

Sunnyfields Primary School



*Strong Roots, Bright Futures*

## Attendance and Absence Policy

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## Statement of intent

Sunnyfields Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:

"The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

(a) to age, ability and aptitude, and

(b) to any special educational needs he/she may have

Either by regular attendance at school or otherwise."

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

## 1. Legal Framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Acts 1996 and 2002.
- The Children Act 1989
- Equality Act 2010.
- The Education (Pupil Registration) (England) Regulations 2024.
- The Education (Penalty Notices) (England) Regulations 2007
- Children (Performances and Activities) (England) Regulations 2014.
- Children and Young Persons Act 1933 and 1963.
- DfE (2015) 'Child performance and activities licensing legislation in England'.
- DfE (2025) 'Keeping children safe in education'.
- DfE (2025) 'Children missing education'.
- DfE (2022) 'Working Together to Improve School Attendance'.
- DfE 'Summary Table of Responsibilities for School Attendance'.
- DfE 'Sharing Daily Pupil Attendance Data'.

1.2. This policy will be implemented in conjunction with the following school policies:

- Complaints Procedures Policy
- Primary Behavior Policy
- Safeguarding Policy
- Behaviour Policy
- SEND Policy
- Children Missing Education Policy Procedures

## 2. Roles and responsibilities

2.1. The governing board has overall responsibility for:

- Monitoring the implementation of this policy and procedures of Sunnyfields Primary School.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' (2020) when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy & Procedures in place and that this is regularly reviewed and updated.
- Promoting the importance of good attendance through the school's ethos and policies.

- Ensuring 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 LA.
- Ensuring the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
- Arranging attendance training for all relevant staff that is appropriate to their role.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring school staff receive adequate training on attendance

## 2.2. The headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Monitoring absence data and reporting it to the governors
- Appointing a member of the SLT to the attendance officer role.
- Issuing fixed penalty notices where necessary, or authorising a suitable member of staff to be able to do so.
- Sharing information and working collaboratively with the LA by notifying them where a pupil's name is added to or deleted from the school's admission register outside of standard transition times.
- Providing the LA with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or who have been absent for a continuous period of ten school days where their absence has been classed as unauthorised.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.
- Working with parents of pupils with SEND to develop specific support approaches for attendance, including where school transport is regularly being missed and where pupils with SEND face barriers within school.

## 2.3. Staff, including teachers, support staff and volunteers, are responsible for:

- Following this policy and ensuring pupils do so too.
- They are also responsible for ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

#### 2.4. Parents are responsible for:

- Taking responsibility for the attendance of their child during term-time.
- Promoting good attendance behaviour and ensure that their child attends school every day.
- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.
- Contacting the school when their child is absent.

#### 2.5 The attendance officer will be responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Leading a compassionate approach when listening to parents and pupils regarding barriers to attendance.
- Following up on incidents of persistent poor attendance.
- Enforcing attendance through statutory interventions in cases of persistent poor attendance where other supports have not succeeded.

#### 2.6 Pupils will be responsible for:

- Attending their lessons and any agreed activities when at school.
- Arriving punctually to lessons when at school.
- Following any support provided by the school to improve attendance.

### 3. Definitions

#### 3.1. For the purpose of this policy, the school defines:

##### **"Absence"** as:

- Arrival at school after the register has closed.
- Not attending school for any reason.

##### An **"authorised absence"** as:

- Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
- Code M: Leave of absence for the purpose of attending a medical or dental appointment
- Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- Code S: Leave of absence for the purpose of studying for a public examination

- Code X: Non-compulsory school age pupil not required to attend school
- Code C2: Leave of absence for a compulsory school age pupil subject to part-time timetable
- Code D: Dual registered at another school
- Code C: Leave of absence for exceptional circumstances
- Code T: Parent travelling for occupational purposes
- Code R: Religious observance
- Code I: Illness (not medical or dental appointment)
- Code E: Suspended or permanently excluded

An **“unauthorised absence”** as:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

**“Persistent absenteeism”** as:

- Missing 10 percent or more of schooling across the year for any reason.

## **4. Training of staff**

4.1. The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction, refresher training and staff development meetings.

4.2. Teachers and support staff will receive training on this policy as part of their induction.

4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

## 5. Pupil expectations

5.1. Pupils are expected to attend school every day and are rewarded for good attendance throughout the year.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at **8.50am**, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by **8:45am**. Pupils will have a morning break at **10:30am**, which will last until 10.45am, and a lunch break at **12pm**, which will last until **1pm** – pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **8.55am**. Pupils will receive a late mark if they were absent when the register started being taken but arrive before the register is closed
- The morning register will close at **9:15am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:05pm**. Pupils will receive a late mark if they are not in their classroom by this time but arrive before the register is closed
- The afternoon register will close at **1:15pm**. Pupils will receive a mark of absence if they are not present

Pupils will be encouraged to communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

## 6. Pupils at risk of persistent absence

6.1. The Senior Leadership Team (SLT) will:

- Establish a range of evidence-based interventions to address barriers to attendance.
- Monitor the implementation and Local Authority (LA) procedures and seek robust evidence of the LA procedures that work.
- Attend or lead attendance reviews with the class teacher, in line with LA procedures.
- Establish robust LA procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents.
  - Having Parent Support Advisor & SLT attendance reviews.
  - Engaging with LA attendance teams.
  - Using fixed penalty notices.

- Creating good lines of communication with parents.

6.2. Where required, the governing board will engage in attendance support meetings to reinforce messages and outline the impact on education.

6.3 Pupils potentially at greater risk of harm who need a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.

6.4. Teaching staff will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps.
- Meet with pupils to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Create good lines of communication with families to discuss attendance and progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

## **7. Absence Procedures**

7.1. Parents will contact the school by 9am on the first day of their child's absence.

7.2. Additionally, parents may call into school and report to the school office when the child will be returning to school.

7.3. A phone call by the Parent Support Advisor or school office will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school by 10am.

7.4. In the case of persistent absence, arrangements will be made for parents to speak to the Parent Support Advisor.

The school will inform the LA of the details of pupils who fail to attend school regularly.

7.5. If a pupil's attendance does not improve after a Letter 1 from school, or drops below 90 percent, the Parent Support Advisor / attendance officer will be informed, and a formal meeting will be arranged with the parents.

7.6. Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

## 8. Parental Involvement

8.1. The school will build respectful relationships with parents and families to ensure their trust and engagement.

8.2. The school will communicate openly and honestly with pupils and their families about their expectations of school life, attendance and performance so that they understand what to expect and what is expected of them.

8.3. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. if a pupil has a social worker.

8.4. Parents will be expected to:

- Treat staff with respect.
- Actively support the work of the school.
- Call staff for help when they need it.
- Communicate with the school about possible circumstances which may affect their child's attendance or require support.

## 9. Attendance Register

9.1. The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed

- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Duel registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

9.2. When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

9.3. Every entry received into the attendance register will be preserved for three years.

## **10. Parent Support Advisor/Attendance Officer**

10.1. If they are persistently absent, parents will be contacted and supported in resolving the issues.

10.2. If the situation cannot be resolved and attendance does not improve, the attendance officer has the power to issue further sanctions to the Local Authority.

10.3. The attendance officer will monitor and analyse attendance data regularly with the SLT to ensure that intervention is delivered quickly to address absence.

10.4. The attendance officer and SLT will provide regular reports to staff and governors across the school to enable them to track the attendance of pupils and to implement attendance procedures.

## **11. Lateness**

11.1. Punctuality is of the utmost importance and lateness will not be tolerated.

11.2. The school day starts at 8:50am. Pupils should be in their classroom at this time.

11.3. Registers are marked by 8:55am. Pupils will receive a late mark if they are not in their classroom by this time.

11.4. The register closes at 9:15am. Pupils will receive a mark of absence if they do not attend school before this time.

11.5. After lunch, registers are marked by 1:05pm. Pupils will receive a late mark if they are not in their classroom by this time.

11.6. The register closes at 1:15pm. Pupils will receive a mark of absence if they are not present.

## **12. Term-time leave**

12.1. At Sunnyfields Primary School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

12.2. The headteacher will be unable to authorise holidays during term-time.

12.3. The headteacher will be only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the headteacher will be satisfied by the evidence, which is presented, before authorising term-time leave.

12.4. The headteacher will determine the amount of time a pupil can be away from school during term-time. Any leave of absence is at the discretion of the headteacher.

12.5. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

12.6. If parents take their child out of school during term-time without authorisation from the headteacher, they may be subject to sanctions such as penalty fines.

## **13. Missing children**

13.1. Pupils are not permitted to leave the school premises during the school day.

13.2. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the headteacher immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the headteacher.
- Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.

13.3. If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.

13.4. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.

13.5. The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.

13.6. Parents and any other agencies will be informed immediately when the pupil has been located.

13.7. The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred.

13.8. Appropriate disciplinary procedures are followed in accordance with the Behaviour Policy.

13.9. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome.

## **14. Religious Observances**

14.1. The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.

14.2. Parents will inform the school in advance if absences are required for days of religious observance.

## **15. Appointments**

15.1. As far as possible, parents will attempt to book medical and dental appointments outside of school hours.

15.2. If an appointment requires a pupil to leave during the school day, parents must inform the school office in advance, no later than the morning of the appointment. The attendance lead must be satisfied with the evidence provided before the absence is authorised. The child must be collected by a parent and signed out through the school office.

15.3. Pupils will attend school before and after the appointment wherever possible.

## **16. Modelling, sport and acting performances/activities**

16.1. Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, will be required to obtain a licence from the LA which authorises their absence(s).

16.2. Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance will request a licence from the LA.

16.3. The organiser will allow sufficient time for the LA to process the request – the LA will refuse to consider an application if the performance or activity is less than 21 days away.

16.4. The LA will only approve a licence application once it is satisfied that:

- The pupil's education, health and wellbeing will not suffer; and
- The conditions of the licence will be observed.

16.5 The LA will impose any conditions it considers necessary to ensure that the pupil is fit to take part in the performance/activity, that there will be proper provision for the pupil's wellbeing, and that the pupil's education will not suffer.

16.6. The school will make additional arrangements for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

16.7. The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.

16.8. The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence.

16.9. The above requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

16.10. Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the pupil can only take part in the activity for a specified number of days within a six-month period.

16.11. Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.

16.12. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day.

16.13. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent.

16.14. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

16.15. The LA will be satisfied that arrangements for chaperones, accommodation, place of performance and rehearsal, and travel are suitable before it grants the application.

16.16. The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks.

16.17. The maximum number of consecutive days that a child can perform is six – this applies to performances only.

16.18. Pupils who perform are entitled to a break of at least 14 days following the last performance where the pupil has been performing on the maximum number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.

16.19. A licence is also required where a pupil will be absent from school and conducting a performance or activity abroad.

16.20. The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:

- Where rehearsals during the performance period are taking place;
- Where performances or activities are taking place; or
- Where the pupil is receiving their education, in order to check that licensing conditions are being met.

16.21. The LA has the power to amend or revoke existing licences at any time.

16.22. If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.

16.23. The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation or variation, and against any condition under which a licence is granted or an approval is given.

## **17. Young Carers**

17.1. The school understands the difficulties that face young carers.

17.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

17.3. The school will take a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

## **18. SEND- and health-related absences**

18.1 The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

18.2 In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

18.3 Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

18.4 If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

18.5 The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them.

Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

18.6 To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties questionnaire.
- Identifying pupils' unmet needs through the Common Assessment Framework.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Phased returns to school where there has been a long absence.
- Small group work or one-to-one lessons.
- Tailored support to meet their individual needs.

18.7 The school will seek medical evidence for recording absences in a minority of cases. Where a pupil's health need means that they need reasonable adjustments or support because it is complex or long term, the school will seek medical evidence to better understand the need of the pupil.

## **19. Equality Statement**

1. Our school is committed to promoting equality, inclusion, and fairness in all aspects of school life, including attendance. We recognise that regular attendance is essential for all pupils to achieve their full potential; however, we also understand that some pupils and families may face barriers that can impact attendance.
2. We will ensure that this Attendance Policy is applied consistently and fairly to all pupils, regardless of their age, disability, gender, race, religion or belief, sexual orientation, or socio-economic background. We are committed to meeting our duties under the Equality Act 2010 and will make reasonable adjustments where appropriate to support pupils with additional needs.
3. The school acknowledges that certain groups of pupils may require additional support to achieve good attendance, including those with special educational needs and disabilities (SEND), those with medical or mental health needs, young carers, and pupils experiencing challenging family circumstances. In

these cases, we will work in partnership with parents/carers and relevant external agencies to provide tailored support and remove barriers to attendance wherever possible.

4. We will monitor attendance data regularly to identify any patterns or disparities between different groups of pupils. Where concerns are identified, appropriate action will be taken to address inequalities and ensure that no group is disadvantaged.
5. Our approach is supportive rather than punitive, and we aim to work collaboratively with families to promote positive attendance for all pupils, ensuring every child has the opportunity to succeed.

## 20. Penalty Notices

19.1 The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after **one term**, the attendance officer will consider:

- Whether support is available in this case: If, for example a holiday in term time, a penalty notice should be issued, whilst also having considerations to the other conditions detailed in this section of the policy.
- Whether a penalty notice is the best available tool to improve attendance and change parental behaviour, or if further support or other legal intervention is more appropriate.
- Whether issuing a penalty notice in this case is appropriate after considering any obligations under the Equality Act 2010, such as if the pupil has a disability.
- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

19.2 Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

19.3 A fixed penalty notice will be issued by a headteacher or someone authorised by them (a deputy or assistant head), the LA office. Any penalty notice will be issued in line with the LA's code of conduct and the DfE's '[Working together to improve school attendance](#)' guidance.

19.4 Penalty notices will be charged at £160, if paid within 28 days reduced to £80 if paid within 21 days.

19.5 Parents will only get up to two fines for the same child in a three-year period. A second penalty notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 if paid within 28 days. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

19.6 Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

19.7 Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

## **21. Rewarding good attendance**

20.1. The school acknowledges 100 percent attendance in the following ways:

- Certificates and book vouchers.
- End of term raffle.

20.2. Good attendance and punctuality will be rewarded in the following ways

- Certificates and book vouchers.
- Whole class reward for termly winners of the 'Attendance League'

## **22. Monitoring and review**

21.1. The school monitors attendance and punctuality throughout the year.

21.2. Sunnyfields Primary School's attendance target is 96 percent.

21.3. This policy is reviewed annually by the headteacher; the next scheduled review date for this policy is December 2026.

21.4. Any changes made to this policy will be communicated to all members of staff and parents.

## **23. Attendance monitoring procedures**

22.1 Sunnyfields Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

- a) The attendance officer monitors the attendance and passes relevant information to the SLT and governors.
- b) Any attendance/punctuality trends noticed by the attendance officer are passed immediately to the SLT.
- c) Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported by the attendance officer daily.
- d) Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
- e) If a pupil's attendance falls below 90 percent over a four week period, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The Attendance Officer will also monitor pupils attendance falling below 96% on a termly basis. A letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached leaflet outlining how parents can work with the school and their child to improve attendance.
- f) The pupil's attendance is monitored for four weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and SLT to set targets for their child and offer support to the family. If parents are unwilling to cooperate, or are genuinely unable to attend, a referral may be required to the local education welfare officer (EWO), who will then conduct a home visit.
- g) After the monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continue until attendance stabilises to 96 percent.

## 24. Children Missing in Education (CME)

- a) This section outlines the school's approach to identifying, monitoring, and responding to Children Missing in Education (CME), in line with statutory guidance and safeguarding responsibilities. The school is committed to ensuring that all children of compulsory school age receive a suitable full-time education and that any child missing education is identified and supported promptly.
- b) A Child Missing in Education is a child of compulsory school age who:
  - Is not registered on a school roll, **and**
  - Is not receiving suitable education otherwise (e.g. elective home education), **or**
  - Is on roll but has not attended school for a prolonged period without an acceptable reason.
- c) This policy section reflects the school's duties under relevant education and safeguarding legislation and statutory guidance, including the requirement to work with the Local Authority (LA) to identify and support children missing education.
- d) The school will be particularly alert to children who:
  - Fail to attend school regularly or have a pattern of persistent absence
  - Do not return to school after holidays or fixed-term exclusions
  - Are removed from the school roll without a confirmed destination
  - Are new arrivals in the area who are not registered at a school
  - Are subject to safeguarding concerns, including neglect, exploitation, or forced marriage
- e) Daily attendance registers are completed accurately and monitored by the school's attendance lead and senior leadership team. If a child is identified as potentially missing education, the school will:
  1. Attempt to contact parents/carers immediately using all available contact details
  2. Make reasonable enquiries, including home visits where appropriate, in line with school procedures
  3. Record all actions, contacts, and outcomes clearly
  4. Inform the Designated Safeguarding Lead (DSL) of any concerns
  5. Notify the Local Authority promptly where a child's whereabouts or educational provision cannot be confirmed
- f) The school will not remove a child from roll unless lawful grounds are met and, where required, the Local Authority has been informed.
- g) Children missing education may be at increased risk of harm. Any concerns identified during CME procedures will be managed in accordance with the school's Safeguarding and Child Protection Policy. The DSL will consider whether a referral to children's social care or other agencies is required.
- h) Accurate and up-to-date records will be maintained for:
  - Attendance and absence

- Contacts with parents/carers
- Actions taken to locate a child
- Referrals and notifications to the Local Authority or other agencies