


# Shelton Junior School



## Attendance Policy

<b>Headteacher Approval</b>  <b>Name:</b> Mr Jon Bacon <b>Date:</b> 18/11/2025	<b>Governor Approval</b> <b>DELEGATED TO HEADTEACHER</b>	<b>Shelton Junior School</b> <i>Attendance Policy</i>  Last Reviewed: Nov 2025 Review date: Nov 2026
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## Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting 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 ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

## Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [Working together to improve school attendance - GOV.UK \(www.gov.uk\)](#)
- [Summary table of responsibilities for school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## Roles and responsibilities

### The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school

- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

## The headteacher

The headteacher is the designated senior leader responsible for attendance and is responsible for:

- Leading attendance across the school
- 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 fixed-penalty notices, where necessary
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis

## The Pastoral Lead

The Pastoral Lead is the attendance officer and is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Arranging calls and meetings with parents to discuss attendance issues
- Devising specific strategies to address areas of poor attendance identified through data
- Delivering targeted intervention and support to pupils and families
- 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 education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices
- Update the school's Attendance notice board
- Send a weekly update on dojo informing parents of whole school attendance
- Identify and promote winners of bi-weekly attendance awards for the top attending class in UKS2 and LKS2.
- Organise 'Everyday Counts' competitions at key times throughout the year. Any child who receives 100% attendance during this 'Everyday Counts' period wins a small prize.

The attendance officer is Mrs Vicky Dunkley and can be contacted via the school office.

## The Inclusion Manager

Working in conjunction with the attendance officer, the Inclusion Manager will work with specific cases and carry out some of the activities as directed by the attendance officer.

- Support the Pastoral Lead Arranging with phone calls and meetings with parents to discuss attendance issues as necessary

- Delivering targeted intervention and support to pupils and families
- Collating attendance data

### Class teachers

Class teachers take an important responsibility for the attendance of children in their class by consistently promoting good and prompt attendance and raising attendance concerns promptly.

Class teachers are responsible for:

- Recording attendance on a daily basis, using the correct codes, and submitting this information to the school office by 9:15am. Afternoon registers will be completed within 15 minutes of the afternoon session starting.
- Reporting absence trends or concerns on CPOMs for children in their class. For example: a child is late several times in a week; absent on particular days; or at particular times of the year.
- Regularly promote good attendance.

### School Admin staff

School Admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school systems
- Transfer calls from parents to the Pastoral Lead in order to provide them with more detailed support on attendance
- Record any absence where contact cannot be made with a parent or carer promptly
- Record any other absence concerns promptly
- Send termly attendance letters to all parents
- Send postcards to parents for improved attendance

### Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day, on time
- Call the school to report their child's absence before 8:50am on the day of the absence and each subsequent day of absence (unless otherwise agreed with the attendance officer), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, all appointments for their child are made outside of the school day
- Ensure that all children in year 3 & 4 are collected by a responsible adult over the age of 18 at the end of each day

## Pupils

Pupils are expected to:

- Attend school every day on time

## Recording attendance

### Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if 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 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:50am on each school day.

The register for the first session will be taken at 9:00am and will be kept open until 9:30am. The register for the second session will be taken as soon as the class have finished their lunch break. Registers will be kept open for 30 minutes.

## **Illness**

Parents should inform school office that a child is ill and will not attend, this will be marked on the register by the office staff.

Where the parent informs class teacher through Dojo, the class teacher will inform the office by recording a note on the register. Class teachers will mark the register with I.

If a child is not attended and the class teacher does not know why, then they will mark the register with N and the office may then update to an I with a note later.

If school (office or teacher) is informed of an illness that means the child will be absent for several days (e.g. sickness bug), this will be added to the register ahead of time at the point we are informed. A note will be added with the day we are expecting the child to return to school.

If a child goes home early from school during the morning, the office will mark the afternoon session as I when they leave school.

## **School Trips/Visits**

For trips and visits, the register will be completed before the children leave school. Where children attend school trip or visit for the afternoon or part of the day only (for example to go swimming) the register for the afternoon session will be taken before the children leave school.

## **Child leaves school during the day**

If a child is collected or leaves school before the end of the school day, the office will mark the register with the appropriate code for the following session where appropriate. If the class teacher is unsure how to mark the register they will send a Teams message to the office who will then mark the register correctly.

## **Part time timetables**

In some rare circumstances a part time timetable may be agreed for a child. These are exceptional circumstances and agreed with the local authority.

- C code used for any full session where it is agreed the child does not attend for that session
- Child arrives later than 9:15 but before 11:00 as part of an agreed part time timetable strategy: /
- Child attends part of the afternoon session but leaves early: \

## **Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:50am or as soon as practically possible by calling the school office staff.

See [our website](#) for further details on reporting absence from school.

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

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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

### **Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment by contacting the school office at least 1 day in advance of any absence.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

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

### **Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Parents/carers of children who are persistently late are supported following the staged process below and in Appendix 6.

### **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 to ascertain the reason.
- If the school cannot reach any of the carers or emergency contacts on the morning of the first day of unexplained pupil's absence by 10:30am, office staff will inform Safeguarding/Pastoral Lead. Head teacher and/or Pastoral Lead/Inclusion Manager will make a home visit.
- 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

- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.

### Reporting to parents/carers

Parents are informed weekly of school attendance levels via ClassDojo.

Termly letters are sent to parents informing them of their child's attendance for the previous term.

## Authorised and unauthorised absence

### Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be **'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: ***circumstances that could not be reasonably foreseen and for which there is insufficient time to take the necessary action to resolve the situation and where missing education cannot be reasonably avoided.***

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments where appointment cannot be made outside of school hours
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Holidays during term time will not be authorised.

## Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

In the case of repeated fines, if a parent receives a second fine for the same child within any **three-year** period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

All holidays taken during term time will be considered for a penalty notice.

## Strategies for promoting attendance

- Regular reminders of the importance of good attendance, through Dojo whole school posts, website, assemblies etc.
- Regular updates on Dojo informing parents of whole school attendance.
- Weekly awards celebrated in assembly.
- Attendance letters to go out termly informing all parents of their child's attendance.
- Weekly attendance trophy for class with highest attendance.
- 'Everyday Counts' competitions at key times throughout the year. Any child who receives 100% attendance during this 'Everyday Counts' period wins a small prize.

## Attendance monitoring

Regular attendance meetings are attended by the Pastoral Lead, Inclusion Manager, and a member of Admin team to regularly monitor ongoing attendance concerns. At these meetings pupils will be allocated to a support/enforcement stage. (See also appendix 6 for full overview of support/action that is taken at each stage.)

## Attendance monitoring thresholds

Children will be added to monitoring based on the number of days missed from the start of the academic year.

	Days missed
Autumn 1	3
Autumn 2	5
Spring 1	6
Spring 2	8
Summer 1	10
Summer 1	12

School staff will monitor attendance of children bi-weekly and assess if criteria for stage 1 or stage 2 support has been met. Actions will be agreed and where appropriate support from external agencies sought.

Attendance records from previous years will be included

### **Stage 1: Initial Targeted Support**

- TA or class teacher will be assigned to be the initial lead worker for the family.
- Lead worker will have an informal discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance. This may be class teacher, Learning Mentor or the Pastoral Lead.
- Consideration of barriers for attendance and strategies that could mitigate these. This could include TA meet and greet, alternative arrangements for arrival, or interventions targeted at friendships, socialisation, anxiety or other identified issues.
- First warning letter issued/late letter issued (see Appendix 2)
- Chronology started/case opened for monitoring on CPOMs
- Half-termly postcards sent home to parents for improved attendance
- Sticker charts considered for pupils to track their own attendance and punctuality. Rewards may be given weekly if sticker chart is filled. Rewards may be extra playtime, to go first for lunch or a game with wellbeing team staff.
- Consider the external agencies that can address the individual needs of the pupil/family. Make referrals as appropriate.

### **Stage 2: Enhanced targeted Support**

- Second warning letter issued (See appendix 3)
- Meeting with parents booked to discuss attendance concerns .
- Free before/after school club places offered where appropriate.

- SEMH HLTA/Pastoral Lead delivers weekly attendance groups to identified children in school.
- [Individual attendance plan](#) initiated - support will be offered in line with this plan.

### Stage 3: Intensive Support for Persistently Absent Pupils

- Third warning letter issued (see appendix 4)
- Individual attendance plan reviewed
- Other individual support offered based on need and availability, this could be arrangements for the collection of pupils for school, change of class, 1-2-1 sessions with school counsellor

### Stage 4 : Use of Parental Responsibility Measures (Ongoing Persistent Absence)

- The local authority will be notified of the school’s concerns by way of a referral to the EWO (ER1 form).

## Regular data reviews

In addition to bi-weekly meetings, a half termly attendance whole school data review will be carried out to identify any developing trends. Headteacher, Pastoral Lead, Admin Staff will meet to review attendance data each half term as below:

When?	Data to be reviewed	Cohort actions	Individual family actions
End of Autumn 2	Review persistent absence from previous year and compare to current year so far identify trends/groups  10 in 10 list <sup>1</sup>	Target Pastoral Manager/TA/Inclusion Manager to work with highest absence groups or individuals	Update monitoring register for bi-weekly review  Initial contact made with previously Persistently Absent Pupils to offer support.
Start of Spring 1	10 in 10 list Persistent absent pupils	Learning Mentor review impact of work with target groups	Update monitoring register for bi-weekly review and offer additional support/issue additional warning letters as required
Start of Spring 2	10 in 10 list Persistent absent pupils	Group analysis repeated and strategies reviewed/amended as required	
Start of Summer 1	10 in 10 list Persistent absent pupils	Group analysis repeated and strategies reviewed/amended as required	
Start of Summer 2	10 in 10 list Persistent absent pupils	Group analysis repeated and strategies reviewed/amended as required	

<sup>1</sup> “10 in 10” = 10 days of absence in a rolling 10 week period

End of Year	Year to date attendance summary – group analysis link to outcomes		Year to date attendance added to report Persistent absent pupils identified for monitoring next year
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## Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

## Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- 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:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence

- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance (see Appendix 6)
- Review pupils who are absent for 10 or more days with a rolling 10 week period and consider issuing penalty notices

## **Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the headteacher. At every review, the policy will be approved by the full governing board.

## **Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Staff Handbook

## Appendix 1: attendance codes

The following codes are those most frequently used at Shelton and are taken from the DfE's guidance on school attendance. See [Working together to improve school attendance \(applies from 19 August 2024\)](#), Chapter 8 for additional information and a full list of register codes.

### Present – attending school

Code	Definition	Scenario
/	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
V	Attending an educational visit or trip	The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff. The visit or trip must take place during the session for which it is recorded.
B	Attending any other approved educational activity	<p>The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. The educational activity must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;</li> <li>the activity is of an educational nature;</li> <li>the school has approved the pupil's attendance at the place for the activity; and</li> </ul> <p>the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.</p>
P	Participating in a sporting activity	<p>The pupil is attending a place for an approved educational activity that is a sporting activity. The sporting activity must take place during the session for which it is recorded.</p> <p>A pupil can only be recorded as attending a place for an approved educational activity if:</p> <ul style="list-style-type: none"> <li>the place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014;the activity is of an educational nature;</li> <li>the school has approved the pupil's attendance at the place for the activity; and</li> </ul>

		<ul style="list-style-type: none"> <li>the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. Supervision means the pupil is physically supervised by someone who meets this definition.</li> </ul>
K	Attending education provision arranged by the local authority	<p>The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site).</p> <p><i>A pupil attending provision arranged by the school rather than the local authority must be recorded using Codes P or B instead.</i></p>

## Authorised Absence

Code	Definition	Scenario
I	Illness	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness.
M	Medical/dental appointment	Pupil is at a medical or dental appointment
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	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 in line with paragraphs 65 – 70 of <a href="#">Working together to improve school attendance (applies from 19 August 2024)</a> Temporary part-time timetables are authorised by SENDCo and Local Authority is notified.
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Suspended or permanently excluded	The pupil is suspended from school or permanently excluded from school on disciplinary grounds
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves). As a general rule, 'a day exclusively set apart for religious observance' is a day when the pupil's parents would be expected by the religious body to which they belong to stay away from their employment in order to record the occasion.

## Unauthorised absence

Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not yet established	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

## Other

Code	Definition	Scenario
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be recorded with code Y4 to record the fact that the school is closed
Y6	Unable to attend in accordance with 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	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## **Appendix 2 – Attendance Letter 1**

See next page



## Shelton Junior School

Carlton Avenue  
Shelton Lock  
Derby  
DE24 9EJ  
Tel: 01332 701212  
Web: [www.sheltonj.derby.sch.uk](http://www.sheltonj.derby.sch.uk)

Headteacher: Mr J. Bacon

Date

### Attendance concerns

Dear parent's name,

I am writing to you to raise your awareness of (child's name) attendance. It currently stands at (add percentage) which means that (child's name) has missed (number of days) of school since September.

We're concerned about (child's name), because their attendance could indicate that they're feeling anxious or worried about school.

Regular attendance is an important factor in a child's academic success. When pupils are frequently absent, it is difficult for them to keep up with their school work because they miss out on vital learning. For this reason, we take school attendance very seriously.

The school acknowledges that each family's circumstances are different and aims to work in partnership with parents to provide the best education for every child. Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

If your child is going to be absent from school, it is important that you contact the school on the first day of the absence to inform us of the reasons. If this continues for more than one day, you should make contact with the school on a daily basis to keep us updated.

We'd like to work with you, to help (child's name), get back into school and to offer support in addressing any barriers to your child's attendance. If you require any advice or support on this matter, please contact school to discuss further this and we will do our best to help.

Name of staff member

Position

## **Appendix 3 – Attendance Letter 2**

See next page



## Shelton Junior School

Carlton Avenue  
Shelton Lock  
Derby  
DE24 9EJ  
Tel: 01332 701212  
Web: [www.sheltonj.derby.sch.uk](http://www.sheltonj.derby.sch.uk)

Headteacher: Mr J. Bacon

Date

### Second attendance warning letter

Dear **parent's name**,

Following our previous letter dated **[date of first letter]** regarding **[child's name]'s** attendance, there continues to be a cause for concern. Our records show that **[insert name of child]'s** attendance is currently at **[add percent]**. This is equivalent to **(??)** school days missed in a school year.

School attendance is an important issue and something we take very seriously. I am therefore requesting that you come into school to discuss the current situation. I have arranged for this meeting to take place in school on **[add date]** at **[add time]**. Please could you confirm that you are able to attend this meeting. If you are unable to attend, please contact the school office to make an alternative arrangement.

Regular school attendance is the responsibility of parents/carers. If your child's attendance remains at the current level, a referral will be made to the local authority who may need to start legal proceedings. You may also be subject to:

- A Penalty Notice payable up to **£160** per child, per parent. From August 2024, only two fines can be issued to the same parent for the same child within a three-year rolling period. Any second notice will automatically be charged at **£160**. Any further offences (within a three-year rolling period) will be referred straight to the Magistrate Court.
- Prosecution under s444 (l) Education Act 1996, where if convicted you may be fined up to **£1,000**
- Prosecution under s444 (l) (a) Education Act 1996, where if convicted you may be fined up to **£2,500 and/or 12 weeks imprisonment** Section 444 of the Education Act,1996

I would encourage you to make us aware of any circumstances affecting your child's attendance as a matter of urgency. All absences from this point forward will be marked as unauthorised unless accompanied by medical evidence.

We look forward to your support in resolving this matter.

Yours sincerely,

Name of staff member

Position

## **Appendix 4 – Attendance Letter 3**

See next page



## Shelton Junior School

Carlton Avenue  
Shelton Lock  
Derby  
DE24 9EJ  
Tel: 01332 701212  
Web: [www.sheltonj.derby.sch.uk](http://www.sheltonj.derby.sch.uk)

Headteacher: Mr J. Bacon

Date

Dear parent's name

### Final attendance warning letter

Following two previous letters, we are now writing to formally express our ongoing concerns about the irregular attendance of your child, [add name and date of birth]. Attendance is now [%]. This is equivalent to (??) school days missed in a school year. As a result, we request that you now attend a meeting at school to discuss this issue. The meeting has been booked for DATE TIME VENUE IN ATTENDANCE .

If you fail to attend and/or the reasons given for your child's absence are not satisfactory, you could be guilty of committing an offence and legal proceedings may commence against you for failure to comply with the law.

The law states that: - "the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable –

- (a) to his/her age, ability and aptitude
- (b) to any special educational need(s) he/she may have, either by regular attendance at school or otherwise.

### Section 444 of the Education Act, 1996 says:

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence." If the reasons given for your child's irregular school attendance are not satisfactory, then the Local Authority may take legal proceedings against you for failure to comply with the Law.

### This may result in:

- A Penalty Notice payable up to **£160** per child, per parent. From August 2024, only two fines can be issued to the same parent for the same child within a three-year rolling period. Any second notice will automatically be charged at **£160**. Any further offences (within a three-year rolling period) will be referred straight to the Magistrate Court.
- Prosecution under s444 (l) Education Act 1996, where if convicted you may be fined up to **£1,000**
- Prosecution under s444 (l) (a) Education Act 1996, where if convicted you may be fined up to **£2,500 and/or 12 weeks imprisonment** Section 444 of the Education Act,1996

I am therefore informing you that, if further unauthorised absences are recorded, or your child fails to attend school regularly, we will refer this matter to the local authority.

We will not issue further notification should we need to escalate this matter to the local authority.

It is hoped that enforcement proceedings will not be necessary and we look forward to meeting you

Name of staff member

Position

## **Appendix 5 – Termly attendance letter**

See next page



## Shelton Junior School

Carlton Avenue  
Shelton Lock  
Derby  
DE24 9EJ  
Tel: 01332 701212  
Web: [www.sheltonj.derby.sch.uk](http://www.sheltonj.derby.sch.uk)

Headteacher: Mr J. Bacon

Date

Dear parent's name

### Attendance for Autumn / Spring / Summer Term 2023

We are contacting all parents to keep them updated of their child's attendance. Child's Name's attendance was % for last term.

100%

Thank you for your efforts to ensure that Child's Name attended school every day during last term. Research shows that regular attendance at school has a big effect on children's lives.

96-100%

Thank you for your efforts to ensure that Child's Name attended school regularly last term. Research shows that regular attendance at school has a big effect on children's lives.

90-96%

Child's Name's attendance was below our school target of 96% and will be absence will be monitored regularly. To talk to us so that we can work together to improve Child Name's attendance for next term, please contact Mrs Dunkley via the school office.

Below 90%

Child's name's attendance was below 90% for last term and is identified as persistently absent during this period.

Research shows that poor attendance at primary school has a direct impact on how well children do at secondary school. Pupils who miss between 10% and 20% of school (that's 19 to 38 days per year) stand only a 35% chance of achieving five or more good GCSEs, compared to 73% of those who miss fewer than 5% of school days.

We are keen to improve this situation for Child's name and if there is anything further that you think we can do to help improve Child's name's attendance next term, please contact Mrs Dunkley via the school office.

Yours sincerely,

Name of staff member  
Position

## Appendix 6 - Shelton Attendance Process Overview

### Universal Support

Thresholds/triggers	Strategies to be used	Monitoring procedures														
<p>Child has missed less than:</p> <table border="1" data-bbox="109 568 461 967"> <thead> <tr> <th></th> <th>Days missed</th> </tr> </thead> <tbody> <tr> <td>Autumn 1</td> <td>3</td> </tr> <tr> <td>Autumn 2</td> <td>5</td> </tr> <tr> <td>Spring 1</td> <td>6</td> </tr> <tr> <td>Spring 2</td> <td>8</td> </tr> <tr> <td>Summer 1</td> <td>10</td> </tr> <tr> <td>Summer 1</td> <td>12</td> </tr> </tbody> </table>		Days missed	Autumn 1	3	Autumn 2	5	Spring 1	6	Spring 2	8	Summer 1	10	Summer 1	12	<p>(Please note that these strategies will continue to be in place for all pupils, irrespective of where they are on the escalation plan.)</p> <p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>• Regular reminders of the importance of good attendance, through a half-termly newsletter, website, assemblies etc.</li> <li>• Weekly update on dojo informing parents of whole school attendance and leading class for the week.</li> <li>• Weekly dojo awards 5 dojos for 100% attendance. 3 dojos for 90-99%. Class teacher lead this and discuss with class each week.</li> <li>• RAG rated letters to go out termly informing all parents of their child’s attendance.</li> <li>• Weekly attendance certificate/trophy for class with highest attendance</li> <li>• Attendance notice board updated weekly.</li> <li>• Termly attendance awards (class party) for the top attending class in UKS2 and LKS2.</li> <li>• ‘Everyday Counts’ competition at key times throughout the year. Any child who receives 100% attendance during this ‘Everyday Counts’ period wins a 100% badge or pencil.</li> </ul> <p><b>Direct contact with parents/carers:</b></p> <ul style="list-style-type: none"> <li>• First day of absence phone calls.</li> <li>• Head teacher and/or Pastoral Lead/Learning Mentor makes a home visit to any child absent and their parent/carer has not made contact with school</li> <li>• Termly attendance letters sent out to all parents giving attendance percentages</li> <li>• Requests for term-time holidays to be declined, unless there are exceptional circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance tracked through the school’s management information system (MIS)</li> <li>• Pastoral Lead to monitor individual, group and whole-school attendance to identify any concerns</li> <li>• Class teachers to be on alert for any absence patterns and record on CPOMS</li> <li>• Low attendance list to be updated bi-weekly</li> </ul>
	Days missed															
Autumn 1	3															
Autumn 2	5															
Spring 1	6															
Spring 2	8															
Summer 1	10															
Summer 1	12															

## Stage One: Initial Target Support

Thresholds/triggers	Actions to be taken	Monitoring procedures
<p>Initiate support at this level if <b>any</b> of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Missed days (see above)</li> <li>• Three or more late arrivals over a half-term period</li> <li>• An unexplained or unauthorised absence</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>• Pupils will continue to receive the universal support offered to all pupils at Stage One</li> </ul> <p><b>Direct contact with parents/carers:</b></p> <ul style="list-style-type: none"> <li>• An appropriate member of staff will have an informal discussion with the pupil to explore whether they have any concerns or issues that could be a barrier to attendance. This may be class teacher, Learning Mentor or the Pastoral Lead.</li> <li>• Chronology started.</li> <li>• First warning letter issued inviting parents/carers to make contact and discuss any concerns if they wish to do so</li> <li>• Late letter issued if required</li> <li>• Half-termly postcards sent home to parents for improved attendance and 100% attendance over a half-term.</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>• Sticker charts for pupils to track their own attendance and punctuality. Rewards given weekly if sticker chart is filled. Rewards may be extra playtime/ to go first for lunch or a game with wellbeing team staff.</li> <li>• Consider the external agencies that can address the individual needs of the pupil/family and make referrals as required. Possibilities include: <ul style="list-style-type: none"> <li>○ EWO, CAMHS SCA service, Changing Lives, Early Help Team</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Attendance tracked through MIS</li> <li>• Pastoral Lead to do <b>fortnightly</b> checks on the pupil's data</li> <li>• Staff member assigned to be the lead for the family.</li> <li>• Class teachers to monitor pupil more closely and report patterns noticed on CPOMS</li> </ul>

## Stage Two: Enhanced Targeted Support

Thresholds/triggers	Actions to be taken	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Missed days (see above) <b>and</b> increasing over time</li> <li>• Five or more late arrivals over a half term period</li> <li>• Subsequent unexplained or unauthorised absences</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>• Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond</li> </ul> <p><b>Direct contact with parents/carers:</b></p> <ul style="list-style-type: none"> <li>• Second warning letter issued</li> <li>• Meeting with parents booked to discuss attendance concerns</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>• Learning Mentor/Pastoral Lead delivers weekly attendance groups to identified children in school.</li> <li>• <a href="#">Individual attendance plan</a> initiated - support will be offered in line with this plan</li> <li>• Consider whether any additional partners could be engaged - make referrals as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance tracked through MIS</li> <li>• Pastoral Lead to do <b>fortnightly</b> checks on the pupil's data</li> <li>• Staff member assigned to be the lead for the family.</li> <li>• Class teachers to monitor pupil more closely and report concerns on CPOMS</li> <li>• Class teachers to offer more direct support as needed</li> </ul>

## Stage Three: Intensive Support for Persistent Absentees

Thresholds/triggers	Actions to be taken	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> <li>• Attendance below 90%</li> <li>• Continued late arrivals despite support offered at previous tiers</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>• Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond</li> </ul> <p><b>Direct contact with parents/carers:</b></p> <ul style="list-style-type: none"> <li>• Third warning letter issued</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>• Individual attendance plan reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance tracked through MIS</li> <li>• Pastoral Lead to do <b>weekly</b> checks on the pupil's data</li> <li>• Class teachers to offer more direct support as needed</li> </ul>

<ul style="list-style-type: none"> <li>Continued unexplained or unauthorised absences despite support offered at previous tiers</li> </ul>	<ul style="list-style-type: none"> <li>During the attendance plan review, those involved will identify whether any additional support could be offered by the school or partner agencies</li> </ul>	
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### Stage Four: Use of Parental Responsibility Measures

Thresholds/triggers	Actions to be taken	Monitoring procedures
<p>Initiate support at this level if any of the following criteria are met:</p> <ul style="list-style-type: none"> <li>Strategies introduced at stage three have failed to improve attendance</li> <li>Any of the thresholds for legal action have been met</li> </ul>	<p><b>Communicating expectations:</b></p> <ul style="list-style-type: none"> <li>Pupils will continue to receive the universal support offered to all pupils at Stage One and beyond</li> </ul> <p><b>Support:</b></p> <ul style="list-style-type: none"> <li>Support initiated at previous stages will continue as appropriate</li> </ul> <p><b>Enforcement:</b></p> <ul style="list-style-type: none"> <li>The local authority will be notified of the school's concerns by way of a referral to the EWO (ER1 form)</li> <li>EWO will put a parenting contract into place which includes: <ul style="list-style-type: none"> <li>a statement by parents/carers that they agree to comply for a specified period with whatever requirements are set out in the contract;</li> <li>a statement by the school/local authority/academy trust agreeing to provide support to the parents for the purpose of complying with the contract.</li> </ul> </li> <li>Local authority to utilise appropriate legal powers to enforce attendance</li> </ul>	<ul style="list-style-type: none"> <li>Attendance tracked through MIS</li> <li>Pastoral Lead to do <b>weekly</b> checks on the pupil's data</li> <li>Class teachers to maintain regular individual support as required</li> <li>School to liaise with the local authority regularly to support any measures that are being taken</li> </ul>

## **Appendix 7 - Attendance Poster**

See next page

To be included with attendance letters sent to parents

# PROSPECTIVE CHANGES TO PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE

**ATTENDANCE  
MATTERS**



With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued after **19th August 2024**.

**1**

## First offence

The first time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

- £160 per parent, per child paid within 28 days.
- Reduced to £80 per parent, per child if paid within 21 days.

**2**

## Second offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular Attendance the amount will be:

- £160 per parent, per child paid within 28 days.

**3**

## Third offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

- Magistrates' fines can be up to £2500 per parent, per child.
- Cases found guilty in Magistrates' Court can show on the parents DBS certificate, due to 'failure to safeguard a child's education'.



## 10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines will be considered when there are 10 sessions (5 days) of unauthorised absence in a 10 week period.



## Holidays in term time

Penalty Notice Fines **will be** issued for Term time Leave. Inset training days are school days and can be included in where there was intent to be absent for term time leave.