

# Cavendish Close Infant and Nursery School

## Attendance Policy 2025 - 2026

### Our School Vision



CAVENDISH CLOSE  
INFANT SCHOOL

CCIS

We are Attendance HEROes

(Here Every day Ready and On time).

Attendance Leader	Attendance Champion
Mrs. N. Asghar	Mrs. J. Leadbeater
Assistant Headteacher	Learning Mentor
Policy reviewed – October 2025	To be reviewed – September 2026

## 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:

- 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
- 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 school on time.

Cavendish Close Infant and Nursey School is proudly recognised as an Inclusive Attendance school. Our unwavering commitment to attendance centres around child-focused actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

We are driven by an unwavering commitment to making school attendance a top priority, fully integrated with every aspect of school improvement. Using the Inclusive Attendance Model – the first and only accredited programme providing the pedagogy of practice – we support children and families to connect, belong, and thrive at school.

## 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](#)

We recognise that good attendance and punctuality are key to raising achievement.

This policy is written with the above statement in mind and underpins our school vision of wanting our children to achieve our **STAR Expectations** and succeed in life within an ever-changing world.

We want our children to be ready for the next stage of their education personally and academically. Good attendance and punctuality plays a significant role in this.

When our children move on from us, we want them to be:

<b>C</b>	<b>Curious, Determined, Brave and Flexible Learners</b>
<b>C</b>	<b>Confident Communicators, Readers, Writers and Mathematicians</b>
<b>I</b>	<b>Independent and Able to Make Safe, Healthy and Happy Choices</b>
<b>S</b>	<b>Sociable, Respectful, Resilient, Kind and Ambitious</b>

We seek to work in partnership with our parents and carers to ensure the best possible start for each pupil and regular attendance and punctuality are an essential part of this partnership.

To guarantee a comprehensive approach to attendance, Cavendish Close Infant and Nursery School implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children, parents, and external agencies – including the Local Authority. Data-driven decision-making and

training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

For our children to gain the greatest benefit from their education, it is important they attend school regularly and on time. We expect our children to commit to being an 'Attendance HEROes (Here Every day, Ready and On time)'.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning and progress. Any child'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 permitting absence from school without a good reason creates an offence in law and may result in prosecution.

## Objectives

At Cavendish Close Infant and Nursery School, we aim to raise achievement through promoting attendance and punctuality levels of 96% and above. Our aims are:

- to foster a high expectation of attendance in school on a regular basis
- to raise family awareness of the importance of a child's regular attendance at school
- to assist parents, carers and children through clear procedures and expectations for staff, parents, carers and children regarding attendance and punctuality
- to regularly inform parents/carers of their child's attendance levels at school
- to safeguard vulnerable children through clear measures for dealing with absence and lateness

*Under Section 444 of the Education Act 1996, parents of a pupil of compulsory school age are under a legal duty to ensure the regular attendance of a pupil where he or she is a registered pupil. Failure to discharge this duty may result in the Local Authority prosecuting the parents and each parent may be fined.*

In school, the register is taken twice a day, each day consists of two sessions. Each pupil is marked / \ (present) or O (absent). If a pupil is marked absent, a code indicating the reason for the absence is recorded against the child's name. (see appendix 3)

The Headteacher and the Attendance Leader has responsibility for deciding if an absence is authorised or un-authorised. School staff do not need to accept a parental explanation for a child's absence, whether written, telephoned or given in person, if they doubt the explanation.

Absences should be reported to the school office before 9.00 a.m. on the first day of absence and each day thereafter. This can be done by telephone message, verbal, email or by letter. If this is not done, school will make a call home to seek an explanation for the absence, where possible.

Attendance at school is monitored on a regular basis by the Attendance Team. Attendance below 90% is classed as 'Persistent Absenteeism' and these children are discussed on a regular basis with the Derby City Council ISAO (Inclusion Support Attendance Officer) who may contact the parents/carers and/or arrange a joint meeting with parents/carers and school to try to resolve the issue by agreement. If ways of trying to improve then child's attendance fail, then Derby City Council may issue a Penalty Notice or use Court proceedings to prosecute parents/carers.

## The Importance of School Attendance.

- Regular attendance directly correlates with positive learning outcomes. Children who attend school consistently are more likely to keep up with the curriculum and improve their life outcomes.
- School is where children learn, gain understanding and skills that are crucial for their personal and professional growth. Missing days means missing valuable learning opportunities.
- School provides a vital social environment for children to interact with peers, develop friendships, and learn essential social skills. Consistent attendance ensures children remain connected to their peer group.
- School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.
- Regular attendance allows for meaningful teacher-child interactions. Teachers can provide support, address questions, and assess individual progress more effectively when children attend regularly.
- Frequent absences can lead to significant gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.
- Children who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.
- Parents or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- High levels of school attendance contribute to the overall well-being of your children.

### The governing board

The governing board is responsible for:

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

### The Headteacher

The Headteacher is responsible for:

- ✓ The implementation of this policy at the school
- ✓ Monitoring school-level absence data and reporting it to governors
- ✓ Supporting staff with monitoring the attendance of individual pupils
- ✓ Monitoring the impact of any implemented attendance strategies
- ✓ Issuing Penalty Notices, where necessary, and/or authorising the Attendance Leader to be able to do so
- ✓ Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND
- ✓ Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- ✓ Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- ✓ Sharing information from the school register with the local authority, including:

- Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
- Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
- Providing the local authority with the details of pupils who the school believes will miss 10 days consecutively or cumulatively because of sickness

## The designated Attendance Leader

The Attendance leader is responsible for:

- ✓ Leading, championing and improving attendance across the school
- ✓ Setting a clear vision for improving and maintaining good attendance
- ✓ Evaluating and monitoring expectations and processes
- ✓ Having a strong grasp of absence data and oversight of absence data analysis
- ✓ Regularly monitoring and evaluating progress in attendance
- ✓ Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- ✓ Liaising with pupils, parents/carers and external agencies, where needed
- ✓ Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- ✓ Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- ✓ Delivering targeted intervention and support to pupils and families
- ✓ Monitoring and analysing attendance data
- ✓ Benchmarking attendance data to identify areas of focus for improvement
- ✓ Providing regular attendance reports to school staff and reporting concerns about attendance to the Headteacher
- ✓ Working with Derby City Council ISAO (Inclusion Support Attendance Officer), to tackle persistent absence
- ✓ Advising the Headteacher when to issue penalty notices

The designated senior leader responsible for attendance is Naila Asghar and can be contacted via telephone on 01332 662239 or email [leadership@cavclosei.derby.sch.uk](mailto:leadership@cavclosei.derby.sch.uk)

## Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 3) and submitting this information onto the MIS.

- ✓ Teachers should encourage pupils to arrive at school on time each day. Punctuality is essential for a smooth start to the school day and minimises disruptions in the classroom.
- ✓ Teachers should identify patterns of poor attendance or lateness and intervene early to address any underlying issues. This may include communicating with the child's parents or carers.
- ✓ Teachers to provide academic and emotional support to children who may be experiencing attendance challenges.
- ✓ Teachers should strive to create a positive and welcoming classroom environment where pupils feel motivated, engaged and wanting to attend school.
- ✓ Teachers should be alert to potential barriers to attendance, such as anxiety, health issues, or family problems and reporting them to the safeguarding team.
- ✓ Teachers should be aware of safeguarding protocols and report any concerns related to a child's safety or well-being promptly to the appropriate school staff.
- ✓ Teachers should adhere to and implement the school's attendance policies and procedures.

## School office staff and Learning Mentor

Will take calls from parents/carers about absence and record it on the school system

## Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- ✓ All natural parents, whether they are married or not
- ✓ All those who have parental responsibility for a child or young person
- ✓ Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- ✓ Make sure their child attends every day on time

- ✓ Call the school to report their child's absence before 9:00am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- ✓ Ensure that, where possible, appointments for their child are made outside of the school day
- ✓ Keep to any attendance contracts that they make with the school and/or local authority
- ✓ Seek support, where necessary, for maintaining good attendance, by contacting the Attendance team who can be contacted via telephone on 01332 662239 or email [leadership@cavclosei.derby.sch.uk](mailto:leadership@cavclosei.derby.sch.uk)

## Registration

Children must attend school on time to be given a mark for that session 8:50 (*see appendix 3 for codes*)

- Children arriving between 9:00 - 9:30 (after registration) will be marked as 'L'
- Children arriving in school after 9:30 will be marked as 'U' – Un-authorised late. This will be recorded as an **unauthorised absence**.

All children arriving late, and missing registration must sign in at the School Office to comply with evacuation procedures in the event of fire or other emergency.

A pupil arriving late may seriously disrupt not only his or her continuity of learning but also that of others.

Staff input attendance and punctuality on to the School's Information Management System (*See appendix 3 for codes*). This also analyses the attendance for individuals, groups, classes and year groups. The Attendance Team is responsible for completing reports that are generated from the system. These reports give the name of each pupil and the dates of the absence and non-attendance reasons.

It is also a daily requirement that staff input attendance on the class 'Fire Register' (the red laminated class register). In the event of the alarm sounding and an evacuation of the building, the Fire Register should be taken outside so that all children can be safely accounted for.

A child's attendance record is monitored and any absence or continuous late arrival in school will be checked and actioned, this is the responsibility of the teacher. This may also involve the ISAO (Inclusion Support Attendance Officer), if school considers it necessary.

Below are our school timings.

Cavendish Close Infant and Nursery School					
School day timings 2025.26					
	Nursery (Full days)	Reception Classes (Classes 1, 2 and 3)	Year 1 Classes (Classes 4, 5 and 6)	Year 2 Classes (Classes 7, 8 and 9)	
<b>Breakfast Club</b>	<b>From 7:45</b>				
<b>School day starts Doors open / Welcome</b>	<b>8:40</b>	<b>8:40</b>		<b>8:40</b>	
<b>End of morning registration</b>	<b>8:50</b>	<b>8:50</b>		<b>8:50</b>	
<b>Morning learning time</b>		2 hrs 50 mins	3 hrs 20 mins	3 hrs 35 mins	3 hrs 50 mins
<b>Dinner time</b>	<b>11:30</b>	<b>11:30 – 12:30 (1 hr)</b>	<b>12:00 – 13:00 (1 hr)</b>	<b>12:15 – 13:15 (Class 9) (1 hr)</b>	<b>12:30 – 13:30 (Classes 7 and 8) (1 hr)</b>
<b>Afternoon registration</b>	<b>12:30</b>	<b>12:30</b>	<b>13:00</b>	<b>13:15</b>	<b>13:30</b>
<b>Afternoon learning time</b>		2 hrs 30 mins	2 hrs 10 mins	1 hr 55 mins	1 hr 40 mins
<b>Home time</b>	<b>14:50</b>	<b>15:00</b>		<b>15:10</b>	
<b>After School Club</b>	<b>Until 17:45</b>				
<b>Total learning and care time</b>	6 hrs a day (30 hrs a week)	6 hrs, 20 mins a day (31 hrs, 40 mins a week)	6 hrs, 30 mins a day (32hrs, 30 mins a week)		
<b>Total additional childcare hours available</b>	<b>4 hrs</b>	<b>3 hrs, 40 mins</b>	<b>3 hrs, 30 mins</b>		

Part-time Nursery children access a half day on a Wednesday		
Morning 8:45 to 11:45 (3 hrs)	Afternoon 12:10 to 15:10 (3 hrs)	
Secure Line Gates	Locked at 8:55	Unlocked at 14:50
Wood Road Gates	Locked between 8:20 and 9:10 (50 mins)	Locked between 14:30 and 15:40 (1 hr, 10 mins)

## Recording Attendance

### 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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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: (See Appendix 3 for the DfE attendance codes)

We will also record:

- ✓ Whether the absence is authorised or not
- ✓ The nature of the activity, where a pupil is attending an approved educational activity
- ✓ The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

## Following up unexplained absence

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

- ✓ Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may contact social care or the police
- ✓ Identify whether the absence is authorised or not
- ✓ Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- ✓ Call the parent/carer on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving our ISAO (Inclusion Support Attendance Officer),
- ✓ Where appropriate, offer support to their parents to improve attendance
- ✓ Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- ✓ Where support is not appropriate, not successful, or not engaged with we may issue a notice to improve, penalty notice or other legal intervention as appropriate

## Authorised Absence or Lateness

For the purpose of this policy, the school defines:

Absence as:

- Arrival at school after the register has closed.
- Not attending at school for any reason.

An authorised absence as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments, which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

Attendance and Absence will be recorded in End of Year individual school reports

## Unauthorised Absence

An unauthorised absence as:

- No satisfactory explanation has been given to explain the lateness or absence.
- There is reason to doubt the accuracy of the reasons given for the lateness or absence.
- Parent/carers keeping children off school unnecessarily or without an acceptable reason.
- Absences, which have not been properly explained.
- Arrival at school after the register has closed with no acceptable reason.
- Unauthorised holiday taken.

Unsuccessful attempts to contact the home via telephone call, email or text messaging stating a phone call back will be recorded.

### Doorstop Visit Procedure

Doorstop visits allow schools to learn about the underlying reasons behind poor attendance by opening a dialogue with parent/carers. Derby City Council ISAO (Inclusion Support Attendance Officer), may be able to offer this support if required.

### Absence Procedure

Attendance and Lateness is tracked on a weekly basis by the Attendance Team.

Last Academic Year	
<b>Letter A</b>	Attendance below 90% last academic year. Letter A sent.
<b>Letter B</b>	Attendance below 80% last academic year with Derby City Council ISAO (Inclusion Support Attendance Officer) involvement.

### Absence Procedure

<b>Initial Absence</b>	First day of absence: Make a phone call if no contact has been made with the school.
<b>Stage 1</b>	Attendance falls below <b>95%</b> : Phone call and letter to parents/carers to raise awareness of declining attendance. <b>Letter 1:</b> Sent home by the Attendance Team when attendance begins to decline, expressing initial concerns. Monitor progress and use discretion as necessary
<b>Stage 2</b>	Attendance falls below <b>90%</b> : Phone call to parents/carers to highlight continued decline in attendance. <b>Letter 2:</b> Sent home if there is no improvement within one week of Letter 1. Weekly well-being calls and a meeting to be arranged to discuss any support school can provide for improving attendance. Attendance Team to use discretion as necessary.
<b>Stage 3</b>	Attendance remains below <b>90% and continues to decline</b> : Phone call to parents/carers to raise awareness of ongoing concerns. Letter 3 Sent home if there is no improvement within two weeks of Letter 2. <b>Letter 3:</b> Formal meeting or telephone consultation arranged with Derby City Council ISAO (Inclusion Support Attendance Officer). Parents/carers may face a Fixed Penalty Notice, a parenting order, or formal prosecution proceedings (court warning letter), which could result in a fine of up to <b>£2,500</b> and a criminal record. Attendance Team to use discretion as necessary.
<b>Stage 4</b>	Continued decline in attendance: Phone call to parents/carers to discuss continuous decline in attendance. Support families as necessary. <b>Below 90% -</b> Meeting to discuss the possibility of a <b>Parenting Contract</b> – a formal written agreement between parents/carers and the Local Authority (LA) to support improved attendance. The contract will include:

	<p>-A statement by parents agreeing to comply for a specified period with the requirements set out in the contract.</p> <p>-A statement by the LA agreeing to provide support to help parents comply.</p> <p><b>Letter 4 issued.</b></p>
<b>Unauthorised Absence</b>	
<b>Leave of absence</b>	<p>Letter 5 - after an unauthorised holiday</p> <p>Letter 6 - declining a request for a leave of absence.</p>
<b>Unauthorised absences</b>	Letter 7 - notice about unauthorised absence

## Parenting Contract at Cavendish Close Infant and Nursery School

A parenting contract is a formal written, signed agreement between parents and the local authority (LA) to address irregular attendance providing support as an alternative to prosecution.

A parenting contract will be offered to parents/carers where their child/ren has/have failed to attend school regularly. It will include:

- ✓ A statement by the parents that they agree to comply for a specified period with the requirements set out in the contract; and
- ✓ A statement by the LA or school agreeing to provide support to the parents for the purpose of complying with the contract.
- ✓

Persistent non-compliance can lead to prosecution in the Magistrates Court by the local authority. Upon conviction, parents may face fines of up to £1,000.

While they are **voluntary**, non-compliance will be recorded by the school or LA, as it may be used as evidence in court.  
(See Appendix 4 Parenting Contracts)

## Notice to Improve

At Cavendish Close Infant and Nursery School we will provide a "Notice to Improve Attendance" which is a formal step taken by Derby City Council to address a child's poor school attendance, often following initial interventions. A Notice to Improve is a final opportunity for parents and carers to work with the school and Local Authority to improve attendance before other actions, such as a penalty notice, are considered. This notice highlights a child's absence record (for example, attendance below 95%) and requires a collaborative effort to resolve underlying issues and ensure the child attends school regularly.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

## Late arrival and collection from school procedures

It is the responsibility of parents/carers to drop and collect their child(ren) on time at the beginning and the end of each school day.

Cavendish Close Infant and Nursery School recognise that it has a statutory duty to safeguard and promote the welfare of all pupils therefore:

- ✓ All late arrival and collection of children will be recorded, and this information may be passed onto the Local Authority for further investigation.
- ✓ Where a pupil has 6 recorded late arrivals and/or collections in one half term a letter will be sent home to the parents.
- ✓ Where there is no improvement, in late and/or collections, a referral will be made to the Local Authority.

Late Arrival Procedure	
Stage 1	Late on 3 occasions – phone call made. Late on 6 occasions - initial concern Letter 8 (Monitor punctuality)
Stage 2	Further decline will result in a referral to the Local Authority.
Late Collection Procedure	
Stage 1	Late collection on 3 occasions – phone call made. Late collection on 6 occasions - initial concern Letter 9 (Monitor collection)
Stage 2	Further decline will result in a referral to the Local Authority.
Improvement in Attendance	
	Letter 10 - improvement in attendance letter sent. Monitor termly.

(See Appendix 1 for letter templates)

## Safeguarding at Cavendish Close Infant and Nursery School

We believe in supporting the whole family; our first duty of care, however, is to the child. Where there is any doubt regarding the safety and wellbeing of a child, we will follow our Safeguarding Policy and Children missing from education guidance.

[https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children\\_missing\\_education\\_guidance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children_missing_education_guidance_-_August_2024.pdf)

We value an open and honest relationship with our parents and carers with regular communication and support where necessary.

## Attendance of Looked after Children and Children with a Social Worker

Looked After Children and Children with a social worker are the priority for first day response calls. Class Teachers will always complete registers in a prompt and accurate manner, in order to ensure checks can be completed by the Attendance Team in a timely manner. The Attendance team in partnership with social workers will intervene if there is evidence of unauthorised absences from school in order to ascertain any difficulties and remove barriers.

## Removal from Roll

As a school we are now required to:

- Inform the local authority in **every** circumstance when deleting a pupil's name from the admission register
- Inform the local authority of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the local authority when registering new pupils, including the pupil's address and previous school.

If a pupil is leaving our school, parents are asked to:

- Give the school comprehensive information about their plans, including any date of a move and your new address and telephone numbers, the child's new school and the start date when known.
- If pupils leave and we do not have the above information, then a pupil is considered a '**pupil missing in education**'. (see below) This requires schools and local authorities to then carry out investigations in accordance to 'Derby City Council Children Missing from Education, which may involve liaising with Children's Services, the Police and other agencies.

[https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children\\_missing\\_education\\_guidance\\_-\\_August\\_2024.pdf](https://assets.publishing.service.gov.uk/media/66bf57a4dcb0757928e5bd39/Children_missing_education_guidance_-_August_2024.pdf)

## Children Missing Education (CME)

Children Missing in Education (CME) <https://www.gov.uk/government/publications/children-missing-education/children-missing-education-statutory-guidance-for-local-authorities-and-schools>

The school is committed to identifying and supporting children who are at risk of missing education. A child is considered to be *missing in education* if they are not registered at a school and are not receiving suitable education elsewhere (e.g. elective home education or alternative provision).

In line with statutory guidance and safeguarding responsibilities, the school will:

- Notify the local authority of any pupil who is removed from the school roll without a known destination.

- Inform the local authority of any pupil who fails to attend regularly or has 10 consecutive days of unexplained absence.
- Work with the local authority and other relevant agencies to help identify and re-engage children missing education.
- Monitor vulnerable groups who may be at increased risk of becoming CME (e.g. children with a history of poor attendance, exclusions, or family instability).

These procedures help ensure that all children access their right to full-time education and are protected from potential risks, including exploitation, neglect or harm.

### Additional Reporting Requirements

Schools are expected to report children who are not admitted on time or who have extended periods of unexplained absence:

- **Unadmitted Children:** If a child does not start at school on the agreed date, the school must contact the Derby City Admissions Team.
- **10 Days of Unexplained Absence:** If a pupil has been absent for 10 consecutive school days and the school cannot make contact with the family, the local authority must be informed immediately.
- **Elective Home Education and Overseas Moves:** If parents choose to home-educate, they must inform the school in writing. The school must then notify the local authority. Similarly, if a child is moving abroad, the school should request confirmation and inform the local authority before removing the pupil from roll.

### Pupils with medical conditions or special educational needs and disabilities

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. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. That said, in working with their parents/carers to improve attendance, schools should be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education.

This should include:

- ✓ making reasonable adjustments
- ✓ working with parents/carers to develop specific support approaches for attendance for pupils with special educational needs and disabilities.
- ✓ establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, routines.
- ✓ develop individual approaches that meet an individual pupil's specific needs.

### Part-time timetables

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

A part-time timetable must only be in place for the shortest time necessary and not be treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which point the pupil is expected to attend fulltime, either at school or alternative provision. There should also be formal arrangements in place for regularly reviewing it with the pupil and their parents. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must treat absence as authorised.

### Approval for term-time absence

We have adopted a zero-tolerance approach with regards to holidays during term time; this is in line with Local Authority and Government guidelines.

The Headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

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

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

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as

- Significant family bereavement, i.e. Mother (step), Father (step) principal carer or sibling.
- Significant family illness to Mother (step), Father (step), sibling or principal carer.
- Involvement in court proceedings, either in the family courts or in criminal proceedings.

The process for requesting leave of absence will be communicated by completing 'Application for Leave of Absence' form that can be collected from the school office or downloaded from the website (*see appendix 2 Application for Leave of Absence*).

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday. Holiday requests must be made in writing, and a decision will be communicated to the parents or carers by letter.

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

### Code of Conduct

Below are the key changes to the Code of Conduct

Excessive delayed return from a leave of absence: where leave has been granted by the head teacher, parents should be informed by letter of an agreed return date. Extended periods of absence linked to holidays and/or trips away of 20 or more school days are likely to result in prosecution action rather than in a penalty notice being issued.

The national framework states the following; If in an individual case the local authority believes a penalty notice would be appropriate, they retain the discretion to issue one before the threshold is met. Derby City Council retain the right to exercise this discretion. An example of when such discretion could be used is where a child has a pattern developing where fewer than 5 days of unauthorised absence occurs that is linked to holidays or trips away.

### Other valid reasons for authorised absence include (but are not limited to):

The school applies the following procedures in deciding how to deal with individual absences:

**Illness** - (including mental-health illness) and medical/dental appointments. Parents are requested to inform school by phone or email by 9.00 a.m. on the first day of absence and each day thereafter explaining the reason for the absence. If a pupil has been sick **and the sickness is considered viral**, they should stay at home for 48 hours to avoid passing the illness on to others.

**Recurring Illnesses** - Through our attendance monitoring procedures, should we identify children with recurring periods of illness, we may request supporting medical evidence for our records. E.g., Appointment cards/letters, second part of prescriptions or prescribed medicines (including labels) can be shown. This in turn will allow us to authorise the absence.

**Appointments** – School should be given prior notification of medical appointments by email/phone call, verbal or a letter. Wherever possible, all appointments should be made outside of school time either before or after school or during the school holidays. Should an appointment be necessary during the school day, please provide an appointment card/letter/text notification confirming this.

**Religious observance** – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s)/carers belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.

If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- ✓ Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school

- ✓ Attending another school at which the pupil is also registered (dual registration)
- ✓ Attending provision arranged by the local authority
- ✓ If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## Reducing Persistent and Severe Absence

### Definitions

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance. These terms are important for tracking and addressing attendance issues.

#### Persistent Absence (PA):

**Definition:** Persistent Absence is a term used to describe a level of absence from school that is considered to be a significant cause for concern.

**Threshold:** In England, to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions.

#### Risk of Persistent Absence:

**Definition:** The term "Risk of Persistent Absence" refers to a situation in which attendance is at a level that suggests they are at risk of becoming persistently absent.

**Threshold:** It is typically used to describe when attendance is consistently low and becoming a concern, we identify 10 days or more as a Risk of PA and we will follow school procedures.

#### Severe Absence (or Severe Persistent Absence):

**Definition:** The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

**Threshold:** Particular focus and support will be provided to children who are absent from school more than they are present (those missing 50% or more of school). These severely absent children 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 across a range of external agency partners.

Reducing persistent and severe absence is central to the school's strategy for improving attendance.

We will:

- ✓ Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- ✓ Use attendance data to find patterns and trends of persistent and severe absence.
- ✓ Have regular meetings and communicate regularly with the parents/carers of children who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school.
- ✓ Explain the help that is available.
- ✓ Explain the potential consequences of, and sanctions for, persistent and severe absence.
- ✓ Review any existing actions or interventions.
- ✓ Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant.
- ✓ Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence.
- ✓ Implement sanctions, where necessary.
- ✓ Build strong relationships with families, listen to and understand barriers to attendance and work with families to help remove them.
- ✓ Work together to put additional targeted support in place and re-engage children.

Particular focus will be given to pupils who are absent from school more than they are present (those missing 50% or more of school). We will work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support or placements (e.g. an education, health and care plan) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect and potential safeguarding issues.

## Dropping off and picking up safely procedures

### Gathering information from parents and carers.

At Cavendish Close Infant and Nursery School the safeguarding of children is our utmost priority. A vital part of keeping children safe is ensuring that we know who is responsible for dropping off and picking up each child.

On enrolment parents and carers will be asked to provide the following information for each child:

- the names and full addresses of parents and carers (including confirmation of parental responsibility or private fostering arrangements)
- home, work and mobile phone numbers
- email addresses where appropriate
- two authorised adult contacts who may be called in the event of the parents or carers being unobtainable or in the case of an emergency
- information about any person who has been denied legal access to the child (with copies of any relevant legal documents)

A secure system is used to store this information, and it is updated on an annual basis.

### Older siblings accompanying a child to or from school on a parent or carer's behalf.

At Cavendish Close Infant and Nursery School we will not send a child home with an older sibling unless the sibling is **aged 16 or older**.

### Managing disputes about drop off and pick up

Problems around who should be picking up or dropping off a child can arise when there are disputes between a number of adults claiming to have parental responsibility.

The Department for Education (DfE) has produced the following useful guidance to support schools in understanding and dealing with issues relating to parental responsibility:

[Understanding and dealing with issues relating to parental responsibility - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/understanding-and-dealing-with-issues-relating-to-parental-responsibility)

### What happens if parents or carers are late to collect their child?

Being late for pick up or not turning up at all can be a cause for concern, so procedures are in place to deal with this.

The school procedures to be followed if a child is not collected from school:

In the event that a child is not collected by a parent or carer, the Headteacher or the school's Designated Safeguarding Lead (DSL) will be informed immediately.

The school will:

- contact parents or carers
- call emergency contacts if parents and carers cannot be reached so an authorised adult can come and collect the child
- keep records of late collections.

If parents and carers have authorised someone else to collect the child, they may not always be aware the child is being collected late, so it is important to keep them informed if this happens.

Persistent lateness may indicate that a parent is struggling to meet their child's needs. Our persistent school late collection procedures will be followed as outlined in our school Attendance Policy.

### What happens if parents or carers cannot collect their child?

If parents, carers or other authorised people are not able to collect the child and have arranged for someone else to come instead, the parents or carers must notify the school as soon as possible. Identification or a password may be required when the person comes to collect the child.

If nobody comes to collect the child, the school will make every effort to contact the parents, carers or authorise person whose details have been supplied. If the child has not been collected after 30 minutes past the end of the school day, the Headteacher/DSL should alert the social care duty team.

Until the child is collected, they should stay at school in the care of two members of staff one should preferably a member of the safeguarding team.

School staff and volunteers should never:

- take the child home with them

- transport the child home
- go in search of parents/carers.

The nominated child protection lead should make a full written report of the incident. This report should be added to the child's safeguarding file. If appropriate, this report should also be shared with children's social care.

### What happens if someone else comes to collect a child?

If a parent informs school that someone else will be collecting their child, staff will ask for a full name, for example, Sarah Brown and for the relationship to the child, for example, aunty or family friend. This will be the case whether the message is via a telephone call or email to the office or verbally through the class team. This information should be recorded.

When managing safe collections at the end of the day, adults will take responsibility for checking that the named person has arrived as planned. They will ask the adult what their name is and what their relationship with the child is. This information will be checked against the information received from the parent.

School will not allow children to go with any unauthorised person without first getting permission from parents or carers.

If a child's social worker is planning to collect them from school, this should be agreed in advance by the child's parents and carers.

If an unauthorised person arrives to collect the child, we will contact the child's legal guardian. If the school is unable to make contact with the child's legal guardian, or the legal guardian does not give their permission, the school should explain that they are unable to release the child to anyone else without authorisation from the child's legal guardian.

If an unauthorised person refuses to leave the premises, becomes aggressive or violent or attempts an unauthorised removal of the child then it may be necessary to contact the police. This should be recorded as a safeguarding concern using the school's usual safeguarding procedures.

## Sanctions

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

The ISAO (Inclusion Support Attendance Officer) is in place to support school with the monitoring of attendance and punctuality, to ensure that all children of compulsory school age are in school. Part of the role is to carry out official register checks and highlight any attendance concerns. Once a pupil's attendance falls below 90% our ISAO (Inclusion Support Attendance Officer), may make a home visit or require parents/carers to attend a meeting to discuss any concerns. Referrals may be made to other agencies for further support.

## Penalty Notices

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

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

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

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

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

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

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. The fine is issued by [Derby City Council](#) at the request of headteachers for absences of 10 or more sessions (five days) in a 10-week period.

Where it is deemed appropriate to issue a **second** penalty notice to the same parent for the same child, this will be charged at £160 with no reduced rate offered, regardless of when it is paid.

If the situation escalates to a **third** offense within a 3-year period, A third penalty notice will not be issued. Alternative actions, often including prosecution under Section 444(1) of the Education Act 1996, will be pursued.

A penalty notice will normally be sent by first class post to your home address.

If payment is not received by the 28 days, you may be prosecuted for your child's absence from school under Section 444 (1) of the Education Act 1996

## Strategies for Monitoring Good Attendance

At Cavendish Close Infant and Nursery School, we will encourage punctuality and good attendance through:

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

Specific pupil information will be shared with the DfE on request.

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.

## Analysing attendance

The school will:

Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance. This will include:

- The whole school cohort and Individual year groups.
- Individual pupils.
- Demographic groups, e.g., pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g., pupils with SEND, LAC, CIN, CP and pupils eligible for FSM.
- Pupils who have an allocated social worker or are known to social care.
- A pupil who is absent for prolonged periods, or repeated occasions, which may indicate a safeguarding concern, such as CSE or CRE, particularly county lines.
- Pupils at risk of Persistent Absenteeism (PA).
- Pupils at risk of Severe Absenteeism (SA).

➤ Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence

➤ Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends.

➤ We monitor attendance using a RAG rating system, categorising pupils as Red (high concern), Amber (moderate concern), or Green (on track) based on their attendance percentage.

➤ We will look at historic and emerging patterns of attendance and absence and then develop strategies to address these patterns.

## Using data to improve attendance

The school will:

- ✓ Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- ✓ Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 8.4 below)
- ✓ Provide regular attendance reports to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- ✓ Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

- ✓ Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

## Strategies for Monitoring Good Attendance

At Cavendish Close Infant and Nursery School, we will encourage punctuality and good attendance through:

Attendance Rewards Framework at Cavendish Close Infant and Nursery School	
<b>Weekly Recognition</b>	<p><b>Class Awards</b>  Attendance is tracked weekly.  The class with the highest attendance will be awarded:</p> <ul style="list-style-type: none"> <li>✓ A certificate of achievement</li> <li>✓ A trophy to display proudly in the classroom</li> </ul> <p><b>Individual Awards</b>  Children showing the most improved attendance will be recognised with:</p> <ul style="list-style-type: none"> <li>✓ A certificate celebrating their progress</li> <li>✓ A sticker as a fun reward and motivator</li> </ul>
<b>Half-Term Recognition</b>	<p><b>Weekly Recognition</b>  Class Award: The class with the highest weekly attendance receives a certificate and a trophy.  Individual Award: Children with the most improved attendance receive a certificate and a <u>sticker</u>.</p> <p><b>Half-Term Recognition</b>  Class Award: The class with the best overall attendance across the half term earns a special treat - extra playtime during the first week back after half term.</p>
<b>Termly Attendance Recognition</b>	<p><b>Individual Awards</b>  <b>100% Attendance:</b>  Children who achieve 100% attendance for the term will receive:</p> <ul style="list-style-type: none"> <li>✓ A certificate of achievement</li> <li>✓ An attendance sticker</li> </ul> <p><b>Most Improved Attendance:</b>  Children who show the greatest improvement in attendance during the term will receive:</p> <ul style="list-style-type: none"> <li>✓ A certificate of achievement</li> <li>✓ An attendance sticker</li> </ul> <p><b>Prize Draw</b>  At the end of each term, a special prize draw will be held.  Eligible children include:</p> <ul style="list-style-type: none"> <li>✓ Those with 100% attendance for the term</li> <li>✓ Those with the most improved attendance for the term</li> <li>✓ Winners will be announced and celebrated in assembly.</li> </ul>
<b>Annual Attendance Recognition</b>	<p><b>Individual Awards</b>  100% Attendance for the Whole Year  Children who achieve perfect attendance across the entire school year will receive:</p> <ul style="list-style-type: none"> <li>✓ A certificate of achievement</li> <li>✓ A special attendance experience (e.g., trip, activity, or celebration event)</li> </ul> <p><b>Most Improved Attendance for the Whole Year</b>  Children who demonstrate the greatest improvement in attendance over the year will receive:</p> <ul style="list-style-type: none"> <li>✓ A certificate of achievement</li> <li>✓ A special attendance experience</li> </ul>

Our school acknowledges the importance of high levels of attendance and punctuality.

**Together:**  
**We are Attendance HEROes**  
**(Here Every day Ready On time).**

Date reviewed	By whom	Summary of changes	Date implemented

September 2023	N Asghar	<p>-Revised school day timings for 2023/24</p> <p>-All additions and amendments have been made in reference to 'Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities Published': May 2022</p> <p>-Addition - Parenting Contract</p> <p>-Addition to code W – 'work experience is for pupils in the final 2 years of compulsory school age.'</p> <p>-Addition to code C added 'e.g. part-time timetable'.</p> <p>-Addition to Persistent and Severe Absence outlining the support, communication and wider services that will be shared alongside continual support from EWO.</p> <p>-Addition – communication with Parents Plan. (Appendix)</p> <p>-Addition – children missing from education. Definitions, How to refer a CME?</p> <p>-Addition - Children must attend school on time to be given a mark for that session 8:50 (<i>see appendix 3 for codes</i>)</p> <ul style="list-style-type: none"> <li>➢ Children arriving between 8:55 - 9:30 (after registration) will be marked as 'L'</li> <li>➢ Children arriving in school after 9:30 will be marked as 'U' – Unauthorised late. This will be recorded as an <b>unauthorised absence</b>.</li> </ul> <p>Addition – procedures to follow if in the event of a child not collected from school.</p> <p>-Addition to children <b>with medical conditions or special educational needs and disabilities</b>.</p> <p>-Addition <b>Part-time timetables</b></p> <p>-Addition Appendix - Application for Leave of Absence.</p>	September 2023
October 2024	N. Asghar	<p>Many changes and additions throughout the policy have been made using: <a href="#"><u>working together to improve school attendance (applies from 19 August 2024)</u></a></p> <p>the document outlines the importance of:</p> <ul style="list-style-type: none"> <li>➢ Setting high expectations for the attendance and punctuality of all pupils</li> <li>➢ Promoting good attendance and the benefits of good attendance</li> <li>➢ Reducing absence, including persistent and severe absence</li> <li>➢ Ensuring every pupil has access to the full-time education</li> <li>➢ Acting early to address patterns of absence</li> <li>➢ Building strong relationships with families to make sure pupils have the support in place to attend school</li> </ul> <p>Addition - to the Roles and responsibilities of the governing board.</p> <p>- Making sure dedicated training is provided to staff with a specific attendance function in their role, including interpreting and analysing attendance data</p> <p>-Addition – the responsibility of the Headteacher in supporting and improving attendance.</p> <p>-Addition - the responsibility of the attendance leader in supporting and improving attendance.</p> <p>Addition – the responsibility of Class teachers in supporting and improving attendance.</p> <p>Addition - The role of the School office staff</p> <p>Addition – the role of parents</p> <p><u>Recording Attendance</u></p> <p>Addition – Amended codes used to record whether a child is</p> <ul style="list-style-type: none"> <li>• Present</li> <li>• Attending an approved off-site educational activity</li> <li>• Absent</li> <li>• Unable to attend due to exceptional circumstances</li> </ul> <p>Addition - Appendix 1 for the DfE attendance codes.</p> <p>Addition – Guidance following up an unexplained absence</p>	24 October

		<p>Addition - Approval for term-time absence set out in the <a href="#">2024 school attendance regulations</a> document.</p> <p>Addition - Changes to Penalty notices</p> <ul style="list-style-type: none"> <li>➢ 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)</li> <li>➢ If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.</li> <li>➢ 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.</li> <li>➢ 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.</li> </ul> <p>Addition – how data is analysed and how it is used to improve attendance.</p> <p>Dropping off and picking up safely procedures</p> <p>Additions – guidance on the following</p> <ul style="list-style-type: none"> <li>-Gathering information from parents and carers.</li> <li>-Older siblings accompanying a child to or from school on a parent or carer's behalf.</li> <li>-Managing disputes about drop off and pick up</li> <li>-What happens if parents or carers are late to collect their child?</li> <li>-What happens if parents or carers cannot collect their child?</li> <li>-What happens if someone else comes to collect a child?</li> </ul> <p>-Addition school day timings 2025 - 2026</p> <p>Amended EWO Educational Welfare Officer to Derby City Council ISAO (Inclusion Support Attendance Officer)</p> <p>Addition CME Summary</p> <p>Addition – The Importance of School Attendance.</p> <p>Addition – introduction of CCIS involvement as an Inclusive Attendance School, including a Multi-Tired System of support.</p> <p>Addition – the importance of school attendance.</p> <p>Addition – Data on LAC and CIN and CP</p> <p>Addition - Holiday requests must be made in writing, and a decision will be communicated to the parents or carers by letter.</p> <p>Addition - Updated Code of Conduct</p> <p>Addition – Class teacher responsibilities</p> <p>Removal of Integris to MIS</p> <p>Addition – added 1 week or 2 weeks as a period of time before the next stage letter gets sent out to families.</p> <p>Addition – change to 'Notice to improve' using recent guidance</p> <p>Addition – change to 'contract'using recent guidance</p>	
February 2025	N. Asghar		October 25
October 2025	N Asghar		November 2025
November 2025			

## Appendix 1

## Letter Templates

## Appendix 2

# Application for Leave of Absence



# APPLICATION FOR LEAVE OF ABSENCE

Important Information For Parents/Carers

Please refer to the School Attendance Policy when requesting Leave of Absence – Head teachers are no longer able to grant leave of absence unless there are exceptional circumstances.

I wish to apply for leave of absence from school to be granted to

Name of child: ..... Class: .....

Dates of proposed absence: From: \_\_\_\_\_ To: \_\_\_\_\_

#### Reason for Proposed Extensional Circumstances

Total days requested: \_\_\_\_\_

Parent(s) full name(s) ..... Date of birth .....

**Date of birth**

**Address:** \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_

Signature of Parent/Caregiver: \_\_\_\_\_

Consequences for parents taking children on Leave of Absence during term time which are NOT authorised, by the school MAY result in a Penalty Notice of £120 per parent per child being issued by the Local Authority.

For School Use Only

### Attendance 3

Interview offered to Parent/Carer? Yes/No

Όνομα: \_\_\_\_\_

~~Authorised?~~ Yes/No ..... Head Teacher

Have you informed tax letter Yes/No

## Books

## Appendix 3

# Codes for Register

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
I	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
M	Medical/dental appointment	Pupil is at a medical or dental appointment
X	Non-compulsory school age. Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance

I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y6	Public health guidance or law	The pupil is well enough to attend (otherwise Code I would have been recorded) but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend.
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence

U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays