similar offence).

The process for the local authority issuing a Notice to Improve will include:

- Completed referral submitted by a school representative delegated by the head teacher within a specified time frame (2 weeks of the end date of the period of persistent absence of 10 unauthorised sessions in 10 weeks).
- Supporting documentation will include formal notification of the referral and evidence of school measures in place within the 10 week period of persistent absence (family engagement, assessment and intervention strategies).
- Where evidence provided is not satisfactory, schools will be advised by the local authority on supportive measures. An opportunity may be available for schools to resubmit the referral where time scales permit.
- Where a school provides evidence that support has not been engaged with or has not been impactful, the local authority may issue a Notice to Improve within a period of 3 school weeks (15 school days).
- Following the improvement period, the school will inform the local authority of the outcome of monitoring by providing an updated attendance certificate. The case will not be progressed if this information is not received on request.
- Where further incidents of absence (4 unauthorised sessions) are recorded within the improvement period of 3 school weeks (15 days), a penalty notice may then be issued by the local authority in agreement with the school as referral agent

11. Promoting and incentivising good attendance and punctuality

At St Peter's we have high expectations for attendance and expect all pupils to aim for attendance above 96%. We recognise that promoting good attendance is the responsibility of

all members of school staff and an embedded part of our school culture. To promote good attendance and to reduce persistent and severe absenteeism we do the following:

Praise/Celebration

Good attendance and punctuality are promoted throughout the school by all members of the school staff. Children are reminded by their class teacher of the importance of being on time and at school. Links are made to being away from school and missing out on learning and social experiences. For example, class teachers may comment when completing the register, "I am so pleased that you are all here at school and on time today so we can do our best learning". On the school grounds, there is an attendance display which is updated each week to share the attendance percentage of each class as well as key information about the impact of missed learning. This information is easily accessible for parents and children.

12. Attendance monitoring

The attendance officer monitors pupil absence on a weekly basis, and monitors persistent absentees on a daily basis with the Administration Assistant. Attendance is monitored for the whole school, each class, groups of pupils and individuals. Data is used to identify pupils at risk of poor attendance, including attendance data from the previous academic year. In order to reduce persistent absenteeism, the school monitors attendance data and takes the actions below:

Pupils at risk of becoming persistently absent

If a pupil's absence reaches 8%, they are at risk of becoming persistently absent, therefore the parent/carer will be invited to a meeting with the attendance officer in school.

During this meeting:

- the reasons for absence will be discussed
- targets will be set
- an Attendance Contract will be written and signed by the school, the parent/carer and where appropriate by pupils (those in years 4, 5 or 6)
- if out of school barriers to attendance are identified, the school will signpost and support access to any required services

The Attendance Contract will set targets and a monitoring period for attendance to be improved. These targets will be reviewed at the end of the monitoring period. If absence is still at 8% or greater at the end of the monitoring period, the school may make a referral to Early Help.

Persistently absent pupils

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. If a pupil's absence reaches this level, in addition to the support for pupils at risk of becoming persistently absent, the school will:

- put additional targeted support in place to remove any barriers (through referral to other agencies where possible, including the school nurse, the Mental Health Support Team, the SENDCo, Early Help or other services)

Where support is not working, being engaged with or appropriate, the school will work with the local authority on legal intervention.

Severely absent pupils

The severely absent threshold is 50%. If a pupil's individual overall absence rate is greater than or equal to 50%, the pupil will be classified as severely absent. If a pupil's absence reaches this level, in addition to the support for pupils who are persistently absent, the school will:

- Agree a joint approach for all severely absent pupils with the local authority

Support for pupils with medical conditions or SEND with poor attendance

The school will maintain the same ambition for attendance for all pupils and we will work with pupils and parents/carers to maximise attendance. The SENDCo and attendance officer regularly monitor attendance data for pupils with an EHCP and those receiving SEN support in school.

Where required, the school will put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed. The school will consider additional support from wider services and external partners and make referrals when needed.

Looked After and Previously Looked After Pupils

The attendance of LAC is carefully monitored and reported daily to the relevant Local Authority. Parents and Carers of LAC & PLAC will be contacted regarding unauthorised absences daily. Concerns regarding attendance including identified patterns of absence will be raised with parents, carers, social workers and professionals.

National and local attendance data

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, using the View Your Education Data DfE website. [View your education data](#)

St Peter's collects attendance data using SIMS and INSIGHT. Registers are legal records and all schools must preserve every entry in the attendance or admission register for 3 years from the date of entry. The data is used to track the attendance of individual pupils, to identify trends in absence for groups of children and to monitor and evaluate those children identified as being in need of intervention or support. The data is used to track the attendance of individual pupils, to identify trends in absence for groups of children and to monitor and evaluate those children identified as being in need of intervention or support.

13. Part-time timetables

All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs.

If a child required a part-time table this will be discussed in a meeting between SLT/the SENDCo and parents/carers. The arrangement will be regularly reviewed and where suitable the amount of time will be extended until the child is attending full-time. In agreeing to a part-time timetable, the school has agreed to a pupil being absent from school for part of the week or day and therefore the absence of part of the day will be authorised.

The Local Authority will be informed about any part-time timetables that have been agreed with parents, why it is in the best interests of the pupil and the review date. If the child has an EHCP, the SEND team at the Local Authority will also be informed about why it is in the best interests of the pupil and the review date.

14. Alternative Provision Placement

When a child is attending an alternative provision, we maintain regular weekly contact with the AP in order to provide assurance that the child is regularly attending. We also let the AP know if the child has missed a day of school at St Peter's.

15. Safeguarding

Children Missing In Education (CME)

A child going missing from school is a potential indicator of abuse or neglect and, as such, these children are increasingly at risk of being victims of harm, exploitation or radicalisation. Staff will monitor pupils that go missing from the school, particularly on repeat occasions, and report them to the Designated Safeguarding Lead following normal safeguarding procedures.

St Peter's will inform Westminster City Council of any pupil who fails to attend regularly, or has been absent without the school's permission for a continuous period of 10 school days or more. If a child is missing from school and the school has not been contacted as to reason for the absence the school will:

- make on-going attempts, beginning on day one of any unexplained absence, to contact the pupil's parents/carers either by telephone, email or text
- make further attempts to contact the parents/carers, either by letter or by carrying out a home visit contact any other schools where the pupil or their siblings are known to have been pupils e.g. secondary schools/nursery settings etc.
- sensitively check with the pupil's peer group to ascertain if they are aware of any change in the pupil's place of residency
- contact any relevant agency, for example children's services
- notify the local authority regarding the child's on going absence

Female Genital Mutilation (FGM)

Prolonged or repeated absence from school is one of the signs that a girl may be at risk of FGM. If staff have any concerns that a girl is at risk of FGM or that FGM has taken place, they will follow the procedures set out in the safeguarding policy following Keeping Children Safe In Education 2022.

16. 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 attendance officer. At every review, the policy will be approved by the full governing board.

17. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1



Request for Leave of Absence During Term Time - Guidance Notes for Parents

Please note: General family holidays taken during term time will be unauthorised.

1. Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete the form and return it to the school office for the attention of the Headteacher. This form should be completed *a minimum of two weeks prior* to the requested leave period. Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request.
2. The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time.
3. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are 'exceptional circumstances'. The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'.

Exceptional Circumstances are NOT:

- Availability of cheap flights and/or holidays
- Availability of desired accommodation
- Parent/carer work commitments
- Poor weather experienced during school holiday periods
- Overlap with the beginning or end of term, half term
- Visiting relatives abroad
- Family weddings abroad

In any case, if 'exceptional circumstances' are agreed the Headteacher will **only authorise two days**.

4. Each case will be considered individually and on its own merits. Parents, therefore, need to consider very carefully before making any request for leave in term time, the demands of the National and wider School Curriculum especially at the Key Stage assessment stage.
5. Should the School decide not to grant the leave and parents still take their child out of school the absence will be recorded as unauthorised which may be subject to a Penalty Notice. When the national threshold for a **Penalty Notice** has been met (pupil has been recorded as absent for 10 sessions, equivalent to 5 school days, within 10 school weeks) we will make a referral to the Local Authority and they may decide to issue a fine.

In the first instance, payment within 21 days of receipt of a notice is £80 and £160 if paid after this but within 28 days. In the case of a repeated offence, a second fine for the same child within any three-year period will be charged at the higher rate of £160. Fines will be capped at two penalty notices within any three-year period. Once this limit has been reached, other action will be considered.



Request for Leave of Absence During Term Time

Please complete this form and return it to the school office at least two weeks before the requested leave dates.

Pupil Details

- Pupil's Full Name: _____ Date of Birth: _____
 - Year Group/Class: _____
 - Name of Parent/Carer making this request: _____
 - Relationship to Pupil: _____
-

Leave of Absence Details

- Requested Start Date of Leave: _____
- Requested End Date of Leave: _____
- Total Number of School Days Requested: _____

Reason for Leave Request: *Please provide detailed information about the exceptional circumstances that justify this request. Attach additional sheets if necessary.*

Impact on Education: *Please explain how you will support your child's education during this period of absence.*

Parent/Carer Declaration

- I understand that leave of absence is only granted in exceptional circumstances and that the decision rests with the Headteacher.
- I acknowledge that if leave is granted, the absence will be recorded as authorised.
- I understand that if leave is taken without permission, it will be recorded as unauthorised and may result in further action.





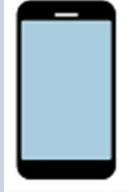
Signature of Parent/Carer: _____ **Date:** _____

For School Use Only

- Date Request Received: _____
 - Decision: Approved Declined 2 Days Exceptional Circumstances Approved Yes No
 - Reason for Decision (if declined or any conditions applied): _____
-

Headteacher's Signature: _____ Date: _____

Attendance: Your Role as a Parent

 <p>Make sure your child attends every day on time!</p> <p><i>96% is our whole school target.</i></p>	 <p>Notify the school as soon as possible, or at the latest by 9:30am, on the first day of absence by phoning the school office on 0207 186 0082.</p> <p>We are here to support.</p>	 <p>Try to make all medical appointments (doctors, dentist and hospital) out of school time.</p> <p>Please note we require sight of appointments made.</p>
 <p>Talk positively about going to school. Encourage your child to take responsibility for being on time for school</p>	 <p>Ensure your child has a good bedtime routine and has around 10 hours sleep so they will not be too tired to get up in the morning for school.</p>	 <p>Work with the school and the local authority to help them understand their/your barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>
 <p>If invited to attend a meeting, come and speak to us. If your child is on an attendance contract, ensure that actions that have been agreed are undertaken.</p>	 <p>Monitor your child's screen time to ensure they are not experiencing any difficulties that may prevent them from wanting to attend school.</p>	 <p>We will not authorise any holiday during term time.</p> <p>We understand that very occasionally it may fall under exceptional leave but this is at the Headteacher's discretion. You can find examples of what constitutes exceptional leave in our policy.</p>