

MAYBURY PRIMARY SCHOOL

Attendance Policy

Reviewed and Updated: Autumn 2025





Maybury Primary School

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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 and the benefits of 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, pupils, Local Advisory Committee and the Local Education Authority (LEA), to building a school which serves the community commendably, and of which the community is proud. We expect that pupils attend 100% of the time, unless the absence is authorised by the Headteacher.

Regular attendance is key to achieving the five outcomes of Every Child Matters: staying healthy, enjoying and achieving, keeping safe, contributing to the community, and social and economic well-being.

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.
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024.
- The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024.

It also refers to:

[School census guidance](#)

[Keeping Children Safe in Education](#)

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

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 School Attendance (Pupil Registration) (England) Regulation 2024 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.

Roles and responsibilities, our expectations

We expect that all pupils will attend school:

- 100% of the time.
- 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:

The Headteacher

- Adopt the whole policy.
- Implement this policy at school.
- Monitor school-level absence data and report it to the Local Advisory Committee.
- Support staff with monitoring the attendance of individual pupils.
- Monitor the impact of any implemented attendance strategies.
- Issue fixed-penalty notices, where necessary.
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided.
- Initiate a scheme for contacting parents/carers on the first day of absence.
- Have a clear vision for attendance improvement.
- Evaluate and monitor expectations and processes.
- Have an oversight of data analysis.
- Devise specific strategies to address areas of poor attendance identified through data.
- Arrange calls and meetings with parents to discuss attendance issues.
- Deliver targeted intervention and support to pupils and families.
- Benchmark attendance data to identify areas of focus for improvement.
- Appoint Key staff to:
 - ❖ liaise and follow-up with Surrey County Council Attendance Advice and Intervention Officer and provide appropriate access to attendance data.
 - ❖ consult and liaise closely with Surrey County Council Attendance Advice and Intervention Officer on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay.
 - ❖ work in close collaboration with Surrey County Council Attendance Advice and Intervention Officer during their termly/half termly register analysis.
 - ❖ set whole school attendance targets.

- ❖ monitor and evaluate attendance with Surrey County Council Attendance Advice and Intervention Officer.

The designated Senior Attendance Champion' with overall responsibility for championing and improving attendance is the Inclusion Leader who can be contacted via the school office.

The Senior Attendance Champion is the Headteacher.

The Senior Attendance Champion is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Work with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicate with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicate the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

Office Staff/Attendance Officer will:

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

- oversee the registration process and ensure that registers are completed accurately and punctually.
- record all reasons for absences in the register.
- liaise with the Surrey Attendance Service as required to reinforce good practice .
- share the class teacher's concerns regarding the early identification of disaffection with the Senior Attendance Champion
- take calls from parents about absence on a day-to-day basis and record it on the school system and check Studybugs for absences
- monitor and analyse attendance data.
- Provide regular attendance reports to school staff.

We expect that school staff will:

- complete registers accurately and punctually at least twice daily
- monitor every pupil's attendance.
- refer irregular or unjustified patterns of attendance to the Inclusion Leader.
- be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Inclusion Leader.
- 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.

Local Advisory Committee

The Local Advisory Committee will be responsible for:

Setting high expectations of all school leaders, staff, pupils and parents.

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

Pupils are expected to attend school every day.

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 using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024 (See Appendix) whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

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 6 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).

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.

Categorisation of Absence

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

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

Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

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

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.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention as appropriate.

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

Children Missing Education

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.

The school's Designated Safeguarding Lead ("DSL") will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day, in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities' (2016).

Staff are alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

Persistent and severe absence

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
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
- 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.
 - ❖ Listen, and understand barriers to attendance
 - ❖ Explain the help that is available
 - ❖ Explain the potential consequences of, and sanctions for, persistent and severe absence
 - ❖ Review any existing actions or interventions
- Support families with attendance issues via the home school link worker
- Provide access to wider support services to remove the barriers to attendance
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence

- Notify parents by a letter if their child becomes a persistent absentee and be invited to a meeting where an action plan will be drawn up to address the issues identified. (Appendix 5 and 6)
- Implement sanctions, where necessary,

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 Attendance Advisory.

Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulation.

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

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

- Illness (including mental-health 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 parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) 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.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

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

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

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. We expect that pupils attend 100% of the time as per Surrey CC's guidelines, unless the absence is authorised by the Head teacher.

Grant 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.

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

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.

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.

Sanctions

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

Penalty Notices:

The Surrey Attendance Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and this requires the recipient to pay a fixed amount.

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:

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

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Circumstances when Penalty Notices may be issued

For pupils identified by police and Surrey Attendance Advice and Intervention Officers engaged on Truancy Patrols and who have incurred unauthorised absences.

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks (which may span different terms or school years). The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice.

Unauthorised absence will include late arrival after the close of registration without good reason.

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

1. If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

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

Circumstances when a Penalty Notices may be issued:

1. Pupils identified by police and Surrey Attendance Advice and Intervention Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. The School Attendance (Pupil Registration)(England)(Amendment) Regulations 2024, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

3. The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.
4. Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (Paragraph 2 above) parents will be sent a 'Notice To Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

Notice to improve

With the exception of unauthorised leave of absence taken in term time parents will be sent a 'Notice To Improve' (Appendix 6) their child's attendance, warning them of their liability to receive such a notice before it is issued.

The Notice will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period.

In the case of unauthorised leave of absence during term time, a specific Penalty Notice warning will not be given where it can be shown that parents/carers have previously been warned through school newsletters; parent mail; or booklets, policies etc. available on the school website, that such absences would not be authorised, and that they would be liable to receive a Penalty Notice if they persisted with any such unauthorised leave of absence.

Surrey County Council Attendance Advice and Intervention Officer

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

The Surrey County Council Inclusion Officer may contact parents if children are consistently late or there are concerns about attendance.

Failure to ensure regular school attendance, under section 444 of the Education Act 1996, could, following prosecution, result in a community order, a fine not exceeding £2500 per parent/carer and/or imprisonment for up to three months.

Encouraging and 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, by the end of the day there has still been no contact made, the school will usually make a welfare check. The school may request the Police or children's services to conduct a welfare check. Procedures in the school's Child Protection and Safeguarding policy will then be followed.
- **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.

Attendance between 90% and 94% and Late arrivals

The Attendance Officer will analyse data on a monthly basis and send out letters to the parents/carers of children who have been late four or more times over the past month; to the parents/carers of children whose attendance is between 90% and 94%; and to parents/carers of children whose attendance is less than 90%. The letters will both inform and offer support to parent/carers.

Children who arrive late after registers have closed will be coded as unauthorised absence.

Persistent Absentees (under 90%)

Attendance Champion and the Attendance Officer will meet each half term and analyse the previous half term's attendance data. Children whose attendance is less than 90% or/and have had ten unauthorised absences in ten school weeks will be identified during this meeting and the steps below followed.

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 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.

- The underlying school-level absence data is published alongside the national statistics. The school will compare/bench mark attendance data to local, regional and the national levels average, to identify areas of focus for improvement and share this with the Local Advisory Committee

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance,
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- 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:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families .
- Provide regular attendance reports to class teachers using Scholar pack, and other school leaders, to facilitate discussions with pupils and families and to the Local Advisory committee and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.

Supporting pupils who are absent or returning to school

We are aware that some pupils may be absent due to complex barriers to attendance, or due to mental or physical health or SEND. We are also aware that some pupils may have lengthy or unavoidable periods of absence.

We work hard with our parent / carer community to put in place strategies and support in place to ensure good attendance, including the following:

- If the school have not been informed of a child's absence via parents will receive a phone call before 10am
- The school may carry out home door stop visits, make a C-SPA referral and/ or Police Welfare checks if parent uncontactable
- Attendance letters are generated automatically and sent monthly for:
 - a. Persistent Absentees – PAs- (below 90%) regardless of reasons behind absenteeism,
 - b. 91-94% attendance warning letter

- c. If there are more than 4 “lates” in a month.
- The school liaises with other services for support such as Traveller Services/ Refuge / Social Care/ Family Support to provide Early Help.
 - We track where pupils go who leave us (We know where pupils go onto before taking them off roll.)
 - We offer support to parents to discuss any concerns, supporting them through signposting and referrals. Members of the Senior Leadership are on both gates in the morning for parents to arrange a convenient time to talk.
 - Parenting courses are offered to support specific “blockers” for children’s attendance e.g. managing your child’s anxiety; parenting course, ASD/ ADHD courses & Emotional Coaching for parents;
 - Bespoke activities for reluctant children are provided
 - Alternative access arrangements
 - Breakfast provided for those who need it at Breakfast Club
 - Home School Link Worker can offer specific family support
 - 100% attendance certificate termly
 - Weekly celebration in assembly of class attendance
 - Attendance rewards- termly class enrichment prizes e.g. bowling, pizza express visit
 - Children with SEMH anxieties receive targeted support at lunch/ break times/ transition times

We have thorough systems in place to ensure high attendance is encouraged and we have procedures and policies in place to manage the absence of children. Any child that leaves the school outside the normal times is reviewed by the inclusion team and with the local authority, if required.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil’s needs, the school will inform the local authority.

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. The policy will be approved by the Local Advisory Committee.

SCHOOL PENALTY NOTICE FINES FROM AUGUST 2024



The following changes will come into force for Penalty Notice Fines issued after 19th August 2024

1

FIRST OFFENCE

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:

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

2

SECOND OFFENCE (WITHIN 3 YEARS)

The second time a Penalty Notice is issued for term time leave or irregular attendance the amount will be:

£160 per parent, per child to be paid within 28 days. No reduced rate will be offered.

3

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN 3 YEARS)

The third time an offence is committed for term time leave or irregular attendance a Penalty Notice will not be issued and the case will be presented straight to the Magistrates' Court. Magistrates'; fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

10 SESSIONS (5 DAYS) OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD

Penalty Notice Fines will be considered when there has been 10 sessions of unauthorised absence in a 10-week period.

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

Please read the following guidance carefully.

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The School Attendance (Pupil Registration)(England) Regulations 2024, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request.

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.

Unauthorised absence of 5 days or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

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

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. In the absence of a decision, parents/carers cannot assume that permission for the absence has been given. The Headteacher will notify you of the decision within five days

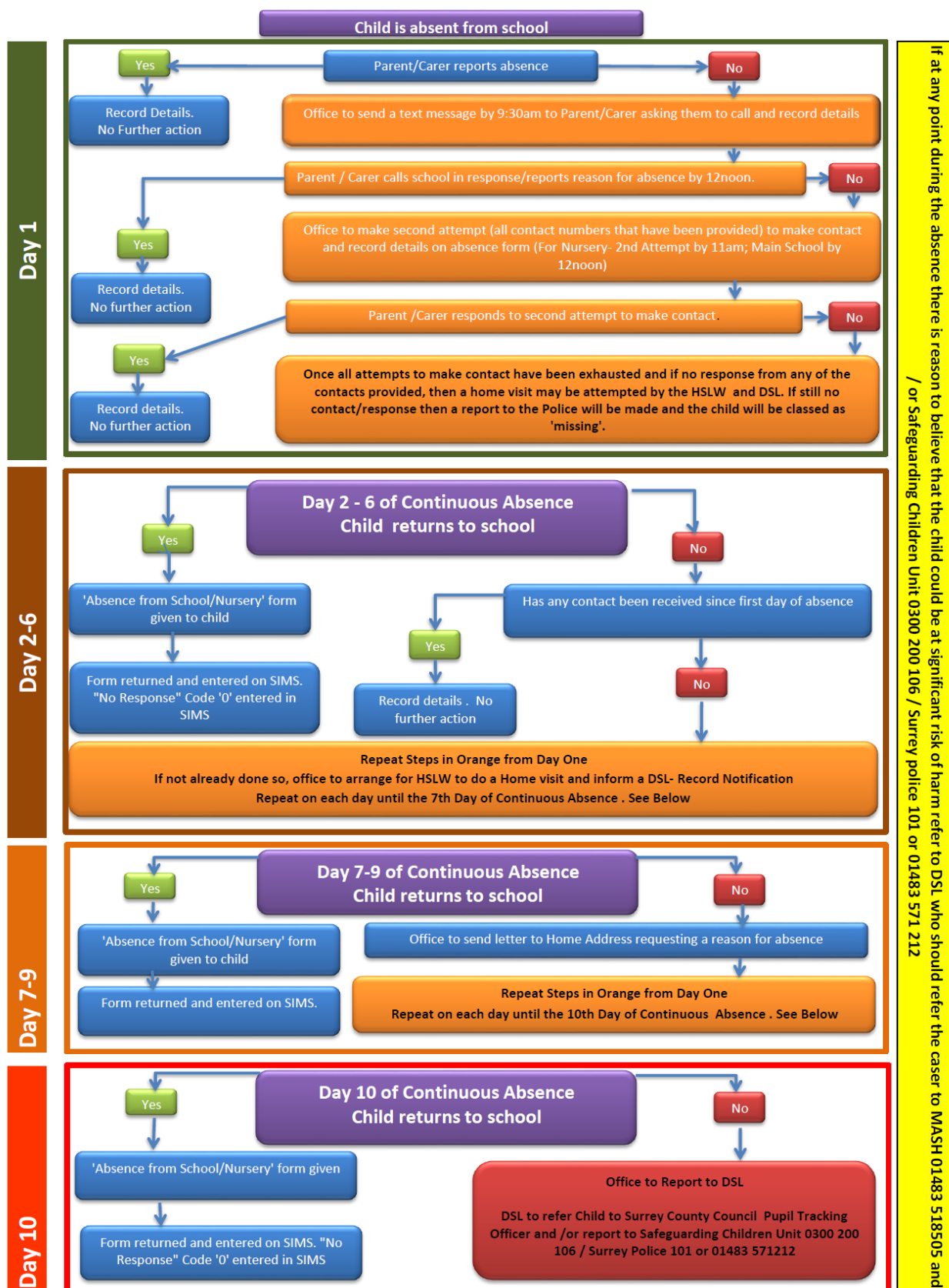
For further information, please refer to our School Attendance Policy.

Name of child:	Class:
I am applying for leave of absence for my child for	
from:	to:
Number of school days:	
The exceptional circumstances for which leave is requested:	
Has your child/children already had any leave of absence since 01 September 2024 resulting in a penalty notice being issued to you (applicant) or any other parent/carer? YES / NO	
If YES, please give dates and details:	
I also have children at...	
Signed: (Parent/Carer)	Date:
Address :	

To be completed by the Headteacher		
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 and we will be requesting the Surrey County Council to issue a penalty notice per parent/carer per child.
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	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

Y5	Criminal justice detention	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

If you would like an application for leave of absence, please contact the office or download the form from the website.

Appendix 5

1st 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

School Attendance Notice to Improve

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

You, «FORENAME» «SURNAME» are a parent/carer of «Students_Name», (called in this notice "the pupil") who is a registered pupil at «School_Name».

The school have offered support to you and your family to try and help improve «Students_Name»'s attendance, including:

1. **Telephone calls.** The school contacted you every day your child was absent to understand why your child was absent and to offer their support with any issues your child may be having.
2. **An Attendance Overview Letter.** The school wrote to you, letting you know about «Students_Name»'s attendance, the impact of their continued absence, and inviting you to contact the school to discuss the situation further.
3. **An Attendance Support Meeting Invite.** The school invited you to a meeting to discuss your child's unauthorised absences and to offer support to ensure that their attendance improved. You were notified of the consequences should your child continue to have unauthorised absence and you did not effectively engage with the support offered.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «WARNING_START_DATE» and «WARNING_END_DATE» the pupil failed to attend regularly at «School_Name», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have 15 school days (3 weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued. A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. If this is your second penalty notice in a rolling 3 year period from 19 August 2024, there will be no reduction in the amount payable.

NB – A Penalty Notice may be issued as soon as an unauthorised absence is recorded.

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

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.

Maybury Primary School



Attendance
Information for
Parents

Walton Road, Woking, Surrey.
GU21 5DW
Tel: 01483 763272
www.maybury.surrey.sch.uk

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!

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 white 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 the Autumn and Spring terms which will indicate if your child's attendance is of 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 following will apply:

If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, per parent/carer per child, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, per parent/carer per child, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, per parent/carer per child, in the Magistrates Court under s 444 Education Act 1996³⁰