A Place to Flourish

"I have come that they may have life, and have it to the full" (John 10:10)

Attendance Policy

Statutory Policy

Date of review/adoption	Autumn 2026
Date of next review	Autumn 2027
Notes	

Signed …*N. Thurston*… Chair of Governors

Date ……15.10.2026……

**Electronically signed and approved at Standards Committee Meeting held on 15.10.2026*

BLUNDESTON CEVC PRIMARY SCHOOL
ATTENDANCE POLICY

1 Introduction

1.1 As our vision states, Blundeston CEVC Primary School is **"a place to flourish"**. Our Christian ethos supports our work in this area, by encouraging our pupils to be the very best they can be, as God intended.

1.2 Our aim is that our school is a place where children want to be. This means we are committed to providing a high-quality education and promoting excellent levels of attendance and punctuality for all our pupils. We understand that by attending school every day, and being on time, children can take full advantage of the educational opportunities available to them.

1.3 As there is a direct correlation between achievement and attendance, well before high school, we understand that good attendance will help our pupils to maximise their learning and fulfil their full potential. For example, the pupils with the highest attainment at the end of Key Stage 2 have higher rates of attendance over the key stage, compared to those with the lowest attainment.

1.4 We also recognise that there is a clear link between attendance and safeguarding, as ensuring our pupils are in school means we know they are safe. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

1.5 The whole school community (pupils, parents/carers, teaching/support staff and governors) have a responsibility to ensure good school attendance and all have important roles to play. This policy will clarify these roles.

1.6 This policy applies to all children registered at Blundeston CEVC Primary School and is based on current government and Local Authority guidance and statutory regulations. These include 'School attendance parental responsibility measures: Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police' (DfE, January 2015) and 'Working together to improve school attendance: Guidance for maintained schools, academies, independent schools, and local authorities' (DfE, May 2022). The school will ensure that all members of the community are aware of this policy and have access to it via the website (paper copies are also available free of charge from the school office).

1.7 We encourage all parents/carers to work in partnership with the school in order to improve attendance and punctuality. We recognise that **"Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education…by regular attendance at school" (under Section 7 of the Education Act 1996).**

1.8 Recent guidance states that **"It is the legal responsibility of every parent to make sure their child receives an 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" (Working together to improve school attendance, May 2022).

1.9 Blundeston CEVC Primary uses the Local Authority recommended attendance codes (Appendix A).

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

- Behaviour Policy
- Children with Health Needs who Cannot Attend School Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy

2 Contact details

2.1 The Headteacher has overall responsibility for the strategic approach to attendance, supported by other school staff, including the Attendance Assistant. The Headteacher can be contacted via the school office.

2.2 For day-to-day attendance matters and queries, parents/carers should contact the school office and speak to the Attendance Assistant.

2.3 For pastoral support, including with attendance issues, parents/carers can contact our Nurture and Pastoral Support Team or the Headteacher.

3 Aims and objectives

3.1 This policy ensures that all staff and governors in our school are fully aware of, and understand, the importance the school places on good attendance and punctuality, in order that pupils can **flourish**, and are clear about the actions necessary to promote good attendance.

3.2 Throughout this policy, the school aims to:

- Improve pupils' achievements by promoting high levels of attendance and punctuality;
- Promote 100% attendance for all pupils (apart from those with acute or chronic health issues) in order to promote good habits from an early age;
- Create an ethos in which good attendance and punctuality are recognised as the norm and clearly valued by the school;
- Raise the awareness of parents/carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education;
- Ensure that our policy applies to non-statutory school age children in order to promote good habits at an early age;

- Work in partnership with pupils, parents/carers, staff and the Education Attendance Service so that all pupils are able to **flourish**, unhindered by unnecessary absence;
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, and encourage in pupils a sense of their own responsibility in terms of attendance and punctuality;
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties;
- Recognise the key role of all staff in promoting good attendance;
- Make explicit, through the school website, information about the school's registration procedures.

4 Legislation and guidance

4.1 This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- The School Attendance (Pupil Registration) (England) Regulations 2024

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- Ofsted's 2025 framework toolkit

5 Registration procedures

5.1 Registration is an important part of the school day. We acknowledge that attendance registers are legal documents and may be presented as evidence in a Court of Law. Therefore, all staff undertake to mark registers accurately at all times.

5.2 Morning registration is viewed as a time to welcome pupils into school and help prepare them for the day ahead, an opportunity to explain the timetable for the day, as well as any changes to the day's usual routines.

5.3 Registers at Blundeston are taken by school staff at the beginning of both the morning and afternoon sessions.

5.4 The school's attendance registers are available for inspection by authorised personnel during normal school hours (i.e. Education Welfare Officer, Ofsted).

6 School's Roles and Responsibilities

6.1 All our staff place a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in relation to their own attendance and punctuality.

6.2 Our staff are responsible for ensuring that pupils have good attendance by:

- Considering whether any absence gives cause to suspect that a pupil is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff will follow the school's Safeguarding and Child Protection Policy and procedures;
- Ensuring that attendance registers are kept accurately;
- Differentiating appropriately between authorised and unauthorised absence **(a letter or message from a parent/carer does not in itself authorise an absence – only the school can decide whether the parent's/carer's explanation justifies authorising the absence)**;
- Responding to absenteeism firmly and consistently;
- Contacting parents/carers when they are concerned about a pupil's absence, and recording the contact on CPOMS;
- Consulting with the Education Attendance Service if a pupil's attendance continues to give cause for concern;
- Promoting regular school attendance (for example, by contacting parents/carers on each day of absence if they have not contacted the school);
- Acknowledging good or improved attendance of individual pupils and classes.

6.3 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
  - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos

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

6.4 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary, and/or authorising the deputy headteacher to be able to do so
- Working with the parents/carers of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs

- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels
- Sharing information from the school register with the local authority, including:
  - Notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times
  - Providing the local authority with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
  - Providing the local authority with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

6.5 The headteacher also takes on the role of designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

6.6 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 9)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher/deputy headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Mrs Denise Malquist and can be contacted via the school office.

6.7 Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office on the same day.

6.8 School admin staff

School admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the head or deputy headteacher, where appropriate, in order to provide them with more detailed support on attendance

6.9 Pupils

Pupils are expected to:

- Attend school every day, on time

7 Parents'/carers' responsibilities

7.1 Pupils who are persistently late or absent are at risk of falling behind with their learning. Pupils who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age-related learning expectations.

7.2 **It is the parents'/carers' responsibility to ensure that their children arrive at school on time.** Pupils **must not** be left or brought onto the school grounds before 8.40am (unless a prior arrangement has been made with the Headteacher or they are attending the breakfast club), as staff are not responsible for pupils before this time.

Drop-off window	8.40 – 8.50am
Doors/registers close	8.50am
Late mark (L)	Children arriving after 8.50am
Unauthorised absence mark (U)	Children arriving after 9.00am
End of the day	3.20pm

7.3 A late mark (L) will be awarded to any child arriving at school after 8.50am and an unauthorised absence (U) given to any child arriving after 9.00am. If a late mark or an unauthorised absence are given, the time of arrival will be recorded.

7.4 If a child arrives late, it is the parents'/carers' responsibility to ensure they bring their child to the school office. The parent/carer will then be asked to complete a late form (Appendix C) at the office explaining the reason. If a parent/carer fails to do this, they will be asked to come to the office at the end of the school day and complete the form then.

7.5 If a pupil (in any year group) does not arrive by 9.15am and the school has not been informed of their absence, then we will contact the parents/carers in order to check on the safety and wellbeing of the pupil and find out the reason for the absence. We may use the other contact numbers we have for a child if we are unable to get hold of the parents/carers. **If this contact is still unsuccessful, we may carry out a home visit to check on the child's wellbeing. However, the**

responsibility remains with the parents/carers to contact school on each day of a pupil's absence.

7.6 Parents/carers should be ready to collect their child on time at 3.20pm at the end of the school day (unless their child is attending the after-school club).

7.7 In the case of an emergency or delay, parents/carers should contact the school to make them aware of the situation.

7.8 Guidance and support will be given to parents/carers who are having difficulty arriving on time to collect their children, again to ensure the safety and wellbeing of our pupils.

7.9 It is the parents'/carers' responsibility to:

- Notify the school on **each day** of absence, before 9.15am. Parents/carers can report an absence via telephone (01502 730488) by leaving a message (Option 1);
- Provide medical evidence, if requested, on the child's return to school;
- Ensure that, as far as possible, medical appointments are arranged for outside school hours. Where this is not possible, parents/carers are expected to provide evidence of the appointment in advance and the child should attend school before/after the appointment;
- Liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer. Parents/carers of pupils for whom we do not know the reason for absence will be contacted after 9.15am on each day of absence, to ensure their safety and wellbeing;
- Respect the relationship between school and parents/carers, which is built on mutual trust, and ensure they are honest about their child's absence, i.e. not reporting them as ill when they are on holiday. **The school reserves the right to unauthorise such absences if it has information of the child's whereabouts (i.e. that they are on a term-time holiday). This includes information provided by the child, or other pupils at the school, before or after the holiday has taken place.**

8 Illness/medical absences

8.1 If a pupil is absent as a result of illness then absence may be authorised providing that it is reported to the school on **each** day of absence, by either telephone or in person. **When attendance falls below 95%, ANY further absence, sickness or otherwise may be recorded as unauthorised and closely monitored. Medical evidence will need to be provided, i.e. GP appointment card, prescribed medication.** All pupils must be signed out when they leave school and signed in again when they return, at the school office.

8.2 In addition to the points above, if a pupil is repeatedly absent due to illness, the school may request medical evidence when further absences occur. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc.

8.3 In the case of a chronic illness or other long-term illness, an official letter will be required from the GP or other health professional to state the pupil is not fit for school and/or stating the times and days each week the pupil will be fit for school. This will give clarity to the parents/carers, pupil and the school.

8.4 **The school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday, before or after a term-time holiday, or if the authenticity of an illness is in doubt.**

8.5 **If a child has not been in school due to illness, or for medical reasons, for 6 sessions or more, the school may conduct a home visit to check on a child's wellbeing.**

9 Term-time absences

9.1 Parents/carers are expected to take their children on holiday during the 14 weeks of school holidays to minimise the impact on their child(ren)'s education.

9.2 **Holidays in term-time will not be authorised. This includes those taken by children in Reception who are not yet compulsory school age, in order to promote good attendance habits from the start of their education.**

9.3 It is the responsibility of any parents/carers who still plan to take their child on a term-time holiday to inform the school at least 14 days in advance, using the notification of term-time absence form (Appendix B), which is available from the school office. We may also ask for evidence of a holiday booking (prior to the absence starting) to ensure that the absence is coded correctly.

Although the absence will be unauthorised, we still need to know when pupils are going to be absent so we can fulfil our safeguarding duty. The Headteacher has discretionary powers to grant leave of absence in only the most exceptional of circumstances. **This does not apply to term-time holidays, as lower costs, simpler and more accessible travel arrangements, parents'/carers' jobs/work commitments and leave entitlement/arrangements do not constitute exceptional circumstances**.

9.4 DfE guidance (School attendance, May 2022, revised August 2024) states that regulations do not allow schools to give retrospective approval for holidays. **This means that if the parents/carers did not apply for leave of absence in advance, the absence must be recorded as unauthorised (even if evidence is later provided).**

9.5 **The school reserves the right to conduct a home visit to check on a child's whereabouts and wellbeing, and/or to check the legitimacy of the reason given for a child's absence, if the school believes that a child has been taken on a term-time holiday, despite a different reason being given for the absence.**

9.6 **Following a first term-time holiday where a Fixed Penalty Notice has been issued, any subsequent term-time holidays will be referred to the Local Authority for legal action.**

10 Absence for other reasons

10.1 It is the parent's/carer's responsibility to:

- Inform the office, in writing, of the need for leave in circumstances which are known in advance (on the notification of term-time absence form (Appendix B) available from the school office);
- Inform the school as soon as possible when sudden circumstances occur which prevent a family bringing a pupil to school, so that the appropriate code can be recorded in the register.

10.2 When a pupil is repeatedly absent and no satisfactory reason is given, the school will seek advice from the Education Welfare Officer. Parents/carers may be liable for prosecution and/or a Fixed Penalty Notice fine from the Local Authority (for children who are compulsory school age).

10.3 Regular monitoring of all pupil's attendance is carried out by the Education Welfare Officer. Pupils who have repeated unauthorised absences, holidays or otherwise, will be contacted by the Education Welfare Officer and may be invited to an attendance meeting to discuss absences and any appropriate support needed.

11 Persistent latecomers

11.1 Parents/carers should note that pupils who arrive late after the registers have closed are given either a late mark ("L" code) or a "U" code, which is the equivalent of an unauthorised absence, and this will affect the pupil's attendance figures. Fixed Penalty Notice fines may be issued to parents/carers whose children persistently arrive late and therefore receive a "U" code (for children who are compulsory school age).

11.2 If a child arrives at school late, the parent/carer will be asked to complete a late form (Appendix C) at the office explaining the reason. If a parent/carer fails to do this, they will be asked to come to the office at the end of the school day and complete the form then.

11.3 Pupils who repeatedly attend school late will be brought to the attention of the Education Welfare Officer, who may invite parents/carers to attend a meeting in school to discuss the persistent lateness. This may be following, or instead of, the issue of a Fixed Penalty Notice fine (the latter is applicable to children who are compulsory school age).

12 Role of the Education Welfare Officer (EWO)

12.1 The school has a very positive working relationship with its Education Welfare Officer. They attend the school regularly to do register checks, as well as offering support and guidance on individual cases.

12.2 It is the Education Welfare Officer's responsibility to:

- Investigate absence which exceeds more than 10% (persistent absenteeism) and to hold meetings with these parents/carers as required;
- Ensure parents/carers are aware of their legal duty under the Education Act to ensure their children attend school. This may take place at new intake meetings, parents' evenings etc.;
- Refer cases to the Local Authority for prosecution where persistent absenteeism has not improved (for children who are compulsory school age), despite thorough intervention and support from the school and Education Attendance Service.

13 Fixed Penalty Notices

13.1 Section 444 of the Education Act 1996 (updated November 2017) empowers the Local Authority to issue Fixed Penalty Notice fines to parents/carers for failure to ensure regular school attendance.

13.2 The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **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 period of 10 school weeks can span different terms or school years.

13.3 In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

13.4 A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used.

13.5 Where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the

Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

13.6 A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

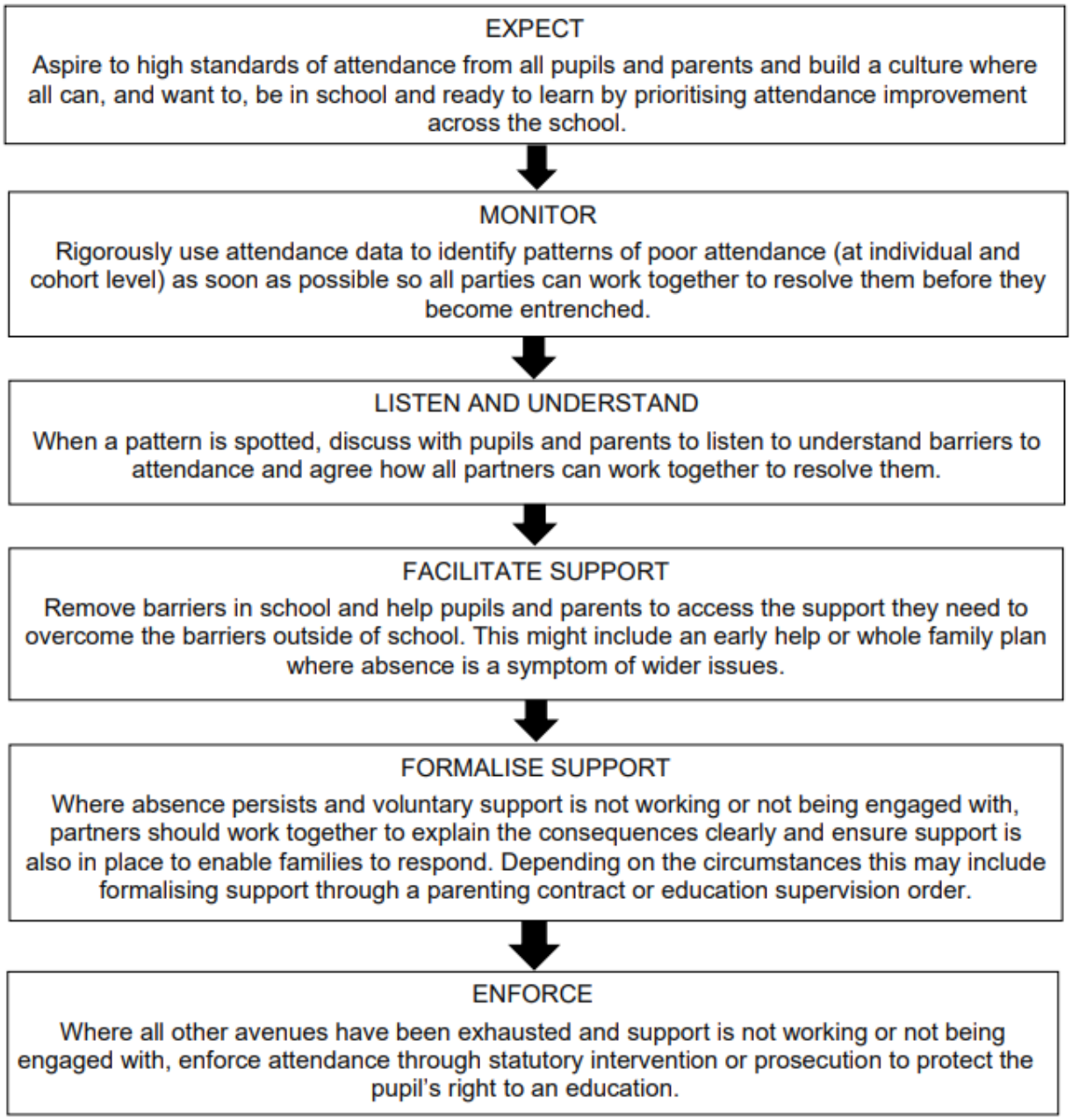
13.7 The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance**. Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

13.8 Should attendance fall below 95%, parents/carers may receive a letter from the Headteacher expressing the school's concerns about their child's absence levels, together with a printout of their attendance with absence codes. The Education Welfare Officer (EWO) may arrange to meet with parents/carers to discuss their child's level of attendance. If further unauthorised absences occur, this may lead to legal prosecution (for children who are compulsory school age).

13.9 If parents/carers choose to take their child(ren) on a term-time holiday, without the Headteacher's authorisation, the child(ren)'s absence will be marked as unauthorised (this includes children who are not yet compulsory school age).

14 Reducing persistent and severe absence

14.1 The school will follow the DfE's flowchart model to support good attendance, with the aim of reducing persistent absence (more than 10%) and severe absence:



(Source: Working together to improve school attendance: Guidance for maintained schools, academies, independent schools, and local authorities, DfE, May 2022)

14.2 Support will be offered to parents/carers via our Nurture and Pastoral Support Team and/or our early help offer. We may use Pupil Premium funding to support individual or whole school strategies to promote good attendance and overcome barriers.

14.3 If the school feels it needs to formalise support, it will make a referral to the Education Welfare Officer/Education Attendance Service.

15 Children missing from education (CME)

15.1 The school will follow the procedures set out in Suffolk County Council's Children Missing Education (CME) "Everyone's Responsibility" document (revised August 2021).

15.2 A child is missing from education if they are of statutory school age (this being the term after the child reaches 5 years old) and they are not on a school roll and no alternative education arrangements have been made for them.

15.3 A child is NOT missing from education if they are:

- on a school roll but are not attending regularly
- they are being home educated to an adequate and suitable standard, as required by their age and aptitude
- they are in temporary alternative provision such as a Pupil Referral Unit (PRU)
- they attend a specialist provision.

15.4 A pupil joining the school will be added to the school roll at the beginning of their first day, on which the school has agreed, or has been notified, that the pupil will attend the school. This date is the first day the pupil is expected to physically be present at the school.

15.5 From this point onwards, the school will follow this attendance policy for any absence.

15.6 The school will treat any non-attendance and non-engagement from the agreed start date as an attendance issue and will follow this attendance policy.

15.7 In cases of non-attendance and non-engagement from parents/carers, resulting in a child being absent from school, the school will make all reasonable attempts to contact the parents/carers in order to facilitate the child into school (as set out in this attendance policy).

15.8 If, after all reasonable enquiries have been made and the child has not been located, then a CME referral will be made via the Suffolk Schools' Portal. This alerts the CME Officer to a child missing from education, allowing for investigations to begin to ensure the wellbeing and safeguarding of the child. This also allows the CME Officer to engage with the parents/carers and any other LA professional, in working towards finding a suitable and appropriate education for the child.

15.9 When removing a child from the school roll, this will be done in accordance with the Pupil Registration Regulations 2012, 8.1 (a) to (o), updated 1st September 2016. It is important that these regulations are followed, as this is a point where children may disappear from education.

15.10 When a statutory school age child is removed from roll, or admitted within an academic year, legislation introduced on 1st September 2016 requires that all schools complete a submission on the Suffolk Schools' Portal.

15.11 When parents/carers inform us that a child is moving to a new school, we will ask for the address the family is moving to, the exact date of the move and the name of the school the child is to attend. We will attempt to acquire an email address from parents/carers and up-to-date telephone numbers.

15.12 We will check that the child has arrived at their new school on the morning of their planned arrival day. At this point, and only at this point when a child's new school has confirmed their arrival, will the child be removed from our school roll. If the child does not arrive at their new school (and no valid reason has been given), we will complete a CME referral within 5 school days.

16 Strategies to support good attendance

- The school will treat attendance as a priority, viewing it as a crucial way to support its vision as **"a place to flourish"**, as well as safeguard its pupils. Good attendance will be promoted at every opportunity – at parents' evenings, induction meetings, in newsletters, collective worship, on noticeboards etc.;

- 100% and 99% termly attendance will be rewarded and celebrated (including a letter from the Headteacher to parents/carers of children with 100% attendance each term);

- Class attendance will be shared and celebrated weekly through the whole school Attendance Race;

- Individual pupils' attendance will be rewarded using different strategies, including a raffle ticket draw;

- Governors will be informed of attendance levels in the termly Headteacher's Report. The Attendance Governor will also meet with the Attendance Officer termly to monitor attendance and measure the impact of initiatives used to promote good attendance;

- The school aims to provide a safe, happy, stimulating environment for pupils where they feel valued and welcomed, so that they want to be in school. We want pupils and parents/carers to understand that our pupils' presence in school is crucial to their development and **flourishing**;

- The school has a comprehensive Early Help Offer and also a full-time Nurture and Pastoral Support Lead onsite who is available to support pupils and parents/carers with punctuality and attendance.

17 Use of attendance data

17.1 The Attendance Assistant will monitor attendance weekly, half-termly and termly, in order to identify any patterns and trends (e.g. certain days of poor attendance etc.) They will look at individual pupil data, as well as cohort data.

17.2 Attendance reports will be passed to the Headteacher. They will analyse these reports and then decide on the appropriate support or intervention (in accordance with the DfE flowchart in section 13). This may involve a discussion with the Education Welfare Officer.

17.3 The Headteacher will provide the governing board with attendance data for the school, including the data for groups (e.g. SEND, looked after or previously looked after, pupils eligible for free school meals, children with an EHCP), through the termly Headteacher's report to governors. They will also provide comparative national data. The governing board will analyse and interrogate this data termly.

17.4 The governing board will monitor the impact of attendance strategies. Their findings will then be used to evaluate approaches and inform future strategies.

18 Monitoring and review

18.1 This policy will be monitored and reviewed annually by the governing board, or sooner if new guidance or advice becomes available, either from the Local Authority or the DfE.

Appendix A
Attendance Codes

/	Present in school during registration (morning session)
\	Present in school during registration (afternoon session)
#	Planned whole or partial school closure
B	Off-site educational activity
C	Leave of absence authorised by the school (only exceptional circumstances warrant an authorised leave of absence)
D	Dual-registered – at another educational establishment
E	Excluded but no alternative provision made
G	Holiday not authorised by the school or in excess of the period determined by the Headteacher
~~H~~	~~Holiday authorised by the school~~ Since Sep 2024, by direction of the Government, this code is no longer in use as holidays are no longer authorized by the school,.
I	Illness (not medical or dental appointments)
L	Late arrival before the register closed
M	Medical or dental appointments
N	Reason for absence not provided
O	Absent from school without authorisation
P	Participating in a supervised sporting activity
R	Religious observance
U	Unauthorised absence or arrival in school after registration closed
V	Educational visit or trip
X	Pupil not required to be in school or not attending in circumstances relating to coronavirus (COVID-19)
Y	Unable to attend due to exceptional circumstances
Z	Pupil not on admission register

Appendix B
Notification of Term-Time Absence Form

Blundeston CEVC Primary School

A Place to Flourish
"I have come that they may have life, and have it to the full" (John 10:10)

NOTIFICATION OF TERM-TIME ABSENCE FORM

At our school, our key aim is for our children to flourish. This means we are committed to providing a high-quality education and promoting excellent levels of attendance and punctuality for all our pupils. We understand that by attending school every day, and being on time, children can take full advantage of the educational opportunities available to them. As there is a direct correlation between achievement and attendance, well before high school, we understand that good attendance will help our pupils to maximise their learning and fulfil their full potential.

If your child/ren is/are going to be absent from school, please complete this form and return it to the school office, at least **14 days** prior to the plannned absence. Please do provide as much information as possible about the reason for the absence.

Please note that completion of this form does **not** mean that the absence will be authorised. (Our Attendance Policy provides more information and can be viewed on the school website). We will write to you once we have received this completed form.

Fixed Penalty Notice fines may be issued to parents/carers where a pupil has had 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 period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used.

Where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance**.

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

The Fixed Penalty Notice referrals are completed by the school and sent to the Local Authority Education Attendance Service.

Please note that Fixed Penalty Notice fines are issued to **each** parent/carer for **each** individual child.

Name of Pupil(s)	Date of Birth	Year Group

I, the parent/carer of the child/ren, am informing the school that my child/ren will be absent from school

from _____to _____.

Please attach any supporting evidence and/or give reasons for the requested absence.

Signature of parent/carer ……..

Printed name ……

Date ……

Appendix C
Late Form

Blundeston CEVC Primary School

A Place to Flourish

"I have come that they may have life, and have it to the full" (John 10:10)

LATE FORM

At our school, good attendance and punctuality is a priority as we know it leads to children fulfilling their full potential.

If your child arrives after the register is closed, this will be marked as an unauthorised absence. Fixed Penalty Notice fines may be issued to parents/carers where a pupil has had 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 period of 10 school weeks can span different terms or school years.

Child's name: ……

Year group: ……..

Date: ……..... Time of arrival: ……...

Parent/carer name: ……..

Reason for lateness: ……...

……

……

……

……

……

……

Signature of parent/carer: ……..