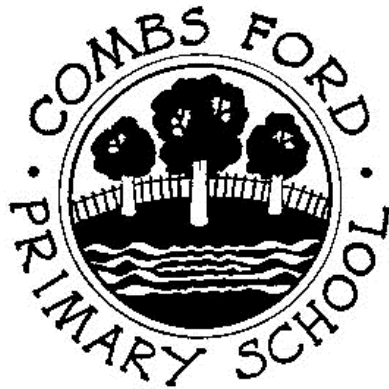


# Combs Ford Primary School

## Child Attendance Policy



Successful Learners ~ Confident Individuals ~ Responsible Citizens  
 Unique Policy Number 21

### Document Control

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Comments</b>
Issue 2	Sept 2022	EDUCATIONAL WELFARE OFFICER	New policy in line with new Government approach to school attendance.
Issue 3	Sept 2024	CEO	New policy in line with new Government approach to school attendance

<b>Prepared By:</b>	Daniel Jones (CEO)	<b>Date:</b>	July 2025
<b>Approved By:</b>	CET Trust Board	<b>Date:</b>	17 <sup>th</sup> July 2025
<b>Review Cycle:</b>	Annual		
<b>Next Review By:</b>	July 2026		

Contacts .....	3
Introduction and Background.....	4
Promoting Regular Attendance.....	5
Understanding Types of Absence.....	6
Persistent Absenteeism (PA) and Severe Absenteeism (SA).....	6
Absence Procedures .....	7
Lateness .....	8
How We Manage Lateness.....	8
Understanding Barriers to Attendance.....	9
Local Authority Attendance Support Services.....	9
School Attendance and the Law .....	10
National Framework for Penalty Notices.....	10
Deletion from Roll .....	11
Absence Data .....	12
Further Information .....	14

## *Contacts*

**The name and contact details of the Senior Attendance Champion – the Senior Leader responsible for the strategic approach to attendance in our school – is:**

- **Name:** Helen Fuller
- **Email:** [admin@combsford.suffolk.sch.uk](mailto:admin@combsford.suffolk.sch.uk)
- **Phone:** 01449 613 112

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

- **Name:** Charlotte McCarthy
- **Email:** [admin@combsford.suffolk.sch.uk](mailto:admin@combsford.suffolk.sch.uk)
- **Phone:** 01449 613 112

**The name and contact details of the school staff member families should contact for more individual support with attendance is:**

- **Name:** Karen Brooks
- **Email:** [admin@combsford.suffolk.sch.uk](mailto:admin@combsford.suffolk.sch.uk)
- **Phone:** 01449 613 112

**The name of our linked Governor with responsibility for monitoring attendance is:**

- **Name:** Tracy Page (Safeguarding Governor)
- **Email:** [admin@combsford.suffolk.sch.uk](mailto:admin@combsford.suffolk.sch.uk)
- **Phone:** 01449 613 112

## *Introduction and Background*

Combs Ford Primary School recognises that positive behaviour and good attendance are essential in order for children to get the most of their school experience, including their attainment, wellbeing and wider life chances.

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 families decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. 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 Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called '[Working together to improve school attendance](#)' and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

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

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

It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor children's attendance.

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

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

- Promoting a positive and welcoming atmosphere in which children feel safe, secure and valued;
- Raising and maintaining a whole school 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 children must attend every day, unless there are exceptional circumstances, and it is Headteachers, not families, who can authorise the absence.**

### *Promoting Regular Attendance*

At Combs Ford Primary School, we know that developing good patterns of attendance and setting high expectations for the attendance and punctuality of all our children is vital from the outset. It is a central part of our school's vision, values, ethos and day-to-day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

**The name and contact details of the Senior Attendance Champion – the Senior Leader responsible for the strategic approach to attendance in our school – is:**

- **Name:** Matthew Wesley
- **Email:** [admin@combsford.suffolk.sch.uk](mailto:admin@combsford.suffolk.sch.uk)
- **Phone:** 01449 613 112

**The name of our linked Governor with responsibility for monitoring attendance is:**

- **Name:** Tracy Page (Safeguarding Governor)
- **Email:** [admin@combsford.suffolk.sch.uk](mailto:admin@combsford.suffolk.sch.uk)
- **Phone:** 01449 613 112

Helping to create a pattern of regular attendance is the responsibility of families, children, teachers and all members of school staff.

To help us all to focus on this, we will:

- Submit a daily attendance return to the Department for Education, in line with the legal expectations placed on all schools;
- Build strong relationships and work jointly with families;
- Give families details on attendance in our newsletters;
- Promote the benefits of high attendance;
- Accurately complete admission and attendance registers and have effective day-to-day processes in place to follow-up absence as required by law;
- Celebrate excellent attendance by displaying and reporting individual and class achievements;
- Reward good or improving attendance;
- Report to families regularly on their child's attendance and the impact on their progress;
- Contact families should their child's attendance be of concern.

## *Understanding Types of Absence*

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any child'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 families), 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 (you will 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.

**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.

Unauthorised absence includes (however this list is not exhaustive):

- Families 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 families to medical appointments;
- Their own or family birthdays;
- Holidays taken during term time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends;
- Day trips;
- Other leave of absence in term time which has not been agreed.

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

A child 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 child's education and we need the full support and co-operation of families to

resolve this. All children who have attendance levels of 90% or below are considered to be a persistent absentee.

A child who has missed 50% or more schooling is defined by the Government as 'severely absent'. Children 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.

### *Absence Procedures*

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

- **Name:** Charlotte McCarthy
- **Email:** [admin@combsford.suffolk.sch.uk](mailto:admin@combsford.suffolk.sch.uk)
- **Phone:** 01449 613 112

We monitor and review all children's absence, and the reasons that are given, thoroughly.

For the reviewing of Autumn attendance data, we will include the previous Summer term's attendance data (if applicable) to provide us with a fairer representation of pupils absence. For the subsequent Spring and Summer term, we will gather attendance data from the same academic year.

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

- Contact the school on the first day of absence before 08:55am when our register closes;
- 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. Please be aware that, if you leave a voicemail to report your child's absence, you may receive a call from the school so that we may discuss the absence before making a decision as to whether the absence is to be recorded as authorised;
- Contact the school on every further day of absence, again before 08:55am;
- Ensure that your child returns to school as soon as possible and you provide any medical evidence, if requested, to support the absence. Medical evidence may be requested where your child is having multiple periods of absence which are reported as being due to medical reasons.

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

- Have a telephone conversation with you on the first, and every subsequent day of absence, if we have not heard from you to discuss the absence. However, it is your responsibility to contact us;
- If we are unable to make contact with families by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

### If absence continues we will:

- Write to you if your child's attendance is causing concern, and/or where punctuality is a concern;
- Arrange a meeting so that you may discuss the situation with a school representative;
- Create a personalised **Family Action Plan**, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;
- Offer signposting support to other agencies or services, if appropriate;
- Send a Notice to Improve in conjunction with the Local Authority, if appropriate;
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions.

The Senior Attendance Champion has the discretion to fast track the process.

### *Lateness*

Poor punctuality is not acceptable and can sometimes lead to irregular school attendance patterns. 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.

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

### The times of the start and close of the school day for all children at Combs Ford Primary School are:

- Gates open: 08:40am
- Registration starts: 08:45am
- Registration is taken: 08:55am
- End of the school day: 15:20pm

### *How We Manage Lateness*

- The school day starts at **08:45am** when children can begin to come into school;
- The school gates are unlocked at **08:40am** and locked at **08:55am**.
- Registers are taken at **08:55am**;
- Children arriving after **08:56am** are required to come into school via the school office and sign in with the school office. Arriving during the registration period will result in an 'L' code.
- At **09:00am** 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 that they have an unauthorised absence;

## Successful Learners ~ Confident Individuals ~ Responsible Citizens

- The school may contact families regarding punctuality concerns;
- From time to time a member of school staff will undertake a 'Meet & Greet' 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 lateness record, you may be asked to meet with the Pastoral Lead in the first instance. You can approach us at any time if you are having difficulties getting your child to school on time. We expect families and staff to encourage good punctuality by being good role models to our children and, as a school, we 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 family 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.

Some children face greater barriers to attendance than their peers. These can include children who live with long-term medical conditions, who have special educational needs and disabilities, or have other vulnerabilities. High expectations of attendance remain in place for these children, however we will work with families and children to support improved attendance whilst being mindful of the additional barriers faced. We will discuss reasonable adjustments and additional support advice from external partners, where appropriate.

**The name and contact details of the school staff member families should contact for more individual support with attendance is:**

- **Name:** Karen Brooks
- **Email:** [admin@combsford.suffolk.sch.uk](mailto:admin@combsford.suffolk.sch.uk)
- **Phone:** 01449 613 112

### *Local Authority Attendance Support Services*

We work closely with the Local Authority Attendance Team, to reduce persistent absences and improve overall attendance.

Families are expected to work with the school and Local Authority to address any attendance concerns. Families should proactively engage with the support offered, aiming to resolve any problems together. 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.

### *School Attendance and the Law*

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Families have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Families 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.

### *National Framework for Penalty Notices*

There is now a single consistent National Threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings.

Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction.

**There is no entitlement in law for children to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours. 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 School Attendance (Pupil Registration) (England) Regulations 2024 sets out the statutory requirements for schools. 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.'

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, in advance, in the manner prescribed by the school. The school will usually consider that the parent who has made the application is therefore allowing the leave of absence, and also that all parents who are on the holiday are allowing the leave. Where a parent removes a child after their application for leave was refused or where no application was made to the school, the absence will be recorded as unauthorised. It is likely that penalty notices will be requested, in line with the National Framework and Suffolk Code of Conduct, in respect of each parent believed to have allowed the absence.

**At Combs Ford Primary School 'exceptional circumstances' will be interpreted as:**

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.

**The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation as an exceptional circumstance.** (Working Together to improve School attendance s38 P18)

The headteacher/school may discuss the leave of absence request with other education settings and/or the Local Authority to determine any exceptional circumstances. If leave of absence is unauthorised, the school will not provide work for children to do during their absence.

Where the headteacher/school serves a penalty notice in an individual case, the Local Authority retains the discretion to issue one before the threshold is met. Examples may include, where families are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for birthdays or other family events.

***Deletion from Roll***

For any pupil leaving Combs Ford Primary School, other than at the end of year 6, families are required to complete a 'Pupils moving from school' 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 may appropriately safeguard all of our children, even those who leave us. It is crucial that

parents keep school updated with current addresses and contact details for the child and key family members, in case of emergency.

Under Pupil Regulations, all schools are **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 children or groups of children when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024. Persistently and severely absent children 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.

## School Penalty Notice for School Attendance has changed from 19<sup>th</sup> August 2024

With the introduction of the new National Framework for Penalty Notices issued by DfE, the following changes have come into force for School Penalty Notice Fines issued after 19<sup>th</sup> August 2024.

### National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence.

The 10-school week period can span different terms or school years.

**Please note:** The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

### First Offence

The first time a Penalty Notice is issued for unauthorised absence the amount will be:  
£160 per parent, per child 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 unauthorised absence the amount will be:  
£160 per parent, per child paid within 28 days.



### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and the case could be presented straight to the Magistrate's Court. Prosecution can result in Criminal records and fines of up to £2,500

Cases found guilty in Magistrates' Court may show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

### Per Parent\*, Per Child

Penalty Notice Fines are issued to each parent\* for each child that was absent.

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

### \*Parent

Section 576 of the Education Act 1996 defines "parent" as:

- All natural (biological) parents, whether they are married or not.
- Any person who, although not a natural parent, has parental responsibility for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

### **Further Information**

[Working together to improve school attendance](#)

[Summary table of responsibilities for school attendance](#)

[Keeping Children Safe in Education](#)

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)

[Suffolk County Council Anti-Social Behaviour Act 2003 Penalty Notice Code of](#)

[Conduct](#)

[DfE Document Working together to improve school attendance](#)