

KETTLESHULME ST JAMES
CE (VA) PRIMARY SCHOOL

ATTENDANCE
AND LATENESS
POLICY

SPRING 2025

Review Date - Autumn 2026

Non-Statutory Policy – Strategy and
Resource Committee

Introduction

Good attendance is vital for a child to achieve their full potential. Failing to attend school regularly impedes progression and can have a major impact on young people's education, their future and their life chances. This policy outlines our aims and strategies for the encouragement of good attendance. The implementation of the Attendance and Lateness Policy is the responsibility of all staff, however ultimate responsibility is that of the Headteacher.

Every child matters, every day matters, every minute matters.

Parents, carers and school have a legal duty for attendance. It is a legal requirement for each and every child to access regular education. '90% attendance' or 'only 5 minutes late' may sound like small issues, but the amount of learning missed is huge.

If you (parents/carers) need support with your child's attendance then please do reach out to us (school) to help because EVERY DAY COUNTS.

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
- Informing parents/carers about their child's attendance and absence levels on a termly basis via Parents' Evenings

. Roles and responsibilities

The governing board

The governing board is responsible for:

- 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
- Holding the headteacher to account for the implementation of this policy

The headteacher

The headteacher is responsible for:

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

The designated senior leader responsible for attendance

The designated senior leader (who is currently the Headteacher) is responsible for:

- Leading, championing and improving attendance across the school

- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

Class Teachers

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

Administration Officer

Administration Officer will:

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

Parent/Carer

Parent/carers are expected to:

- Make sure their child attends every day on time
- Avoid taking their children out of school for holidays during term time
- Call the school to report their child's absence before 9:00am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with 3 emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Follow agreements made via our Home - School Agreement
- Seek support, where necessary, for maintaining good attendance, by contacting the Headteacher

Pupils

Pupils are expected to:

- Attend school every day, on time
- Follow the provisions of the Home – School Agreement

Safeguarding and Attendance

Attending school every day reduces the chances of children and young people becoming vulnerable to harm. School has a responsibility to ensure a pupil is attending school. If they are not we have a duty to find out why not and where the child is. Safeguarding the interests of each child is everyone's responsibility. As a school we safeguard children and promote the welfare and future life opportunities for them by:

- expecting regular attendance to school
- having a clear Positive Behaviour and Exclusion Policy
- ensuring health and safety within the school
- allowing pupils to access a broad and balanced curriculum
- having a robust Child Protection and Safeguarding Policy

Registration

Both staff and pupils should see the taking of registers as an integral and key part of the school day. Careful attention should be paid to accurate registration and to the preservation and security of registers. All schools have a legal requirement to keep an attendance register, which must also indicate whether an absence is authorised or unauthorised.

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register each morning and afternoon. We will use the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024. See Appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Lateness

Every minute really does count, as you can see from the table below. We actively discourage late arrivals and will regularly add a note in our weekly Newsletter or send out emails to remind parents of this. Children are expected to be in school for registration as learning starts immediately, as well as intervention groups and 1:1 work. Arriving at school after 8:50am has a hugely negative impact on the pupil who is late, the rest of the class (as it is disruptive for all) and it also impacts on the effectiveness of the teacher as they have to spend time with the latecomer so that they can catch up on their missed learning.

Punctuality	Hours missed over an average school term (approximately)	Hours missed over a school year (approximately)	Learning missed over the school year
Always on time!	No learning time missed!	No learning time missed!	No learning time missed!
5 minutes late each day	5 hours	15 hours	3 days
10 minutes late each day	10.5 hours	32 hours	6.5 days
20 minutes late each day	21.5 hours	65 hours	13 days
30 minutes late each day	31.5 hours	95 hours	19 days

At Kettleshulme St James Primary School:

- The front doors open at **8:45am** so pupils should be on the playground at this point ready to come into the school building.
- The front doors will then close at **8:50am**
- School starts at **8:50am** prompt. The register is then taken.
- A late mark will be recorded after 8:50am (L).
- Once the register closes at **9:20am** then late mark (U) will be recorded. This will affect your child's attendance
- Children who arrive after 8:50am will require an adult to sign them into school and provide a clear reason for lateness (we need this for our external attendance monitoring data). This process complies with our Child Protection and Safeguarding Policy.

If a child is late after the register closes (post 9:20am) on 5 or more occasions during a half-term an email is sent to parents from school, to ensure they are aware of the situation and also to offer support to remedy the situation. If a child is late on 5 or more further occasions, another email is sent to parents requesting that they make an appointment with the Headteacher to discuss the situation. A file is kept in the office for late arrivals.

If a child is late after the register closes on 10 occasions within a rolling 10 week period, then a Penalty Notice will be issued.

Early Pick Up From School Before 3.30pm

On the rare occasion when it is essential for you to collect your child before the end of the school day at 3:30pm, you should ALWAYS email the Headteacher in advance for permission.

Absence

We ask parents to notify the school if a child is absent. If a child is absent but the parents have not contacted the school, the office administrator must contact the parent to obtain information concerning the absence.

The following procedures are in place for safeguarding:

- A minimum of 3 contacts to be held by school for each child/family whom we would be able to contact either in case of emergency or non-attendance.
- If we have not been notified of your child's absence from school by 9.20am, a phone call will be made to the primary contacts (first and second).
- If we can't get through a voicemail will be left asking that you make contact with the school by 10:30am.
- If we have still had no contact by 10:30am the school office will ring the third emergency contact.
- If we are still unable to make contact and have heard nothing by 12:30pm a member of the Senior Leadership Team will visit the family home.
- If there is no answer they will call the police - **this is to make sure that your child is safe.**

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 may 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.

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school office (via email or telephone) in advance of the appointment.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence.

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).

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 (see examples below)

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted via email to the school office or directly to the headteacher as soon as it is anticipated. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- 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
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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

Exceptional Circumstances

Each request for absence as a result of exceptional circumstances will be assessed on an individual basis. However, examples of exceptional circumstances may be:

- Death or critical illness of close relative
- The funeral of a close relative
- Marriage of close relative
- Sibling or parental graduation or military passing out parade
- Major birthday or celebration of close relative some distance away which requires travel

Intervention for Poor Attendance

- We monitor the attendance of all pupils very closely – this involves running half termly attendance reports and looking carefully at the reasons for absence. This helps us to understand the barriers to attendance such as illness and family issues, and it also helps to us identify an patterns in behaviour
- Where appropriate, we will offer support to the family to improve attendance
- We will identify whether the family needs support from wider partners, as quickly as possible, and make the necessary referrals

Attendance Percentage	Day missed over an average school term (approximately)	Days missed over a school year (approximately)	Learning missed over the school year
100%	0	0	0
97%	1.5	5	1 week
95%	3.5	10	2 weeks
90%	6.5	20	3 weeks and 4 days
85%	10	30	6 weeks
80%	13.5	40	8 weeks

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.

Penalty notices

The headteacher (or someone authorised by them), local authority or the 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.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school 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

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.

First absence

Penalties paid to the Local Authority for Unauthorised Absence		
Timeline	One Child	Two Children
Paid within 21 days	£80 per parent	£160 per parent
After 21 days but before 28 days	£160 per parent	£320 per parent
After 28 days	You will receive a summons to appear before a Magistrate's Court on the grounds that you have failed to secure your child's regular attendance	

Second absence

If a parent receives a second fine for the same child within **any three-year period**, this will be charged at a higher rate of £160 with no discount given for early repayment.

Penalties paid to the Local Authority for Unauthorised Absence		
Timeline	One Child	Two Children
Paid within 28 days	£160 per parent	£320 per parent
After 28 days	You will receive a summons to appear before a Magistrate's Court on the grounds that you have failed to secure your child's regular attendance	

Third absence

Should a third absence be taken within a three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

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). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

See Penalty Notice Fines summary, Appendix 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 the local code of conduct for the local authority area in which the pupil attends school.

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

See Notice to Improve Leaflet, Appendix 3

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, family, year group and cohort level. As we are a small school, we know each of our pupils and their families very intimately and therefore we are able to offer bespoke approaches which support and reflect their mental/physical health, SEND needs and family situations. We can also offer personalised approaches to pupils returning to school after a lengthy or unavoidable period of absence.

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.

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

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
- Analyse attendance reports to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinator, designated safeguarding lead 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

Strategies for promoting attendance

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
- 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
- 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
 - Implement sanctions, where necessary
 - Consider the mental health needs, physical needs and SEND needs of individuals and family circumstances
 - An email will be issued to families when their child's attendance falls below 95%
 - If attendance remains at this level, or drops, then the family will be invited into school for a meeting with the Headteacher initially, and then if appropriate, with a Governor present also
 - An Early Help Assessment may be discussed with parents. Every effort will be made to address any barriers to attendance. Attendance is expected to improve.

The Local Authority reserves the right to consider taking legal action against any parents/carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis. If there is no improvement, parents may be issued with a Penalty Notice.

Long-term absence

If the absence is a planned one e.g. following an operation, we would be happy to work with parents to ensure that their child is supported upon their return to school. In certain circumstances we can make reasonable adaptations so that their needs can be catered for. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services such as the Early Intervention Team (previously known as 'Educational Welfare Officer'), Medical Needs Team and/ or Hospital Teaching for advice regarding how to support a child. Occasionally school may be able to offer a part time timetable in order to ease a child back into school particularly after an extended absence for ill health. It is important that parents and school work together in these cases so that the child does not develop anxiety around returning to school.

Published Authorised and Unauthorised Absences

All schools are obliged to record the number of authorised and unauthorised absences.

Equal Opportunities

Fundamental to the aims of the school being achieved is a belief that all parents and children will receive equal entitlement without prejudice and that individual potential should be developed to the

full. We do not discriminate against any child or adult because of gender, age, ethnic origin, social class, religion, marital status, sexual orientation, disability or special needs.

Monitoring and Review

This policy will be monitored and reviewed every two years by the Headteacher in consultation with staff and governors. It is the responsibility of the Governors to monitor overall attendance, and they do request a termly report from the Headteacher. The Governing Board also has the responsibility for this policy, and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be. The rates of attendance will be reported through relevant Governor's sub-committees and at the full Governor Board meeting each term. The Headteacher will be responsible for monitoring attendance and attendance patterns and they report attendance and punctuality data to Governors termly

APPENDIX 1

Codes for marking the class register:

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-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	<p>Pupil is unable to attend as they are:</p> <ul style="list-style-type: none"> • 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 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 2

Penalty Notice Fines Summary



PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING !

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force on 19 August 2024.

Penalty Notices will be issued for

Term time leave: Penalty Notice fines will be issued for term time leave of 5 or more consecutive days.

10 Sessions of Unauthorised absence in a rolling 10 week period: A Penalty Notices may be considered when there have been 10 sessions of unauthorised absences in a 10 week period.

However, we retain the discretion to issue a Penalty Notice before the threshold is met. For example, where parents are deliberately avoiding the national threshold by taking several term time holidays below the above thresholds.

Per Parent/Per Child

Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular school attendance the fine will be charged at:

£160 per parent, per child if paid within 28 days of the issue, reducing to £80 per parent, per child if paid within 21 days.

(Unpaid penalty notices may result in a parental prosecution)

Second Offence

Where it is deemed appropriate to issue a second penalty notice to the same parent for the same pupil within 3 years of the first penalty notice, for either term time leave or irregular attendance the second penalty notice will be charged at:

£160 if paid within 28 days. (Unpaid penalty notices may result in a parental prosecution)

Third Offence

On the third time that an offence is committed within 3 years of the first penalty notice for either a term time leave or irregular attendance a penalty notice will not be issued. The case may proceed to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000 or legal proceedings under Section 444 (1a) can include a fine of up to £2500.



Cheshire East

TOGETHER for Children and Young People

Together we will make Cheshire East a great place to be young

OFFICIAL

APPENDIX 3

Notice to Improve Leaflet

<https://www.cheshireeast.gov.uk/pdf/schools/attendance/notice-to-improve-leaflet.pdf>