



Wrestlingworth Infant and Dunton Junior C of E Schools Federation

ATTENDANCE POLICY

Reviewed by:	Naomi Catmur / Maria Poultney
Date of Review:	October 2025
Ratified by Governors:	
Review Cycle:	Annual
Next Review:	October 2026

From the smallest seeds grow the biggest trees

OUR CHRISTIAN VISION

“The kingdom of heaven is like a mustard seed. A man plants the seed in his field. That seed is the smallest of all seeds. But when it grows, it is one of the largest garden plants. It becomes a tree, big enough for the wild birds to come and make nests in its branches.”

Matthew 13:31-32, International Children’s Bible

We believe each child is like a mustard seed, growing and thriving in our Church school family. All children are nurtured here and flourish through our teaching and care. We empower children to seek out the opportunities, responsibilities and experiences of life; children are inspired to be the best that they can be. Everyone is valued and able to grow in the love of God.

Whoever you are, you are welcome here.

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The School's policy will be reviewed when:

- Annually in the Autumn Term
- The School wishes to review the policy
- If amendments are required by the LA or DfE

1. Introduction

School attendance is subject to various education legislation and this school attendance policy is written to reflect both legislative requirements and the guidance produced by the Department for Education and Central Bedfordshire Council. This attendance policy is also consistent with the following school policies:

- Admissions
- Behaviour and Anti-bullying
- Safeguarding
- SEND

For a child to achieve their full educational potential a high level of school attendance is essential. Wrestlingworth and Dunton C of E Schools Federation are committed to providing an education of the highest quality for all our pupils and endeavour to provide an environment where all pupils feel valued and welcome.

Parents and pupils play a part in making our school successful. Every child has a right to access the education to which they are entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open, unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good school attendance.

2. Aims

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

- Promote children's welfare and safeguarding
- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

Good attendance is important because:

- Statistics show a direct link between educational achievement and absence levels
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to maintain
- Regular attenders find learning more satisfying
- Regular attenders find transition points easier to manage

3. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

4. Operating the policy

Promoting good attendance

The foundation for good attendance is a strong partnership between the school, parent/s and the child. This policy contains details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance. To help us all to focus on this we will:

- Provide information on all matters related to attendance on our website
- Report to you on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Celebrate good attendance by sending text messages/emails to parents
- Set attendance targets for the whole school

5. Roles and responsibilities

The Head teacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the attendance policy is consistently applied throughout the

school. The Head teacher, Head of Schools and office staff will ensure that attendance is both recorded accurately and analysed. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the reasons for their child's absence and will encourage them to keep these to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the Headteacher.

Responsibilities of classroom staff

- Ensure that all students are registered accurately.
- Promote and reward good attendance with pupils at all appropriate opportunities.
- Liaise with the attendance lead on matters of absence and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.

Responsibilities of classroom staff

- Ensure that all students are registered accurately.
- Promote and reward good attendance with pupils at all appropriate opportunities.
- Liaise with the attendance lead on matters of absence and punctuality.
- Communicate any concerns or underlying problems that may account for a child's absence.
- Support pupils with absence to engage with their learning once they are back in school.
- Discuss any initial absence concerns with parents / carers at an arranged meeting or parents evening

Responsibilities of students

- Attend every day unless they are ill or have an unavoidable reason for absence.
- Arrive at school on time and fully equipped for lessons.

Responsibilities of Governors

- Ensure compliance with [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- Adopt an Attendance Policy and review it annually
- Agree targets for attendance at School
- Ensure that they receive reports from the Headteacher regarding school attendance as part of the school monitoring or school profiling exercise
- Where the school is not meeting its attendance target, or when the Governors believe there is cause for concern, to require a review of the systems and procedures in place to promote good attendance
- To promote the strong link between attendance and educational attainment to parents and pupils where appropriate and ensure that the school attendance policy and procedures are communicated effectively
- Authorise the Headteacher (or other designated person) to consider and make decisions regarding leave of absence requests.
- Work with the Headteacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent
- Holding the Headteacher to account for the implementation of this policy
- Making sure all staff receive adequate training on attendance as part of the regular

continued professional development offer, so that staff understand:

- The importance of good attendance
- That absence is almost always a symptom of wider issues
- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working

Responsibilities of parents/carers

Ensuring a child's regular attendance at school is a parent/carer's legal responsibility (Section 7 Education Act 1996) and permitting absence from school that is not authorised by the school creates an offence in law.

A 'parent' is defined in Section 576 of the Education Act 1996 and is defined as follows;

- All natural parents, whether they are married or not
- Any person who, although not a natural parent, has parental responsibility for a child or young person
- Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of what their relationship is).

Parents / Carers will:

- Ensure their child arrives on time for registration
- Inform the school on the first day of absence – parents may, on occasion, be asked to provide evidence in relation to the absence in order for the absence to be authorised
- Discuss with the Head teacher any planned absences well in advance
- Support the school with their child in aiming for 100% attendance each year
- Make sure that any absence is clearly accounted for by telephone on the first and subsequent days of absence
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Inform the School Office of any unavoidable medical appointments during school time. If a child misses morning or afternoon registration for a medical appointment, parents will be asked to provide evidence. An am / pm session could be unauthorised if the absence is for a longer period than the appointment warrants
- Only request leave of absence if it is for an exceptional circumstance
- Receive advice from school staff or external agencies when there are difficulties with maintaining good attendance/punctuality

6. Daily attendance

Recording attendance

Schools must take the attendance register at the start of each morning session of each school day and once during each afternoon session. On each occasion we must record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes from regulation 10 of the [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

Attendance Register

We will keep an electronic 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

Any amendment to the attendance register will include:

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

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

Lateness/punctuality

It is important to be on time at the start of the morning and afternoon sessions. The start of school is used to give out instructions or organise work. If your child is late they can miss time with their class teacher getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

WRESTLINGWORTH

- The school day begins at **9:00am** and all **pupils are expected to be in school at this time**. Morning registration is at 9:00am and registers close at 9:15 am.

DUNTON

- The school day begins at **8:45am** and all **pupils are expected to be in school at this time**. Morning registration is at 8:45am and registers close at 9.00am.

- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary.
- Arrival after the close of registration will be marked as unauthorised absence and coded *U* in line with the Department of Education guidance. This mark shows them to be on site, but is legally recorded as an unauthorised absence.

- If a pupil is ill, this will be recorded by office staff and the register coded with an *I*.
- If a pupil is late due to a medical appointment, they will receive an authorised absence (coded *M*), if they are able to provide evidence of the appointment such as an appointment email, text message or letter. Please be advised that, where possible, doctors and dentist appointments are to be made outside of school hours or during school holidays.
- Punctuality at school is vital and registers should not be kept open for an extended period of time.

EVERY MINUTE COUNTS 	
MINUTES LATE	IMPACT ON ATTENDANCE IN A YEAR
5 MINUTES A DAY	3.4 DAYS 98.4% ATTENDANCE
10 MINUTES A DAY	6.9 DAYS 97.6% ATTENDANCE
15 MINUTES A DAY	10.3 DAYS 94.6% ATTENDANCE
20 MINUTES A DAY	13.8 DAYS 92.9% ATTENDANCE
30 MINUTES A DAY	20.7 DAYS 89.2% ATTENDANCE

➤

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated absent lates (U code) are unauthorised absences and **maybe subject to legal action** (see Section 11 for further detail). Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any rolling 10 week period, the school may ask Central Bedfordshire Council to issue parents with a Penalty Notice.

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to share concerns, as necessary, with other agencies including both the Police and Children’s Social Care. If one is available, the school may place a child who has not been collected at the appropriate time into the after-school club and provide the parent/carer with the bill.

7. Attendance tracking

At both schools we track children’s attendance monthly or more frequently if necessary – see Appendix A

Our target for both schools is 96%

The school will monitor attendance and absence data (including punctuality) monthly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

The school will use Study Bugs for the Local Authority (Central Bedfordshire Council) to have access to data.

Sharing school attendance data is a statutory requirement on schools under the following legislation:

- [Section 537A of the Education Act 1996 \(as amended\)](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#) (as amended, including by the Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024)

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

8. Absence Procedures

What to do if my child is absent?

First day absence

A child not arriving at school where the parents haven't informed the school is considered a **safeguarding** matter. This is why information about the reason for any absence is always required. If your child is absent you must:

- Contact the school office by 9am on the first day of absence with a full explanation. This should be by telephone to the school office on:

Wrestlingworth – 01767 631249

Dunton – 01767 312154

- Keep the school office informed of any subsequent days of absence following the first day of absence
- Please note that this communication **must be to the school office**. Classroom staff cannot pass on messages taken verbally or via Class Dojo.

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance. We may also leave a voicemail message and also text/email messages if appropriate.
- Invite you in to discuss the situation with our attendance officer and Head teacher if absences persist
- Refer the matter to the Central Bedfordshire Council's Access and Inclusion Service if absence is unauthorised and doesn't meet school expectations
- Conduct a welfare check at the child's home address or ask for appropriate evidence if we have reason to believe the reason for absence is not genuine. We may also conduct a welfare check if a period of sickness absence immediately precedes or succeeds a school holiday or a term time leave of absence.

Third day absence

Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to consider implementing the *child missing in education* procedures as set down by Central Bedfordshire Council. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family.

Ten days absence

We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the Child is Missing in Education. Staff from the Access and Inclusion Service will visit the last known address and alert key services to locate the child. So help us to help you and your child safe by making sure we always have an up-to-date contact number and home address. There will be regular checks on telephone numbers throughout the year.

Continued or ongoing absence

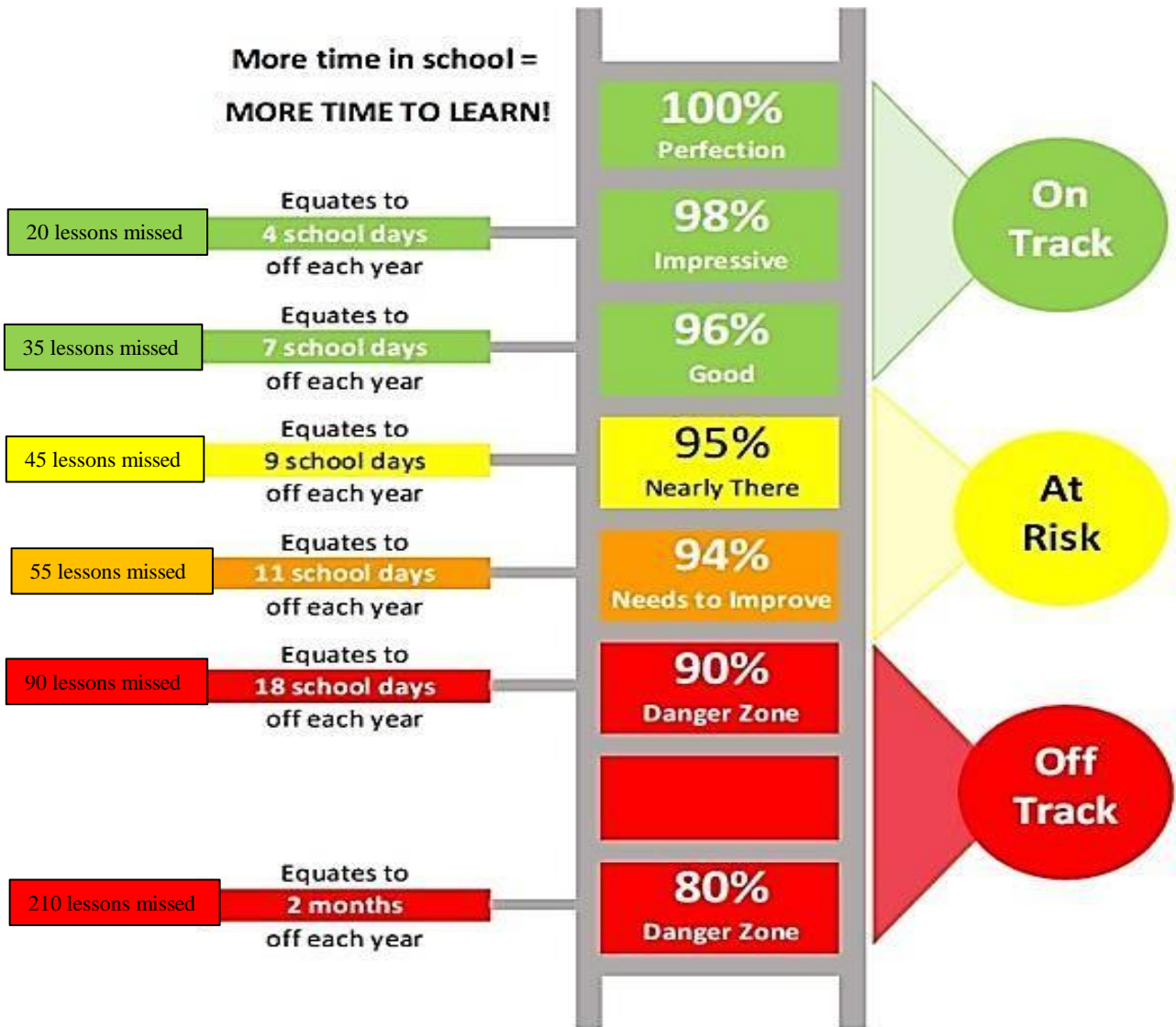
If your child misses 39 or more sessions of absence across the school year, for whatever reason, they are defined as a *persistent absentee*. Absence for whatever reason disadvantages a child, by creating gaps in their learning. Research shows that these gaps at whatever level, affects attainment. We monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

A welcome back

It is important that on return from an unavoidable absence all pupils are made to feel welcome. This should include ensuring that where possible the pupil is helped to catch up on missed work and brought up to date with any information that has been passed to the other pupils.

ATTENDANCE LADDER

How close are you to reaching the top?



One day absent from school = 5 hours of lost learning

9. Requesting a leave of absence

Amendments to school attendance regulations were updated in August 2024.

The [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#) states that Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. It is important to note that Headteachers can determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining **exceptional** are **rare**, **significant**, or **unavoidable**, which means the event could not reasonably be scheduled at another time. Circumstances where absences may be regarded as **exceptional** will vary from school to school and family to family.

We provide 190 days of school per year, recorded as 380 sessions (morning and afternoon sessions), therefore 175 days of the year are available for holidays and events non-term time.

There is no legal entitlement for time off in school term time to go on holiday and in all cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to complete a Leave of absence request for the Headteacher, including any relevant information, in advance and before making any travel arrangements. If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions of absence reaches the thresholds in Central Bedfordshire Council Penalty Notice Code of Conduct (10 sessions of absence in 10 school weeks), parents/carers may be issued with a penalty notice or other legal action in accordance with the code. Taking holidays in term time will affect your child's education as much as any other absence and we expect parents to help us by not taking children out during school time.

For national guidance refer to:

<https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/>

10. Types of absence

Understanding types of absence

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an unavoidable reason for the absence. There are two main categories of absences:

- **Authorised absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- **Unauthorised absence:** is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.

Unauthorised absences are likely to include: parents allowing their child/ren permission to be off school unnecessarily, such as for

- Holidays, day trips, shopping, birthdays, to look after siblings

- truancy before or during the school day
- absences which have not been explained.

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

If the school believes an absence is unauthorised, it is the parent / carers responsibility to provide evidence that the absence is genuine (i.e a medical certificate / prescription).

11. Legal Measures

Legal Measures for failing to ensure regular school attendance (including penalty notices)

Section 7 of The Education Act 1996 requires parents to secure the education of their children of compulsory school age.

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have, either by regular attendance at school or otherwise

Legal measures for tackling persistent absence or lateness

The following legal measures may be used for pupils of compulsory school age who are registered at a school and are not attending regularly:

Penalty Notices: The Anti-Social Behaviour Act 2003

Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996

Penalty Notices

Central Bedfordshire Council's Code of Conduct for Penalty Notices states that where a child has had 10 or more unauthorised absences in a rolling 10 school week period, the school may request a penalty notice be issued. The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.

Penalty Notices can be issued when

- A pupil has taken holiday during term-time and the absence has not been authorised by the school, providing the school has taken into account DfE guidance to inform its decision-making
- Where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school

The headteacher (or someone authorised by them), local authority or the police can fine parents

for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

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

Parents and carers will be alerted/warned about the possibility of a penalty notice being requested for unauthorised absence via a letter from the Headteacher (Appendix D).

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

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

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

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

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

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

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £80 within 21 days, or £160.

Legal Action taken under Section 444 (1) and (1a) Education Act 1996

Where the school has tried to address a pupil's unauthorised absences but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated.

Sanctions available to the court are as follows;

- a fine of up to £2,500
- a conditional discharge – you will be given a set amount of time in which to improve your child's attendance. Should you fail the Council may bring a further prosecution against you and, if found guilty, you will be sentenced for both offences
- an absolute discharge – the case is proved but you will not be subject to a penalty, although you will receive a conviction
- a community order such as unpaid work, curfew or tagging
- imprisonment - for up to three months

12. Further types of absence

My child is trying to avoid coming to school. What should I do?

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend then it is better not to cover up their absence or to give into pressure to excuse them from attending. This gives the impression that attendance does not matter and may also make things worse. Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, friendship problems, bullying or family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional.

What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education. Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

For many parents, your child attending school may be your first experience of being separated from them. This can seem daunting at first for both of you, but consistency and a caring, supportive home and school life will make the transition a quick and easy experience for you both.

Leavers

If your child is leaving either of our school's (other than when leaving at the end of Year 2 or Year 6) parents are asked to:

1. Give the School office comprehensive information about their plans, including any date of a move and your new address and telephone numbers, your child's new school and the start date when known. Please request a Leavers form from the school office as soon as you know your child will be leaving the school.
2. If pupils leave and we do not have the above information, then your child is considered to be a *child missing in education*. This requires schools and local authorities to then carry out investigations to try and locate your child, which may

include liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Absence through child participation in public performances, including theatre, film or television work and modelling

A parent can seek leave of absence from a school for their child to take part in a performance. They must however contact the Headteacher to discuss the nature and frequency of this, the impact that this may have on their child's education, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, down to the Headteacher's discretion as to whether to authorise this. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

Absence through competing at regional, county or national level for sport

Parents can seek leave of absence from school for their child to take part in regional, county, national and international events and competitions. It is, however, down to the Head teacher's discretion as to whether to authorise this and they will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the Head teacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of their coaching. The regulations related to children participating in public performances are separate to those around authorising leave of absence. Head teachers can authorise this absence. For further advice and guidance on Child Employment and Performance Licenses contact Central Bedfordshire Council on 0300 300 4953.

Gypsy, Roma, Traveller and Showman families

The absence of a child from a Traveller family who has left the area can be authorised if the absence is for the parent's work purposes only and it is believed that the family intends to return. A school cannot remove a Traveller child from the school roll whilst they are travelling. When the child is travelling the school holds the place open and records the absence as authorised by using the T code. Distance learning packs for Traveller children are not an alternative to attendance at school although may offer support to the pupil whilst they are away. Please note that pupils must have attended 200 sessions in a rolling 12-month period to be able to use travelling for work purposes as a defence against prosecution. For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families, contact Central Bedfordshire Council on 0300 300 4953.

To ensure the continuity of learning for Traveller children, dual registration at two schools is allowed.

Appendix A: Attendance Tracking

Target is 96% for both schools

At the end of the month we review all children's attendance from the beginning of the year to date.

According to the percentage of attendance we will take the following action

Attendance %	Action
96% and above	Above target email
Below 95.5% - 94 %	Below target email / Dojo (named children)
Below 94% – 92%	Trigger 1 letter (Appendix B)
Below 92 – 90%	Trigger 2 letter (Appendix C) and weekly tracking of attendance by the Headteacher
Below 90%	Meeting with the school/School Attendance Officer/Penalty Notice

Appendix B: Trigger Letter 1

Dear Parent / Carer,

I am writing to you regarding the attendance of XXXXXXXXXXXX. The attendance report (copy attached) shows their attendance currently stands at XX%.

I am concerned that this attendance level may seriously impact upon XXXXX's ability to fully access the curriculum. The number of days missed means it is more difficult for XXXX to achieve in their learning and more likely that they will have significant gaps in their knowledge.

Our school's minimum attendance target is 96% and we would appreciate your support in ensuring that XXXXX's attendance improves. We will be closely monitoring their attendance until we see an improvement.

By law, it is your responsibility as a parent/carer (Section 7, Education Act 1996) to ensure the regular attendance and punctuality of your child.

If there is anything we can do to support you to help improve XXXXX's school attendance or if you would like to discuss this matter then please do not hesitate to contact myself or the school office.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'D Bower', with a horizontal line extending to the right.

Mr D Bower
Executive Headteacher

Appendix C: Trigger Letter 2

<DATE>

Dear Parent / Carer,

Further to our letter dated XXXXX, regarding XXXXXX's attendance, unfortunately it appears that there has been no significant improvement in their attendance at school.

XXXXX's attendance currently stands at XX%. Irregular school attendance may have a serious impact on your child's academic progress if it continues. Our school minimum attendance target is 96%.

Unfortunately, as XXXX's attendance has not improved since our previous communication we will no longer be able to authorise any further absences unless we have sight of medical evidence. This can be in the form of a letter from the GP, copies of prescriptions, sight of medication or any other relevant information. **Failure to provide this evidence will result in absences being recorded as unauthorised. Please note that it is your responsibility to ensure we are provided with this information.**

Should XXXX's level of attendance fail to improve in the next few weeks or the school does not receive satisfactory evidence to support further absences, we will request that you attend a meeting with the school and the Local Authority School attendance officer. A penalty notice may also be issued in line with Central Bedfordshire Councils Code of Conduct.

Should you require support with improving XXXXX's attendance or wish to discuss this matter further, please do not hesitate to contact us.

Yours Sincerely,



Mr David Bower
Executive Headteacher

Appendix D: Fixed Penalty Notice Letter – holiday

<DATE>

Dear Parent / Carer,

I am writing to you concerning your absence request for XXXXXX for XXXXX to XXXXXXX (XX days, XX sessions).

While I appreciate the specific circumstances of your request, it has not been authorised. The regulations make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances that the school has been made aware of in advance of the absence.

Please be aware that as this absence is unauthorised, I will have no alternative but to refer the matter to the Local Authority to issue a Fixed Penalty Notice. These are issued if a child accrues 10 or more sessions of unauthorised absence over a 10 week period. Please note that Fixed Penalty Notices are issued on the basis of one per parent per child and are £8.00 each child. If this is not paid within 21 days this increases to £160.00 and if not paid within 28 days, the Access and Inclusion Service will then prosecute the parent(s) in the local magistrate court.

If you would like to discuss this further, please do not hesitate to contact me.

Yours Sincerely,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Mr David Bower
Executive Headteacher

Appendix E: Persistent Lateness Letter

Dear Parent / Carer,

Pupils Name DOB

Re: Persistent Lateness

I am writing to inform you that your child _____ is persistently late for school. Between date and date he/she was late on __ occasions.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

5 minutes late every day = 3 DAYS OF SCHOOL LOST A YEAR
10 minutes late every day = 6.5 DAYS OF SCHOOL LOST A YEAR
15 minutes late every day = 10 DAYS OF SCHOOL LOST A YEAR
20 minutes late every day = 13 DAYS OF SCHOOL LOST A YEAR
30 minutes late every day = 19 DAYS OF SCHOOL LOST A YEAR

Further lateness may result in you being issued with a Penalty Notice. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.

Meanwhile, if anything can be done to support XXXXXX getting to school on time, please do not hesitate to contact me.

Yours sincerely,



Mr David Bower
Executive Headteacher

