

# MAYBURY PRIMARY SCHOOL

## Attendance Policy

Reviewed and Updated: Autumn 2023







## Maybury Primary School

Produced : March 2009  
Reviewed: Autumn 2023  
Next Review : Autumn 2024

### ATTENDANCE POLICY

#### **Mission**

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

#### **Vision statement**

Believe. Achieve. Succeed.

#### **Objectives**

- To ensure that every child is safeguarded and their right to education is protected.
- To promote good attendance
- To reduce absence, including persistent and severe absence
- To ensure every pupil has access to the full-time education to which they are entitled
- To build strong relationships with families to ensure pupils have the support in place to attend school
- To act promptly to address patterns of absence and work with external agencies, to overcome them.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To promote and support punctuality in attending school.

#### **Commitment to Attendance**

The staff of Maybury Primary School are committed, in partnership with the parents/carers, students, governors and the Local Authority, to building a school which serves the community and of which the community is proud. We expect that pupils will attend school regularly, unless the absence is authorised by the Head teacher.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. We are committed to encouraging and supporting parents in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

## **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](#)

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

[Mental health issues affecting a pupil's attendance: guidance for schools](#)

## **Roles and responsibilities, our expectations**

### **We expect that all pupils will attend school:**

- Regularly.
- Punctually.
- Prepared for the day.

### **We expect that all parents/carers who have day to day responsibility for the children and young people will:**

- encourage regular school attendance and to be aware of their legal responsibilities.
- ensure that the child/ren arrive at school punctually, prepared for the school day.
- ensure that they contact the school whenever the child/ren are unable to attend school
- **contact the school on the first day of the child's absence, before 9am, and on each subsequent day of absence**, and advise when they are expected to return
- contact the school promptly whenever any problem that may keep the child away from school occurs.
- provide the school with more than 1 emergency contact number for their child
- ensure that, where possible, appointments for their child are made outside of the school day

In order for the school's Attendance Policy to be successful, every member of our school community must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education. In addition to this, the school has the following responsibilities:

### **Attendance Officer**

The attendance officer is Debra Lock and can be contacted via the school office.

### **Office Staff/attendance officer will:**

- monitor and analyses attendance data
- benchmark attendance data to identify areas of focus for improvement
- provide regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher

- advising the headteacher when to issue fixed-penalty notices
- oversee the registration process and ensure that registers are completed accurately and punctually.
- record all reasons for absences in the register.
- work with Surrey Inclusion Service regularly to tackle persistent absence.
- take calls from parents about absence on a day-to-day basis and record it on the school system and check Studybugs for absences
- Transfer calls from parents to the Headteacher or DSL in order to provide them with more detailed support on attendance

### **Class teachers**

**Class teachers/ HLTA (when covering the class teacher) will:**

- be responsible for completing registers accurately and punctually at least twice daily and submitting this to the school office
- monitor every pupil's attendance.
- refer irregular or unjustified patterns of attendance to the attendance office/ Headteacher/DSL.
- encourage good attendance.
- provide a caring and welcoming atmosphere for children, provide a safe learning environment, provide a sympathetic response to any pupil concerns.
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school and LA expectations with regard to regular school attendance.

### **The headteacher**

The headteacher is responsible for:

- 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

### **The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

### **Governing Body**

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

### **Parent Responsibility and The Law**

The Education Act 1996 Part 1, Section 7 states:

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 and

[b] To any special needs he/she may have (either by regular attendance at school or otherwise).

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act. Part VI Section 444 contains the details of when an offence is committed if a child fails to attend school

Under the provision of the Education Act 1996 (Ss434 and s458) and the Education (Pupil Registration) (England) Regulation 2006 (as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2013) the school must keep an attendance register.

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

### **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 date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- For pupils of compulsory school age 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.

### **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 9am or as soon as practically possible by calling the school office or complete an entry on Studybugs.

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 and complete a Pupil Absence Form-authorisation of absence for medical appointment (Appendix 1) available from the office.

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 by completing a leave of absence form (Appendix 2).

### **Registration & Lateness**

The school gates open at 8:35, children enter their classrooms to start early morning activities. The school day begins at 8.40am. Morning registration will take place at 8.40am. Parents of children arriving after 8:40 should sign their child in using the Inventory system in the front office giving an explanation; children will also be given a red late card to take to their teacher. The registers will remain open until 9.15 am. Any student who arrives within this period will be marked as late. Any parent arriving after this time should sign in at the office with an explanation and will be marked as having an unauthorised absence (Code U). In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Lateness after the registers are closed can be subject to prosecution by the Local Authority Inclusion Team.

The register for the second session will be taken at 12:50 for Reception and Year 1, 1:05 for Year 2 and 1:20 for KS2 and will be kept open until 5 minutes after each slot.

### **Following up unexplained absence**

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

- Send a text asking for the reason for absence

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home visit and call the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- 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 the Inclusion Officer.

We have an absence procedure which can be found in Appendix 3.

### **Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels on their termly progress report and end of school year report.

### **Authorised and unauthorised absence** (See Appendix 4 for list of absence marks)

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

#### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. This includes:

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays
- Excessive illness without medical evidence.

### **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.

#### **Exceptional leave of absence**

The school holiday dates are published a year in advance and to ensure child/ren do not miss out on their education during term we ask parents to take due consideration of these prior to booking a holiday. Holidays during term time will not be authorised. We expect that pupils will attend school regularly, as per Surrey CC's guidelines unless the absence is authorised by the Head teacher.

Parents are not entitled to leave of absence for their child/ren as a right and this will only be granted in exceptional circumstances, e.g. for compassionate reasons, and once the Head Teacher has considered:

- the child's record of attendance.
- if leave of Absence is granted it shall not exceed five school days in any one year, as agreed by the school's governing body.
- the time of the leave, ensuring that it would not prevent the child from missing any important examinations/assessments/school events.



Leave of absence, for exceptional circumstances, will not be granted if additional leave is taken either side of this time without previous approval. Proof of flights or other documentation supporting the request must be produced if asked for.

Any savings that you think you may make by taking a holiday in school time are offset by the cost to your child's education. It is widely known that the link between a student's attendance and attainment is irrefutable.

Where a parent wishes to request a leave of absence, as far in advance as possible of the requested absence by completing a leave of absence form (Appendix 2) to the Head Teacher who will consider the application on behalf of the Governors.

If a leave of absence is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and the Surrey County Council Inclusion Service will be notified.

Absences during mock SATS and SATS examinations will not be authorised.

Any request should be submitted as soon as it is anticipated. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- 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

### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

### **Ten Days Absence**

Any pupil who is absent without an explanation for 10 consecutive days will be referred to Local Authority Inclusion Team.

### **Persistent Absentees (PA)**

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. Absence at this level is considerably damaging to a child's educational prospects and we need parents' fullest support and co-operation to tackle this.

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
- Support families with attendance issues via the home school link worker
- Provide access to wider support services to remove the barriers to attendance
- Send letters to parents once their child's absence becomes a concern. (Appendix 5 and 6)
- Refer children who are persistently absent to Surrey County Council Inclusion Officer.

### **Severely absent pupils**

Particular focus will be given by all partners to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. The school will monitor and target these children and work with these families. The school may also look at the needs of the children for example if they have an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

Children who are severely absent are referred to the Surrey County Council Inclusion Officer.

### **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.

The amount payable on issue of a Penalty Notice is £60 per parent/carer, if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within the time limit the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996 or withdraw the notice. The payment must be made directly to the local authority.

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.

### **Circumstances when a Penalty Notices may be issued:**

A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with supportive measures to improve attendance proposed by the school or Surrey County Council Inclusion Service.

Penalty Notices will be issued for periods of unauthorised leave of absence in term time of 5 days or more within any three month period. This need not be consecutive days or sessions within this period. Each parent/carer is liable to receive a penalty notice for each child who is absent.

Penalty Notices may also be issued for unauthorised absences or late arrival after the close of registration, on 7 occasions in any six week period (not including school closures). Parents/carers will receive a written warning from the Inclusion Service of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. During this period the pupil is not expected to incur any further unauthorised absence.

Penalty Notices may also be issued in respect of pupils identified by police and Surrey County Council Inclusion Officers engaged on Truancy Patrols and who have incurred unauthorised absences. Parents/carers will receive a written warning from the Inclusion Service of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. During this period the pupil is not expected to incur any further unauthorised absence.

### **Surrey County Council Inclusion Officer (formally known as EWO)**

The Inclusion Service monitors the attendance of all children on a regular basis. The Surrey County Council Inclusion Officer will work with school staff and parents/carers to promote good attendance and investigate reasons for absence.

The Surrey County Council Inclusion Officer attends school half termly and conducts register checks. The Inclusion Officer may contact parents if children are consistently late or there are concerns about attendance.

If attendance problems cannot be resolved by the school then the school will make a referral to the Inclusion Service. The Surrey County Council Inclusion Officer will try to resolve the situation but if attempts to improve attendance have failed, but unauthorised absence persists, the Surrey County Council Inclusion Officer can use sanctions such as parenting contracts, penalty notices and prosecution.

Failure to ensure regular school attendance, under section 444 of the Education Act 1996, could result upon conviction in a magistrate's court, to a fine not exceeding £2500 or a term of imprisonment not exceeding three months, or both.

### **Promoting attendance**

Maybury Primary School encourages regular attendance in the following ways:

- by marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at the school office after the morning bell, a late 'mark' will be recorded. If a child arrives late (after 9.15am) it will be recorded as late 'absence' and counted as an unauthorised absence, without a verbal or written explanation from the parent/ carer. Late pupils are recorded in the office using the office Inventory system. If you are phoning to inform the school that your child is going to be late, someone is collecting your child or he/she has been absent, you will be asked to identify yourself with a unique password.
- Giving our 100% attendance awards each half term to children
- by informing parents at termly parent evenings the attendance percentage for their child and celebrating good attendance in newsletters.

### **Responding to Non-Attendance**

**When a pupil does not attend school, we will respond in the following manner:**

- On the first day of absence, if no note or telephone call is received from the parent/carer by 10.00am, the school will endeavour to contact them that day by telephone, email or text. If the family are not on the telephone and have not provided an email address, a letter will be sent.
- If there is no response, the school will continue to try to contact the parent/care. If, by the end of the third day, there has still been no contact made, (third day if waiting for a response to a letter), the school will send a letter of concern to parent/carer or invite them in to school to discuss the child's absence. The school will inform parents that, if the absence persists, that a referral will be made to Surrey County Council Inclusion Officer
- **Twenty Days Absence** - If your child is missing from school for twenty school days, your child may be taken off the school role and it will be necessary to reapply for a school place through Surrey County Council.
- Failure to comply with the expectations set by the Surrey County Council Inclusion Officer may result in further action, an application for an Education Supervision Order, or court prosecution.

### **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:

- Analyses 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
- Report any children who are severely absent to the Designated Safeguarding Lead.

### **Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers using Scholar pack, 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

### **Changing Schools**

It is important that, if families decide to send the child/ren in their care to a different school, that they inform Maybury Primary School office staff as soon as possible. A pupil will not be removed from the school roll until the following information has been received in writing and investigated:

- The date the pupil will be leaving this school and starting the next school
- The address of the new school
- The new home address, if it is known

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to Inclusion Service.

### **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 and Attendance office. The policy will be approved by the full governing board.

## Appendix 1

### Pupil Absence Form – Authorisation of absence for medical appointments

If, despite your best efforts, your child's appointment has to be in school session time, please attach a copy of the letter of appointment (if you have one) to a completed 'Pupil Absence Form', and then return it to school. The absence form can then be passed to Mrs Merritt for authorisation.

Mrs Merritt will make contact only if further clarification is needed.

Please complete all boxes below.

Child's Name:			Attendance to Date: (For office use)	
Child's Class:				
Date of Appointment:				
Time of Appointment:				
Leave school at:		Return to school:		
Name and address of medical/dental centre/hospital:-				
Please give details for this request and the reason why this appointment must be taken during school hours:-				
Signature of Parent:		Date:		
Authorised by Mrs Merritt: YES/NO		Date:		

## Appendix 2

### Application for leave of absence for exceptional circumstances

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should **only** be taken during the school holiday period. All pupils are expected to attend school regularly, unless the absence is authorised by the Headteacher. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please complete and fill in this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. If you take your child out of school without the approval of the school, you may be liable to receive a Penalty Notice for failing to ensure your child's regular school attendance. We may ask for proof to back up your request.

In accordance with the above Regulations, requests for leave of absence are treated sympathetically, but only in exceptional circumstances can they be approved.

A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with supportive measures to improve attendance proposed by the school or Inclusion Officer.

Penalty notices may be issued for periods of unauthorised leave of absence of 5 days or more, each parent is liable to receive a penalty notice for each child who is absent.

**If the absence exceeds 20 days, your child's name will be removed from the school roll and you will have to reapply for a place on your return.**

The Penalty Notice is £60 per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive a Penalty Notice. If there are two parents and two children incurring unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days.

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then may authorise up to five days of absence. The Headteacher will notify you of the decision within five days.

For further information, please refer to our School Attendance Policy.

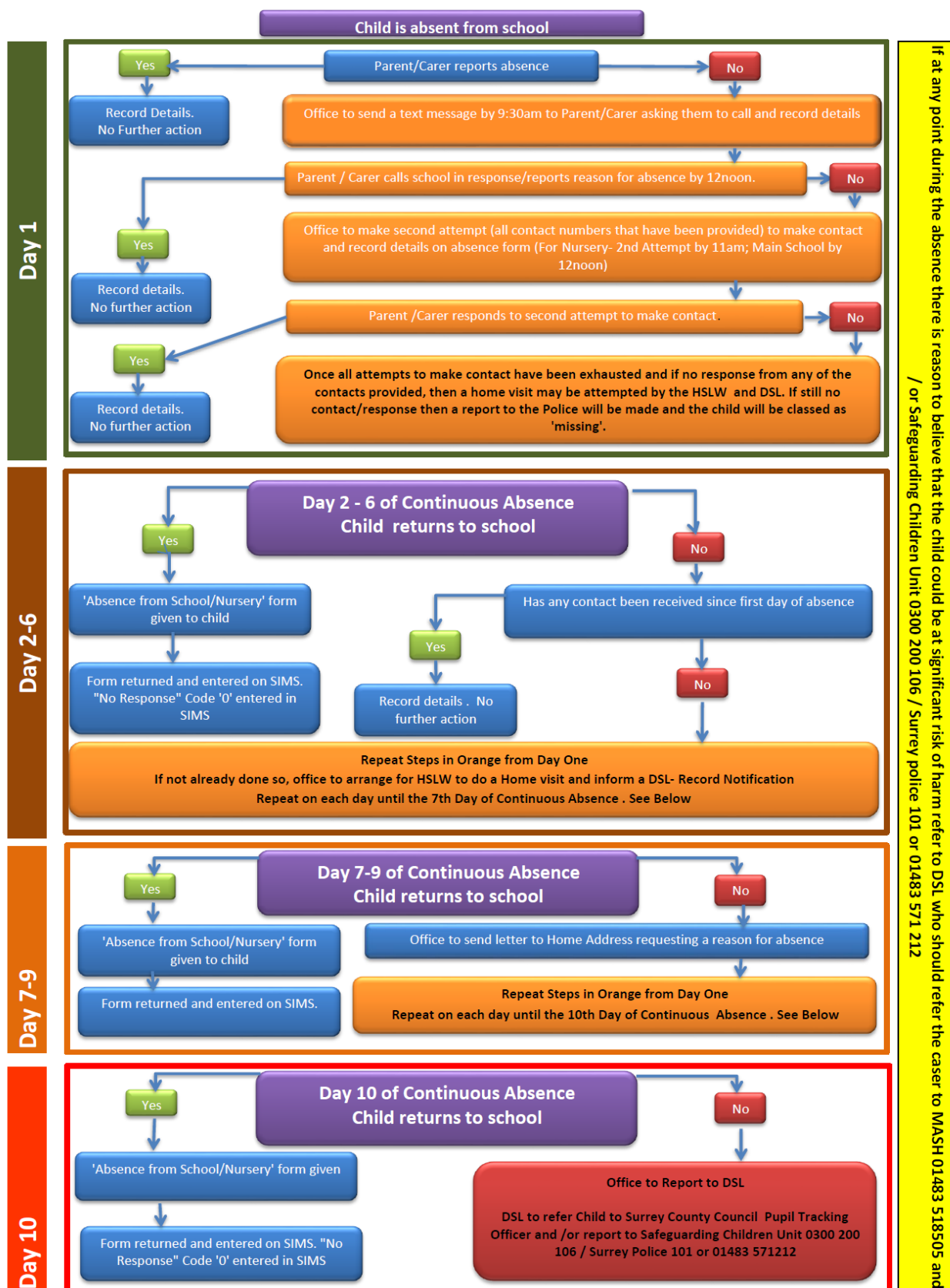
<b>Name of child:</b>		<b>Class:</b>	
I am applying for leave of absence for my child for .....			
from:		to:	
Number of school days:			
The exceptional circumstances for which the leave is requested:			
Has your child already had leave of absence in this school year?      YES / NO			
<b><u>If YES, please give dates and details:</u></b>			
<b><u>I also have children at...</u></b>			
<b>Signed:</b>		<b>Date:</b>	
(Parent/Carer)			

<b><u>To be completed by the Headteacher</u></b>		
Child's attendance level over the last 190 sessions (6 months):		
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed: _____ (Headteacher)		Date: _____



## Appendix 3

### Absence Procedure/Checklist



## Appendix 4

### Attendance Codes

All students must be given a registration mark each day. There are two sessions that require a registration mark.

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present at morning registration
\	Present (PM)	Present at afternoon registration
B	Educated off site (NOT Dual registration)	Pupil is at a supervised off-site educational activity approved by the school
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Pupil has been granted a leave of absence due to exceptional circumstances Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed)	Pupil is on a holiday that was not approved by the school. Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances.
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	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). Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	School is not satisfied with reason for pupil's absence Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Pupil is taking part in a day of religious observance. Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Enforced closure	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody Not counted in possible attendances
Z	Pupil not yet on roll	Register set up but pupil has not yet joined Not counted in possible attendances

## Appendix 5

### 1<sup>st</sup> Stage letter

Student:

Dear

Please find enclosed a copy of the attendance registration certificate. You will see from this that XX has only achieved % attendance so far this year.

This level of attendance is having a serious impact on 's progress at school. Most of the absences have been explained as being due to illness.

I am concerned that this level of illness could indicate an underlying medical problem. If there are any other circumstances that are causing XX to be absent from school, please don't hesitate to contact the school.

Yours sincerely

Mrs A Merritt  
Headteacher

## Appendix 6

### 2<sup>nd</sup> stage letter

Student:

Dear,

Please find enclosed a copy of the attendance registration certificate. You will see from this that XX has only achieved % attendance so far this year. This level of attendance could have a serious impact on XX's progress at school. Our school attendance target is for each child to be in school 96% of the time.

Whilst I am aware that most of the absences have been explained as being due to illness, I am concerned that this level of illness could indicate an underlying medical condition. In view of this level of absence, the school are no longer prepared to authorise any further absence unless medical evidence is provided. This could be in the form of an appointment card for the GP or the hospital, a copy of a prescription or a chemist receipt.

If there are any other circumstances, which are causing XX to be absent from school please don't hesitate to contact me. Our Home School Link Worker, Mrs Hussain, will be contacting you to offer her support.

If there is no improvement in XX's attendance, we will be making a referral to the Inclusion Officer.

Yours sincerely

Yours sincerely

Mrs A Merritt  
Headteacher

## Appendix 7

### Attendance Facts:

At Maybury we aim for all children to school regularly. Most children should routinely have attendance rates of 96% or more. This is the equivalent of 6 days absence a year. BUT 100% is achieved by many pupils every year in both primary and secondary schools.

If you take a two week holiday in term time your child's attendance will automatically be reduced to less than 95% and this is without sickness. A 2 week holiday each year in primary school means a total of 14 weeks teaching time missed – this could have a real impact on their basic literacy and numeracy skills.



**Maybury Primary School**  
**Walton Road**  
**Woking**  
**Surrey**  
**GU21 5DW**

**Phone: 01483 763272**

**[www.maybury.surrey.sch.uk](http://www.maybury.surrey.sch.uk)**

96-100% attendance	Best chance of success	Your child is taking full advantage of every learning opportunity.
90- 96% attendance	At least 2 weeks of learning missed	Satisfactory. Your child may have to spend time catching up with
85- 90% attendance	At least 4 weeks of learning missed. Your child is "Persistently absent."	Your child may be at risk of underachieving and may need extra support from you to catch up with work
80- 85% attendance	At least 5 ½ weeks of learning missed. Your child is "Persistently absent."	Your child's poor attendance has a significant impact on learning.

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# Maybury Primary School



**Attendance**  
**Information for**  
**Parents**

Walton Road, Woking, Surrey.  
GU21 5DW  
Tel: 01483 763272  
[www.maybury.surrey.sch.uk](http://www.maybury.surrey.sch.uk)

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**At Maybury we expect children to attend 100% of the time.**

### **What does good attendance mean?**

Good attendance means that your child must:

- Attend school every day unless there are justified reasons
- Arrive at school on time-registration is 8.40am

### **Examples of Authorised and Unauthorised Absence**

#### **Authorised**

- genuine illness of pupil (proof may be requested)
- hospital or dental appointment for the pupil if no alternative time available (proof may be requested)
- death of a close relative
- religious observance 1 day) (faith of the parents / carers)

#### **Unauthorised**

- shopping trips
- birthday treats
- oversleeping due to late night
- looking after other children or parental sickness
- holidays in school time
- death anniversaries

The school endeavours to work with all parents/ carers to ensure good attendance. The head teacher will be pleased to discuss any aspect of this leaflet, and support parents and carers where necessary.

### **Every school day counts!**

Attendance policy

### **Can I take my child out of school for another reason?**

It is not in your child's best interest to miss any schooling. Children attend school for 190 days of the year, leaving 175 non-school days. All pupils are expected to attend school regularly unless the absence is authorised by the Headteacher.

### **What action should I take if my child is too unwell to attend school?**

All absences must be reported to the school office by 9.00am **on a daily basis.**

**The school follows the recommendations from the Health Protection Agency regarding infection e.g sickness & diarrhoea 48hours away from school from the last episode of sickness or diarrhoea.**

**Maybury Primary School uses a '1st day calling/texting' system. If your child is absent and we have not received notification a call/text will be made to you.**

### **If my child is late for school what should I do?**

The gates open at 8:35, children go into class to start their Early Morning Activities. Registration starts at 8.40am in classrooms. If a child arrives after 8.40am you must sign using Inventory sign in located at school office. Any child arriving after 8.40am will be given a red late card to give to their teacher.

LATE

### **Will I be made aware if my child's attendance is a concern?**

Yes, at parents' evening in Autumn and Spring terms which will indicate if your child's attendance is a concern. In the Summer term you will receive your child's report which will indicate if your child's attendance is a concern.

If it is of concern you will be contacted by the school to discuss this. If there is no further improvement, you will be referred to the Local Authority Inclusion Officer.

### **The requirements of the law**

By law, schools must record absences and the reason for these absences. If your child is not in school for any reason, please let either the school know in advance or ring the school office before 9.00 a.m. on the first day of the absence.

Where possible, all appointments should be made during holidays and after school.

Parents and carers must provide reasons for absences and the school must decide whether or not they justify authorisation, according to the government guidelines.

Only the Headteacher can officially authorise an absence. The Inclusion officer makes regular checks on attendance and will meet with parents and carers when required.

Penalty notices may be issued for periods of unauthorised leave of absence of 5 days or more. The amount payable on issue of a Penalty Notice is £60 per parent/carer per child, if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days.

Failure to pay the Penalty notice will result in you be served a summons to appear at the Magistrates Court.