



## Pirton Hill Primary School

### Attendance Policy (Autumn 2024 –Autumn 2027)

Originated by: C.Ellis  
Ratified by Governors: Autumn 2024  
Review date: Autumn 2027

*This policy has been written in conjunction with local schools to ensure that children and parents are given consistent messages about the importance of good attendance and procedures relating to attendance.*

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- **1. Overarching Values**

**Expect:**

*We all **expect** to work hard, and meet our own high expectations, in a safe environment with access to high quality resources and opportunities that broaden our horizons.*

**Believe:**

*We all **believe** in ourselves, and each other, and know that everyone has something special to contribute.*

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**Achieve:**

*We all have the opportunity to **achieve**, and fulfil our potential, regardless of our backgrounds.*

**Enjoy:**

*We all strive to develop passionate and determined life-long learners who **enjoy** learning, understand how to progress and take pleasure in succeeding.*

## **2. Introduction**

**2.1 The law states that a pupil is required to attend regularly at the school where he, or she, is a registered pupil.**

2.2 For the children to gain the greatest benefit from their education it is vital that they attend regularly and it is expected that every child should be at school, on time, every day the school is open unless there are exceptional circumstances, and it is the *headteacher/principal*, not the parent, who can authorise the absence.

2.3 Children who are persistently late or absent from school soon fall behind with their learning. Children who are absent from school frequently, develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

2.4 The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

2.5 All staff are committed to working with parents to ensure as high a level of attendance as possible.

2.6 The school will take appropriate action when necessary in order to promote the aims of the policy.

The name and contact details of the Senior Attendance Champion – the senior leader responsible for the strategic approach to attendance in our school, is:

Mrs Cristelle Ellis [admin@pirtonhill.co.uk](mailto:admin@pirtonhill.co.uk) 01582 507924

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

Mr Israr Baig [admin@pirtonhill.co.uk](mailto:admin@pirtonhill.co.uk) 01582 507924

### 3. Aims and Objectives

3.1 This attendance policy ensures that all parents, staff and governors in our school are fully aware of and are clear about the actions necessary to promote good attendance and punctuality that are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances.

3.2 Through this policy, we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- **Achieve a minimum of 97% attendance for all children, with the exception of those with chronic health issues.**
- Create an ethos in which good attendance and punctuality is recognised as the norm and are clearly valued by the school.
- Raise awareness for parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to Nursery and Reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.

### 4. Targets and Definitions

4.1 As a school we set targets for attendance to provide parents with a consistent view of what good, regular attendance looks like. The whole school target is published annually but we aim for all children to achieve a minimum of 97% attendance (*which allows up to 5 days illness during the year*).

#### 4.2 Attendance Definitions

Definition	Percentage	Expected Impact
Good Attendance	98.0% - 100%	Children will not miss learning and can be expected to make strong academic progress
Satisfactory Attendance	97.0% - 97.9%	Children may miss some small parts of learning but should still make expected academic progress may not be good enough
Very Low Attendance	Below 96.9 %	Children are likely to miss significant learning steps are more likely to fall behind their peers

4.3 These definitions will be used in all communication to parents (*e.g. reports*) and as the basis for attendance reward systems (*see section 8*).

## 5. Responsibilities

### 5.1 Parents and Carers

The law entitles every child of compulsory school age (term after fifth birthday and last Friday in June for Year 11) 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 other than at a school. However, where school attendance problems occur, the key to resolving these problems is engaging the child through collaborative working between the parent, the school and the Local Authority. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and 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.

Parents should:

- Ensure their child attends school regularly
- Ensure their child is punctual for school.
- Ensure their child is appropriately dressed and in a condition to learn.
- Comply with the attendance policy.
- Make sure their child understands the reasons for good attendance and punctuality.
- Make sure appointments are made outside of school hours wherever possible and show evidence of the appointment when it is not.
- Notify the school when their child is absent as soon as possible.
- Provide a written explanation for their child's absence on their child's return to school.
- Follow the procedure for term time leave
- Only allow absence from school for legitimate reasons.
- Work in partnership with the school.

### 5.2 The School

The school will:

- Have a registration system that is accurate, informative and understood.
- Analyse data regularly and identify the actions that need to be taken.
- Follow up unexplained absences promptly.
- Ensure that attendance and punctuality have a high profile in communications with parents.
- Have clear written guidance for parents.
- Promote good attendance and punctuality for all.
- Work in partnership with families and the Educational Welfare Service.
- Inform parents of their child's attendance regularly during the school year.
- Set and monitor progress towards annual targets for attendance.
- Evaluate the effectiveness of the Attendance Policy
- Submit a daily attendance return to the Department of Education, in line with the legal expectations placed on all schools

### 5.3 The Local Authority Attendance Support Service

The Local Authority Attendance Support Service will:

- Monitor registers.

- Identify pupils/families with attendance difficulties.
- Agree time limited action which needs to be taken by the school.
- Feedback on the progress of cases and exchange of information.
- Issue penalty notices where applicable.
- Provide advice to 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.

In addition, all schools follow the DfE’s statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## 6. Understanding types of absence

6.1 Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing. This is why information about the cause of any absence is always required. Each half-day is known as a ‘session’.

6.1.1 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.

6.2 Authorised absences are mornings or afternoons away from school for a good reason like illness. (although you will be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

6.3 Illness is unavoidable and there will be the odd occasion when a child is too unwell to attend school. Whilst it is crucial that they get back to their learning as soon as possible, it is also important that they do not return to school too quickly and risk infecting other children. The school follows the HSC Public Health Agency: Guidance on infection control in schools (March 2017) which outlines the recommended period to be kept away from school.

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

6.5 Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the school using sanctions and/or legal proceedings. This includes, but 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
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school after the register has closed, they are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an unauthorised absence for the session;
- shopping, looking after an adult or other children or birthdays
- day trips and leave (inc. holidays) in term time which have not been agreed.
- other leave of absence in term time which has not been agreed.

#### 6.6 Persistent Absenteeism (PA) and Severe Absenteeism (SA)

- 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 to be 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.

### **7. School Procedures**

#### 7.1 Maintaining Attendance Registers

All attendance records are documented using SIMs software, which is supported by the Local Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

#### 7.2 Registration

School doors open at 8.45am and remain open until 8.55 am. This time is sufficient for all pupils to settle into their classroom. Once doors are closed at 8.55am, pupils must enter school via the school office.

In accordance with the Regulations, if a child arrives after the register has closed they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that the parent could face the possibility of a Penalty Notice if the problem persists and the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with Ms Laine Simpson.(EWO) and/or Miss Burton, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and, as a school, we celebrate good class and individual punctuality.

### 7.3 Absences

7.3.1 Parents/carers are expected to contact the school on the first day of their child's absence before 8:30am. When parents/carers notify the school of their child's absence it is important that they provide us with details of the reason for their absence.

7.3.2 All absences are recorded as either authorised or unauthorised absences onto the SIMS attendance system. It is important that the school receives accurate information from parents/carers with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the sole responsibility to determine whether absences are authorised or unauthorised.

7.3.3 Pupils must not leave the school premises during the school day without permission from the Headteacher in consultation with the parents. Routine medical or dental appointments are discouraged in school time because of the disruption that they cause. However, where appointments in school time are absolutely necessary, pupils are encouraged to attend school for part of the day depending on the time of the appointment.

7.3.4 Permission to be excused from PE or Swimming should be made in writing to the teacher concerned and should only be for medical reasons. An explanatory note from a medical professional may be required should the class teacher see it as necessary to confirm and endorse the request.

### 7.4 First Day Response Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent/carer, then we initiate a first day contact process by school /parent communication app or telephone. Office staff check all of the registers between 9.00am and 9.30am on a daily basis, to identify those pupils who are absent. If we are unaware why the child is absent, then we will contact the parent to check the reasons for the child's absence. This is due to safeguarding reasons to ensure we know the child is safe and not lost on the way to school. If it is not possible to contact the parent, school staff may conduct a same-day home visit.

### 7.5 Late Collection from School

7.5.1 The school recognises that when a child is not collected or the adult collecting is delayed this is distressing for the child and school staff will reassure the child in order to cause as little upset as possible.

7.5.2 The school has clear end of day procedures:

- for children in Reception to Year 3 pupils are handed over to their parent or agreed adult; *and*
- for children in Years 4, 5 and 6, where written permission has been received, pupils are dismissed from the classroom but are reminded regularly to return to school if they are expecting a parent to collect them and they are not there.

7.5.3 When there is a change to the end of the day arrangements we ask that parents inform either the school office or the class teacher.

- In the event that the parent/carer is running late or has made alternative plans with a friend/relative they should ring the school to advise us of those changes so that both the teacher and child are aware.
- If it appears that there have been no alternative arrangements made for the collection of a child by the parent/carer, the school staff should take the following steps:
  - Emails are checked to see if there are any changes to the end of day arrangements
  - Parents/ carers are contacted at home or work
  - If this is unsuccessful other authorised adults are contacted
  - In the meantime the child will wait near the office under adult supervision
  - If it is not possible to contact any of the authorised adults by 4.20pm, the school will need to contact the police, as per the school's Safeguarding Policy, giving the child's details i.e. name, DOB, address, names of parents/carer's and any other contact details.
  - Children's Social Care may also be informed
  - If the police cannot locate an appropriate adult to come for the child, they will notify children's social care via the emergency duty team, who will arrange for the child to be cared for, (possibly with foster carers).
  - The police may decide to take the Police Protection Order (PPO) as part of this process.
  - If there are two or more such episodes within a six week period, staff will make a referral to Children's Social Care.
  - A full report of the incident will be written and recorded in school records.

#### 7.6. Charges for Late Collection / Non-Collection of Children

7.6.1 Under Section 457 of the Education Act 1996 and relevant Regulations the school Governing Body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity. Late collection messages will be sent to parents after three late collections, during a half term period. This clearly states the three occasions, minutes late in total, future EWO involvement, possibly a safeguarding referral to Social care and future actions taken by the school. Additional late collections will result in a formal letter (*Appendix 2*), which will be used for any Social Care referrals, and forms to complete detailing reasons for subsequent late collections. (*Appendix 3*)

7.6.2 The Governing Body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

7.6.3 The Governing Body has decided that, except in emergency situations, where children are not collected from the school at the appropriate time at the end of the school day or after school activity ending, then the child will be placed in the schools after school care provision and **a charge will be made to the child's parent or carer**. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection. The parent will be issued with a charge to WEDUC and be expected pay. Failure to pay will lead to further action being taken.

6.6.4 The school accepts that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

#### 6.7 Late Collection from After School Clubs / Sports Activities

- Where children are collected more than 10 minutes late from a school-run after-school club on 2 occasions they will automatically lose their place at after school clubs for the rest of the academic year.
- If children are collected late or not collected, the Procedures for Non-Collected Children will apply (*as outlined in 7.6*)

### 8. Monitoring Attendance / Punctuality

8.1 Attendance and punctuality are monitored daily.

8.2 The Attendance Officer (or Pastoral Worker) will contact families whose child is absent on the first day of absence where no reason has previously been given or where attendance has already been identified as low.

8.3 Attendance data will be collected at least monthly to establish patterns of irregular attendance. This will include children with incomplete weeks; Monday and Friday absences; lateness; periods of extended absence; periods of un-authorised; and all children with attendance below 97%. This data will be discussed with the EWO as part of the regular meetings.

8.4 The Head teacher, Attendance Officer and EWO will discuss the impact of the School's Attendance Policy, attendance target and the strategies used to promote good attendance annually and the Head teacher will report on attendance to the Governors termly.

8.5 Attendance data will be reported to the parents twice a year, in January in the mid-year report and at the end of the academic year with their child's annual report. In order to give parents/carers a benchmark to their child's attendance all information will refer to the school definitions (see 4.2). Parents are given information about class, year group, and whole school attendance through whole school newsletters.

8.6 The EWO checks the attendance of all children regularly to identify patterns. This data is shared with the DfE and Local Authority

8.7 Three times a year the school completes the DfE return as per guidelines.

### 9. Promoting / Supporting Regular Attendance

9.1 To help us all to focus on promoting and celebrating good attendance we will:

- Give parents regular updates on whole school attendance in the whole school newsletter;
- Report to parents (twice yearly) what their child's attendance and punctuality rates are in relation to the school target; and



- Reward good or improving attendance through:
  - Weekly Attendance Cup for the class with the best attendance;
  - Visiting KS1 Teddy for a child for 100% attendance who is selected from a draw
  - Weekly Class Chocolate Prizes – for 100% attendance (whole class);
  - End of Term Pop Up Shop – individuals will be able to select from an array of prizes (*i.e. stationery, stickers, pocket money toys etc.*) based on attendance (100% - Two prizes; 97% -99.9% - One prize)
  - Pop-Up Mystery Family Prizes – *i.e. Cinema trips/vouchers etc will be informed of these & how to win them at different times throughout the year.*
  - End of Year Treat for individual 100% Attendance

9.2 Should a child's attendance, or regular 'late' marks, become a concern, parent(s) will be offered the opportunity of a school meeting to discuss any issues and to devise a plan to work together to improve this. At this stage parents will be asked to supply medical evidence and/or home visits will be conducted to enable the school to authorise any absence. The school will also seek support from other agencies *e.g. school nursing, health visitors or the Early Help Team.*

9.3 If a child's attendance fails to improve, parents will be required to meet with the Education Welfare Officer, where further strategies will be implemented to improve attendance (see sec. 9).

9.4 If a child attending Nursery has persistent absence (less than 92%) they will be at risk of losing their nursery place unless their attendance improves. The Pastoral worker will work with the parent/carer of these children to ensure their attendance improves.

#### 9.5 Understanding barriers to attendance

9.5.1 Children may occasionally have time off school because they are too unwell to attend, consequently this may result in their reluctance to return to 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 use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and 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 summary tables of responsibilities for school attendance.

The name and contact details of the school staff member pupils and parents should contact for more detailed support on attendance:

Ms Laine Simpson [ewo@pirtonhill.co.uk](mailto:ewo@pirtonhill.co.uk)

Mr Israr Baig [admin@pirtonhill.co.uk](mailto:admin@pirtonhill.co.uk) 01582 507924

## **10. Legislation and Local Authority Policy attendance support services**

Local Authority Attendance Specialists work strategically by offering support to schools, to reduce persistent absence and improve overall attendance.

Parents are expected to work with the school and local authority to address any attendance concerns. Parents 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 in the form of a Penalty Notice (*see Annex B*) for the Luton Code of Conduct or prosecution in the Magistrates Court.

### **10.1 School Attendance and the Law**

New legislation was passed in Spring Term 2024. The School Attendance (Pupil Registration) (England) Regulations 2024 which introduced a National Framework in England. 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. Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents 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.

### **10.2 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.

Where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, for example returning to school on the fourth day (before the five-day minimum) or using the days before and after school holiday dates during the academic year, or repeated absence for birthdays or other family events. The local authority will exercise discretion and consider issuing a penalty notice if appropriate.

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 may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

See Luton's Code of conduct

[https://www.luton.gov.uk/Education\\_and\\_learning/Lists/LutonDocuments/PDF/luton-pcn-code-of-conduct.pdf](https://www.luton.gov.uk/Education_and_learning/Lists/LutonDocuments/PDF/luton-pcn-code-of-conduct.pdf)

## 11. Absence During Term Time

**11.1 HEADTEACHERS MAY NOT GRANT ANY LEAVE OF ABSENCE DURING TERM TIME UNLESS THERE ARE EXCEPTIONAL CIRCUMSTANCES. 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."

11.2 The law does not give any entitlement to parents/carers to take their child on holiday during term time. 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.

School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents/carers can use for any activities other than school.

11.3 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 also 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 Luton Code of Conduct, in respect of each parent believed to have allowed the absence.

11.4 The headteacher/school may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances.

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

11.6 Authorisation is not appropriate in the following circumstances:

- Pupil's attendance is less than 97% in the current academic year and 95% in the previous 12 months
- In SATs Years 2 and 6 or any other public examination years.
- In a transition year - Year 3, Year 7
- At the beginning of any academic year
- Retrospectively
- If there are any other attendance concerns such as poor punctuality, student's ability to catch up on the work missed, etc.
- If leave of absence has already been taken in the same school year.

11.7 Applications for leave of absence

Requests must be made in advance or the absence cannot legally be authorised.

All requests must be made at least two weeks in advance to the Headteacher by completing the school application form (*see Appendix 1*). A parent/carer with whom the child resides must make the application even though the student may not be taking the proposed leave with them. **Both parents must sign the request.**

The form must be fully completed and you will receive a written response confirming if the request will be authorised or not. (appendix 1)

If leave is granted and you are travelling abroad you will need to supply the school with booking details and confirmation of your return flight tickets.

11.6 If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised (which is illegal) and noted in your child's records. On return, parents will be requested to complete a form informing the school about the recent unauthorised leave taken.

Where a parent/carer has taken their child on unauthorised leave of absence during term time for 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, a Penalty Notice can be issued under the Luton PN Code of Conduct.. Penalty Notices are per parent, per child as appropriate. Penalty Notices are an alternative to prosecution for failing to ensure a child's regular attendance and will only be used once per pupil in an academic year before prosecution takes place.

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 may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

Unpaid Penalty Notices appropriately issued, can result in prosecution for the absence in the magistrate's court. Please see Luton Penalty Notice Code of Conduct for further information.

#### **11.7 Failure to return to school on the date expected**

If there is a reason which delays the pupil in returning to school the parent/guardian must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken - this may protect you from receiving unauthorised absence for your child and a fine if they are unable to return on the date expected.

Each case will be assessed individually and medical evidence from abroad is not routinely accepted. Please note prolonged unauthorised absence from school can also result in your child's name being removed from the school roll and on return you would need to re-apply for another school place.

### **12. Policy Implementation**

12.1 The policy will be shared with all staff.

12.2 Parents will be informed of the attendance procedures via the school website, school induction meetings and newsletters.

## Annex A: DfE guidance Summary table of responsibilities for school attendance. From 19<sup>th</sup> August 2024

[https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary table of responsibilities for school attendance applies from 19 August 2024 .pdf](https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance_applies_from_19_August_2024_.pdf)

### All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Use data to understand patterns of attendance, compare with other local schools, identify areas of progress and where greater focus is needed.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

## Pupils at risk of becoming persistently absent

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p>	<p>Proactively use data to identify pupils at risk of persistent absence.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. If a case meets the local threshold for formal early help/family support, this includes conducting the early help assessment and acting as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Hold a regular conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, and there are multiple needs consider whether the threshold for early help is met and facilitate access where it is. Regardless, take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner in cases where threshold is met and all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p>

## Persistently absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continue support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through a referral to statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continue support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including attendance contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p>



## Severely absent pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p>	<p>Continue support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Continue support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p>

## Support for cohorts of pupils with lower attendance than their peers

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Not applicable.</p>	<p>Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.</p> <p>Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Track local attendance data to prioritise support and unblock area wide attendance barriers where they impact numerous schools.</p>



## Support for pupils with medical conditions or SEND with poor attendance

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, 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.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p>

## Support for pupils with a social worker

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p>	<p>Know who the pupils who have, or who have had, a social worker are.</p> <p>Understand how the welfare, safeguarding, and child protection issues that they are experiencing, or have experienced, can have an impact on attendance – whilst maintaining a culture of high aspiration for the cohort.</p> <p>Provide additional academic support and make reasonable adjustments to help them, recognising that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.</p> <p>Work in partnership with the local authority at a strategic and individual level, sharing data on attendance including, at an individual level, informing the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p>	<p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p>	<p>Ensure that all Children's Social Care practitioners, understand the importance of good attendance for pupil's educational progress, for their welfare and their wider development – and understand their role in improving it.</p> <p>Through the work of Virtual School Heads, they should:</p> <ul style="list-style-type: none"> <li>• Undertake systemic monitoring and data sharing of the attendance of children with a social worker in their area: developing and implementing targeted cohort level interventions to improve attendance.</li> <li>• Provide advice, challenge and training to schools on how to promote and secure good attendance for children with a social worker.</li> <li>• Develop whole system approaches, with social care, to support the attendance of children in need.</li> </ul>

## Looked after and previously looked after children

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
<p>Work with the school and local authority to help them understand the child's barriers to attendance – including the development of Personal Education Plans.</p> <p>Proactively engage with the support offered.</p>	<p>Have high expectations for the cohort – with expert support and leadership provided by the designated teacher for looked-after and previously looked-after pupils.</p> <p>Work in partnership with the local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked-after children that support good attendance.</p> <p>Work directly with parents to develop good home-school links that support good attendance. For previously looked-after pupils this could include discussion on use of the Pupil Premium Plus funding managed by the school.</p>	<p>Designate a member of staff to have responsibility for the promotion of the educational achievement of looked-after and previously looked-after pupils.</p> <p>Monitor and review attendance of the cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.</p>	<p>Promote the educational achievement of looked-after and previously looked-after children – doing everything possible to minimise disruption to education when a pupil enters care.</p> <p>(LA that looks after the child:) Appoint an expert Virtual School Head (VSH) – will:</p> <ul style="list-style-type: none"> <li>Monitor, report on, and evaluate the education outcomes of looked after children, including their attendance, as if they attended a single school- whenever they live or are educated.</li> <li>Ensure schools know when they have a pupil looked after by the authority on their role and that information is shared with the school on issues that may impact on their attendance.</li> <li>Ensure that all looked-after pupils have high quality, up to date, effective Personal Education Plans developed in partnership with schools, social workers and carers – including, where necessary, clear interventions and use of pupil premium plus funding to support good attendance.</li> <li>Provide expert advice and information on the education of previously looked-after pupils to schools and parents – including their attendance.</li> </ul>

## Monitoring

Parents:	Schools:	Academy trustees and governing bodies:	Local authorities:
<p>Schools regularly update parents on their child's attendance.</p> <p>(If parents feel the school and or local authority have not delivered what they are expected to they should discuss the case with the school and/or local authority's attendance support team.)</p>	<p>The school's Senior Attendance Champion will ensure all school based staff complete their attendance responsibilities in line with the school's policies and procedures.</p> <p>The governing board or academy trust will hold the headteacher or executive leadership to account for their delegated responsibilities and for compliance with regulatory and statutory requirements. They will review progress and provide challenge when required. The board will help school leaders focus improvement efforts on the individual pupils or cohorts who need it most and ensure that school staff receive adequate training on attendance.</p> <p>Ofsted will expect schools to do all they reasonably can to achieve the highest possible attendance as part of the behaviour and attitudes judgement. This includes, where attendance is not consistently at or above what could reasonably be expected, that schools have a strong understanding of the causes of absence (particularly for persistent and severe absence) and a clear strategy in place that takes account of those causes to improve attendance for all pupils.</p> <p>Ultimately, in cases where a school has not met expectations or statutory duties the Secretary of State can consider a complaint.</p>	<p>DfE Regions Group considers multi academy trusts' efforts on attendance as part of decision making.</p> <p>Ofsted considers governing bodies' efforts as part of inspections.</p>	<p>DfE Regions Group monitors local authority efforts as part of regular interaction.</p> <p>Ofsted may consider the local area partnership's approach to improving attendance of children and young people with SEND as part of the SEND Area Inspection, and the local authority's approach to improving attendance for children with a social worker through inspecting local authority children's services.</p> <p>Ultimately, in cases where a local authority has not met expectations or statutory duties the Local Government and Social Care Ombudsman or the Secretary of State can consider a complaint.</p>

**Appendix 1 – Term Time Leave Application Form**



**Pirton Hill Primary School**  
**Request for Leave of Absence from School During Term Time**

*To be completed by the Parent/carer*

Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Ethnicity \_\_\_\_\_ Date of birth \_\_\_\_\_

Date of absence request From \_\_\_\_\_ / \_\_\_\_\_ / 202\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / 202\_\_\_\_

Reason for application \_\_\_\_\_

**1<sup>st</sup> Parent/carer details**

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Date of application \_\_\_\_\_ / \_\_\_\_\_ / 202\_\_\_\_

**2<sup>nd</sup> Parent/carer details**

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

***I have read the leave of absence information overleaf***

Parent/carer signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

***School response and current attendance \_\_\_\_\_ %***

If the child has had previous term time leave, please state dates and number of days taken

***Leave agreed/Not agreed (delete) Date*** form returned to parent/s \_\_\_\_\_

***If leave is to be authorised, the following must be completed***

Travelling abroad? Yes/No Country \_\_\_\_\_ Return date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Proof of return date (tickets/e mail etc) \_\_\_\_\_

*Please see overleaf for further information regarding the policy on leave of absence from school*

### **Leave of Absence Guidance**

The Education (Pupil Registration) Regulations 2006 have been amended and come into force from 1<sup>st</sup> September 2013. **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Requests for leave of absence should not normally be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time. Head Teachers have the discretion to authorise leave of absence in **exceptional** circumstances and it is only for the Head Teacher to determine what is truly exceptional. School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents can use for any activities other than school.

### **Applications for Leave of absence**

Requests must be made in advance or the leave cannot be authorised. All requests should normally be made at least two weeks in advance to the Head Teacher by completing the school application form. A parent/adult with whom the child resides with must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed and you will receive a written response confirming if the request will be authorised or not. **If you are travelling abroad you will need to supply us with confirmation of your booking including date booked and return flight tickets, such as bringing a copy of the flight tickets into the school reception for us to copy.**

### **Unauthorised Absence**

If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised (which is illegal) and noted in your child's school records. Leave of absence can only be authorised by the Head Teacher.

***From Working Together to improve school attendance August 2024, the following rules apply:***

**Per Parent/Per Child Penalty Notices:** Penalty Notices for absences will be issued per child, per parent. This means that if multiple siblings are absent during term time and the absences are unauthorised by the school each parent will receive a separate fine for each child's absence. Penalty Notices will be issued by the local authority, and the payment will be made directly to them. This is dealt with by the local authority's **Attendance Support Team** (previously known as Education Welfare Service).

**First Offence Penalties:** The first penalty notice issued to each parent in respect of a particular pupil will be charged at: £160.00 if paid with 28 days. This will be reduced to £80 if paid within 21 days.

**Second Offence (within 3 years):** A second penalty notice issued to the same parent in respect of the same pupil is charged at: A flat rate of £160.00 if paid within 28 days.

**Third Offence and any further offences (within 3 years):** A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering **prosecution** but may include other tools such as one of the other attendance legal interventions.

**10 Sessions (5 days) of Unauthorised Absence in a 10-week period:** Penalty Notice Fines will be considered when there have been 10 sessions (which is the same as 5 days) of unauthorised absence in a 10-week period. There is no appeal process for a penalty notice. Unpaid Penalty Notices, result in prosecution for the absence in the magistrate's court. Please note all adults with care of the child are usually liable. Penalty Notices are an alternative to prosecution for failing to ensure a child's regular attendance and will only be used once per pupil in an academic year before prosecution takes place.

### **Failure to return to school on the date expected**

If there is a reason which delays the pupil in returning to school the parent/carer must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken - this may protect you from receiving unauthorised absence for your child and a fine if they are unable to return on the date expected.

Each case will be assessed individually and medical evidence from abroad is not routinely accepted. Please note prolonged unauthorised absence from school can also result in your child's name being removed from the school roll and on return you would need to re-apply for another school place.



## Pirton Hill Primary School

### Return to school following an unauthorised absence/school not informed Absence from School During Term Time

*To be completed by the Parent/carer*

Pupil's Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

Ethnicity \_\_\_\_\_ Date of birth \_\_\_\_\_

Date of absence request From \_\_\_\_\_ / \_\_\_\_\_ / 202\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / 202\_\_\_\_

Reason for absence \_\_\_\_\_

Travelled abroad? Yes/No Country \_\_\_\_\_ Return date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Proof of return date (tickets/e mail/Weduc etc) \_\_\_\_\_

#### 1<sup>st</sup> Parent/carer details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Date of completing this form \_\_\_\_\_ / \_\_\_\_\_ / 202\_\_\_\_

#### 2<sup>nd</sup> Parent/carer details

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

***I have read the leave of absence information overleaf***

Parent/carer signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

***School response and current attendance \_\_\_\_\_ %***

If the child has had previous term time leave, please state dates and number of days taken

\_\_\_\_\_

***School decision on coding to submit to Local authority \_\_\_\_\_***

***Date*** form returned to parent/s \_\_\_\_\_

*Please see overleaf for further information regarding the policy on leave of absence from school*



### **Leave of Absence Guidance**

The Education (Pupil Registration) Regulations 2006 have been amended and come into force from 1<sup>st</sup> September 2013. **Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

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**Per Parent/Per Child Penalty Notices:** Penalty Notices for absences will be issued per child, per parent. This means that if multiple siblings are absent during term time and the absences are unauthorised by the school each parent will receive a separate fine for each child's absence. Penalty Notices will be issued by the local authority, and the payment will be made directly to them. This is dealt with by the local authority's **Attendance Support Team** (previously known as Education Welfare Service).

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**Second Offence (within 3 years):** A second penalty notice issued to the same parent in respect of the same pupil is charged at: A flat rate of £160.00 if paid within 28 days.

**Third Offence and any further offences (within 3 years):** A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering **prosecution** but may include other tools such as one of the other attendance legal interventions.

**10 Sessions (5 days) of Unauthorised Absence in a 10-week period:** Penalty Notice Fines will be considered when there have been 10 sessions (which is the same as 5 days) of unauthorised absence in a 10-week period. There is no appeal process for a penalty notice. Unpaid Penalty Notices, result in prosecution for the absence in the magistrate's court. Please note all adults with care of the child are usually liable. Penalty Notices are an alternative to prosecution for failing to ensure a child's regular attendance and will only be used once per pupil in an academic year before prosecution takes place.

### **Failure to return to school on the date expected**

If there is a reason which delays the pupil in returning to school the parent/carer must inform the school immediately. The school will require evidence of this issue and will then decide whether the absence will be authorised. For any travel arrangements outside of the UK we require proof of return flights, prior to the leave being taken - this may protect you from receiving unauthorised absence for your child and a fine if they are unable to return on the date expected.

Each case will be assessed individually and medical evidence from abroad is not routinely accepted. Please note prolonged unauthorised absence from school can also result in your child's name being removed from the school roll and on return you would need to re-apply for another school place.



## Appendix 2

# Pirton Hill Primary School

Butely Road, Luton, Bedfordshire. LU4 9EX

Tel: 01582 507924 Fax: 01582 509520

E-mail: [admin@pirtonhill.co.uk](mailto:admin@pirtonhill.co.uk)

[www.pirtonhill.com](http://www.pirtonhill.com)

**Headteacher:** G. Booth (Mr) B.Ed. (Hons)

**Deputy Headteacher:** C.Ellis (Mrs) B.Primary Ed.

Dear Parent,

### Late Collection of your Child

The impact on a child of not being picked up from school on time cannot be underestimated. The child that has been left behind will feel an increasing level of anxiety and distress the longer that they are unsure of where their parents are. Clearly this is not a good thing to happen to any child.

There is also a significant impact on the school, as it requires two members of staff to supervise the child which means that those staff are not able to undertake their duties in preparing for children's learning the following day. Additional staffing costs may also be incurred by the school.

We, like other schools, record when a child is collected late (*more than 5 minutes after their finish time*) on our safeguarding system. This is particularly important while we have the temporary safety measures in place.

Unfortunately, there have been 3 occasions where your child has been picked up late.

1. ....(Include date, time of dismissal, time collected)
2. ....(Include date, time of dismissal, time collected)
3. ....(Include date, time of dismissal, time collected)

We know that there are occasionally (*at the most once or twice a year*) valid reasons where parents/carers have been delayed and, when the school is informed of this, we will always take an understanding view, although it will still be recorded as a late collection.

In line with the school's safeguarding procedures, **if your child has any further late collections (*more than 5 minutes after their finish time*), safeguarding processes will be started and a referral to Social Care for reasons of neglect or emotional abuse will be made.**

Please be aware that the school reserves the right to charge a £7 out-of-hours collected fee for late collections.

Thank you for your continued partnership in safeguarding the children and supporting their learning and wellbeing.

Yours sincerely

Mrs Ellis

(Deputy Head Teacher and Safeguarding lead)



Appendix 3

# Pirton Hill Primary School

Butely Road, Luton, Bedfordshire. LU4 9EX

Tel: 01582 507924 Fax: 01582 509520

E-mail: [admin@pirtonhill.co.uk](mailto:admin@pirtonhill.co.uk)

[www.pirtonhill.com](http://www.pirtonhill.com)

**Headteacher:** G. Booth (Mr) B.Ed. (Hons)

**Deputy Headteacher:** C.Ellis (Mrs) B.Primary Ed.

**Late collection following a WEDUC message (after 3 lates), formal letter, further late collections**

You are required to complete this form to enable our staff to understand the reasons for your continued lateness to collect your child and to ensure, as a school we are able to offer appropriate support.

*Collecting a child late can lead to emotional distress for the child and if it happens on a regular basis can lead to anxiety and behavioural issues.*

Please complete the information below: (if you require assistance please let a member of staff know)

**Childs full name** \_\_\_\_\_ **Yr grp** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

Name of adult collecting today \_\_\_\_\_

Date of further late pickup \_\_\_\_\_

Reason for further late pickup \_\_\_\_\_

Was the school made aware prior to end of school? YES / NO

(This enables staff to inform a child and help manage the immediate anxiety of a parent / carer not arriving)

Support / Network adults that could be contacted in any future incidents of late pickup:

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_ Number \_\_\_\_\_

This and any future incidents of late pick up will be logged and a referral to social care will be considered by our safeguarding team.

A member of staff may wish to discuss this form with you at a later date.

**The content of this form could be used to support a safeguarding referral**

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