

Attendance Policy

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.

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on at least an annual basis. This policy was last reviewed and agreed by the Governing Body on 15th September 2026. It is due for review in September 2027.

At Langtoft Primary School we recognise that positive behaviour and good school attendance are essential for pupils to get the most of their school experience, including their attainment, wellbeing, and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance: July 2026" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school. This policy is written with the above guidance in mind and underpins our school ethos to:

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity ensuring a support first approach
- Promote children's welfare and safeguarding.
- Ensure every pupil has access to the suitable, full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect



- Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors/trustees about the responsibilities and the procedures in place to promote and monitor pupil attendance.
- Our policy aims to raise and maintain levels of attendance by:
 - Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
 - Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
 - Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

Promoting regular attendance

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

Role	Name	Contact details
Senior Attendance Champion / Person responsible for attendance	Mrs B Wood	enquiries@langtoft.lincs.sch.uk 01778 343419
Attendance Officer (contact on a day-to-day basis)	Mrs H Greenham	enquiries@langtoft.lincs.sch.uk 01778 343419
Named Governor for Attendance	Mr P Holland	enquiries@langtoft.lincs.sch.uk

Improving school attendance is everyone's business, it is a shared responsibility by governors, all school staff, parents, pupils, and the wider school community.

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

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

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance.



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.
- Submit a daily attendance report to the Department of Education, in line with the legal expectations placed on all schools.

Roles and responsibilities

The Local Governing Board of Langtoft Primary School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior attendance champion.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Management Team (including senior attendance champion) at Langtoft Primary School will:

- Actively promote the importance and value of good attendance to all pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors and on a half-termly basis to the lead governor for attendance.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Set out how Pupil Premium will be used to support pupils with irregular attendance.

All staff at Langtoft Primary School will:

- Actively promote the importance and value of good attendance to all pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead, SENCO, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of an attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.



Langtoft Primary School requests that parents:

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

Understanding types of absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, creates an offence in law and may result in prosecution.

Every half-day absence from school must be classified by the school (not by the parent), as either authorised or unauthorised. This is why information about the cause of any absence is always required. Each half-day is known as a 'session.' Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher.

For the purpose of this policy, the school defines 'absence' as:

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

For the purpose of this policy, the school defines 'regular attendance' as:

- Attendance at every session the school is open to pupils unless their absence has been authorised.



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.
- Leaving school for no reason during the day.
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Persistent and severe absence

A pupil is defined by the Government as a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this.

A pupil who has missed 50% or more schooling is defined by the Government as 'severely absent' (SA). Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support. The attendance of all pupils at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support. If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice for parentally condoned absence, consideration of an Education Supervision Order or prosecution in the Magistrates' Court. Schools can decide to pursue legal proceedings for prosecution without issuing a penalty notice first when attendance is substantially poor.

A Penalty Notice can be issued under the following legislation:

- Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise
- Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act



- In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Penalty Notice.

See below for further information:

Penalty Notice	Details
First Notice in a 3-year period :	Issued to <u>each</u> parent for <u>each</u> named child. Charged at £80 if paid within 21 days £160 if paid within 28 days. Further fines through the courts if not paid.
Second Notice in a 3year period :	Issued to <u>each</u> parent for <u>each</u> named child. Charged at a flat rate of £160 if paid within 28 days. Further fines through the courts if not paid.
Third Notice in a 3year period :	Alternative action should be taken, for example prosecution or other attendance legal interventions. Fines per parent are capped at two within any three-year period. If a parent is prosecuted for their child's non-attendance, they could face a Magistrates Court appearance and a fine of up to £2,500 and/or prison. If prosecuted and found guilty, parents would have a criminal record which can affect applications where criminal convictions need to be declared.

Leave of absence

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Langtoft Primary School, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances' and supporting evidence is provided. Langtoft Primary School will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave using the 'leave of absence request' form. Langtoft Primary School will treat each application individually and discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in the child being reported as a 'child missing from education' and necessary procedures being instigated.

(The same penalty threshold table above also applies to unauthorised leave of absence).

Medical appointments and absence due to illness



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must be collected by a parent/carer and sign out on the system. No pupil will be allowed to leave the school site without parental confirmation.

Supporting evidence will be required such as appointment card or hospital letter to authorise the absence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend a school-led Attendance Support Panel as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral or to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils with medical conditions at school and Lincolnshire County Council policies. We will also consider whether an Individual Healthcare Plan is required.

Due to the noticeable increase in the number of illness-related absences reported immediately before and after half term breaks and school holiday periods, the school will be closely monitoring attendance during these times to ensure that absences are recorded accurately and fairly. Where there are concerns that a reported illness may not be genuine and a child may instead have been taken on holiday, the absence will be recorded as unauthorised in line with the school's attendance policy until satisfactory evidence, such as confirmation of a medical appointment, prescription, or advice from a healthcare professional, has been provided by the parent/carer.

Where a parent/carer contacts the school immediately before or after a term-time holiday and the resulting absence exceeds five school days (10 sessions), the absence will be recorded as unauthorised until satisfactory evidence, such as travel tickets, boarding passes, or booking confirmation, has been provided.

Pupil absence for the purposes of religious observance

Langtoft Primary School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

Discouraging staggered starts in reception

At Langtoft Primary School, we recognise the importance of children attending school full time from the start of their education. Staggered or part-time starts for children in Reception can have a negative impact on their overall school attendance and academic progress. We acknowledge that the introduction of 30 free funded hours of early education and childcare



for 3 and 4-year-olds has meant that most children now have experience of attending an early years setting for a full school day prior to starting Reception.

We will only consider part-time or staggered starts in exceptional circumstances, for example, where a child has significant additional needs that would make a full-time start detrimental to their wellbeing. In these cases, we will work closely with parents and any relevant professionals to develop a clear plan for the child to transition to full-time education as soon as possible.

For most children, we expect them to attend school full-time from the beginning of the Reception year. We will work proactively with parents to ensure a smooth transition into school and to address any concerns they may have about their child starting full-time. We will provide support, such as home visits, staggered drop-off and pick-up times, and a gradual increase in hours, only where absolutely necessary to meet the individual needs of the child.

Our aim is for all children to be attending school full-time by the end of their first half-term in Reception. We will monitor the attendance of Reception children closely and engage with parents promptly if there are any concerns about part-time attendance impacting the child's progress.

Gypsy, Roma and Traveller pupils

Gypsy, Roma, and Traveller pupils are among the lowest achieving groups of pupils at every key stage in education, although some pupils achieve very well at school. We recognise that there are many complex and interwoven factors that may influence the educational attainment of these pupils. At our school, we have high expectations of all pupils, regardless of their background whilst recognising the lifestyle and cultural traditions of these communities. In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil who is a mobile child (a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place) and is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require them to travel from place to place,
- the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
- the child has attained the age of six, that has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted

This provision applies *only* when the family has no fixed abode and are engaged in a trade or business that requires them to travel from place to place. The child can also temporarily attend another school without the need for their main school to remove their name. The pupil's school place at Langtoft Primary School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance. The child must also attend their main school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business in or around Lincolnshire, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Langtoft Primary School will be regarded as the main school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended Langtoft Primary School in the last 18 months.

To ensure we can effectively support all our pupils, we ask that parents:



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates

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.

Our Procedures

Register keeping and recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present
- Absent
- Late
- Present at approved educational activity or
- Unable to attend due to exceptional circumstances

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. A record of the number of pupils present in each class is provided to the lunchtime team each day.

Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

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

- Contact the school office on the first day of absence before **9:00am** when our register closes, 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.
- Contact the school on every further day of absence, again before **9:00am**.
- Ensure that your child returns to school as soon as possible.

We will mark 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.



If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:00am and where no reason for absence is known. The school will telephone you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers. Where there is no response by **12:00pm** (and emergency contact list has been exhausted), there may be a home visit from members 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.

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 3).

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.

We will also inform all professionals involved in supporting the pupil if there are unexplained absences from school in line with statutory requirements. We will also inform all professionals involved in supporting the pupil if their name is to be deleted from the school register. 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.

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.

Late arrival at school

Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

Registration timings

At Langtoft Primary School all pupils are expected to arrive on time for every day of the school year.

The school day begins at 8:45am. We advise all parents to ensure their child is on site prior to this.

The school register will be taken at 8:45am.

All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign in and provide a reason for their absence. If their arrival is before 9:00am it will be recorded as late - L code (Late before the close of register). The morning school register will officially close at 9:00am.

The afternoon school register will be taken at 1:00pm and close at 1:10pm. The school day ends at 3:15pm.

All pupils arriving after the registers close at 9:00am and 1:10pm, will be marked as having an unauthorised absence for the session - U code (Late after the close of register).

In the event that a child fails to attend punctually on 5 or more occasions a letter will be sent to parents/carers and may request 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.

You can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good class and individual punctuality.



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

Support systems

At Langtoft Primary School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and/or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child. Strategies we may use to support you include:

- Write to you if your child's attendance is causing a concern and/or where punctuality is a concern;
- Arrange a meeting so that you may discuss the situation with our Senior Attendance Champion
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child
- Offer signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment & Plan with you
- Refer the matter to an external agency for multi-agency support and/or make a safeguarding referral if you have concerns.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 5th day of absence (or sooner if deemed appropriate).
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions

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 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.

Attendance rewards and interventions

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

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 severed 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

At Langtoft Primary School we will investigate and offer support to any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

Part-time timetables

All schools have a statutory duty to provide full-time education for all pupils, and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may need to discuss a temporary, part-time timetable where a pupil's individual needs indicate they cannot currently access a full-time education, and it would not be in their best interest to do so.

We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family. In line with Lincolnshire County Council guidance, we will notify the Attendance Team of all part-time timetables as soon as a plan has been agreed.

School attendance and the law

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law, all children of compulsory school age must receive an appropriate full-time education (Education Act 1996).



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

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

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

National framework for penalty notices

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

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

For further information see the Lincolnshire Code of Conduct for issuing penalties regarding school attendance. [Penalty notices - code of conduct – Introduction - Lincolnshire County Council](#).

There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours.

In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school."

We will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

Deletions from the Register

At Langtoft Primary School we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. At Langtoft Primary School we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.



We follow Lincolnshire County Council's Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Lincolnshire County Council will be informed of the removal from roll as outlined above. A meeting will also be offered with a Lincolnshire County Council representative to discuss the circumstances and ensure the withdrawal from school roll is suitable. The exception to this is if the child has an EHCP, or is a CIN/LAC Child. In these cases, permission for parents to home educate must be given by the local authority.

Langtoft Primary School will follow Lincolnshire County Council's Child Missing in Education (CME) procedures <https://www.lincolnshire.gov.uk/school-attendance/pupil-attendance> when a pupil's whereabouts is unknown, the school will carry out joint enquiries with Lincolnshire County Council to establish the whereabouts of the child.

Related policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- medical needs
- admissions
- anti-bullying
- exclusion
- special educational needs
- teaching and learning
- behaviour and rewards

Statutory framework

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance: July 2026
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Children missing education: statutory guidance for local authorities and schools - GOV.UK
- Keeping children safe in education 2026
- Working together to safeguard children - GOV.UK
- Supporting children and young people with medical conditions and allergies
- Summary of responsibilities where a mental health issue is affecting attendance
- Allergy safety in schools - GOV.UK



APPENDIX 1 - Lincolnshire County Council: penalty notices regarding school absence – guidance for parents

Regular school attendance and parent's legal responsibilities

At Langtoft Primary School our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential. This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

In August 2024, the Government 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.

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. In Lincolnshire, 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.

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).

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.

Requests for leave of absence

Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. It is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'



Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances, and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Support with ensuring regular school attendance

If you require any support with ensuring your child's attendance, please contact the Headteacher on 01778 343419 or email enquiries@langtoft.lincs.sch.uk



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

APPENDIX 2 – Attendance Policy quick guide for parents

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

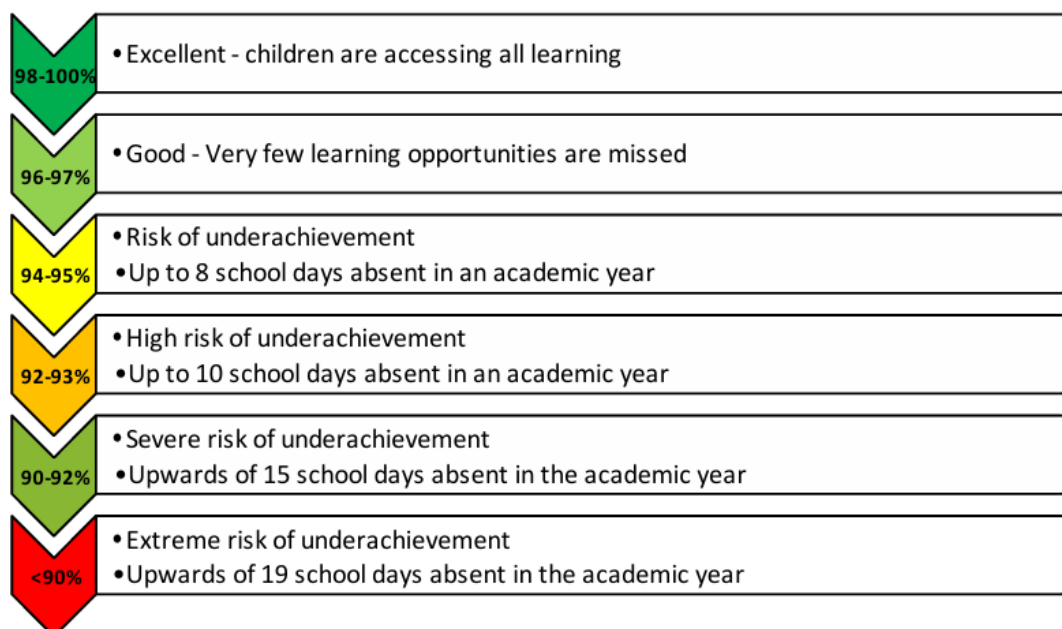
Mrs Greenham

01778 343419 or email enquiries@langtoft.lincs.sch.uk

We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by 08:45am.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?

On each day your child is unfit to come to school, please report this absence via telephone 01778 343419 or email enquiries@langtoft.lincs.sch.uk before 9:00am to let us know. In the message you must leave your child’s full name, year group and give the specific reason for absence. The information you give will be recorded on our official register.



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via the school office. You will receive a letter in response, to advise if the request has been granted or declined.

Punctuality

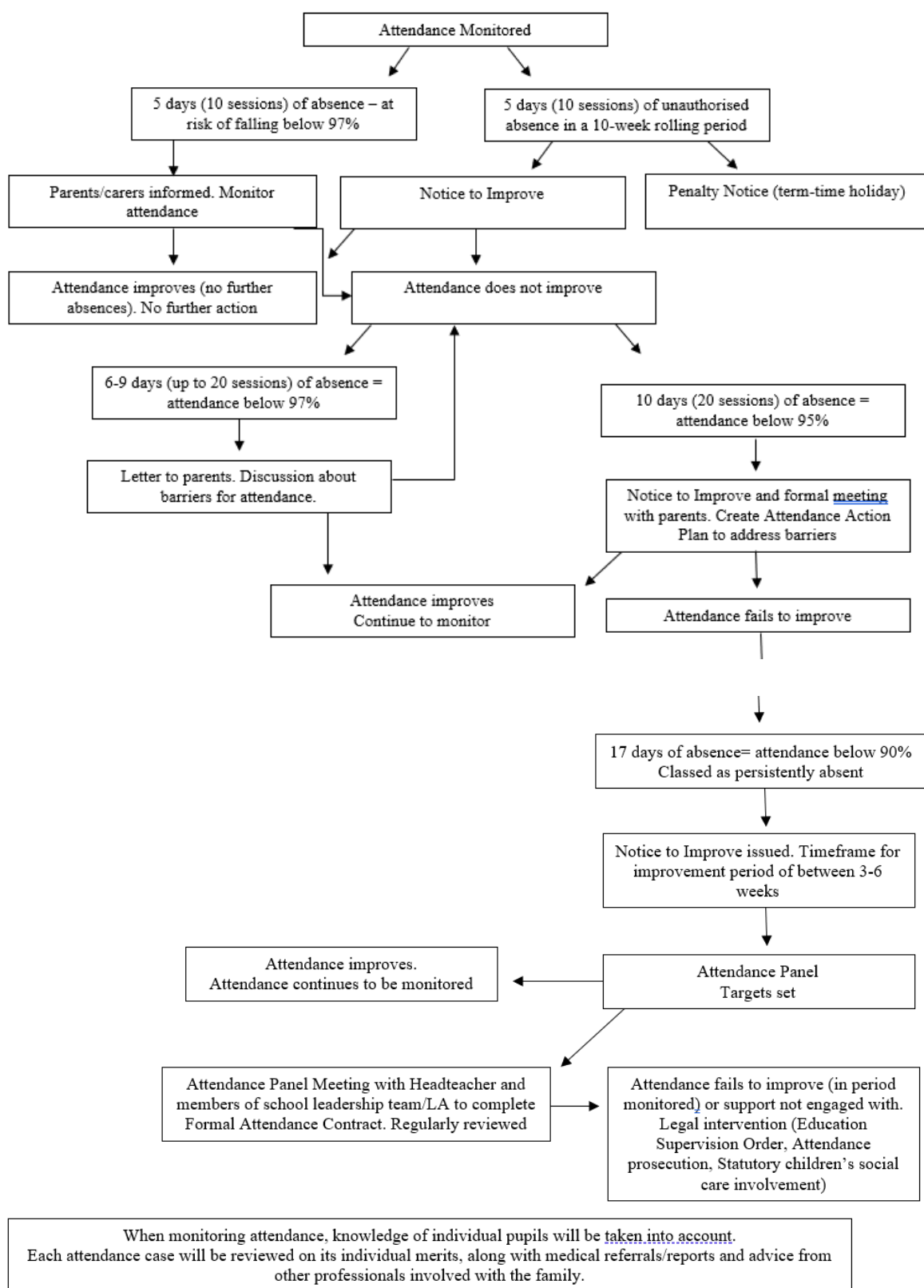
Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in the classroom by 8:45am. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. We hope we can count on your support in this matter.

Please contact the Headteacher if you require any support in ensuring your child's regular school attendance.

Role	Name	Contact details
Senior Attendance Champion / Person responsible for attendance	Mrs B Wood	enquiries@langtoft.lincs.sch.uk 01778 343419
Attendance Officer (contact on a day-to-day basis)	Mrs H Greenham	enquiries@langtoft.lincs.sch.uk 01778 343419
Person who parents should contact for more detailed support on attendance	Mrs B Wood	enquiries@langtoft.lincs.sch.uk



APPENDIX 3 – Attendance Flow Chart



APPENDIX 4 – 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
Attending a place other than the school		
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
Absent – leave of absence		
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-

Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect



		time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	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
Y1	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
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	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
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil’s travel to or attendance at the school would be prohibited under public health

Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect



		guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	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
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays



APPENDIX 5 – Example Attendance Support Plan

LANGTOFT PRIMARY SCHOOL

Attendance Support Plan for: INSERT NAME, Year group

Agreed at meeting on: INSERT DATE

In attendance:

Attendance data

2024/2025	2025/2026	2026/2027	

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

		Sessions 68	Sessions 138	Sessions 194	Sessions 254	Sessions 310	Sessions 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 6 – 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

Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

APPENDIX 7 – 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 DfE's:
Working together to improve school attendance (2026).

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

**Requests for absence should be in
writing to the Headteacher
using the Leave of Absence Request
form**

Langtoft Primary School—Attendance

EXCELLENT	Your child's attendance is 100% 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
GOOD	Your child's attendance is 98-99% 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.
MINIMUM EXPECTED	Your child's attendance is as expected at 97% and has reached the school's minimum target which is set to ensure that learning is well supported. They have missed less than 6 days of school.
NEEDS TO IMPROVE	Your child's attendance is 93-96%. They have missed over 8 days of school. Your child's attendance is in need of improvement. It is below the school minimum target of 97%. Your child is missing learning and is in danger of falling behind. You will receive a
POOR AND CAUSING SERIOUS CONCERN	Your child's attendance is 91-92%. They have missed over 15 days (3 weeks) of school. 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.
VERY POOR CAUSING SERIOUS CONCERN	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. 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

There are 190 school days in a year.

This leaves 175 days for holidays and appointments.

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.

Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect