

**Article 28 (Right to education): Every child has the right to an education. Primary education must be free...**

**Article 29 (Goals of education): Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.**

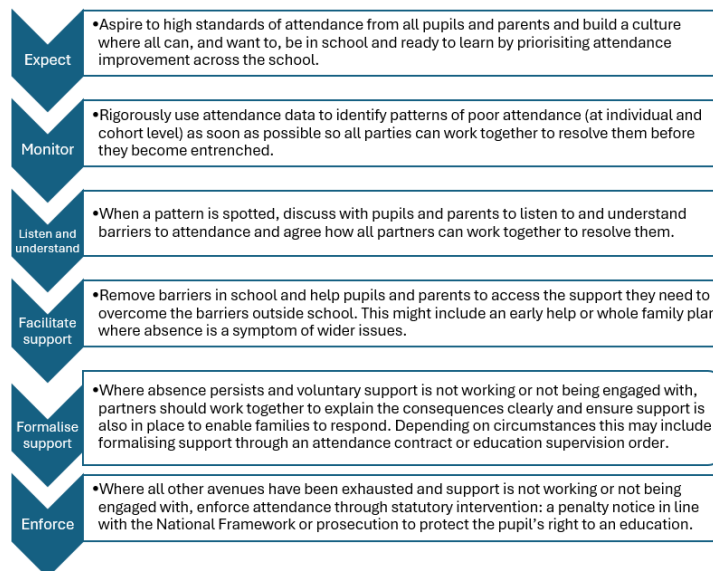
**1. Aims**

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [Working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

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

The Government states that an attendance rate of less than 95% will have a detrimental effect on a child's education. It is therefore Langtoft Primary School's aim that each of our pupils should have an attendance rate as high as possible with our target for attendance being at least **97%** each academic year unless there are exceptional circumstances, out of the child's control, that affect their attendance at school. If a pupil's attendance falls below **97%** at any measured point, the school will support that child and their family to ensure that their attendance rate is as high as it can possibly be, working in partnership with external agencies to provide support where necessary.

The school and all partners will work together to:



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## 2. Legal Framework

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. Parents also have an additional legal duty to ensure their child attends their registered school regularly; this means their child must attend every day that the school is open, except in a small number of circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- It also refers to:
  - [School census guidance](#)
  - [Keeping Children Safe in Education](#)
  - [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Complaints Procedures Policy
- Behaviour Policy

## 3 Roles and Responsibilities

### 3.1 The Governing Body is expected to:

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



- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- 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

### 3.2 The school is expected to:

- Have a clear school attendance policy which is understood by all parties.
- Have a Senior Attendance Champion who will ensure all school-based staff complete their attendance responsibilities in line with the school's policies and procedures. Our school Attendance Champion is Mrs B Wood (Headteacher).
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Maintain the same ambition for attendance for all pupils and work with pupils and parents to maximise attendance.
- Accurately complete admission and attendance registers and share data and information with the local authority and DfE.
- Have robust daily processes to follow up absence.
- Regularly monitor and analyse attendance and absence data (and punctuality) to identify patterns and trends, and which pupils or cohorts require support with their attendance and put effective strategies in place.
- Build strong relationships and work jointly with pupils and families, listening to and understanding barriers to attendance and working in partnership with pupils and families to remove them. This may include targeted support and referrals to other partners where appropriate.
- Where out of school barriers are identified, signpost and support access to any required services in the first instance and act as lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met.
- Work with Lincolnshire local authority to address persistent absence, implementing formal support and legal intervention (penalty notice/prosecution) where required.
- Where there are safeguarding concerns, intensify support through a referral to statutory children's social care.
- Share information and work collaboratively with other schools in the local area and the local authority.

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- Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support.
- Regularly inform parents about their child's attendance and absence levels (through Trackit Lights parental app, termly attendance breakdown, monitoring phone calls/letters).

### 3.3 Parents are expected to:

- Ensure that their child attends punctually, every day the school is open except when a statutory reason applies.
- Promote good attendance with their child/ren.
- Provide accurate and up-to-date contact details (including more than one emergency contact number) and informing school if these change.
- Notify the school by **9:00am** when their child has to be unexpectedly absent, giving details of the reason for the absence and the expected length of time the child will be away – this should be done by calling the school office on 01778 343419 or emailing [enquiries@langtoft.lincs.sch.uk](mailto:enquiries@langtoft.lincs.sch.uk).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Contact the school in confidence whenever any problem occurs that may affect their child's attendance in school – contacting the school office on 01778 343419 and asking to speak to the Mrs Wood (Headteacher).
- Work with the school and local authority to help them understand their child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.

### 3.4 The school expects pupils to:

- Attend school every day unless they are ill/leave granted for exceptional circumstances.
- Arrive on time between **08:35am and 08:45am**.
- Tell a member of staff about any problem or reason that is affecting their attendance.

## 4 Training of staff

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

Teachers and support staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

## 5 Attendance Monitoring

The school will monitor and analyse attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

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The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

## 5.1 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## 5.2 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding leads and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

## 5.3 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Establish robust escalation procedures which will be initiated before persistent or severe absence becomes a problem by:
  - phone calls/letters to parents

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- having a weekly attendance review
- using sanctions where necessary
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions and discuss progress
- Establish a range of interventions and provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence including for vulnerable groups.
- Welcome pupils back following absence and provide catch-up support to build confidence and bridge gaps in learning
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work
- Implement sanctions, where necessary

## 6 Children at risk of missing education

Schools and their governing bodies must have regard to the statutory guidance [Keeping Children Safe in Education](#) when making arrangements to safeguard and promote the welfare of children.

Schools should put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

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## 7 Admission and Attendance Register

The law requires that all schools have an electronic admission register and attendance register to allow sharing and analysing of information with the local authority and DfE. All pupils must be placed on both.

### 7.1 Admission register

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents/carers and details of the last school attended. Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or has been notified, that the pupils will attend the school.

Schools must notify the local authority within five days when a pupil's name is added to or deleted from the school admission register and must provide the local authority with all the information held on the admission register about the pupil.

Where the parent/carer of a pupil notifies the school that the pupil will live at another address, school must record on the admission register: (a) the full name of the parent/carer with whom the pupil will live; (b) the new address; and (c) the date from it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

On receipt of written notification to home educate, the school must inform the local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

### 7.2 Attendance Register

Designated staff members will take the attendance register at the start of each school day at the start of the afternoon session. The morning session register will be taken by **08:45am** and children arriving after this time will be marked as late or if arriving after 09:00am, they will be marked as unauthorised absence. The afternoon register will be taken at **1:00pm**. These are completed on Arbor. This register will record whether pupils are:

- Present
- Absent (authorised or unauthorised)
- Attending an approved educational visit
- Late
- Unable to attend due to exceptional circumstances

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The school will record the reason a pupil is not in school by using the appropriate national and absence codes from regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024 to ensure attendance and absence are monitored and recorded in a consistent way. We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school is required to provide the local authority with the full name and address of all pupils of compulsory school age who: fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised; have been recorded with illness and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

A record of the number of pupils present in each class during morning and afternoon registration will be kept on a laminated sheet positioned next to the classroom's fire exit. This is taken outside on evacuation and raised only when a head count has been carried out.

If a child has an education health and care plan, school will communicate with the local authority where a pupil's attendance falls or we become aware of barriers to attendance that relate to the pupil's needs.

## 8 Absence Procedures

Parents/carers are required to contact the school office via email/telephone/in person by **09:00am** on the first day of their child's absence.

Parents/carers are required to continue to inform school on **each day** of their child's absence if this exceeds more than 1 day, with the exception of sickness/diarrhoea which requires an absence of 48 hours from the last bout of illness. We will make absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### 8.1 Responding to non-attendance

A telephone call will be made by **09:30am** to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school to:

- Ascertain the reason for the absence
- Ensure the proper safeguarding action is taken
- Identify whether the absence is authorised or not
- Identify the correct code to use before entering it on to the school's system

Where there is no response by **12:00pm** (and emergency contact list has been exhausted), there may be a home visit from a member of the school staff in line with our school's safeguarding and child protection policy. If the school are unable to raise any response at the home, they may request the police carry out a 'safe and well check' to the property.

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If any pupil is absent for a period of 10 days (particularly when we have had no contact from parents) the absence will be unauthorised and notified to Lincolnshire County Council's Pupils Not Attending Regularly (PNAR) service.  
<https://www.lincolnshire.gov.uk/school-attendance/pupil-attendance/3>

For pupils where non-attendance continues or irregular patterns of attendance are causing concern, the case will be discussed with the school leadership team and further action planned in line with the Attendance Flow Chart (Appendix 1).

Attendance will be monitored by the school. At the point a pupil hits 10 sessions (5 days) of absence, parents will be contacted informing them that their child's attendance is at risk of falling below the expected level and school target of 97%.

If a pupil has 10 sessions (5 days) of unauthorised absence in 10 week rolling period, either a Notice to Improve or a Penalty Notice will be issued.

If a pupil has up to 20 sessions (6-9 days) of absence at any point in the year, their overall attendance will be below 97%. In this case a letter will be sent to parents to explain their child's attendance and how this can be improved and a discussion held about barriers to attendance.

If a pupil has 20 sessions (10 days) of absence at any point in the year, their overall attendance will fall below 95%. In this case a Notice to Improve is issued and a formal meeting with parents will be held to discuss attendance and create an Attendance Support Plan.

If a pupil's attendance falls below **90%** (34 sessions of absence) for any reason (including illness or holidays), they will be classed as a Persistent Absentee (PA). A Notice to Improve will be sent to parents. There will be a clear timeframe for the improvement period of between 3 and 6 weeks. If attendance does not improve within this timeframe, they will be asked to attend a School Attendance Panel meeting to create a formal attendance contract. This meeting will include the appropriate staff, parents, pupil and/or local authority and will aim to identify and solve any problems that are preventing the pupil from attending school. Parents are obliged to attend. If appropriate or deemed of value a representative of the Governing Body may also be asked to attend.

The case will continue to be monitored, regular meetings with parents held and if there is no improvement, the school and local authority will make use of the full range of legal interventions:

- Legally binding Education Supervision Order in the Family Court if there is non-engagement and deemed necessary
- Attendance prosecution where all other routes have failed or not deemed appropriate the case may be considered for a penalty notice in line with the National Framework or attendance prosecution in the Magistrates Court.
- Statutory children's social care involvement where there are safeguarding concerns and an Education Supervision Order is not appropriate or has not been successful, the case should be considered for S17 or S47 statutory social care intervention.

## 8.2 Reintegration

The return to school for a pupil after long-term absence requires planning. Designated staff will be responsible for deciding on a programme for return and for the

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management of that programme. Programmes will be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Programmes will be reviewed regularly and amended as necessary.

### 8.3 Lateness & punctuality

The school regards punctuality as of the upmost importance and lateness will not be tolerated. Pupils should be in their classroom at the start of the school day by **08:45am**. Children arriving at school between **08:45am and 09:00am** will be marked as late. Registers close at **09:00am** and children arriving after this time with no specific reason will be marked as absent and receive an unauthorised absence mark.

In the event that a child fails to attend punctually on 5 or more occasions a letter will be sent to parents/carers requesting that they attend a meeting in school to discuss the matter further and to offer support as necessary. Failure to improve punctuality could lead to further action being taken.

Where a child arrives after the register closes on 10 or more sessions in a rolling period of 10 school weeks, this meets the threshold for prosecution and a Penalty Notice may be issued by the Local Authority.

## 9 Granting leaves of absence

Only the Headteacher has the authority to authorise an absence and will only be allowed to grant a leave of absence in exceptional circumstances as set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Applications should be made at least two weeks in advance by completing an absence request form available from the school office, and the headteacher will be satisfied by the evidence which is presented, before authorising term-time leave. It is at the headteacher's discretion to determine whether the absence will be authorised or not. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents will be considered.

### 9.1 Term-time holiday

Parents/carers should not take pupils on holiday during the school term. If a request is not granted and the parent/carer takes the child on holiday, the absence will be recorded as unauthorised and this may be referred to Lincolnshire County Council and could result in a Penalty Notice under Section 444(b) of the Education Act 1996. <https://www.lincolnshire.gov.uk/council-business/fixed-penalty-notices-code-conduct/2>

The threshold for prosecution is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A further Penalty Notice may be issued for a further offence within a three-year rolling period.



A Penalty Notice may also be issued for cases where:

- Evidence suggests that the absence was a term-time holiday.
- No application or request for leave is received from parents in advance of a holiday.
- There may be other factors which imply to the school that the family were away on a holiday.

Where a pupil fails to return within 10 school days of a previously notified date schools have the power to remove the child from the school roll and report them to Children Missing Education at Lincolnshire County Council.

## **9.2 Appointments**

As far as possible, parents are encouraged to book medical and dental appointments outside of school hours. Where this is not possible, an appointment card/letter must be shown to the school office.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office. Pupils will be expected to attend school before and after the appointment wherever possible.

## **9.3 Religious observances**

Where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. Parents will be required to inform school in advance if absences are required for days of religious observance. If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.

## **9.4 Sport and other performances/activities**

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain permission in writing from the headteacher who authorises the school's absence.

## **9.5 Young carers**

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of the young carer and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

## **9.6 Parent(s) travelling for occupational purposes**

This covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

## **9.7 Other reasons**

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority

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- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel cause by an emergency, a lack of access arrangements, or because the school premises are closed

## 10 Sanctions

Our school will make use of the full range of potential sanctions, including, but not limited to, those listed below to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### 10.1 Penalty Notices

The Headteacher, local authority or police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a Penalty Notice.

Lincolnshire County Council's Attendance team are responsible for delivering penalty notices and these will only be issued with their Code of Conduct.

Penalty Notices are intended to prevent the need for court action and should only be used where it is likely to change parental behaviour and support to secure regular school attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the offence (e.g unauthorised holiday in term time).

Before issuing a Penalty Notice, the school and local authority will consider the individual case, including:

- Whether the national threshold for considering a Penalty Notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a Penalty Notice is the best available tool to improve attendance for that pupil
- Whether further support, a Notice to Improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a Penalty Notice inappropriate

The threshold for prosecution is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A session is a morning or afternoon registration session, meaning two sessions in an ordinary school day. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. holiday/lateness).

A Penalty Notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

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

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



If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

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

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

## 10.2 Notices to Improve

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

Notices to Improve will be issued in line with processes set out in Lincolnshire local authority's Code of Conduct. They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a Penalty Notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

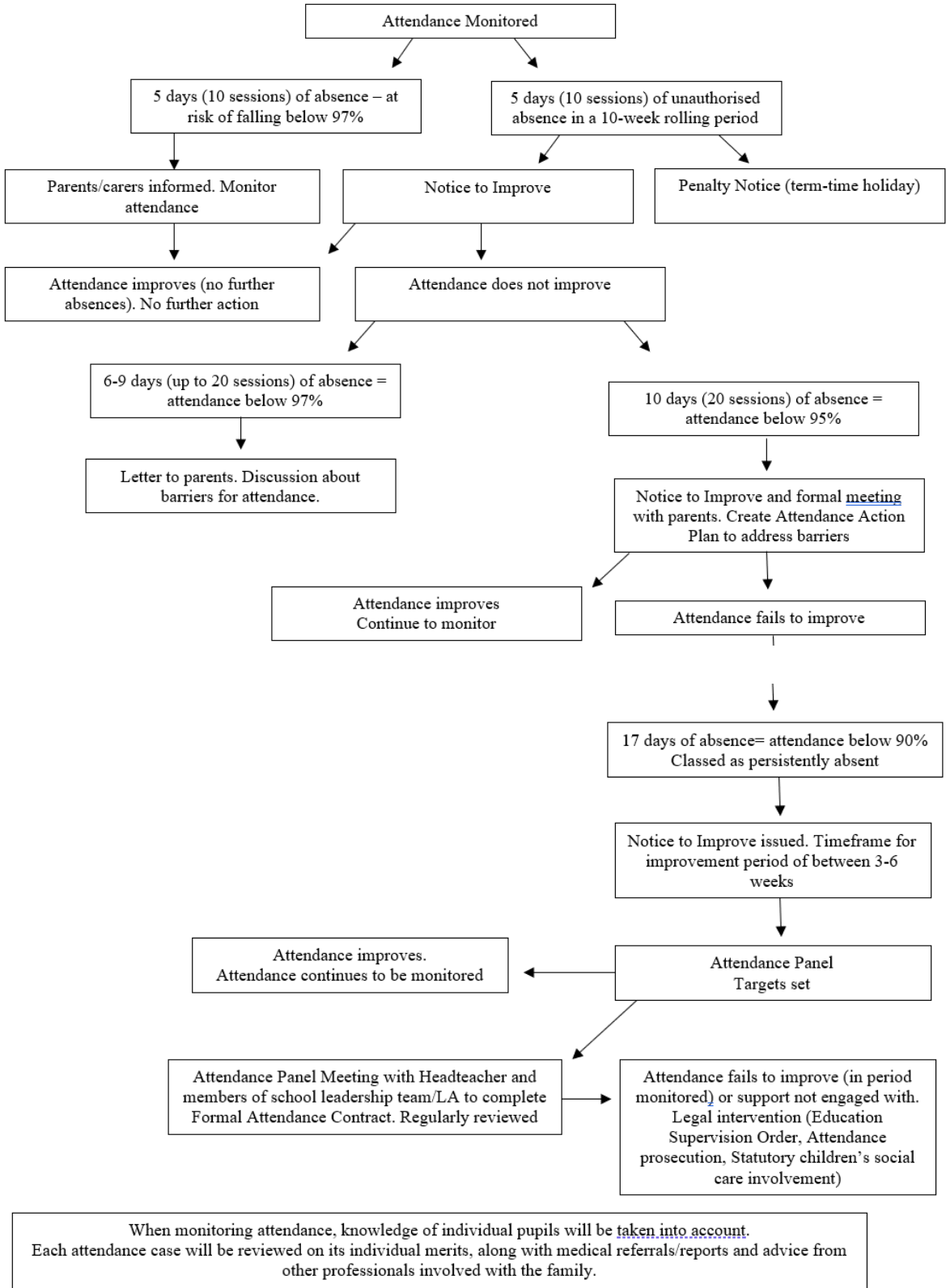
## 11 Strategies for promoting attendance

Attendance can be encouraged in the following ways:

- accurate completion of the registers within 15 minutes (maximum) of the start of a morning and afternoon session
- celebrating good attendance each week in assembly
- displaying attendance on classroom doors
- presenting stickers/certificates to children who have above 97% attendance at the end of terms i.e. three times a year
- presenting certificates for above 97%/100% attendance at the end of each school year
- regularly providing parents/carers information about their child's individual and class attendance and lateness
- identifying and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3 by sharing relevant information with the destination school
- establishing a mechanism for working with those parents/carers who express a concern that their child is experiencing difficulty in attending school
- use of year group, class, identified groups (for example, pupils with Special Educational Needs and/or Disabilities (SEND)) and pupil level attendance data which enables analysis and a timely response by the school



# APPENDIX 1 – Attendance Flow Chart



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## APPENDIX 2 – Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

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<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil’s travel to or attendance at the school would be prohibited under public health guidance or law



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<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays



## APPENDIX 3 – Attendance Support Plan

### LANGTOFT PRIMARY SCHOOL

Attendance Support Plan for: INSERT NAME, Year group

Agreed at meeting on: INSERT DATE

In attendance:

Attendance data

2021/2022	2022/2023	2023/2024	2024/2025

What is going well? Home/School/Medical etc	What are our main concerns/barriers to attendance? Home and School	Strategies to improve and support attendance (including person responsible)	Review

Cumulative attendance each term in relation to number of days absent

		68	138	194	254	310	380
Days absent	Sessions absent	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
1	2	97.1	98.6	99.0	99.2	99.4	99.5
2	4	94.1	97.1	97.9	98.4	98.7	98.9
3	6	91.2	95.7	96.9	97.6	98.1	98.4
4	8	88.2	94.2	95.9	96.9	97.4	97.9
5	10	85.3	92.8	94.8	96.1	96.8	97.4
6	12	82.4	91.3	93.8	95.3	96.1	96.8
7	14	79.4	89.9	92.8	94.5	95.5	96.3
8	16	76.5	88.4	91.8	93.7	94.8	95.8
9	18	73.5	87.0	90.7	92.9	94.2	95.3
10	20	70.6	85.5	89.7	92.1	93.5	94.7
11	22	67.6	84.1	88.7	91.3	92.9	94.2
12	24	64.7	82.6	87.6	90.6	92.3	93.7
13	26	61.8	81.2	86.6	89.8	91.6	93.2
14	28	58.8	79.7	85.6	89.0	91.0	92.6
15	30	55.9	78.3	84.5	88.2	90.3	92.1
16	32	52.9	76.8	83.5	87.4	89.7	91.6
17	34	50.0	75.4	82.5	86.6	89.0	91.1
18	36	47.1	73.9	81.4	85.8	88.4	90.5
19	38	44.1	72.5	80.4	85.0	87.7	90.0
20	40	41.2	71.0	79.4	84.3	87.1	89.5
21	42	38.2	69.6	78.4	83.5	86.5	88.9
22	44	35.3	68.1	77.3	82.7	85.8	88.4
23	46	32.4	66.7	76.3	81.9	85.2	87.9
24	48	29.4	65.2	75.3	81.1	84.5	87.4
25	50	26.5	63.8	74.2	80.3	83.9	86.8
26	52	23.5	62.3	73.2	79.5	83.2	86.3
27	54	20.6	60.9	72.2	78.7	82.6	85.8
28	56	17.6	59.4	71.1	78.0	81.9	85.3
29	58	14.7	58.0	70.1	77.2	81.3	84.7
30	60	11.8	56.5	69.1	76.4	80.6	84.2
31	62	8.8	55.1	68.0	75.6	80.0	83.7
32	64	5.9	53.6	67.0	74.8	79.4	83.2
33	66	2.9	52.2	66.0	74.0	78.7	82.6
34	68	0.0	50.7	64.9	73.2	78.1	82.1
35	70		49.3	63.9	72.4	77.4	81.6
36	72		47.8	62.9	71.7	76.8	81.1
37	74		46.4	61.9	70.9	76.1	80.5

## APPENDIX 4 – Days absent

38	76	44.9	60.8	70.1	75.5	80.0
39	78	43.5	59.8	69.3	74.8	79.5
40	80	42.0	58.8	68.5	74.2	78.9
41	82	40.6	57.7	67.7	73.5	78.4
42	84	39.1	56.7	66.9	72.9	77.9
43	86	37.7	55.7	66.1	72.3	77.4
44	88	36.2	54.6	65.4	71.6	76.8
45	90	34.8	53.6	64.6	71.0	76.3
46	92	33.3	52.6	63.8	70.3	75.8
47	94	31.9	51.5	63.0	69.7	75.3
48	96	30.4	50.5	62.2	69.0	74.7
49	98	29.0	49.5	61.4	68.4	74.2
50	100	27.5	48.5	60.6	67.7	73.7
51	102	26.1	47.4	59.8	67.1	73.2
52	104	24.6	46.4	59.1	66.5	72.6
53	106	23.2	45.4	58.3	65.8	72.1

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## APPENDIX 5 – Parent Guide to Attendance

### How can parents help?

- Parents must model the value of education including the importance of regular education and good attendance.
- Arrange family trips, activities and holidays during the school holidays so that children miss as little school as possible.
- Schedule doctor and dental appointments in hours either prior to school or after school. If an appointment in school hours cannot be avoided, tell the school in advance and bring in appointment cards/letters and ensure your child is in school for as much of the day as possible.
- Establish good routines at home, including good sleep patterns.
- Make sure your child understands that you do not approve of missing school.
- Contact the school if attendance is becoming a problem—we can work together to improve things.
- Take an interest in your child's school work and be actively involved in school, parents' evenings and events.

### Statistics

One day of missed school is equal to as many as 3 days of catch up for a child to learn all the missed knowledge and skills.

Persistent non-attenders (attendance score lower than 90%) on average score 15-20% lower on assessments than pupils who attend regularly.

The earlier a pupil begins to have attendance problems the greater the impact on achievement and well-being in school.

**Lessons start at 8:45am.  
Poor punctuality at school has a negative impact on learning.**

**5 minutes late each day = more than 3 days of school missed.**

**10 minutes late each day = almost 7 days of school missed.**

## Guide to Attendance Langtoft Primary School

### Attendance at Langtoft Primary School

Attendance is a priority in our school and is closely monitored. Good attendance and punctuality is essential for good academic achievement, good social development and good mental health. It ensures children are safe and supported.

Please refer to Langtoft Primary School's Attendance Policy and The Department for Education publication: *Working together to improve school attendance* applied (August 2024).

**All absences must be reported to the school office by 9am: 01778 343419**

**Requests for absence should be in writing to the Headteacher:  
[enquiries@langtoft.lincs.sch.uk](mailto:enquiries@langtoft.lincs.sch.uk)**



# Langtoft Primary School—Attendance

EXCELLENT	<p><b>Your child's attendance is 100%</b></p> <p>As well as being an excellent attender your child will almost certainly achieve the best outcomes for their ability and in later life. They will have real opportunities in further education or the world of work.</p>
GOOD	<p><b>Your child's attendance is 98-99%</b></p> <p>Your child's attendance is good and they are likely to achieve their targets. This will give them the skills they need for the next phase of their education.</p>
EXPECTED	<p><b>Your child's attendance is as expected at 97%</b> and has reached the school's target which is set to ensure that learning is well supported. They have missed less than 6 days of school.</p>
NEEDS TO IMPROVE	<p><b>Your child's attendance is 93-96%. They have missed over 8 days of school.</b></p> <p>Your child's attendance is in need of improvement. It is below the school target of 97%. Your child is missing learning and is in danger of falling behind. You will receive a warning letter.</p>
POOR AND CAUSING SERIOUS CONCERN	<p><b>Your child's attendance is 91-92%. They have missed over 15 days (3 weeks) of school.</b></p> <p>Your child's attendance is poor and causing concern. They are at risk of becoming persistently absent and are missing a significant amount of learning. You will receive a letter and be asked to meet with us in school to discuss a plan to support your child's attendance and missed learning. Your child is missing so much time from school that it will be difficult for them to keep in touch with lessons and learning.</p>
VERY POOR CAUSING SERIOUS CONCERN	<p><b>Your child's attendance is 90% or below and regarded as persistently absent as they have missed over 17 days of school. Over 5 years this is the same as missing half a school year.</b> This is very poor attendance and of great concern. An Attendance Support Plan will be in place and there is a risk of Local Authority action e.g. Penalty Notice or further legal intervention if your child's attendance does not improve. Your child is missing so much time from school that it will be exceptionally difficult for them to keep in touch with lessons and learning.</p>
<p><b>There are 190 school days in a year.</b></p> <p><b>This leaves 175 days for holidays and appointments.</b></p>	

## Why is it important to attend school every day?

- Research has proven that high levels of attendance improve academic performance.
- Pupils with the highest attainment at the end of Year 6 and in GCSEs have higher rates of attendance.
- At Year 6 pupils not meeting the expected standard in reading, writing and maths had overall absence rate of 4.7% compared to 3.5% among those meeting the expected standard.
- For GCSEs in English and maths those not achieving a grade over 4 had double the absence rate as those that achieved grade 9 to 4.
- Regular attendance encourages the development of social and emotional skills that are essential for life.
- Missing learning causes anxiety for absent children and missing playtimes inhibits the development of friendships.