



STOKES WOOD
PRIMARY SCHOOL

Attendance Policy

This policy should be read in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- SEND policy
- Exclusions/Suspensions Policy

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School Vision

Stokes Wood Primary School is an ambitious place. We aim to help every child become a global ambassador, ready to explore and understand the world around them. We encourage our children to be curious, ask questions and seek answers as they learn. Our children are confident in sharing their ideas and opinions. They know how to listen and communicate with kindness and respect. We believe in a community where there are no outsiders– everyone belongs and every voice is heard. Above all, we nurture their well-being, ensuring they grow into healthy, balanced individuals committed to lifelong learning and positive change. Together, we create a caring and supportive environment where everyone can grow and succeed, ready to make a positive difference in Leicester and beyond!

1. Introduction

Stokes Wood Primary School aims to work together with parents and carers to ensure that all children achieve excellent levels of attendance and punctuality. Good attendance at school has a direct impact on good progress and achievement. It is important for children to attend regularly in order to maximise both their learning and their social and emotional development. Children who are absent from school a lot may feel left out and will not have the same shared experiences as their peers and may find it difficult to follow what is going on in the classroom. Irregular school attendance is a contributory factor in social exclusion and underachievement. We expect children to attend regularly and arrive on time.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

We will always seek to work alongside parents to overcome any barriers to regular attendance. We will be understanding of such issues as transport, family issues or other barriers which may impact attendance and work with families to support them to find solutions.

2. Aims

Stokes Wood Primary School is committed to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [Working Together to Improve School Attendance](#) through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

3. Legislation and guidance

This policy follows the DfE [Working Together to Improve School Attendance](#) guidance, 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 School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold. Our work on attendance is linked closely to our approaches to safeguarding and behaviour. Therefore this policy also meets the requirements of other DfE guidance [Mental health issues affecting a pupil's attendance: guidance for schools](#) and [Keeping children safe in education](#).

4. Roles and responsibilities

We all have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

4.1 Pupils

Pupils are expected to attend school every day, on time. We encourage pupils to speak to an adult in school if they have any problems which may lead to absences.

4.2 Parents and Carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/carers are expected to:

- Ensure their child attends school every day.
- Ensure their child arrives at school on time, properly dressed and with the right equipment for the day.
- Notify school each day of their child's absence by 9:20am using the school's phone number (0116 2875305), School email (office@stokeswood.leicester.sch.uk) or reporting to the school office .
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Seek support, where necessary, for maintaining good attendance, by contacting Trish Hardyman, our attendance officer can be contacted via 0116 287 5305.

4.3 Class teachers

Class teachers (including supply or cover supervision) are responsible for recording attendance on a daily basis, using the correct codes, onto the school's attendance system by the close of registration each morning (9:00am) and afternoon (1.10pm).

In the United Kingdom, teachers play a vital role in monitoring and promoting school attendance. Ensuring regular and punctual attendance is essential for the academic success and well-being of children. Teachers should:

- Monitor the daily attendance of their children. They should maintain accurate attendance records, noting both present and absent pupils.
- Encourage pupils to arrive at school on time each day. Punctuality is essential for a smooth start to the school day and minimises disruptions in the classroom.
- Identify patterns of poor attendance or lateness and intervene early to address any underlying issues. This may include communicating with the pupils, their parents or guardians and relevant support services.
- Maintain open lines of communication with parents or guardians regarding attendance. They should inform parents of any concerns about a child's attendance or punctuality.
- Provide academic and emotional support to children who may be experiencing attendance challenges. Identifying the root causes and addressing them proactively can help improve attendance.
- Create a positive and welcoming classroom environment where pupils feel motivated and engaged. Be alert to potential barriers to attendance, such as bullying, health issues, or family problems. Identifying these barriers and reporting them to school staff can lead to effective intervention

4.4 School Admin Staff

School admin staff are expected to:

- Take calls from parents/ carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers to the pastoral team in order to provide them with more detailed support on attendance
- Send daily texts home when pupils have been registered as absence and no reason has been given.
- Inform the pastoral team of any pupils' absence with no reason by 11am.
- Ask parents why children are late to school and record reasons.
- Notify the local authority when a pupil's name is added to or removed from the school admission register outside of standard transition times.
- Send out the policy to all parents and staff annually.

4.5 The Attendance Officer

The school attendance officer is responsible for:

- Being at the school office at the beginning and end of the school day.
- Monitoring and analysing attendance data weekly (see Section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Conducting safe and well checks if a pupil has been absent for more than 2 days and no reason for the absence has been given.
- Conducting home visits as requested by parents/carers and/or external agencies.
- Produce and circulate weekly reports of pupils with attendance below 95% to the senior leader responsible for attendance.
- Sending letters to parents/carers regarding attendance.
- Praise pupils who have improved their attendance and pupils with good attendance.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.
- Working with the Education Welfare Officer to tackle persistent absence.

The attendance officer is Trish Hardyman and can be contacted via the school office (0116 2875305).

4.6 The Designated Senior Leader Responsible for Attendance

The designated senior leader responsible for attendance 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 including vulnerable groups such as PP, SEND etc.
- Set and review attendance targets are set for individual pupils and the whole school.
- 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/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Working 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
- Communicating 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
- Working with the Education Welfare Officer to tackle persistent and severe absence.
- Working with local partners when formal procedures such as parental contracts, supervision orders and penalty notices are required.

The designated senior leader responsible for attendance is Megan Williams and can be contacted via the school office (0116 2875305).

4.7 The Headteacher

The Headteacher is responsible for developing and implementing the attendance policy. In addition, the Headteacher will:

- Monitor school-level absence data and report this to the Governing Body.
- Support staff with monitoring the attendance of individual pupils.
- Monitor the impact of any implemented attendance strategies.
- Work with the Local Authority to issue fixed-penalty notices and pursue court action where necessary.
- Communicate the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

4.8 School governors

The school governors are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- 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
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- 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
- 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
- Making sure all 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
- Holding staff account for the implementation of this policy.

5. Recording attendance

5.1 Attendance register

We keep an electronic attendance register and place all pupils onto this register. We 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](#) – Appendix 1, 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, where 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.

5.2 When registration takes place

Children should be in their classroom for **8:50am** for registration. The register will be completed promptly at **8:55am** for the morning session and **1:05pm** for the afternoon session. A mark will be made during the registration period in respect of each child.

5.3 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by **9:20am** or as soon as practically possible by calling the school office (0116 2875305), emailing the school office (office@stokeswood.leicester.sch.uk) or reporting to the school office. If the school has not been notified of an absence by 9.20am, the school will telephone or text to find out the reason for the absence.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness or the pupil's attendance percentage is significantly below 96%.

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.

5.4 Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent/carer notifies the school in advance of the appointment.

Parents can request leave of absence by contacting the school office and providing evidence that they are taking their child out of school for a medical appointment. This is to ensure that the appointment can be authorised.

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.

Regulations state that if the school is not informed by parents of visits to the doctor, dentist, illness etc. then these absences can become unauthorised. It is therefore essential that any reasons for absence (even short absences) be given to the office and preferably via email.

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. Section 6 explains which term-time absences the school can authorise.

5.5 Lateness and punctuality

Poor punctuality is not acceptable. If your child misses the start of the day, they miss learning and miss being given vital information for the day. Pupils arriving late disrupt lessons, it can be embarrassing for the child, and this can also further encourage absence.

A pupil who arrives late:

- Before the register has closed (9:00am) will be marked as late, using the appropriate code (L)
- After the register has closed (9:10am) will be marked as absent, using the appropriate code (U)

Pupils who arrive after the registers have closed will receive a mark that shows them to be on site, but this will not count as a present mark, and it will mean they have an unauthorised absence. This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be late.

For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the school office. **It is important that all pupils arriving late follow this procedure.** For the same reason, it is important that parents of pupils leaving the premises legitimately (e.g. for a medical appointment) or returning to school later in the day, inform the school office. The school office will record that the child has left the school site and will mark them back in when they return.

Lateness across the school will be monitored. Pupils who are regularly marked as late are identified. Parents will be contacted by the Pastoral Team, who will work with families in partnership to support with barriers to punctual attendance. A range of strategies may be implemented to support families in these cases, tailored to the specific needs of the family.

A record is also kept in the school office of any children who are collected late at the end of the school day. The school day ends at 3:20pm. After 10 minutes a telephone call is made to parents/carers to determine if everything is ok and how quickly the child can be collected. In the event that a child is regularly late in being collected from school at the end of the school day, the pastoral team will contact parents to request a meeting to discuss the situation. It is a parent/carer's responsibility to ensure that their children are collected promptly from school and is a responsibility which the school will actively promote.

5.6 Following up absence.

Where any child we expect to attend school does not attend, or stops attending, the school will ensure appropriate safeguarding action is taken where necessary. The school will follow these procedures:

- 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 complete a home visit or contact social care or the police or referral to the EWO (Education Welfare Officer) if deemed appropriate.

- 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(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare 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

5.7 Reporting to parents

We will regularly inform parents/carers where their child has good attendance as well as where there are concerns about their child's attendance and absence levels. This may be via phone calls, attendance letters and home visits. Parents/carers may be invited to a meeting to discuss the reasons for absence and plans put in place to support improving the attendance of the pupil. If cases of persistent or severe absence the EWO may be involved which may result in parents being invited into school for a panel meeting.

Overall attendance is reported via parents' evenings (November and March) and in the annual written report to parents (July).

6. Authorised and unauthorised absence

By law, every half-day absence from school has to be classified by the school, as either **authorised** or **unauthorised**. This is why information about the reason for any absence is always required.

6.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings. The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. Leave request forms can be collected from the school office (Appendix 2), these need to be returned as soon as possible along with any evidence to support any request for leave of absence.

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

- Illness and medical/dental appointments (if evidence is provided).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. In line with DfE guidance, for all religious observance, it is expected that only one day is to be authorised for each religious celebration and then only where it falls on a school day. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

- Parent(s) travelling for occupational purposes – the pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

The school is very aware that issues of attendance are sometimes due to factors beyond the control of parents or carers, such as long-term illness or hospitalisation and the school is committed to working with parents to limit the impact of these events on the development of individual children. In certain circumstances, other agencies such as the school doctor nurse may be called on to support the process.

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

6.2 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 headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- 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

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £160 within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead. The case will usually proceed to the Magistrates' court. Magistrate fines can be up to £2,500 per parent, per child.

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

Notice to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out by [Leicester City Education Welfare Service](#).

They 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

7. Strategies for Promoting attendance

We have a range of strategies to promote attendance. These include:

- Termly Bronze, Silver and Gold Awards for 98%+ attendance handed out in final achievement assembly of the term for each term that 98%+ is achieved
- Platinum awards and badges for children who have achieved 100% attendance for academic year
- House points for each week a pupil receives 100%
- Celebrate attendance percentages on the website and newsletters.
- Attendance improvement letters and stickers.
- School walking bus (speak to Trish Hardyman – Attendance Officer)
- Breakfast club and morning sports club (speak to the school office about this)
- Pupil attendance record shared with parents throughout the year – November, March and July.
- Attendance reminder letters sent to parents throughout the year

- Early Help Pathway Interventions (via school e.g. discussions with Class Teacher/Attendance Officer/FSW to support parents depending on level of need)
- Referral to the school nursing team (if needed) (via school following discussions with Class Teacher/Attendance Officer/FSW)
- Parental Support Meetings – letter sent inviting parents to attend at school to devise an attendance contract.

8. Supporting pupils who are absent or returning to school

The school will work in partnership with the pupils and family to put in-school support in place and working with the local authority and other agencies where external support is needed (and available). This includes regularly reviewing and updating the support approach to make sure it continues to meet individual needs.

8.1 Pupils absent due to complex barriers to attendance or Pupils returning to school after a lengthy or unavoidable period of absence

- Work with families to mitigate anxious feelings and communicate expectation of regular attendance.
- Establish strategies to remove in school barriers for these pupils.
- Ensure joined up pastoral care is in place.
- Make referrals to, and work with other agencies, as appropriate.
- Ensure regular data monitoring.
- Consider whether a time limited phased return would be appropriate (in line with Part Time Timetable expectations, as outlined in Local Authority reduced timetable guidance)

8.2 Pupils absent due to mental or physical ill health

- Work with parents to develop good support for pupils with physical or mental health conditions
- School will consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the pupil and their parents
- School will ensure joined up pastoral care is in place where needed and consider whether a time limited phased return to school would be appropriate, for example for those affected by anxious feelings about school attendance

8.3 Pupils absent due SEND

- School will work in partnership with parents to develop specific support approaches including, where applicable, ensuring the provision outlined in the pupil's education, health and care plan is accessed.
- School will work in partnership to help support routines where school transport is regularly being missed and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.
- Establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- Consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act

2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the pupil and their parents

- 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.

9. Attendance Monitoring

The Attendance Officer will monitor attendance trends on a regular basis and report to the senior leader responsible for attendance. Any pupils who fall below 95% attendance are closely monitored for patterns. These patterns are then followed up with children and/or parents.

Pupils who fall below 90% are classed as **Persistent Absentees (PA pupils)**. These pupils are rigorously tracked, and a range of support measures are offered in order to overcome barriers for attendance. Pupils who fall below 50% are classed as **Severely Absent** and the Pastoral Team will be involved.

9.1 Monitoring attendance

Stokes Wood will:

- Monitor attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.
- Appendix 4 explains the attendance monitoring escalation process.
- If a pupil's final attendance fell below 96% for the last academic year, a letter is sent to parents at the start of the new academic year following an absence to remind them of the 96% target.
- Specific pupil information will be shared with the DfE on request.
- 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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

9.2 Analysing attendance

Stokes Wood will:

- Analyse attendance and absence data regularly to identify pupils, groups 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
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

9.3 Using data to improve attendance

Stokes Wood will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that have been 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 severed absence, and their families

- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board 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.

9.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance. 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 at risk of persistent or severe absence, or who 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
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- 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
- Implement sanctions, where necessary (See Section 6.2)

10. Monitoring arrangements

This policy will be reviewed as guidance from the DfE is updated, and as a minimum annually by the Attendance Lead or sooner if deemed necessary. At every review, the policy will be approved by the school governors.

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
I	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	Pupil is unable to attend as they are:

		• 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

Appendix 2: Applications for leave of absence

Stokes Wood Primary School is reluctant for a pupil to miss any part of their education. In line with the Government guidance, the school management and its governors are unable to authorise any term time absence, unless our view is that there are exceptional circumstances. Please collect a leave of absence from the office at least 2 weeks prior to the date of the leave being requested. Photocopies of airline or travel tickets will be required by the school office before you travel.



Leave Request Form

Name:			
Class:			
First day of leave:		Date due to return to school:	
Reason for leave:			
Destination:			
Penalty Notice fines will be issued for term time leave: • 5 or more consecutive days or, • 4 days where the absence immediately precedes/includes a 5th day which is a school closure day (e.g. school holiday / INSET / enforced closure), and • for fewer days where this has happened before 1. First offence: £160 per parent, per child when paid within 28 days. 2. Second offence (within three years): £160 per parent, per child when paid within 28 days. 3. Third Offence and Any Further Offences (within 3 years): The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on job applications and travel abroad. If your child has an absence of 20 days or more, the Local Authority has advised that a Penalty Notice is unlikely to be issued and the matter is likely to proceed to the Magistrates' Court for prosecution action instead. The Local Authority has advised that where a parent is found guilty, or where the case is proven against the parent, that this is likely to result in a fine (up to £2500 per parent, per child) and the parent receiving a criminal record. This is because parents have a legal duty to ensure their child attends school where they are on roll regularly.			
Signed:		Date:	

Office information:

Proof seen and attached:		Fine:		Leave request number:	
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Penalty Notice Fines for School Absence

Fines are issued in line with the National Framework for Penalty Notices.
This poster explains when a fine can be issued for unauthorised absence that occurs from August 2025 onwards. Fines issued for absence that happened from August 2024 onwards count towards the escalation process.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in **each** parent receiving 3 **separate** fines.

Consecutive days of term time leave

Penalty Notice fines will be issued for:

- term time leave of 5 or more consecutive days
- or 4 days where the absence immediately precedes/includes a 5th day which is a school closure day (e.g. school holiday / INSET / enforced closure) or **any** form of absence
- or for fewer days where this has happened before

10 sessions (5 days) of unauthorised absence in a 10-week period

Fines will be considered when there have been 10 sessions of absence in a 10-week period.

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 when paid within 28 days.

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

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 when paid within 28 days. (No option to pay at £80 level)

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. The case will usually proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on **job applications and travel abroad**.

Court prosecutions: Penalty Notices will not automatically be issued. Parents are advised that where the LA considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

By law, all Penalty Notice payments go to the local authority and not to schools.



STOKES WOOD PRIMARY SCHOOL

Attendance Monitoring Escalation Process

