



Full Governors

08.07.26

Signed Tr 21

Attendance and Absence

Statement of intent

We care about children and their education. Portway Infant School believes that, in order to facilitate teaching and learning, good attendance is essential; children cannot achieve their full potential if they do not regularly attend school. Good attendance is essential if children are to take full advantage of school and gain the appropriate skills and knowledge which will equip them for life.

We understand that barriers to attendance are complex, and that some children find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with children and parents. We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving child attendance.

We are committed to:

- Maintain a positive atmosphere where good attendance is the normal pattern
- Show that attendance is taken seriously and that good attendance is valued by the school
- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND needs they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify children or cohorts that require more support
- Ensuring our attendance policy is clear and easily understood by all staff, parents and children.
- Implement the policy in a fair and consistent manner

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1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE 'Keeping children safe in education'
- DfE (2024) 'Children missing education'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Behaviour
- Children Missing Education
- Child Protection and Safeguarding
- Complaints Procedures
- Personal Social and Health Education (PSHE)
- Children with Additional Health Needs Attendance
- Special Educational Needs and Disabilities (SEND)
- Social, Emotional and Mental Health (SEMH)
- Supporting Children with Medical Conditions

2. Roles and responsibilities

The governing board has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the Senior Leadership Team (SLT) to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education (CME) Policy in place and that this is regularly reviewed and updated.
- Ensuring school staff receive adequate training on attendance

The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Appointing a member of the Extended Leadership Team (ELT) to the attendance officer role.
- Following up on incidents of persistent poor attendance.

- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every child has access to full-time education and will act as early as possible to address patterns of absence.
- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.

Staff are responsible for:

- Following this policy and ensuring children do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual children to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The office manager/attendance officer is responsible for ensuring the:

- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with children and parents with regard to attendance.
- Informing the Local Authority (LA) of any child being deleted from the admission and attendance registers.
- Leading a compassionate approach when listening to parents and children regarding barriers to attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.

Parents are responsible for:

- Providing accurate and up-to-date contact details and updating the school if their details change.
- Providing the school with more than one emergency contact number.
- The attendance of their children at school.
- Promoting good attendance with their children.
- Proactively engaging with any attendance support offered by the school and the LA.
- Notifying the school as soon as possible when their child has to be unexpectedly absent.
- Requesting leave of absence only in exceptional circumstances, and in advance.
- Booking any medical appointments around school where possible.
- Following any family-based support implemented by the school to improve attendance.

3. Definitions

The following definitions apply for the purposes of this policy:

- **Absence:**
 - Arrival at school after the register has closed
 - Not attending school for any reason
- **Authorised absence:**
 - 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
- **Unauthorised absence:**
 - Parents keeping children off school unnecessarily or without reason
 - Truancy before or during the school day
 - Absences which have never been properly explained
 - Arrival at school after the register has closed
 - Absence due to shopping, looking after other children or birthdays
 - Absence due to day trips and holidays in term-time which have not been agreed

- Leaving school for no reason during the day
- **Persistent absence (PA):**
 - Missing 10 percent or more of schooling across the year for any reason

4. Attendance expectations

The school has high expectations for children's attendance and punctuality, and ensures that these expectations are communicated regularly to parents and children. Children are expected to attend school punctually every day they are required to be at school, for the full day.

The school day follows the below timetable,

- The **morning register** will be taken promptly at 8.55am. Children will receive a late mark if they arrive after 9.00am but before 9.20am at which point the register will close. Children not in school by this time will be marked with the appropriate absence code.
- **Morning break** is at either 10.15am or 10.30am depending on year group and lasts for 15 minutes
- **Lunchtime** is 12.00pm – 1.15pm
- The **afternoon register** will be taken promptly at 1.15pm.

5. Absence procedures

Parents will be required to contact the school office via telephone, 01332 550702, or email admin@portwayi.derby.sch.uk before 9:00am on the first day of their child's absence – they will be expected to provide an explanation for the absence and an estimation of how long the absence will last, e.g., one school day. There is an answer phone attached the school number which is monitored regularly should a parent be unable to get through or call when the office is unmanned. **Parents should not contact the class teacher directly nor should they use Class Dojo for absence messages.**

Where a child is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will initially contact the parent by telephone as soon as is practicable on the first day that they do not attend school. If there is no response by telephone then a text message and/or email will be sent requesting the parent contact school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school system.

Where a child is absent for more than three school days in a row, or more than 10 school days in one term, the pupil's parent may be expected to provide a signed letter with an explanation for the absence(s).

The school will not request medical evidence in most circumstances where a child is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of persistent absence (PA), arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a half termly basis, of the details of children who fail to attend regularly, or who have missed 10 school sessions (usually equivalent to 5 school days) or more.

If a pupil's attendance drops below 85%, the attendance officer and headteacher will be informed, and a formal meeting will be arranged with the child's parent.

In line with CME guidance and in conjunction with the school's EWO, where a child has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the child from the

admissions register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

6. Attendance register

The school uses Arbor to keep electronic attendance registers which ensures they are as accurate as possible and can also be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether children are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

/	Present in the morning
\	Present in the afternoon
B	Educated Off-site (NOT dual registered)
C	Leave of absence granted by the school for exceptional circumstances
C1	Leave of absence for participating in a regulated performance or employment abroad
C2	Leave of absence for part time pupils
D	Dual registration (attend elsewhere)
E	Suspended or permanently excluded but no alternative provision made
G	Family Holiday (NOT agreed)
I	Illness
J1	Interview
K	Attending provision arranged by the LA
L	Late arrival (before registers closed)
M	Medical/Dental appointments
N	Reason not yet provided
O	Unauthorised absence
P	Approved sporting activity
Q	Absent due to a lack of access arrangements
R	Religious observance
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Attending work experience
X	Not required to be in school
Y1	Absent due to their regular transport not being available
Y2	Absent due to travel disruption
Y3	Absent due to part of the school premises being closed
Y4	Absent due to the school site being closed
Y5	Absent due to being in criminal justice detention
Y6	Absent due to public health guidance or law
Y7	Absent due to any other unavoidable cause
Z	Child not on roll

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant children who are absent.

Children who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved whilst the child remains at school plus one year in line with our Data Retention Policy.

7. Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be processed by the Headteacher – the decision to grant or refuse the request will be at the sole discretion of the Headteacher, taking the best interests of the child and the impact on the pupil's education into account. The Headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Leave of absence

The school will only grant a child a leave of absence in "exceptional circumstances". In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing at least two weeks prior to the proposed start date of the leave of absence using the Leave of Absence request form (**Appendix A**), providing the reason for the proposed absence and the dates during which the absence would be expected to occur. Where parents are separated, if **either** parent requests a leave of absence, **both** parents will receive notification of the school's decision (see Separated Parents policy)

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the child can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a child's attendance record shows any unauthorised absence
- Where a child's authorised absence record is already above 10% for any reason

National Framework for Penalty Notices for school absence

The National Framework aims to:

- Make penalty notices more effective by ensuring they are only used in cases where they are the most appropriate tool to change parental behaviour and improve attendance.
- Prioritise the "support first" approach by expecting support to be used in cases where it is appropriate and using penalty notices in cases where support is not appropriate (e.g., a term time holiday), has not worked or has not been engaged with.
- Improve consistency in the use of penalty notices across England by introducing a new national threshold at which they are considered.
- Improve the deterrent effect of a penalty notice by increasing the amount and introducing a new national limit of 2 penalty notices within a 3-year period to break cycles of repeat offending.
- Ensure a single consistent national threshold for when a penalty notice must be considered of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period
- Ensure a requirement that when the national threshold is met, an assessment is made on a case-by-case basis whether a penalty notice can and should be issued
- Implement an increase to the rate of a penalty notice from £120 to £160 if paid within 28 days, and £60 to £80 if paid within 21 days.
- Create an additional rung to the ladder of escalation, with any second penalty notice issued to the same parent for the same child within a rolling 3-year period being charged at a higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- Ensure a national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another tool

will need to be considered such as prosecution or one of the other attendance legal interventions. If parents are prosecuted and attend court because their child has not been attending school, they may be liable for a fine of up to £2,500.

Illness and healthcare appointments

Parents will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents will be expected to obtain approval for their child's absence to attend such appointments as far in advance as is practicable. Parents will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment as well as providing evidence of the appointment in the form of a letter or text/email reminder.

Performances and activities, including paid work

The school will ensure that all children engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

The child will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the child would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a child receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the child would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The Headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 97%. Where a licence has not been obtained, the Headteacher will not authorise any absence for a performance or activity.

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance by using the Leave of Absence request form (**Appendix A**).

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion. The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance by using the Leave of Absence request form (**Appendix A**). Absences will not be granted for children from these communities under this code for reasons other than travel for occupational purposes.

8. SEND and health related absences

The school recognises that children with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support children who find attending school difficult.

In line with the SEND and Supporting Children with Medical Conditions policies, the school will ensure that reasonable adjustments are made for disabled children to reduce barriers to attendance, in line with any Educational Health Care (EHC) plans or Individual Healthcare Plans (IHPs) that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a child that is also a safeguarding concern, they will inform the Designated Safeguarding Lead (DSL) and the Child Protection and Safeguarding policy will be followed. All children will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a child is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a child is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the child's needs, capabilities and programme of work.
- Help the child reintegrate at school when they return.
- Make sure the child is kept informed about school events and clubs.
- Encourage the child to stay in contact with other children during their absence.

The school will incorporate an action plan to help any children with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the child is attending school as normal and there has been signs of significant improvement.

To support the attendance of children with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying children's unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a child to have a reduced timetable.
- Ensuring a child can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby children can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

9. Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

All staff will be actively engaged in supporting the regular attendance of pupils, and understand the importance of continuity in each child's learning.

All children are expected to be in their classes by 8.55am and 1.15pm, where the teacher will record the attendance electronically. Any child with permission to leave the school during the day must be signed out by their parent or guardian at the school office and signed back in again on their return.

Immediate action will be taken when there are any concerns that a child might be truanting. If truancy is suspected, the Headteacher is notified, and they will contact the parent in order to assess the reasons behind the child not attending school.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival at school.

The DSL will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

10. Missing children

Children will not be permitted to leave the school premises during the school day unless they have permission from the school. The following procedures will be taken in the event of a child going missing whilst at school:

- The member of staff who has noticed the missing child will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- The following areas will be systematically searched by all available staff:
 - All classrooms
 - All toilets
 - The school buildings
 - Play areas
 - Any outbuildings and storage areas
 - The school grounds
- If the child has not been found after 15 minutes, then the parents of the child will be notified by the headteacher or assistant headteacher using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing child's teacher will fill in an incident form, describing all circumstances leading up to the child going missing.
- If the missing child has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the child has been located, members of staff will care for and talk to the child to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the child has been located. The headteacher will take the appropriate action to ensure that children understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy if appropriate.

The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome where necessary.

11. Attendance intervention

In order to ensure the school has effective procedures for managing absence, the headteacher will:

- establish a range of evidence-based interventions to address barriers to attendance.
- monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- lead attendance reviews in line with escalation procedures.

- establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Sending letters to parents.
 - Face to face meetings with parents
 - Engaging with LA attendance teams.
 - Using fixed penalty notices.

The school will use attendance data, in line with the 'Monitoring and Analysing Absence' section of this policy, to develop specific strategies to improve attendance where patterns of absence are emerging.

These strategies will be developed on a case-by-case basis, and will consider the particular needs of the children whom the intervention is designed to target.

The school will develop strategies for ensuring that children with health needs or home circumstances that result in additional absences are not unfairly excluded from attendance rewards, e.g., by setting individualised targets.

12. Working with parents to improve attendance

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with children and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with children and their families to support attendance, e.g., social services where appropriate.

The school will ensure that there are at least two sets of emergency contact details for each child wherever possible to ensure the school has additional options for getting in touch with adults responsible for a child where the child is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, except for in certain circumstances, e.g., sickness or absences that have been authorised by the headteacher in advance.

The school will regularly inform parents (at each parent evening and in the end of year report) about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

Our percentage expectations with regard to attendance are below,

- Excellent attendance – 100%
- Good attendance – 97% to 99.99%
- Room for Improvement – 90.10% to 96.99%
- Cause for concern – Below 90%

Attendance is analysed each half term (or sooner as needed) following the process below,

- Identify attendance 96.99% and below
- Run an Individual Absentee Report (from Arbor) for those children identified to ascertain the reason for absence
- Inform the parents using the appropriate letter (see below)
- Update attendance spreadsheet

The attendance letters we send are detailed below.

- if low attendance (96.99% and below) is identified then the parents will be informed by letter (**Appendix B**).

- if the situation persists or worsens without a valid reason then a further letter will be sent requesting the parent attend school for interview (**Appendix C**).
- if the situation persists or worsens but we are aware of the reason (for example, a hospital stay) then a further letter will be sent to simply inform of the attendance figure (**Appendix D**).
- if the figure remains below 96.99% but is improved then a further letter will be sent highlighting the need for good attendance and offering support (**Appendix E**).
- if attendance drops below 90% without a valid reason, then the parent will also be requested to attend school for an interview with the headteacher with a referral made to the Inclusion and Attendance Support Officer (IASO) as required (**Appendix F**)

If a pattern of absence becomes problematic, the headteacher will work collaboratively with the child and their parents to improve attendance by addressing the specific barriers that prevent the child from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for child absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g., bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g., the DSL and Special Educational Needs and Disabilities Coordinator (SENDCO), to address this. Where the barriers are outside of the school's control, e.g., they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g., children's social care or the LA, and will encourage parents to access support that they may need.

13. Persistent Absence (PA)

There are various groups of children who may be vulnerable to high absence and PA, such as:

- Children in need
- Looked After Children (LAC)
- Young carers
- Children who are eligible for Free School Meals (FSM)
- Children with English as an Additional Language (EAL)
- Children with Special Educational Needs (SEND)
- Children who have faced bullying and/or discrimination

The school will use a number of methods to help support children at risk of PA to attend school. These may include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with children to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on children who have rates of absence over 10 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these children are facing.

Where a child at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g., social services, to support the child in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Child Protection and Safeguarding Policy.

14. Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve the child's attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the headteacher will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the child and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward. Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an ESO will result in a fine and decisions will be made about whether further action is required.

15. Monitoring and Analysing absence

The attendance officer will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual children.
- Demographic groups, e.g., children from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g., children with SEND, LAC and children eligible for FSM.
- Children at risk of PA.

The attendance officer will ensure a thorough analysis of the above data is completed on a half-termly, termly and full-year basis to identify patterns and trends. This will include identifying, for each group:

- Patterns in uses of certain codes.
- Particular days of poor attendance.
- Historic trends of attendance and absence.
- Barriers to attendance.

The attendance officer will provide regular (half termly) reports to relevant staff across the school to enable them to track the attendance of children and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data

changes in response to any interventions implemented to increase attendance in future by updating the appropriate spreadsheet and continued monitoring.

The governing board will regularly review attendance data (included in every headteachers report), including examinations of recent and historic trends, and will support the SLT in setting goals and prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local, regional and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

16. Training of staff

Staff training around the importance of attendance is part of all safeguarding training. It is further discussed in staff meetings and included in staff updates as required.

Lisa McSherry

Reviewed summer 2026

To be reviewed summer 2027



DERBY CITY COUNCIL

Office Use Only

Date received.....

Letter sent home ☐Integris updated ☐PN issued ☐

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 explicit exceptional circumstances.

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

Name of child: Date of Birth:.....

Class:

Dates of proposed absence: From: To:

Reason for Proposed Exceptional Circumstances

.....

Total days requested:

Parent(s) full Name(s) Date of Birth

..... Date of Birth

Address:

Signature of Parent/Carer.....

Signature of Parent/Carer.....

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 £160 *per parent per child* being issued by the Local Authority

Attendance % Date.....

Interview Offered to Parent/Carer? **Headteacher** Yes/No Date:

Authorised? **Headteacher** Yes/No Date.....

Parent informed by letter? **Office staff** Yes/No Date.....

Issue Penalty Notice? (5 days or more) **Headteacher** Yes/No Date.....

Appendix B



Portway Infant School

Woodlands Road, Allestree, Derby, DE22 2HE

Telephone: 01332 550702

email: admin@portwayi.derby.sch.uk

Headteacher: Lisa McSherry B.Ed.Hons

Date

Parent(s) name

Address line 1

Address line 2

Address line 3

Postcode

Dear Parent(s) name

Our records show that *child's name* attendance has dropped to% during the period
date.....

I understand that this is probably due to re-occurring illness which I am sure is being dealt with at home.

However, if you have any concerns about your child's health or difficulties with your child attending school, please do not hesitate to contact either me or the class teacher.

Whilst I wholly appreciate that illness is beyond all of our controls, we are still required to inform you if your child's attendance falls to 96.99% or below. Numerous studies, including those from the DfE, shows attendance is directly related to your child's attainment in school.

Therefore, if your child's attendance does not start to show an improvement a meeting in school, with me, may have to be arranged.

Yours sincerely,

Lisa McSherry
Headteacher



Portway Infant School
Woodlands Road, Allestree, Derby, DE22 2HE
Telephone: 01332 550702
email: admin@portwayi.derby.sch.uk
Headteacher: Lisa McSherry B.Ed.Hons

Date

Parent(s) name

Address line 1

Address line 2

Address line 3

Postcode

Dear *Parent(s) name*

Our records show that *child's name* attendance has now dropped to% during the period
date to date.....

I understand this may be due to re-occurring illness however, as good attendance is highly valued at Portway Infants, please now contact the school office to arrange a meeting with me as soon as possible in order that we may discuss the matter further.

I do also need to make you aware that, depending on the outcome of this meeting, the Education Welfare Officer may be informed and/or a penalty notice issued.

Yours sincerely,

Lisa McSherry
Headteacher



Portway Infant School

Woodlands Road, Allestree, Derby, DE22 2HE

Telephone: 01332 550702

email: admin@portwayi.derby.sch.uk

Headteacher: Lisa McSherry B.Ed.Hons

Date

Parent(s) name

Address line 1

Address line 2

Address line 3

Postcode

Dear Parent(s) name

Our records show that *child's name* attendance has now dropped to% during the period
date to date.....

I am aware of the reasons why, however, we hope to see an improvement next term.

In the meantime, if I can be of any help or you have any concerns about your child's attendance,
please do get in touch with the school office who will be happy to arrange a meeting with me.

Yours sincerely,

Lisa McSherry
Headteacher



Portway Infant School

Woodlands Road, Allestree, Derby, DE22 2HE

Telephone: 01332 550702

email: admin@portwayi.derby.sch.uk

Headteacher: Lisa McSherry B.Ed.Hons

Date

Parent(s) name

Address line 1

Address line 2

Address line 3

Postcode

Dear *Parent(s) name*

Our records show that *child's name* attendance was% during the period
date.....

I can see this is an improvement on the last reported figure which is very positive but, we are still required to inform you if your child's attendance is 96.99% or below. Numerous studies, including those from the DfE, shows attendance is directly related to your child's attainment in school.

However, if you have any concerns about your child's health or difficulties with your child attending school, please do not hesitate to contact either me or the class teacher.

Yours sincerely,

Lisa McSherry
Headteacher



Portway Infant School

Woodlands Road, Allestree, Derby, DE22 2HE

Telephone: 01332 550702

email: admin@portwayi.derby.sch.uk

Headteacher: Lisa McSherry B.Ed.Hons

Date

Parent(s) name

Address line 1

Address line 2

Address line 3

Postcode

Dear *Parent(s) name*

Our records show that *child's name* attendance has dropped to% during the period *date to date*.....

I understand this may be due to re-occurring illness but, as the actual reason remains unclear and good attendance is highly valued at Portway Infants, please now contact the school office to arrange a meeting with me as soon as possible in order that we may discuss the matter further.

Whilst I wholly appreciate that illness is beyond all of our controls, we are still required to inform you if your child's attendance falls below 90%, numerous studies, including those from the DfE, shows attendance is directly related to your child's attainment in school

Yours sincerely,

Lisa McSherry
Headteacher

