

Enderby Road Infant and Nursery School



Attendance Policy

Person Responsible for Policy	Headteacher
Approved by Governing Body	Date: October 2025
Signed by Chair:	<i>C. Lloyd</i>
Review Date:	October 2026

This document acknowledges that both the Local Authority and schools must apply their powers fairly and consistently.

This school works closely with the LA Education Inclusion Officer and takes guidance from their service.

This school makes determined efforts to build relationships of trust with parents in order to support their children's good attendance.

An infant pupil's absence will have a serious impact on his/her attainment. Parents need to know that every absence is noticed and appropriate action is always taken.

This policy intends to:

- Boost attainment and achievement levels by increasing and maintaining high levels of attendance
- Work effectively to improve attendance with our various partners and parents/carers/pupil

Pupil attainment and achievement depend on regular presence in school. Any absence leads to missed learning and other experiences and may cause difficulties with social relationships. It may also lead to a threat to the welfare of our pupils.

Only when a pupil is in school can a true responsibility be taken for safeguarding all the interests of the pupil.

School attendance is seen as a 'whole school issue'.

Encouraging good attendance is the shared responsibility of the school, the parent/carer, the pupil and partners in the Local Authority, the Police and Children's Social Care.

Parents/carers have a responsibility to see that their children receive appropriate education and it is the responsibility of the Local Authority, through its Education Inclusion Service to ensure that this happens.

AIMS AND PRINCIPLES OF GOOD ATTENDANCE

- Understanding that non-school attendance is a safeguarding issue
- The school is committed to maximising the achievement of all pupils
- There is a clear link between good attendance and educational achievement
- Regular and punctual attendance is vital if pupils are to benefit fully from academic, personal and social opportunities, which are offered to them within the school
- Parents/carers play an important role in supporting the school and encouraging pupils to reach good attendance levels
- A broad and balanced education is dependent on regular attendance at school
- School will take appropriate action to promote good attendance

What the school, parents/carers and pupils can expect of the Education Inclusion Service

- The Education Inclusion Service has a key function in working closely with schools, families, teams within the DfE and other services and agencies, both statutory and voluntary, in order to promote excellent levels of attendance and punctuality at school or otherwise, thereby contributing to raising pupil attainment
- To work within a legal framework, through the DfE and discharge its duties with regard to ensuring that a child for whom they are responsible is receiving a suitable education by regular school attendance. In doing so it enables schools and parents/carers to meet their respective responsibilities
- To support schools to fulfil their legal responsibilities with regard to pupil attendance
- To provide a sample Attendance Policy to schools
- To provide a challenge to schools in respect of data analysis, registering of pupils and marking of registers including authorising and unauthorising absence and holidays in term time, persistent absenteeism, early intervention and monitoring
- To undertake register inspections on a termly basis as a minimum. The admission register and the attendance register of every school must be available for inspection during schools hours by:
 - Any of His Majesty's Inspectors of Schools appointed under Section 1(2) and 5(2) the Education (Schools) Act 2005(b);
 - Any Inspector registered under Section 2 (1) Schedule 1 of that Act; and

- In the case of a school maintained by a Local Authority, any officer of the Local Authority authorised for that purpose (usually the Education Inclusion Officer).
- Promote partnership working between the Local Authority, schools, parents/carers and other services and agencies by offering guidance, support and assistance in this area
- Assist schools in creating a framework which promotes consistent practices and procedures
- The Local Authority will work to overcome any language/interpretation/understanding barriers and work with schools and other agencies/services/individuals to assist in overcoming any barriers that may be presented by the child/young person/family in order to ensure the child/ren/young person receives the education to which they are entitled
- Provide training/information to staff/pupils/governors on attendance issues as and when required

What the school expects of parents/carers:

- To fulfil their parental responsibility by ensuring their children attend school regularly and on time. Parents/carers should be aware it is their responsibility in law for ensuring that their children of compulsory school age (the term after they turn 5 years old) receive an efficient full-time education suitable for their age, ability, aptitude and any special educational needs they may have.
- To ensure that they contact the school on the first day their child is unable to attend (before the start of the school day, before registration closes – by 9:00am) and keep the school updated regularly if their child requires more than one day off school
- To ensure their child arrives on time and is well prepared for the school day dressed in school uniform with equipment, completed homework etc.
- To avoid medical appointments during the school day unless absolutely necessary and to collect and return pupils to school whenever an appointment crosses the school day. To provide evidence of medical appointments, prior to the appointment where possible
- To contact the Pastoral Lead or Headteacher in confidence whenever any problem occurs that may keep their child away from school
- To ensure the continuity of their child's education by taking holidays during the school holiday period except in special/exceptional circumstances (providing

evidence where necessary why this is needed) and seeking permission prior to taking a holiday in term time

- Work in partnership with school to take an active interest in their child's school career, to reinforce school policies/arrangements on homework, behaviour and approach to learning, to attend parent consultation evenings and other meetings where necessary
- Work in partnership with the school and other agencies (as and when appropriate) to resolve issues relating to non-attendance

What parents/carers and pupils can expect of the school

- To maximise attendance rates as one of their key tasks with clear procedures to identify and follow up absence and provide a consistent approach in dealing with absence and lateness
- Inform and involve governors
- That the Pastoral Lead – Lisa Clark - will be the Attendance Lead for the school
- Identify a range of strategies to deal with absenteeism and punctuality
- Support parents in ensuring regular and punctual attendance
- To respond promptly to any issue which may lead to non or irregular school attendance
- Be sensitive to the needs of the individual parent/carer. This will be reflected in the ways in which attendance issues are addressed. e.g. school should recognise that some parents/carers have difficulty understanding written communications. (School will also recognise the reluctance of some parents/carers to come into school)
- Be alert to critical times – e.g. return to school after a period of long-term sickness, a return after a traumatic event (either at home or school) or during the period leading to a phased transfer
- Produce a whole school Attendance Policy which is consistently applied and clearly communicated to all parents/carers
- A broad and balanced education which is a motivational, relevant and accessible curriculum to all students and is dependent on regular attendance at school
- The encouragement and promotion of good attendance. Information is on display in the school and via our electronic platform ClassDojo. A trophy is awarded for any

class achieving 100% attendance within a week and the class with the highest attendance each week will be given the attendance bear mascot to look after.

- 100% attendance certificates will be awarded at the end of each term and as well as at the end of the year for any children achieving this.
- Regular, efficient and accurate recording of attendance and basic analysis of attendance data is undertaken regularly
- Daily contact with parents when a pupil fails to attend school without providing a valid reason
- Prompt action on any problems identified – this will be in the form of a ClassDojo message if school attendance falls below 96% with addition of a follow up message to recognise improvement
- Further letters and supportive meetings arrangement when an improvement in attendance is not seen
- Close liaison with the Education Inclusion Service and other services and agencies to assist and support parents/carers and pupils where needed
- Notification to parents/carers of their child's attendance record through an annual report home at the end of the academic year
- All staff maintain high expectations in relation to attendance, all pupils aware that their presence is appreciated and that their absence is noted
- Systems of reward for attendance as well as achievement and sympathetic re-integration strategies for long-term absentees
- Provide effective infant/junior liaison
- Referral to the Education Inclusion Service where school intervention has failed to secure an improvement in attendance. Schools will always refer to Education Inclusion Service where a child is a Persistent Absentee pupil (less than 90% attendance) and there are no acknowledged reasons for absence by the school

The Role of the School's Governing Body

The governing body will receive information on a termly basis from the Headteacher and/or Attendance Officer in respect of the current position on school attendance, which includes some analysis which identifies concerns, emerging issues, possible areas for improvement and successes.

STATUTORY FRAMEWORK

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are a registered pupil. The Local Authority will use the 1996 Education Act and the Anti-Social Behaviour Act 2003 (penalty notices) in order to fulfil its duties in ensuring regular school attendance. The Anti-Social Behaviour Act 2003, Section 23 of the Act gives powers to the Local Authority to issue penalty notices where a parent/carer is considered capable of, but unwilling to secure an improvement in their child's school attendance. These powers came into force on the 27 February 2004. Amendments to the 2006 regulations in 2013, remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent/carer does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised. A parent/carer may be required to provide evidence to support absences due to illness or other reason.

Registration

Schools are required to take an attendance register at the start of the morning session and once during the afternoon session. The Education (Pupils' Attendance Records) Regulations 1991 and the Education (Pupil Registration) (England) Regulations 2006 stipulate that schools should maintain an attendance register for each class containing the names of all pupils in the class.

Taking the register is a key part of the school day and should be seen as such by all staff, pupils and parents/carers.

School session times vary from school to school. The school session times for Enderby Road Infant School are 8.45am – 12.00pm, 1.05pm – 3.15pm. The school register is a legal document and may be required as evidence in court. It must be completed fully twice daily. On each occasion schools must record whether every pupil was present, absent, present at approved educational activities or unable to attend due to exceptional circumstances.

The doors open for soft opening from 8.45am and registration will take place at 9.00am. Parent/carers are expected to ensure their child is in school within the 15-minute soft opening time in order that registration can take place and their child does not receive a late mark. All registers are completed electronically on Scholarpack (changing to Arbor Oct 25) and are automatically accessed by the school office upon completion.

Once registration has taken place the following procedures apply:

If a pupil arrives late but before 9.30, they should be marked as 'late' but counted as present for that session (late defined as coming into school via the main door – having missed normal entry into school).

If a pupil arrives after the close of registration, they will be marked initially as unauthorised and coded U (late after register closed), pending any evidence of exceptional circumstances for the lateness.

Pupils who arrive late after the school start times, should report to the main office. A record is made of the time the pupil arrives. The register entry will then be amended in accordance with the details above.

All teachers must take registers in their classroom at the appropriate times and will notify the school office immediately of any absenteeism/late attendance via the Scholarpack (Arbor Oct 25) register. Registers will be cross referenced by office staff for absences and messages taken. Absences that have not been reported will be followed up with a ClassDojo message by 10 a.m.

Monitoring of attendance will take place regularly by both school assigned staff and the Education Inclusion Service to ensure correct procedures are followed, accurate marking of registers and appropriate monitoring of attendance takes place.

Accurate tracking of late arrival to school will take place per pupil and parents informed on a regular basis of concerns with late arrival to school. Promotion of regular attendance and punctuality will be promoted through the website, ClassDojo, school prospectus and during meetings with parents. Parent/carers will always be informed in writing of the school concerns over late arrival and action taken by the school to intervene with parent/carers to ensure the pattern of late attendance does not continue. This will take the form of:

- Where pupils continue with patterns of unauthorised late attendance despite intervention by the school, a referral will be made to the Education Inclusion Service for investigation into the circumstances of the late attendance, see appendix 3. Appropriate sanctions such as penalty notices/prosecutions will be enforced where necessary after appropriate casework intervention where there has been no improvement.

Authorised/Unauthorised Absence

It is vital that all staff within the school adhere to the same criteria when deciding whether or not to authorise an absence. Absences should be recorded in accordance with the Attendance Codes issued by the DfE.

Examples of when Absence may be authorised:

- The pupil was ill or prevented from attending by any unavoidable cause (unless notice requiring medical proof of illness has been issued)
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs
- The pupil is the child of Traveller parents and the conditions stated in the Education Act 1966 Section 444(6) are met
- Exceptional circumstances have been demonstrated to the Headteacher and the Headteacher has accepted these circumstances
- The pupil is excluded from school and appropriate information and paperwork have been forwarded to the parent

Note: The absence of pupils taking part in appropriately supervised educational activities outside the school is recorded as 'approved educational activities' – 'B' or 'V' or 'W' as appropriate. This is equivalent to 'present' for performance table purposes.

Schools should not record pupils who are off-site as present unless confirmation has been received of their attendance.

The following activities show when an approved education activity category can be used:

- Field trips and educational visits, in this country and overseas;
- Participation in or attendance at approved sporting activities;
- Pupils receiving part of their tuition off site at another location while remaining under overall supervision of the home school (i.e. a flexible arrangement short of formal dual registration). This can include tuition of sick children being taught at home or children with behavioural issues who may visit units which support with behaviour or education preparation, but remaining on roll.

Any pupil who does not attend a provision offsite and is not attending school has to be marked as absent in the school register.

Dual Registration

The law allows for dual registration of pupils at more than one school. Where a pupil is dually registered at institution X and Y, institution X marks the pupil approved education activity while they are attending institution Y and vice versa. Both institutions share responsibility for the pupil. Failure to attend either institution at the proper time without good reason is unauthorised absence. This code is to be used when a pupil dually registered at two schools and, for the session in question, they are not required to attend your school.

The school where the pupil is expected to attend is responsible for accurately recording the pupil's attendance and following up non-attendance.

Schools should ensure that they have in place arrangements whereby the school where the pupil is scheduled to be can notify the "other" school of any absences by individual pupils so that both schools can record the pupil absence using the relevant code. For safeguarding and educational reasons, one of the school staff must follow up all unexplained and unexpected absence in a timely manner, such as "First day calling" procedures.

Examples of when Absence should be unauthorised

- No explanation is forthcoming within an acceptable time limit
- The school is dissatisfied with the explanation
- The parent has been advised that absences will not be authorised without appropriate medical confirmation
- The pupil stays at home to mind the house or look after siblings
- The pupil is shopping during school hours
- The pupil is absent for unexceptional special occasions (e.g. a birthday)
- The pupil is absent from school for the purpose of an unauthorised exceptional circumstance
- The pupil is absent from school due to not returning to school from an authorised holiday at the given date

Any absence taken without the permission of the Headteacher will be recorded as unauthorised absence in the school register, which is a legal document.

It is for the Headteacher and not the parent to make the decision as to whether the absence should be authorised.

It is the parent's responsibility to provide all evidence of absence and bear any costs that this may incur.

Exceptional Circumstances

There was a change in the law relating to Holidays in Term Time as a result of the implementation of The Education (Pupil Registration) (England) Regulations 2006 which came into force on 1 September 2006. Amendments to the 2006 regulations (in 2013) remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The position is now that there is NO ENTITLEMENT to remove children from School during term time to take holidays.

However, the Appropriate Person within a School, usually the Headteacher, has the authority, in appropriate circumstances to authorise absence from School for a child for up to 10 days in any one academic year for exceptional circumstances which will be determined by the Headteacher only upon presentation of evidence (Regulation 7(4))

For any absence from School to be authorised by the Appropriate Person, the parent or person within whom the child normally resides must make an application to remove that child from School (Regulation 7(3)). In determining that application the Appropriate Person within the School must be satisfied that there is a SPECIAL REASON as to why the application should be granted (Regulation 7 (3)(b)) and if there is a SPECIAL REASON, is it appropriate for the absence to be authorised. If there is no SPECIAL REASON, the application should be refused and no further consideration should be given to it.

A SPECIAL REASON is not defined within the Regulations however; there is guidance as to what amounts to a SPECIAL REASON, which cites the following:

“Service Personnel and other employees who are prevented from taking holidays outside of term time, if the holiday will have minimal disruption to the pupil’s education; and

When a family needs to spend time together to support each other during or after a crisis/serious illness.”

The Appropriate Person within the School should seek written evidence supporting the claim that there is a SPECIAL REASON to satisfy themselves that one exists, such as a letter from an employer or a letter from a medical practitioner. It should be remembered that in the case of being unable to take holidays outside of term time as a result of work commitments, this extends to all School Holidays.

If the Appropriate Person within the School is satisfied that there is a SPECIAL REASON, then, and only then, should they proceed to consider whether the absence should be authorised, give proper consideration to matters such as SATS, external and internal assessments and attendance record of the pupil concerned. It is only at this stage that an application for holidays in term time should be authorised and subject to the maximum of 10 days in any one academic year.

The Appropriate Person within the School can authorise more than 10 days absence during term time in EXCEPTIONAL CIRCUMSTANCES although no guidance has been issued as to precisely what properly amounts to EXCEPTIONAL CIRCUMSTANCES (Regulation 7(4)) and a letter will be sent home.

In the event that a child has unauthorised absence from School for a period of 10 sessions of absence within a 10 week rolling school weeks, North Lincolnshire Council may issue the

parents or other person(s) with day to day responsibility for the child with a Penalty Notice. In the event that a Penalty Notice is not paid, the parent(s) and/or other person(s) with day to day responsibility for the child will be prosecuted. In appropriate cases, no Penalty Notice will be issued where there are unauthorised absences from School for a period of at least 5 consecutive days and the matter will proceed straight to prosecution.

Parent/carers will have 21 days to pay £80 per parent/carer per child. If this is not paid within 21 days, the fine increases to £160 per parent/carer per child. Failure to pay after 28 days will result in legal proceedings in the magistrate's court.

It should be noted that if an application to remove a child from School to attend a holiday is refused by the Appropriate Person at the School, that decision can only be properly challenged and overturned by an Order for Judicial Review in the High Court and such proceedings have to be brought within three months of the date of the decision itself. If no application is made to The High Court for such an Order, the Magistrates Court is unable to question the decision not to authorise the absence from School to attend a holiday.

Parents should be advised to contact the school prior to booking any holidays in term time in order to discuss why they believe it should be a special circumstance.

Schools will use the North Lincolnshire Council Leave of Absence form in order to ensure consistency throughout the Authority and parents must request formally leave in term time at least 10 school days prior to the leave taking place.

Procedures for following up absence and persistent lateness

1. Absences should be explained by parents to the Pastoral Lead on the first day of absence, preferably before the start of the school day and no later than 9:00am. Notes, letters and telephone messages should be retained by the school with dates and times if appropriate to ensure evidence is available for recording purposes and any legal intervention taken by the LA's Education Inclusion Service. All verbal conversations should be recorded (Scholarpack or CPOMS) with date, time and names of staff and parents involved for the same reason.
2. To ensure the safety of children, where parents have not contacted the Pastoral Lead prior to 9:00am, the school will operate its first day contact procedures. A Dojo message will be sent to obtain a reason for the absence. If there is no response then a telephone call to parents will be made to ascertain the reason for absence. Failure to make contact with the school, the school will endeavour to contact parents via a home visit. This may be done in conjunction with Education Inclusion Service, Children's Social Care, Health or the Police where appropriate.
3. An examination of attendance rates will take place regularly. Parents of all children with an attendance rate of less than 96% will be contacted firstly by ClassDojo.

4. Should attendance not improve after this point, an initial letter of concern will be sent to parents.
5. Should attendance not improve after this point, school will then send a letter of concern to invite parents to a meeting to discuss any barriers and establish and agree a plan.
6. If a pupil is persistently absent (90% or below) or late after register has closed and the school's efforts to effect an improvement have proved unsuccessful, a referral will be placed with the Education Inclusion Service for investigation and legal intervention if necessary. This may include a full prosecution, penalty notice or Education Supervision Order. Parents are informed of this in the Local Authority leaflets sent to parents on a regular basis.
7. If a child is absent from school for 3 or more days, a welfare check will be undertaken by the pastoral lead, to offer support and ensure the child and family are safe and well.

Prior to referral to Education Inclusion Service, schools will have contacted parents at least twice in writing of their concerns. Parents will be advised that the school will no longer authorise absences without appropriate evidence, until there is an acceptable improvement in attendance and that a referral will be made to the Education Inclusion Service.

Registration certificates will show unauthorised absences when referred to Education Inclusion Service – 'O'.

Children Missing From Education or who may otherwise be at risk

Schools will follow the procedures set out in the Children Missing from Education Policy and Procedures as agreed by the Local Safeguarding Children's Board. It is important that parents/carers inform the school if they move house/area etc, giving full details of any new address and the proposed school. The Education Inclusion Service will follow up all pupils who are believed to have left the area. The school and the Education Inclusion Service will make "reasonable" enquiries to locate the pupil. No pupil should be deleted from the school roll until the Education Inclusion Service has agreed this.

Truancy Sweeps

The Education Inclusion Service and the police undertake truancy sweeps a number of times throughout the year and often in conjunction with other services and agencies. Any pupils found during the school day will normally be returned to the school and parents will be notified. Evidence from truancy sweeps may be used in prosecutions.

Strategies for Promoting Attendance

- The school will offer an environment in which pupils feel valued and welcomed. The school's ethos must demonstrate that pupils feel that their presence in school is important, that they will be missed when they are absent/late and that follow up action will always be taken. Early intervention is often the key to preventing more frequent absences.
- A varied and flexible curriculum will be offered to pupils. Every effort is made to ensure that learning tasks match pupil's needs.
- Attendance data will be regularly collected and analysed in order to help identify patterns, set targets, correlate attendance with achievement and support and inform policy/practice.
- Good attendance will be praised appropriately.
- Parents will be reminded regularly (via ClassDojo, newsletters, the school brochure, parents evenings, etc) of the importance of good attendance.
- Pupils who are absent through sickness for any extended period of time will (when appropriate) have work sent home to them and will be reintegrated back into school upon their return.
- Pupils who have been absent for whatever reason for an extended period of time will (when appropriate) have individually tailored reintegration programmes prepared for them.
- The Headteacher will report to the school's Governing Body on attendance matters through termly Headteacher's report to Governors.
- •The Headteacher/Pastoral Lead will have regular meetings with the Education Inclusion Officer in order to identify and support those pupils who are experiencing attendance difficulties.
- An increased use of Scholarpack (Arbor Oct 25) to analyse data and statistics. Schools should regularly analyse their data so that early identification can be made of pupil's absence and especially those who are persistent absentees (or in danger of becoming a persistent absentee – PA), to identify patterns of absence and the school's overall absence/types of absence.
- Good attendance will be promoted with children through attendance awards made termly and annually to pupils with 100% attendance in assembly.

Attendance Statistics

All schools are required by the Local Authority to submit attendance figures to the Local Authority/Education Inclusion Service on a regular basis. Schools will regularly analyse

attendance statistics in order to ensure effective strategies are in place to support pupils in raising attainment and attendance.

Where schools feel they have a disproportionate category (e.g. travellers, SEN, ethnic minority groups) and the school feels that this category causes a negative impact on the overall attendance percentage, it is suggested that calculations can be undertaken both including and excluding that category so that the impact can be more clearly seen.

Safeguarding

School attendance is a safeguarding issue – see School Safeguarding Policy. It is therefore vital that all registers must be marked correctly and up to date.

The school Attendance Policy will be reviewed annually in conjunction with the Behaviour, Anti-Bullying and SEN policies. The active involvement of governors, parents/carers and all staff within the school is essential to the review process. Pupils can also make a valuable contribution to policy development.