



## Fleet Wood Lane School

### School Vision

We believe our school should be a place which provides an atmosphere of happiness and security; where adults and children love learning and achieve their best and where everyone is relaxed and confident in their relationships with each other.



Ambitious

Courageous

Open to opportunities

Respectful

Nurturing

Self Aware

‘Growing Our Future Together’

## PUPIL ATTENDANCE POLICY

**The name and contact details of the senior leader responsible for the strategic approach to attendance in our school is:**

Name – Mrs Ceri Tacey – Headteacher [01406 423351](tel:01406423351)

Email address or contact details – [enquiries@fleetwoodlane.lincs.sch.uk](mailto:enquiries@fleetwoodlane.lincs.sch.uk)

**The name and contact details of the school Governor responsible for the strategic approach to attendance in our school is:**

Name – Mr Martin Bamforth

Email address or contact details – via the school office – [01406 423351](tel:01406423351)

**The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:**

Name – Mrs Nicola Freeman

Email address or contact details – via the school office – [01406 423351](tel:01406423351)

**The name and contact details of the school staff member pupils and parents should contact for more individual support with attendance**

Name – Mrs Ceri Tacey – Headteacher

Email address or contact details – [enquiries@fleetwoodlane.lincs.sch.uk](mailto:enquiries@fleetwoodlane.lincs.sch.uk) [01406 423351](tel:01406423351)

Ratified by the Governing Body: 26<sup>th</sup> November 2024

Review Date: January 2026

## **Introduction and Background**

Fleet Wood Lane School recognises that positive behaviour and good attendance are essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible.

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.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The DfE has produced guidance for maintained schools, academies, independent schools, and local authorities: Working together to improve school attendance. Our Attendance Policy reflects the key principles of that guidance.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding
- ensure every pupil has access to the full-time education to which they are entitled
- ensure that pupils succeed whilst at school
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school

It has been developed in consultation with school governors, teachers, local Headteachers the Local Authority and parents and carers. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

In addition, all schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the impact of children who are missing or absent from education.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Low attendance can present safeguarding concerns and may result in a referral to Children's Services.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Raising awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. **It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances and it is the head teacher, not the parent, who can authorise the absence.**

### Promoting Regular Attendance

At Fleet Wood Lane school, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the connections between attendance, attainment, safeguarding and wellbeing.

Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Work will apply the Lincolnshire County Council Attendance boundaries
  - **95 to 100% - as expected**
  - **91 to 94% - at risk of persistent absence**
    - **80 to 90% - persistent absence**
    - **51 to 79% - at risk of severe absence**
  - **Less than or equal to 50% - severe absence**
- Give parents/carers details on attendance in our newsletters
- Celebrate excellent attendance by displaying and reporting individual and class achievements
- Issue termly certificates for excellent attendance (>98%) and 100% attendance
- Weekly award of highest class attendance.
- Reward good or improving attendance.
- Report to parents/carers regularly on their child's attendance.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Engage with parents/carers where we have concerns regarding a child's attendance.
- Holidays in term time will be regarded an unauthorised absence.
- Use of Fixed Penalty Notice's as a method to discourage holiday absence during term-time.

### Understanding Types of Absence

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence or late arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school without a good reason creates an offence in law and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'.

**Authorised absences** are morning or afternoon sessions away from school for a genuine reason such as illness (although you may be asked to provide medical evidence for your child before this can be authorised), medical or dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

## **Absence will be categorised as follows:**

- Illness In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc. but consent to contact the GP may also be requested.
- Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments **outside of the school day**. Where this is not possible, pupils should attend school for part of the day.
- Other Authorised Circumstances This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement.
- Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.
- Religious Observance We acknowledge the multi-faith nature of British society and recognise that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.
  - Parents must give advance notice to the school if they intend their child to be absent.
  - However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.
- Traveller Absence The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. Fleet Wood Lane School will follow County guidance to protect Traveller parents from unreasonable prosecution for non-attendance.

**Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been granted. This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Examples of unauthorised absence are:

- parents/carers keeping children off school unnecessarily e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn
- absences which have never been properly explained
- children who arrive at school after the close of registration are marked using a 'U'. This indicates that they are in school for safeguarding purposes, however is counted as an absence for the session
- shopping trips
- looking after other children or children accompanying siblings or parents to medical appointments
- their own or family birthdays
- holidays taken during term time without leave, not deemed 'for exceptional purposes' by the headteacher - may result in school applying to the Local Authority to issue a penalty notice or if

you have previously been issued a Penalty Notice, the school may request a direct prosecution by the Local Authority

- day trips
- other leave of absence in term time which has not been agreed

### **Persistent Absenteeism (PA) and Severe Absenteeism (SA)**

A pupil is defined by the Government as a '**persistent absentee**' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent**'. Pupils within this cohort 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.

### **Absence Procedures**

We monitor all absence, and the reasons that are given, thoroughly.

#### **If a child is absent from school the parent must follow these procedures:**

- Contact the school on the first day of absence before 9.00am. The school has an answer phone available to leave a message if nobody is available to take your call, or you may call into school personally and speak to the office staff
- Contact the school on every further day of absence, again before 9.00am
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence

#### **If your child is absent we will:**

- Telephone or text you on the first, and every subsequent day of absence, if we have not heard from you – however it is your responsibility to contact us.
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made in the interests of safeguarding.
- A referral will be made to Local Authority if no contact has been made with parents by the 10<sup>th</sup> day of absence (or sooner if deemed appropriate), at which point your child will be considered to be "missing from education."

#### **Where continuing absence presents we will:**

- Write to you if your child's attendance is below 95%, or where punctuality is a concern
- Write to you if your child's attendance falls below 90% and monitor weekly attendance for improvement. Where improvement is not secured and maintained we will invite you to an attendance review meeting to discuss barriers to attendance and agree attendance targets.
- Create a personalised action/support plan to address any barriers to attendance
- Seek advice and engage with School Education Welfare Officer, Child and Family Support Worker or other appropriate agencies if absences persist.
- Offer signposting support to other agencies or services if appropriate
- Where attendance is below 90% we may request evidence that GP/medical assessment and advice has been accessed in order for the absence for illness to be authorised.
- Refer the matter to the Local Authority for relevant sanctions if attendance does not improve or deteriorates following the above actions (which may include the issue of Fixed Penalty Notices or prosecution)

## Lateness

Poor punctuality is not acceptable and can contribute to further absence. Good time-keeping is a vital life skill which will help children as they progress through their school life and out into the wider world.

Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed, miss vital work and important messages from their class teacher.

### **The times of the start and close of the school day for all pupils at Fleet Wood Lane are:**

Gates open: 8.35am

Gates close: 8:50am

Registration: 8.50-8.55am

Registers close: 9.20am

End of the school day: 3.20pm

### **How we manage lateness:**

- School arrival is **8.35am – 8.50am** Gates will be closed promptly at this time.
- Registers are taken at **8.50am** and your child will receive a late mark 'L' if they are not in by that time
- Children arriving after **8.50am** are required to come into school via the school office. If accompanied by a parent/carer they must sign them into our 'Late Book' and provide a reason for their lateness which is recorded.
- At **9.20am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site - 'U', but this will **not** count as a present mark and it will mean they have an unauthorised absence
- The school may contact parents/carers regarding lateness
- From time to time a member of school staff will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the school

Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent late record, you will be asked to meet with Mrs King, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our children and celebrate good class and individual punctuality.

## Understanding barriers to attendance

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child. If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the School Nurse, Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, you may be invited to attend a meeting Team Around the Child meeting (TAC) to consider what is working well and what needs to improve. An individualised Early Help Plan will be agreed and subsequently reviewed.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain however, we will work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced.

We can discuss reasonable adjustments and additional support from external partners where appropriate.

See Appendix A for summary tables of responsibilities for school attendance.

**If you require more detailed support on attendance please contact**

Name: Mrs Sarah King

Email address or contact details: [enquiries@fleetwoodlane.lincs.sch.uk](mailto:enquiries@fleetwoodlane.lincs.sch.uk)

**Local Authority attendance support services**

Local Authority Attendance Specialists work strategically by offering support to schools, families, and other professionals to reduce persistent absence and improve overall attendance.

Parents are expected to work with the school and Local Authority to address any attendance concerns. Parents should proactively engage with the support offered, aiming to resolve any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may consider more formal support and/or refer the child to the Local Authority. If attendance does not improve, legal action may be taken in the form of a Penalty Notice (see <https://www.lincolnshire.gov.uk/council-business/fixed-penalty-notices-code-conduct/3> ), prosecution in the Magistrates Court or the application of an Education Supervision Order, designed to strengthen parental responsibilities and ensure improved attendance.

**School Attendance and the Law**

By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Unauthorised absence may result in the school referring to the Local Authority for sanctions and/or legal proceedings.

The **first time** a Penalty Notice is issued for a Term-Time Leave of Absence 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. Second Offence (in a 3-year rolling period)

The **second time** a Penalty Notice is issued for a Term-Time Leave of Absence or irregular attendance to the same parent for the same child the amount will be: £160 per parent, per child (if paid within 28 days). There is no reduction in the amount.

**Third Offence or Any Further Offences** (in a 3-year rolling period) The third time an offence is committed for a Term-Time Leave of Absence or irregular attendance by the same parent for the same child (including those by other Local Authorities) a Penalty Notice will NOT be issued but will be referred to Lincolnshire Local Authority for prosecution which may result in fines of up to £2,500 per parent, per child. Cases found guilty in a Magistrate's Court can show on a parent's future DBS certificate.

Refer to Lincolnshire County Council Code of Conduct <https://www.lincolnshire.gov.uk/council-business/fixed-penalty-notices-code-conduct/3>

**There is no entitlement in law for pupils to take time off during the term to go on holiday.** In addition, the Supreme Court has ruled that the definition of regular school attendance is “in accordance with the rules prescribed by the school”.

The Education (Pupil Registration) (England) Regulations 2006 were amended in September 2013. All references to family holidays and extended leave have been removed. The amendments specify that headteachers may not grant any leave of absence during term time unless there are "exceptional circumstances" and they no longer have any discretion to authorise up to ten days of absence each academic year.

It is a rule of this school that a leave of absence shall not be granted in term time unless there are reasons considered to be exceptional by the headteacher, irrespective of the child's overall attendance. Only the headteacher or his/her designate (not the Local Authority) may authorise such a request and all applications for a leave of absence must be made in writing, at least 14 days in advance, using the Application for Leave Form (Appendix D). Where a parent removes a child when the application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised, and the issue of a penalty notice may be requested by this school in accordance Lincolnshire County Council Fixed Penalty Notice Code of Conduct.

**At Fleet Wood Lane School 'exceptional circumstances' will be interpreted as:**

... being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the headteacher). The fundamental principles for defining 'exceptional' are events that are “rare, significant, unavoidable and short”. By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time.

**We will not consider applications for leave during term time:**

- at any time in September. This is very important as your child needs to settle into their new class at the start of the academic year as quickly as possible.
- during assessment and test periods in the school's calendar affecting your child.
- when a pupil's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

If leave of absence is authorised, the school will not provide work for children to do during their absence. Parents are however advised to read with their children and encourage them to write a diary while they are away.

### **Deletion from Roll**

For any pupil leaving Fleet Wood Lane School, other than at the end of year 6, parents/carers are required to complete a 'Leavers Form', which can be obtained from the school office. This provides school with the following information: Child's name, class, current address, date of leaving, new home address, name of new school, address of new school. This information is essential to ensure that we know the whereabouts and so as to appropriately safeguard all of our pupils, even those who leave us.

It is crucial that parents keep school updated with current addresses and contact details for key family members in case of emergency.

Under Pupil Regulations 2006, all schools are now **legally required** to notify their Local Authority

of **every new entry** to the admission register **within five days** of the pupil being enrolled. In addition to this, **every deletion** from the school register must also be notified to the Local Authority, as soon as the ground for deletion has been met in relation to that pupil, and in any event no later than the time at which the pupil's name is deleted from the register. This duty does not apply when a pupil's name is removed from the admission register at a standard transition point – when the pupil has completed the final year of education normally provided by that school.

**Absence data**

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve. Persistently absent pupils are tracked and monitored carefully. We also combine this with academic tracking as increased absence affects attainment.

We share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.


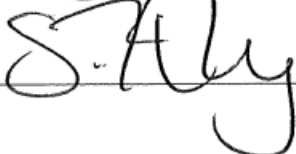
**Summary**

The school has a legal duty to publish its absence figures to parents and to promote attendance.

Equally, parents have a duty to make sure that their children attend school, on time, every day.

*All school staff and the Governing Body are committed to working with parents and pupils as this is the best way to ensure as high a level of attendance at our school as possible.*

**Pupil Attendance Policy 2024 - 25**

|                                    |  |
|------------------------------------|--|
| <b>Written by</b>                  |  |
| <b>Ratified by Governors</b>       | 26 <sup>th</sup> Nov 24  |
| <b>Date for Review</b>             | Nov 2025   |
| <b>Signed – Chair of Governors</b> |  |
| <b>Signed - Headteacher</b>        |  |

## Appendix A: DfE guidance Summary table of responsibilities for school attendance. Sept 2022

### All pupils

| Parents are expected to:   | Schools are expected to:   | Academy trustees and governing bodies are expected to:   | Local authorities are expected to:  |
|--|--|--|---|
| <p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p> | <p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p> | <p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p> | <p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p> |

### Pupils at risk of becoming persistently absent

| Parents are expected to:  | Schools are expected to:  | Academy trustees and governing bodies are expected to:   | Local authorities are expected to:  |
|---|---|--|---|
| <p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered to prevent the need for more formal support.</p> | <p>Proactively use data to identify pupils at risk of poor attendance.</p> <p>Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.</p> <p>Where out of school barriers are identified, signpost and support access to any required services in the first instance.</p> <p>If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. Act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Hold a termly conversation with every school to identify, discuss and signpost or provide access to services for pupils who are persistently or severely absent or at risk of becoming so.</p> <p>Where there are out of school barriers, provide each identified pupil and their family with access to services they need in the first instance.</p> <p>If the issue persists, facilitate a voluntary early help assessment where appropriate. Take an active part in the multi-agency effort with the school and other partners. Provide the lead practitioner where all partners agree that a local authority service is best placed to lead. Where the lead practitioner is outside of the local authority, continue to work with the school and partners.</p> |

## Persistently absent pupils

| Parents are expected to:  | Schools are expected to:   | Academy trustees and governing bodies are expected to:   | Local authorities are expected to:  |
|---|--|--|---|
| <p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p> | <p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Where absence becomes persistent, put additional targeted support in place to remove any barriers. Where necessary this includes working with partners.</p> <p>Where there is a lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.</p> <p>Where support is not working, being engaged with or appropriate, work with the local authority on legal intervention.</p> <p>Where there are safeguarding concerns, intensify support through statutory children's social care.</p> <p>Work with other schools in the local area, such as schools previously attended and the schools of any siblings.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Continued support as for pupils at risk of becoming persistently absent and:</p> <p>Work jointly with the school to provide formal support options including parenting contracts and education supervision orders.</p> <p>Where there are safeguarding concerns, ensure joint working between the school, children's social care services and other statutory safeguarding partners.</p> <p>Where support is not working, being engaged with or appropriate, enforce attendance through legal intervention (including prosecution as a last resort).</p> |

## Severely absent pupils

| Parents are expected to:  | Schools are expected to:   | Academy trustees and governing bodies are expected to:   | Local authorities are expected to:  |
|---|--|--|---|
| <p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the formal support offered – including any parenting contract or voluntary early help plan to prevent the need for legal intervention.</p> | <p>Continued support as for persistently absent pupils and:</p> <p>Agree a joint approach for all severely absent pupils with the local authority.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Continued support as for persistently absent pupils and:</p> <p>All services should make this group the top priority for support. This may include a whole family plan, consideration for an education, health and care plan, or alternative form of educational provision.</p> <p>Be especially conscious of any potential safeguarding issues, ensuring joint working between the school, children's social care services and other statutory safeguarding partners. Where appropriate, this could include conducting a full children's social care assessment and building attendance into children in need and child protection plans.</p> |

## Support for pupils with medical conditions or SEND with poor attendance

| Parents are expected to:  | Schools are expected to:  | Academy trustees and governing bodies are expected to:   | Local authorities are expected to:  |
|---|---|--|---|
| <p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p> | <p>Maintain the same ambition for attendance and work with pupils and parents to maximise attendance.</p> <p>Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.</p> <p>Consider additional support from wider services and external partners, making timely referrals.</p> <p>Regularly monitor data for such groups, including at board and governing body meetings and with local authorities.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Work closely with relevant services and partners, for example special educational needs, educational psychologists, and mental health services, to ensure joined up support for families.</p> <p>Ensure suitable education, such as alternative provision, is arranged for children of compulsory school age who because of health reasons would not otherwise receive a suitable education.</p> |

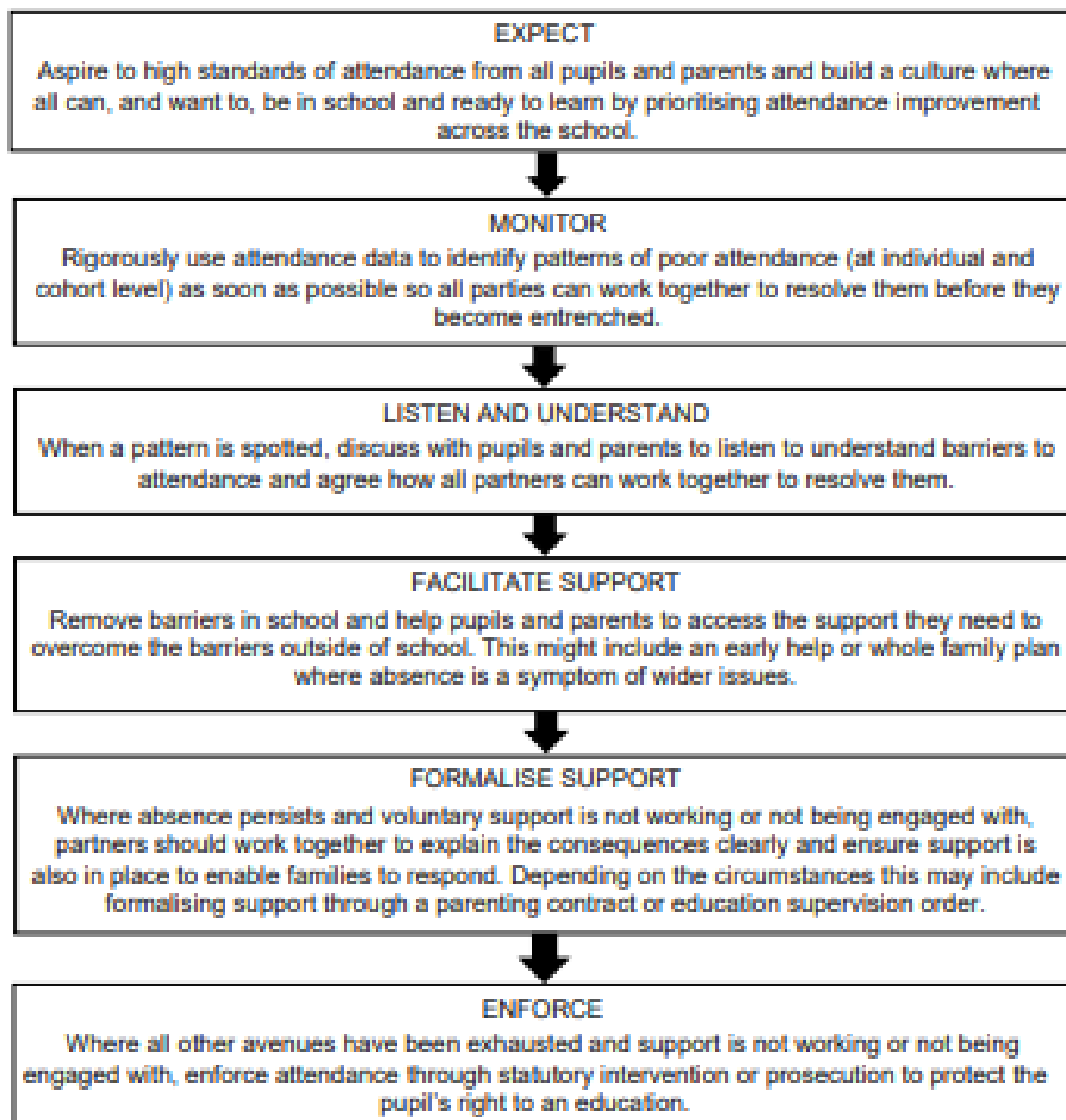
## Support for pupils with a social worker

| Parents are expected to:  | Schools are expected to:  | Academy trustees and governing bodies are expected to:   | Local authorities are expected to:  |
|---|---|--|---|
| <p>Work with the school and local authority to help them understand their child's barriers to attendance.</p> <p>Proactively engage with the support offered.</p> | <p>Inform the pupil's social worker if there are any unexplained absences and if their name is to be deleted from the register.</p> | <p>Regularly review attendance data and help school leaders focus support on the pupils who need it.</p> | <p>Regularly monitor the attendance of children with a social worker in their area.</p> <p>Put in place personal education plans for looked-after children.</p> <p>Secure regular attendance of looked-after children as their corporate parent and provide advice and guidance about the importance of attendance to those services supporting pupils previously looked after.</p> |

## Appendix B

### Working together to improve attendance

13. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



## Appendix C Missed school = Missed Learning

The information below demonstrates a summary of how school attendance may affect a child’s future progress and we would ask that you bear this in mind before considering to allow your child to remain absent from school for any avoidable reason including holidays during term-time.

### Above 97% Fewer than 6 days’ absence in an academic year

Very good attendance. Pupils with this level of attendance have the best chance of achieving the grades of which they are capable and this leads to the best prospects for work, college or university.

### 95% Fewer than 10 days’ absence in a year

Pupils are likely to achieve their target grades, and have good opportunities for work, college and university, but will need to invest time in catching up any work missed.

### 90% 19 days absent from school

Pupils with this level of attendance are missing a month of school per year and this is likely to have a detrimental effect on their achievement; it will be difficult for them to achieve of their best.

### 85% 29 days absent from school –

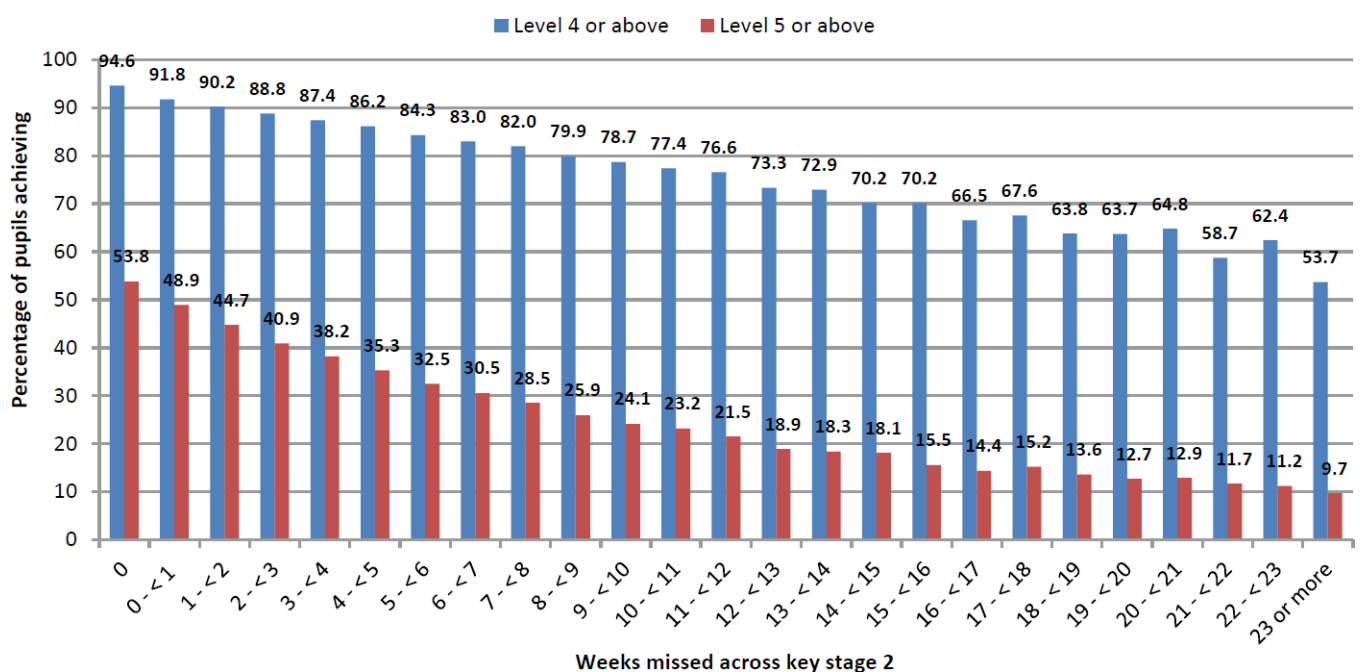
DFE classify this level as persistently absent These pupils are missing six weeks of their education and will find it extremely difficult to keep up and achieve of their best.

### 80% Pupils with this level of attendance are missing a year of school over the five years that they attend

School. It will be almost impossible to keep up with their work and these pupils are at risk of serious underachievement. Parents of students with this level of attendance could be issued with a penalty notice.

### Dfe- “The link between absence and attainment at KS2 - 2013/14 academic year

The DFE analysis of the link between overall absence and attainment when taking prior attainment and pupil characteristics into account showed that, for each KS2 and KS4 measure, overall absence had a statistically significant negative link to attainment – i.e. every extra day missed was associated with a lower attainment outcome.



## Appendix D

### Fleet Wood Lane School APPLICATION FOR LEAVE OF ABSENCE

As a parent or carer you should avoid booking holidays or visits overseas during term-time. Full school attendance is VITAL for your child's educational progress.

Parents are reminded that they do not have any entitlement to term-time leave for their children. At Fleet Wood Lane, we will not agree to authorise leave during term-time unless there are **exceptional circumstances** which warrant this. Permission will not be given if it is applied for after the leave has taken place.

If the permission to take leave is not granted and the pupil still goes on leave, the absence will be unauthorised and this may result in a Fixed Term Penalty Notice being issued of either £80 or £160 per child, per parent.

Persistent unauthorised absence (10% within any 6 week period) may result in the involvement of the Education Welfare Officer and possible legal proceedings including the issue of a Fixed Term Penalty Notice of £80 or £160 per child per parent.

Date of Request \_\_\_\_\_

I request that \_\_\_\_\_ (Name of Child)

be granted leave of absence from Fleet Wood Lane School

from \_\_\_\_\_ to \_\_\_\_\_ Total number of days \_\_\_\_\_

It is necessary to take my child out of school because:

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---

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Carer (*please print*) \_\_\_\_\_

#### For Office Use

Request granted \_\_\_\_\_ Headteacher Date \_\_\_\_\_

Request refused \_\_\_\_\_ Headteacher Date \_\_\_\_\_

Reason for refusal \_\_\_\_\_

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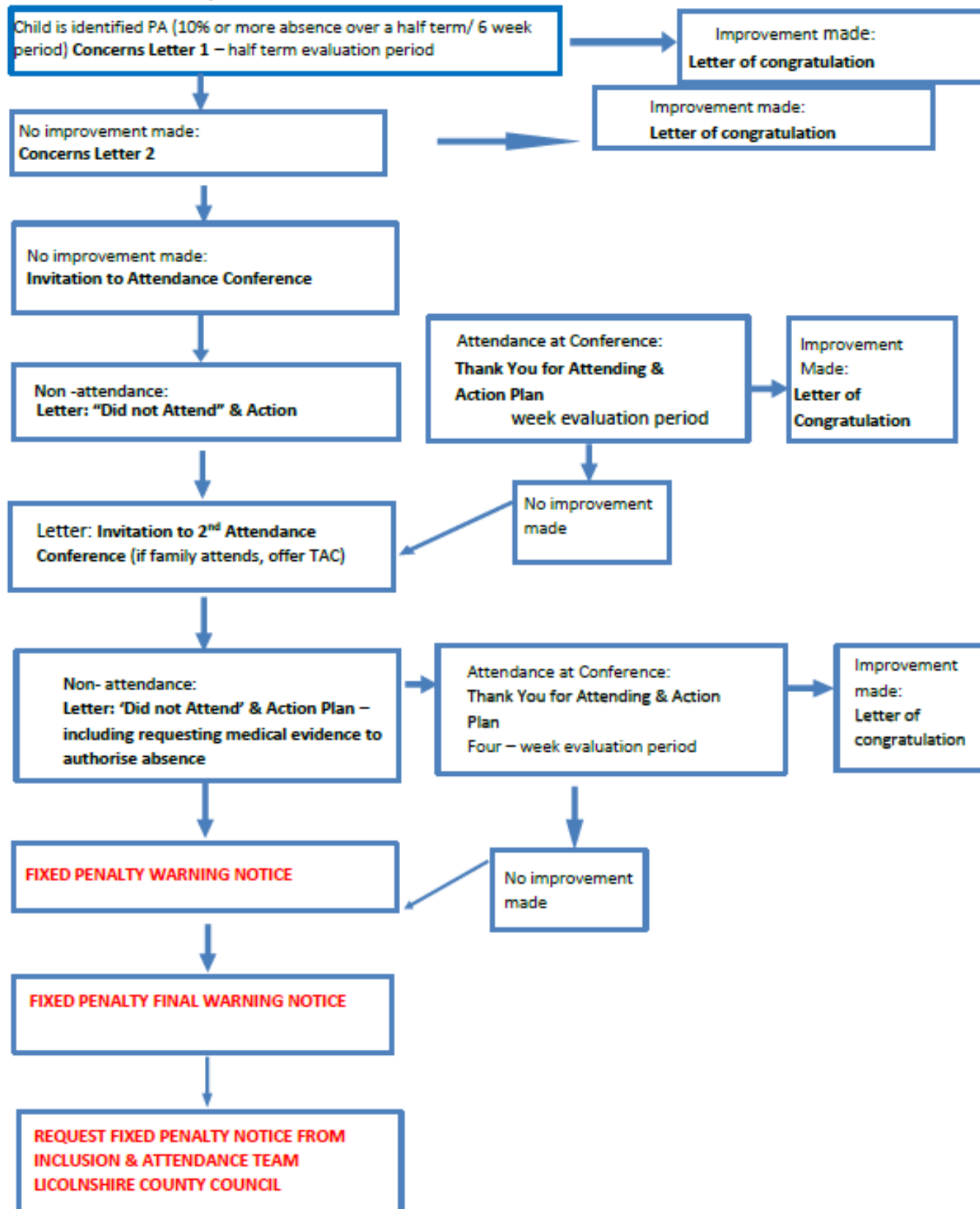
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Decision confirmation sent to parent – Date \_\_\_\_\_

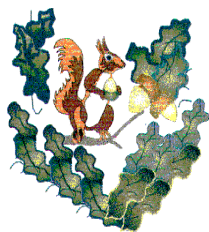
Correspondence on file or CPoms (please indicate) - \_\_\_\_\_

**Appendix E – Attendance flow chart**

**PERSISTENT ABSENCE/NON-ATTENDANCE FLOW CHART**



# Fleet Wood Lane School



*Headteacher*

*Fleet  
Spalding  
Lincs  
PE12 8NN*

*Telephone 01406 423351*

[enquiries@fleetwoodlane.lincs.sch.uk](mailto:enquiries@fleetwoodlane.lincs.sch.uk)  
[www.fleetwoodlane.com@FleetWoodLane](http://www.fleetwoodlane.com@FleetWoodLane)

Dear

Fixed Penalty Formal Warning

Name of child or young person:

Date of birth:

Pupil registered at:

This letter is a Fixed Penalty Formal Warning and is being sent to you because your child has an unacceptable level of unauthorised absence.

During the period (date) to (date), (child's name) was absent or late on (number of) sessions out of (number) possible half-day sessions of which (number) were unauthorised \* and ( in addition she or he was late on (number) occasions.) \*delete as appropriate

(child's name)'s attendance will be reviewed from the date of this warning, with the expectation that his/her attendance increases to 100%. Failure to comply may result in a fixed penalty being issued.

Please note if your child's attendance has fallen below 90% due to illness or a medical condition you will be required to provide evidence showing that you have sought appropriate medical advice. Requesting the Local Authority to issue a fixed penalty notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act
- In cases where this duty is not being fulfilled Section 4448 of the same Act empowers the Local Authority to issue a fixed penalty of either £80 or £160.

Should you wish to discuss this matter further or to access appropriate support, please contact the school on the above contact details.

Yours sincerely

Head Teacher

# Fleet Wood Lane School



*Headteacher*

*Fleet  
Spalding  
Lincs  
PE12 8NN*

*Telephone 01406 423351*  
[enquiries@fleetwoodlane.lincs.sch.uk](mailto:enquiries@fleetwoodlane.lincs.sch.uk)  
[www.fleetwoodlane.com@FleetWoodLane](http://www.fleetwoodlane.com@FleetWoodLane)

## FPN warning for unauthorised holidays during term time

Dear

### **FIXED PENALTY FORMAL WARNING**

**NAME OF CHILD/YOUNG PERSON:**

**DATE OF BIRTH:**

**PUPIL REGISTERED AT:**

This letter is a **Fixed Penalty Formal Warning** and is being sent to you because you have requested a period of absence from school for your child during term time.

The period you have requested from (date) to (date), is not deemed to be exceptional circumstances and therefore will be coded as unauthorised absence. If you choose to ignore this warning, a Fixed Penalty Notice will be issued for the above period of absence.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children attending their school under the following legal framework:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £80.00 or £160.00.**

Should you wish to discuss this matter further, please contact the school on the above contact details.

Yours sincerely

Head Teacher