

Leigh St Peter's CE Primary School



Attendance Policy

Member of Staff Responsible:	Mrs D Wood
Signed (Chair of Governors'):	Miss J Williams
Signed (Headteacher):	Mr M Fletcher
Date Policy Adopted:	September 2026
Policy Review Date:	July 2027

Leigh St Peter's CE Primary School

Relationships and Sex Education Policy (RSE) and Health Education Policy



Our Christian Vision is:

"Let Your **LIGHT** Shine" Matthew 5:16

Vision & Values:

Our Christian Vision is to provide a happy, safe and caring, high-quality learning environment where all members of the school community have the opportunity to flourish, 'living life in all its fullness'. Our Christian Values have been developed in line with everyone who is invested in our school community: pupils, parents, staff and governors. We aim to ensure that these Christian Values are at the heart of everything we do at Leigh St Peter's CE Primary School.

Rationale

- Leigh St Peter's is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.
- We endeavour to provide an environment where all pupils feel valued and welcome.
- For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children.
- School attendance is subject to various Education laws (**see appendix 1**) and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Children, Schools, and Families.
- Develop and maintain a whole school culture that promotes the benefits of good attendance by making it a central part of our vision, values, ethos, and day to day life.
- Set high expectations for every pupil which are communicated clearly and consistently to pupils and parents.
- Systematically analyse data to identify patterns and monitor the impact of improvement interventions and strategies.
- Work effectively with the local authority and other local partners to overcome barriers to attendance.
- Build strong relationships with families, listen to, and understand barriers to attendance and work with families to remove them.
- Will accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence.

Why is Attendance so Important?

We are committed to ensuring that all our pupils attend school as often as possible so they maximise their opportunities to learn and progress. Tables 1 and 2 show the impact that absence from school can have on a child's overall attendance figures and the learning time they lose as a result.

Table 1: Attendance over one whole school year for each pupil

Attendance	Missed Days
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 5 days / 10 sessions
95%	Less than 10 days / 20 sessions
90%	20 days / 40 sessions
85%	27 ½ days / 55 sessions

80%	37 ½ days / 75 sessions
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Table 2: Learning time lost over a year against overall attendance percentage figure

Attendance during one school year	Equivalent Days Missed	Equivalent Sessions Missed	Equivalent Weeks missed	Equivalent Lessons Missed
95%	9 days	18 sessions	1.4 weeks	45 lessons
90%	19 days	38 sessions	3.4 weeks	95 lessons
85%	29 days	58 sessions	5.4 weeks	145 lessons
80%	36 days	72 sessions	7.1 weeks	180 lessons
75%	48 days	96 sessions	9.3 weeks	240 lessons

Therefore, it is vital that all parties work together to ensure your child attends school as often as possible.

School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unexplained, if the absence is still unexplained after a 2- week period, this will be changed to unauthorised.

Please note that keeping a pupil off school with minor ailments, such as a headache or slight cold, is not an acceptable reason for absence. In exceptional circumstances, where repeated absences have occurred and the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence. This may include a doctor's note, prescription, appointment card or another appropriate form of evidence. We will not ask for medical evidence unnecessarily.

Lateness

Our classroom doors open at 8.45am and the class teacher is responsible for manually documenting the morning registration, which closes at 9.00am. This is completed using a computerised system (Arbor). If the usual class teacher is not present (i.e. there is a supply teacher) then a paper register can be requested from the school office/pastoral team who will then enter the attendance data into the system.

If a pupil is absent, the class teacher will mark the pupil as absent. Then the appropriate authorised absence code will be entered by the attendance officer.

Pupils arriving after the close of registration must report to the school office. Pupils arriving before 9.15am will be treated, for statistical purposes, as present, but will be coded as Late (before registers close).

In line with the statutory guidance for attendance, 'Working Together to Improve School Attendance', a school register should be open for no longer than 30 minutes. Pupils arriving after 9.15am will be marked as U (after registration closes), which is an unauthorised absence. Pupils arriving late from a medical appointment, but before the PM session, will be given a present mark.

The afternoon registration will be at 12:57pm and will close five minutes later, 1.03pm. The class teacher is responsible for manually recording the correct mark using Arbor our computerised system.

Continuous lateness is monitored by the Headteacher (or another nominated person) during each half term. A letter (Appendix 1a) will be sent to all parents and carers, whose child has a high number of late sessions (five or more), during a half term. If lateness improves, no further action will be taken. If the number of late sessions continues, and parents and carers have not been in contact with school, the Headteacher (or another nominated person) will request a meeting with parents and carers to establish the reason for lateness, and to offer support.

First Day Absence

Parents and carers should keep pupils at home if they are acutely unwell. Parents will be encouraged to send pupils into school if there is a possibility of doing so. In this case, school will closely monitor the pupil and send home if necessary.

On the **first day** of absence, school should be notified by parents/carers, either in person, by telephone or by email, as soon as possible, giving reasons for why their child is unable to attend. ***This should be by 8am at the latest.*** Please be aware that when a parent/guardian/carer gives a reason for absence, your child's current and previous school attendance will be taken into consideration. As a result, the absence may not be authorised.

Thereafter, parents and carers should continue to notify school **every day** the child is absent either in person, by telephone or by email until their child returns to school.

It may be necessary for members of school staff to complete additional telephone calls and/or a home visit to offer further support.

Reporting Absence Before 8am each day	Telephone 01942 671442 option 1 to report a pupil absence (Voicemail facility available) Email: attendance@lspps.org.uk
Leave of Absence Request form	Can be requested using the attendance email/by collecting from the Main Office/by downloading from the school website.
Concerns regarding a child's attendance	Miss D Wood , Attendance & Admissions Officer Mrs L Ainscough , Pastoral Mentor DDSL
Request for Support	Mr M Fletcher , Headteacher DDSL Mr M Colley , Deputy Headteacher DSL SENDCo Designated Teacher for CLA

Unexplained Absences/Unable to Contact Parents or Carers

If the school has not been informed of a child's absence on the **first day** of absence, a telephone call to the child's parents/carers will be made by the attendance officer before 10.30am, to ensure they are absent with their permission, and to establish the reason for absence.

If there is no answer on either parent's contact numbers, a message will be left for them by the attendance officer, stating why they are calling and asking them to contact the school as soon as possible.

If the child does not attend school for a **second day**, and parents/carers have not contacted school, the attendance officer will contact **all** of the named contacts for the child and send an email requesting an urgent telephone conversation.

If the child does not attend school on the **third day** of the absence and parents/carers have not contacted school, a home visit will be arranged. If, after a home visit, no reason for the absence has been established, school may request a police welfare check. If a member of staff completes a home visit and there is no response, a note will be left informing

parents/carers that school has tried to make contact. This will be repeated on the **fourth day** and **fifth day** if school have still not had communication from parents.

If, on the **sixth day** of absence, the child does not attend school and there has been no communication with parents/carers, school will complete and submit a 'Child Missing in Education' Form to the Local Authority.

If school has any safeguarding concerns or concerns for a child's welfare, they may choose to complete a home visit or request a police welfare check at any time.

Persistent Absence (defined in legislation as 10% or more absences; either authorised or unauthorised)

A pupil who is persistently absent is at risk of failing to achieve their full potential within the school environment. Any pupil with attendance below 90% will be closely monitored and appropriate interventions will be implemented to raise attendance above the Persistent Absence threshold.

This initially will include parents/carers receiving a '**white letter**' (**Appendix 1b**), stating their child's attendance figure (below 90%) for up to that half term **and an attendance certificate will be enclosed.**

The attendance of children with attendance below 90% will be carefully monitored throughout the following half term.

If attendance improves and the cumulative attendance is above 90% at the end of the following term, parents/carers will receive a '**green letter**' (**Appendix 1c**).

The attendance of children with attendance below 90% will be carefully monitored throughout the following half term.

If attendance improves and the cumulative attendance is above 90% at the end of the following term, parents/carers will receive a '**green letter**' (**Appendix 1c**).

If attendance improves, but the cumulative attendance remains below 90% at the end of the following term, parents/carers will receive a '**yellow letter**' (**Appendix 1d**).

If attendance does not improve and remains below 90%, parents/carers will receive a '**red letter**' (**Appendix 1e**), and will be contacted by school to discuss how they can be supported to improve their child's attendance.

If a child's attendance falls between **90.1%-95.9%** then parents/carers will receive a '**blue letter**' (**Appendix 1f**), which states that their child is at risk of becoming persistently absent.

Routine Monitoring of Attendance

The Headteacher and Pastoral Lead will meet regularly to undertake monitoring of whole school attendance and persistent absence.

This monitoring will include:

- Attendance code analysis
- Analysis of persistent absence
- Specific cohort and group monitoring – particularly for vulnerable groups i.e. children with a social worker, children with SEND

From this, identified pupils/families where attendance is a concern will be supported by the Pastoral Lead.

Frequent Absence/Attendance Support Meetings

It is the responsibility of the relevant school attendance staff to be aware of and bring attention to any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with parents and carers. In the first instance, where a child receives 2 consecutive red letters OR attendance remains a significant concern, parents will be invited to school to an 'Attendance Support Meeting' (see Appendix 2) with the Attendance Officer and/or a member of the Senior Leadership Team. During this meeting, all stakeholders will identify how attendance can be improved and agree the support required. This will be reviewed on a regular basis (suggested timescale will be 4 weeks in most cases). If this plan is unsuccessful, school may open an Early Help and/or contact Startwell, who may offer family support.

Where attendance and punctuality are a concern, absences will only be authorised with proof of any illness or appointments requiring time away from school.

If attendance does not improve and still remains a concern, school may contact the Local Authority who could start legal proceedings against parents or carers.

Welcome Back

It is important that on return from an absence, that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Absence Notes/Emails

Notes and emails received from parents explaining absence will be kept for the remainder of the academic year and **recorded on CPOMs**. If there are attendance concerns about a specific pupil, then the notes will need to be retained for a longer period in case they are required for further investigation.

Medical Appointments

Parents/carers may request to take children out of school for medical appointments. Routine appointments such as GP, dentist and optician appointments should be made outside of school hours, where possible. General GP/Dentist appointments will not warrant a full day or a full sessions absence. E.g. If your child's appointment is mid-morning, they should attend school before the appointment ensuring that a limited amount of learning time is missed. **If a medical appointment is required during the school day, medical evidence will be required. This can include: a doctor's note, prescription, appointment card or another appropriate form of evidence. We will not ask for medical evidence unnecessarily.**

Holidays in Term Time

Term time holidays and extended leave are not allowed and will not be authorised as stated in the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

The school will only grant leave of absence in exceptional circumstances that are not related to holidays. Parents/carers must complete a **'Leave of Absence in Term Time Request Form' (Appendix 3)**, to the Headteacher in a timely manner (at least 6 weeks before a planned absence) to request permission to take their child out of school during term time. The 6-week time period is necessary in order for the school to give due consideration to the request.

If the request is denied, school will inform the parent/carer of the reason by letter (Appendix 4). If the parent/carer chooses to continue with the planned absence, it will be recorded as an unauthorised absence and could result in an Education Penalty Notice (EPN).

In the rare circumstances when the Headteacher is satisfied that there are genuine reasons for an absence, they will determine the number of days a child can be away from school and the leave will be granted as authorised (Appendix

5).

Penalty Notices

Wigan LA are informed of unauthorised absences by school and will take appropriate action, which may include issuing an Education Penalty Notice to parents/carers or court action. Parents/carers are informed of the criteria for Education Penalty Notices at the beginning of each school year (Appendix 6).

Section 23 of the Anti-Social Behaviour Act 2023 empowers designated LA officers, Headteachers and the Police to issue penalty notices in cases of unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 came into force on 27th February 2004) and were amended in the Education (Penalty Notices) (England) (Amendment) Regulations 2013.

A Penalty Notice may be issued if a child falls within one or more of these categories within a 12- week period:

- 10 sessions (5 days) of unauthorised absence (including term-time holidays)
- persistently arrives late for school after the close of registration

Further information about Attendance and Education Penalty Notices can be found at School attendance (wigan.gov.uk)

Parents are notified every term about Education Penalty Notices. (Appendix 6).

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

1. Unauthorised Absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. Unauthorised absences affect attendance figures.

2. Authorised Absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996. Authorised absences also affect attendance figures.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements;
- Field trips and educational visits;
- Sporting activities;
- Link courses or approved education off site;
- Most types of dual registration.

Registers by law must be kept for at least 3 years.

The school will use a computerised system for keeping the school attendance records and use the following codes to record attendance:

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of Absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – Other Authorised Reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – Unable to Attend School because of Unavoidable Causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – Unauthorised Absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Attendance Rewards

Individual attendance certificates and awards are given for 100% attendance each term.

Children will also receive a certificate and a reward for achieving 100% attendance during the full academic year.

Attendance is celebrated on a weekly basis and classes compete to earn the attendance trophy each week.

The class that has the best attendance each week will also receive a reward.

In some circumstances, senior leaders/teachers/support staff may award an attendance certificate if a class has significantly improved their attendance.

Each week, any child who has attendance of 96% or better will have their name entered into a draw, where, if drawn out, they will be offered a place on the 'Attendance Reward Trip'.

Attendance is a high priority around school and is celebrated on displays, newsletters and through social media.

Appendix 1a

Late Letter

Date

Re: Attendance of (Insert child's name)

Dear Parents/Carers,

During the last half term, your child arrived at school after 8:53am and received a late mark on **X** occasions.

Your child's attendance and punctuality will be closely monitored during the next half term. I enclose a copy of the attendance certificate for your information.

When a child is late for school, they will miss valuable learning time, which could have a detrimental impact on your child's progress and attainment. They may also miss key information and messages from their class teacher. Arriving late for school can affect a child's routine and wellbeing.

If you would like to discuss any issues regarding this, please contact the school office to arrange a convenient appointment with your child's class teacher.

Yours sincerely,

Mr M Fletcher
Headteacher

Appendix 1b - White Letter

Date

Re: Attendance of (Insert child's name)

Dear Parents/Carers,

For a child to reach their full educational achievement, a high level of school attendance is essential. As a school we consistently work towards a goal of 100% attendance for all children. Systems are in place to carefully monitor attendance and we aim to communicate with parents when there are any concerns over attendance figures. The Local Authority consider any attendance below 90% as 'Persistent Absence'.

During the academic year so far, your child's attendance is %.

As this is below 90%, your child's attendance will be closely monitored during the next half term.

I enclose a copy of the attendance certificate for your information.

If you would like to discuss any issues regarding this, please contact the school office to arrange a convenient appointment with your child's class teacher.

Yours sincerely,

Mr M Fletcher
Headteacher

Appendix 1c - Green Letter

Date

Re: Attendance of (Insert Child's Name)

Dear Parents/Carers,

During the academic year so far, your child's attendance is %.

I am pleased to inform you that there has been an improvement in your child's attendance.

Your child's attendance figure is now above 90%, which is the Local Authority Threshold for Persistent Absence. We hope that this remains above this threshold and your child's attendance continues to improve.

I enclose a copy of the attendance certificate for your information for your information.

Many thanks for your support.

Yours sincerely,

Mr M Fletcher
Headteacher

Appendix 1d - Yellow Letter

Date

Re: Attendance of (Insert Child's Name)

Dear Parents/Carers,

During the academic year so far, your child's attendance is %.

I am pleased to inform you that there has been an improvement in your child's attendance.

However, the attendance figure remains below 90%, which is the Local Authority Threshold for Persistent Absence. Therefore, we will continue to monitor your child's attendance during the next half term and I hope that it continues to improve.

I enclose a copy of the attendance certificate for your information for your information.

If you would like to discuss any issues regarding this, please contact the school office to arrange a convenient appointment with your child's class teacher.

Yours sincerely,

Mr M Fletcher

Headteacher

Appendix 1e - Red Letter

Date

Re: Attendance of (Insert Child's Name)

Dear Parents/Carers,

During the academic year so far, your child's attendance is %.

There has been no improvement in your child's attendance since the last half term and the attendance figure remains below 90%, which is the Local Authority Threshold for Persistent Absence. Therefore, we will continue to closely monitor your child's attendance during the next half. I enclose a copy of the attendance certificate for your information.

You will be contacted by school to discuss how we can support improving your child's attendance.

For a child to reach their full educational achievement, a high level of school attendance is essential. As a school

we consistently work towards a goal of 100% attendance for all children. Systems are in place to carefully monitor attendance and we aim to communicate with parents when there are any concerns over attendance figures.

Yours sincerely,

Mr M Fletcher
Headteacher

Appendix 1f – **Blue Letter**

Date

Re: Attendance of (Insert Child's Name)

Dear Parents/Carers,

For a child to reach their full educational achievement, a high level of school attendance is essential. As a school we consistently work towards a goal of 100% attendance for all children. Systems are in place to carefully monitor attendance and we aim to communicate with parents when there are any concerns over attendance figures. The Local Authority consider any attendance below 90% as 'Persistent Absence'.

During the academic year so far, your child's attendance is %.

As this falls between 91% and 95%, your child's attendance will be closely monitored during the next half term to ensure they do not become 'persistently absent' from school.

I enclose a copy of the attendance certificate for your information.

If you would like to discuss any issues regarding this, please contact the school office to arrange a convenient appointment with your child's class teacher.

Yours sincerely,

Mr M Fletcher
Headteacher

Appendix 2

The Law and Attendance

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable-

[a] To his/her age, ability and aptitude and

[b] To any special needs he/she may have.

Either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping. The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

Appendix 3

Expectations and Responsibilities

The Governing Board will:

- Take an active role in attendance improvement by supporting the school to prioritise attendance. Governors will work with leaders in school to set a whole school culture for high standards of attendance.
- Monitor attendance figures for the whole school on at least a termly basis.
- Hold the Headteacher and other leaders to account for the implementation of this policy.

The Headteacher will:

- Ensure this policy is implemented consistently across the school. The headteacher will monitor school-level absence data and report attendance and absence figures to governors.
- Support staff in the monitoring of attendance of individual pupils and issue fixed-penalty notices, where necessary.
- Where there is lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.
- Where support is not working, being engaged with or appropriate, work with the Local Authority on taking a legal intervention.
- Where there are safeguarding concerns, intensify support, through the local authorities' statutory children's social care system.

The Attendance/Pastoral Team will:

- Report concerns about attendance to the Headteacher and Senior Leadership Team.
- Work with the LA to tackle persistent and severe absence.
- Arrange calls and meetings with parents to discuss attendance issues.
- Advise and support the Headteacher to issue Education Penalty Notices (fixed-penalty notices).
- Ensure all staff keep accurate registers.
- Ensure all staff are aware of the procedures for reporting and recording absences.
- Monitor daily the attendance of all pupils.
- Ensure 'First Day Absence Calls' take place or in the absence of the Pastoral Team, another member of school staff.
- Ensure all absences are chased up regarding reasons why they are absent from school.
- Monitor attendance weekly for any patterns, declining frequency and patterns of lateness.
- Monitor children whose attendance is at risk of becoming PA and take appropriate action.
- Monitor persistent and frequent absence and the use of 'Education Penalty Notices'.
- Take structured steps to address any issues which may arise from the above listed bullet points.
- Reward and praise children for prompt arrival and good attendance.
- Ensure that attendance awards are presented.
- Ensure any child with 100% attendance receives the school's attendance certificate every term.

- Ensure that staff have accurate information with regard to attendance and punctuality for progress meetings.
- Work with each identified pupils and their parents/guardians/carers to understand and address the reasons for absence, including any in-school barriers to attendance.
- Address and implement any needed additional targeted support to families remove any barriers to attending school.
- Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- If any attendance issues persist, take an active part in the multi-agency effort with the Local Authority and other partners.
- Liaise with the Local Authority where a Lead Practitioner is needed to support a family needing intervention. Where attendance or punctuality is raised as an on-going concern, agree that the school is the best placed lead service. In other instances, where the Lead Practitioner is outside of the school, continue to work with the Local Authority and partner, as necessary.
- Where there are safeguarding concerns, intensify support, in consultation with the Local Authority statutory children's social care services.
- Where there is lack of engagement, hold more formal conversations with parents and be clear about the potential need for legal intervention in future.
- Support staff in the monitoring of attendance of individual pupils and issues fixed-penalty notices, where necessary.

Parents will:

- Ensure their child attends school every day. The school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child will be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances, and do so in advance, following the school's procedure.
- Book any medical appointments around the school day where possible.
- Work with the school and Local Authority to help them understand their child's barriers to attendance.
- Proactively engage with the support offered by school staff and the Local Authority.

Persistent Absence (defined in legislation as 10% or more absence). If a pupil continues to have persistent periods of absence parents/guardians/carers will be invited to discuss schools' concerns. If there are no significant improvements school will refer the concerns to the Local Authority for issuing an 'Education Penalty Notice'.

Severe Absence (defined in legislation as 50% or more absence). All severely absent pupils will have a multiagency support plan in place in conjunction with the local authority in order to improve their attendance.

What the attendance percentages mean:
100% – A pupil will be making excellent progress both academically and socially.
95% (9 ½ days absence) – Progress will still be good but further time off should be avoided. The Attendance Lead will monitor a pupil's attendance.
90% (19 days absence) – A child is now considered to be persistently absent. This is the equivalent to ½ a day of lessons being missed every week. A pupil in this situation may start to find it difficult to catch up. The Attendance Team will write to parents/guardians/carers to inform the family of the pupil's attendance. Further time off may not be authorised and proof of why the pupil(s) needs any time off may be required before the school will authorise any more absences. If a pupil's attendance continues to drop, parents/guardians/carers will be invited into school for a meeting with the Pastoral Team and/or Designated Safeguarding Lead to agree any necessary support and a plan of action to improve the pupil's attendance.
85% (28 ½ days absence) – This is equivalent to ¾ of a day of lessons being missed every week. The pupil will be finding schoolwork a challenge. At this point, the Pastoral Team and the LA Attendance Officer will invite the parent/guardian/carer into school to discuss the matter. An Early Help may be opened as part of this process. This may require a referral into the Start Well service for Early Help support.
75% (47 ½ days absence) – This is equivalent to 1 ¼ days of lessons being missed a week. This will affect the pupil's progress both academically and socially. The pupil(s) could start to become more and more reluctant to attend school and struggle with their work and also their friendships. No further time off school will be authorised without medical proof. The school will have to liaise further with the Local Authority.
70% (57 days absence) – This is equivalent to 1 ½ days of lessons being missed a week. School will already be liaising with the Local Authority. No further time off school will be authorised without medical proof.

Requesting Leave in term time (see Appendix 5)

Requesting leave during term time is discouraged. We believe that pupils need to be in school for all sessions to enable them to make the best progress possible. Any absence has a detrimental effect on children both academically and socially.

Attendance regulations make clear that **Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances**. Leave taken without permission of the Headteacher will result in these absences being marked as 'unauthorised' leaving parents open to Local Authority investigation and a potential financial penalty.

There is no automatic entitlement in Law to time off in term time to go on holiday. Unauthorised leave taken in term time may result in the issuing of an Education Penalty Notice or prosecution. If you believe you have an exceptional circumstance to request leave, an application must be made using the form in Appendix 5. These forms are available to download from the school website or to collect from the School Office.

Education Penalty Notice Warning for Non-school attendance (see appendix 4)

Children Missing Education

The school has adopted the Local Authority policy for Children Missing Education and follows the guidelines and procedures in this policy.



Appendix 4

Dear Parent,

Education Penalty Notice Warning for Non-School attendance

IMPORTANT CHANGES TO THE LAW REGARDING PENALTY NOTICES FOR UNAUTHORISED ABSENCE FROM SCHOOL

A new National Framework for Penalty Notices for school absence, including unauthorised holiday absence, has been introduced following changes to the law. These new Government regulations came into effect on the 19th August 2024, and we wanted to bring this to your attention now, as it will affect when penalty notices are issued in Wigan.

In line with the Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk/), Wigan Council will prioritise the 'support first' approach expecting that support will have been offered to families in cases where it is appropriate, and parents/carers are encouraged to communicate with the school should any support be required to improve attendance.

Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. **For example:** two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

What are the changes?

1. There will be a new national threshold of 10 unauthorised sessions for any reason (equivalent to 5 school days) within a rolling 10 school week period for when a penalty notice must be considered.
2. The new rules mean you will no longer be able to take your child out of school for one week's holiday without a penalty notice being issued.
3. There will be an increase in the penalty fine from £60 to £80 if paid in 21 days. If the fine is not paid by the first 21 days, it will rise to £160 if paid within 28 days of being issued.
4. If a second penalty fine is issued to the same parent for the same child within a 3-year rolling period, the fine will automatically rise to £160 with no option to pay the lower rate of £80.
5. If a parent then commits a third offence in a 3-year rolling period, the local authority will need to consider other enforcement options available to them.

We would like to thank parents and carers for their support in making sure that children do not miss any learning time. The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.

Yours sincerely,

Mr M Fletcher
Headteacher

Appendix 5

Legal Authority action to enforce school attendance.

The Local Authority support schools and can use various legal powers if your child is missing school without good reason.

Parenting Order	This means you have to go to parenting classes. You'll also have to do what the court says to improve your child's school attendance.
Education Supervision Order	If the Local Authority thinks you need to support getting your child to go to school, they can apply to a court for an Education Supervision Order. A supervisor will be appointed to help you get your child into education. The Local Authority can do this instead of prosecuting you, or as well.
School Attendance Order	You'll get a School Attendance Order if the Local Authority thinks your child isn't getting an education. You have 15 days to provide evidence that you've registered your child with a school or that you're giving them home education. The order will require you to send your child to a specific school. If you don't, you may be prosecuted.
Prosecution	You could get a fine of up to £2500, a community order or a jail sentence up to 3 months. The Court also give you a Parenting Order.

For Office use only

Appendix 6

Leigh St Peter's CE Primary School

Absence Request Form



IMPORTANT INFORMATION

The Education (Pupil Registration) (England) (amendment) Regulations 2013 Leave of absence during term time will NOT be granted unless the Headteacher considers there are exceptional circumstances relating to that application.

EPN Criteria September 2024:

Any parent taking their child out of school for a holiday in term time will be issued with a £80 fine if paid within 21 days. It will increase to £160 if paid within 28 days of being issued under the following criteria:

- 10 sessions (5 days) of unauthorised absence
- Persistently arrives late for school.

PUPIL DETAILS

Name:		
Class:		
DOB:		
Dates of Requested Absence:	From:	To:
Total Number of School Days:		
Exceptional Reason for Absence:		

PARENT DECLARATION

I understand that keeping my child off school for any longer than agreed or if my request is not granted, will result in the absence being recorded as unauthorised. This may result in action being taken against me for non-school attendance.

Parent/Carer Name:	
Parent/Carer Signature:	
Date of Request:	

Headteacher Decision

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Appendix 7

Appendix 4 - Leave of Absence in Term Time Outcome Letter: Unauthorised

Date

Dear (Insert name of Parents/Carers),

From September 2013 amendments to the 2006 School Attendance Regulations make it clear that Headteachers may not grant any requests for holidays in term time.

Unfortunately, I am unable to grant your request for (insert child's name) to be absent from school during term-time on/from (insert dates requested) as it does not meet the agreed criteria.

I assure you that I have made this decision with the best interests of your child in mind and, I therefore, will not authorise this absence.

The importance of school attendance is such that leave of this kind will only be granted where the circumstances are exceptional. This is in line with Local Authority's Policy on absence during term- time.

Wigan LA are informed of unauthorised absences from school if your child falls into one or more of the following categories within a 10-week period:

- 10 sessions (5 days) of unauthorised absence (including term-time holidays)
- persistently arrives late for school after the close of registration

Wigan LA may take appropriate action, which could include issuing Fixed Penalty Notices or Court Action. It is essential that your child attends school regularly to benefit fully from their education.

Yours sincerely,

Mr M Fletcher
Headteacher

Appendix 8

Leave of Absence in Term Time Outcome Letter: Authorised

Date

Dear (insert name of Parents/Carers),

We have agreed that your child will be absent from school on (insert date) as per the Leave of Absence Request Form submitted recently.

The granting of this period of leave does not set any precedent for future applications.

It is also understood that if he/she does not return by the agreed date without suitable reason, any further absence may be recorded as unauthorised.

Yours sincerely,

Mr M Fletcher
Headteacher