



# **Fairburn View Primary School Attendance Policy**

**February 2026**

**Prepared by: J Allison**

**Date Taken to Governors: 03/02/2026**

**Signed by: \_\_\_\_\_**

**Headteacher – Alex Webb**

**Signed by: \_\_\_\_\_**

**Chair of Governors – Jonathan Foster**

**Review Date: February 2027**

## 1. Aims

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

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

We will also promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

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

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- OFSTED 2025 Framework toolkit

## 3. Roles and responsibilities

### 3.1 The governing body

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 Head Teacher to account for the implementation of this policy

### 3.2 The Head Teacher

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
- 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.

### 3.3 The designated senior leader responsible for attendance

The designated senior leader **Jenny Allison, Assistant Head Teacher** (also known as the 'senior attendance champion') 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.

The designated senior leader responsible for attendance is Jenny Allison and can be contacted via 01977 558350 or [jallison@fairburnview.co.uk](mailto:jallison@fairburnview.co.uk)

### **3.4 The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices.

The attendance officers are Helen Laird and Michelle Moore and can be contacted via [attendance@fairburnview.co.uk](mailto:attendance@fairburnview.co.uk) or 01977 558350

### **3.5 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. This should be done by all at 8.45am. The Afternoon sessions are:

12.45 (UFS and KS1)

1pm (KS2)

12 noon LFS AND Little Ducklings.

### **3.6 School Admin staff**

School Admin staff will:

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

### **3.7 Parents/Carers**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them.)

Parents are expected to:

- Make sure their child attends every day on time
- Call or email the school to report their child's absence before 8.45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Keep to any attendance contracts / Parent Attendance Plans that they make with the school and/or local authority
- Seek support, where necessary, for maintaining good attendance, by contacting Helen Laird, Family Liaison Officer / Attendance Officer who can be contacted via [attendance@fairburnview.co.uk](mailto:attendance@fairburnview.co.uk) or 01977 558350

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day, on time.

## **4. Recording attendance**

### **4.1 Attendance register**

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment.

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not

- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances.

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

The school day starts at 8.45am and ends at 3pm.

Pupils must arrive in school by 8.45 am. Doors are opened at 8.30am on each school day.

The register for the first session will be taken at 8.45am. Children arriving late at the office before 9.15am will be marked as Late (L code) The register for the second session will be taken at 12 noon for Nursery classes, 12.45 pm for UFS and KS1, KS2 at 1pm.

## **4.2 Unplanned absence**

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.45am or as soon as practically possible, by calling the school attendance line or emailing the attendance email. 01977 558350 / [attendancegroup@fairburnview.co.uk](mailto:attendancegroup@fairburnview.co.uk)

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 in advance.

## **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

Parents / Carers should show evidence of medical appointments at the school office.

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. Go to section 5 to find out which term-time absences the school can authorise.

## **4.4 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed at 9.15am will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code.

Children arriving late to school will have to be signed in by their parent / carer at the school office. Regular lateness will require a Parent Attendance Plan setting up with the Attendance Officer in order to improve attendance.

## **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Send a text message to the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. This will be followed by a phone call when there is no response. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a welfare check at the family home or, when necessary, contact the Police to conduct Welfare Checks.
- Identify whether the absence is approved or not

- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

#### ➤ 4.6 Reporting to parents

The school will regularly inform parents (see definition of ‘parent’, as used in this policy, in section 3.7 above) about their child’s attendance and absence levels; this will be done during Parent / Carer meetings and school reports. Letters will be sent to parents where attendance is becoming persistent.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time 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

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 as soon as it is anticipated and, where possible, at least one week before the absence, and in accordance with any leave of absence request form, accessible via the School Office. 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 (see sections 4.2 and 4.3 for more detail)
- 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.

## 5.2 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.

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

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

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

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.

## 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.

## 6. Strategies for promoting attendance

All good attendance is celebrated at Fairburn View Primary School.

- All children who arrive on time and attend for the full day will receive a Dojo Merit which counts towards their Dojo Shop allowance.
- When a whole class achieves above 93% attendance for a week, they gain a class star. When 6 class stars are earned, a reward is chosen by the class, for example, an extra playtime, non-uniform day or a pizza party.
- 100% weekly attendance raffle. All children who have attended 100% for a week are entered into a raffle. 2 tickets are drawn each week, each receiving a £20 shopping voucher for their family.
- On Friday morning's school arrival, children to be met on the playground with Music playing to encourage good Friday attendance.
- Termly, Bronze (1 term 100%), Silver (2 terms 100%), Gold (3 terms 100%) awards and celebration lunch.
- Class Teachers and school staff to promote a sense of belonging. Children are to be welcomed back to school after a period of absence or when arriving late. We aim to make children want to come to school, feel like they belong and are an important part of their class team.

## 7. Supporting pupils who are absent or returning to school

### 7.1 Pupils absent due to complex barriers to attendance/ returning to school after a lengthy or unavoidable period of absence

Fairburn View will work alongside Parents / Carers to improve attendance and remove all possible barriers. This may involve the use of a Parent Attendance Plan and involve other agencies, for example, The Education Welfare Service, Children's Social Care or Early Help. We will use a Reintegration Plan or Reduced Timetable when required. Year 6 severely absent pupils will be referred for the Education Welfare Mentor service.

## 7.2 Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education, health and care plan (EHC) and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

Fairburn View will work hard to remove all possible barriers and make reasonable adjustments, using a Reintegration Plan or Reduced Timetable when required and perhaps involving the use of a Parent Attendance Plan and agencies like The Education Welfare Service, Children's Social Care or Early Help.

## 8. Attendance monitoring

Attendance is monitored by the school Attendance Team and by the Education Welfare Officer. This will include monitoring different groups and making comparisons both locally and nationally.

### 8.1 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, year group and cohort level.

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

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

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

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

### 8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analyses 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.

### 8.3 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 (see section 8.4 below)
- Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the governing body and school leaders (including the special educational needs co-ordinator, designated safeguarding leads and pupil premium leads)

- 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.

#### **8.4 Reducing persistent and severe absence**

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

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- 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
  - Create a Parent Attendance Plan.
- 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 (see section 5.2, above.)

### **9. Monitoring arrangements**

This policy will be reviewed annually by Jenny Allison, Assistant Head Teacher as guidance from the local authority and/or DfE is updated. At every review, the policy will be approved by the full governing body.

### **10. Links with other policies**

This policy links to the following policies:

- Education Child protection and safeguarding policy
- Behaviour policy.

### **11. Appendices**

Appendix 1: Attendance Codes

Appendix 2: Termly Attendance Report for all

Appendix 3: Lateness letter

Appendix 4: Warning Letter

Appendix 5: Invite to Parent Meeting

Appendix 6: Parent Plan Format

Appendix 7: Penalty Notice Letters

Appendix 8: Accepting Leave of absence letter

Appendix 9: Declining a leave of absence letter

Appendix 10: Improved Attendance letter

Appendix 11: Phased reintegration plan

## Appendix 1: attendance codes

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

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

<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> </ul>

		<ul style="list-style-type: none"> <li>Remanded to youth detention, awaiting trial or sentencing, or</li> <li>Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>Ⓔ</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## Appendix 2: Termly Attendance Report

Dear Parent/Carer,

Attending school every day can help (name) to achieve his full potential. Research suggests that being in school regularly reduces stress and anxiety and boosts confidence. Therefore, our aim is for all children to be in school every day. We recognise that this isn't always possible, but we ask parents to help us to do everything we can together to ensure children attend school.

So far this school year, (name) has attended #% of sessions

(a session is a half day). Therefore, he has missed # days of school.

He has been late to school on # occasion(s).

99%	Excellent attendance
96%	Good attendance
91%	Room for improvement
90% or lower	Cause for concern

Here are some additional attendance statistics for (Name) and some comparisons with the school, local authority and national values. They cover the current academic year so far (date to date).

### Attendance percentage

2025-2026 (Y6)	
This time last year	
School	
National	
Local Authority	

### Days missed

2025-2026 (Y6)	
This time last year	
School	
National	
Local Authority	

### Absences

- No absences

Even a seemingly high percentage of attendance can result in missing a great deal of learning over time.

Attendance %	Impact over 1 school year	Impact over 5 school years
100%	0 days missed	0 days missed
96%	8 days missed	¼ year learning lost
90%	19 days missed	½ year learning lost
85%	28 days missed	¾ year learning lost
80%	38 days missed	1 year learning lost
75%	47 days missed	1 ¼ years learning lost

If you would like to discuss any of these details further, please contact the office to make an appointment.

Yours faithfully

Alex Webb

Headteacher

## Appendix 3: Lateness Letter

Dear [insert name of parent/carer],

### Concern about [pupil name]'s punctuality

We are writing to you because [pupil name] has been late to school [number] times in [timeframe]. We know that mornings can sometimes be challenging, and we want to work together with you to support [name] in arriving on time each day.

#### Details of lateness:

- **Arrived after the register closed:**
  - [date]
  - [date]
  - [date]
- **Arrived late (before register closed):**
  - [date]
  - [date]
  - [date]

**Our school day starts promptly at [time], and registration closes at [time].** Afternoon registration takes place between [time slot].

Arriving on time each day is important because it:

- Ensures your child doesn't miss out on essential learning
- Reduces disruption for teachers and classmates
- Helps your child settle into the school routine

We understand that there may be things happening at home or at school that are making punctuality difficult. Our aim is to work in partnership with you to find solutions. However, it is important to be aware that persistent lateness can result in a penalty notice if your child arrives after the register closes **10 times within 10 weeks**.

#### Next steps:

We would like to invite you to a meeting to discuss how we can support [name] together. In this meeting, we hope to find out whether there is:

- Anything happening at school that makes it difficult for [name] to arrive on time
- Anything happening at home that we can help with, or that you think we should be aware of
- Anything we can do to make it easier for [name] to be on time for school

Please contact the school office on [number] to arrange a suitable time for this meeting.

If you need help with transport, morning routines, or any other aspect, please let us know in advance so we can make sure the right support is available.

We appreciate your support in making sure [name] gets the most out of their school day. If you have any questions before the meeting, please do not hesitate to contact us.

Yours sincerely,

Alex Webb  
Head Teacher

## Appendix 4: Warning Letter

Fairburn View Primary School Castleford

Class teacher: (Name)

Re: (Name) DOB: (insert)

Dear Parent/Carer of (Name),

### School Attendance Concern

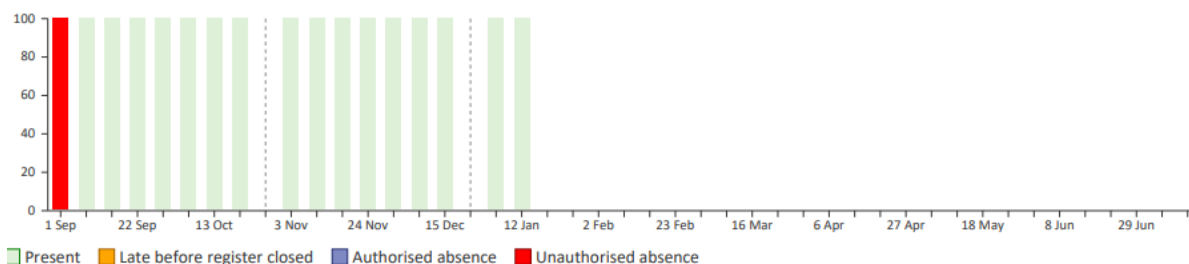
Going to school every day is the best way to make sure that (Name) gets the best possible education. The government's research shows that every day a child misses from school, even at primary school, reduces their chances of getting good GCSE results.

Our aim is for all children to be in school every day. This isn't always possible, but we ask parents to help us to do everything we can together to have children in school.

So far this school year, (name) has attended #% of sessions (a session is a half day).

Therefore he has missed (#)days of school.

This chart shows (name's) attendance breakdown for each school week:



We want to be open about the school's responsibilities. Please note:

- Unauthorised absences can result in a penalty notice being issued if your child has 10 sessions of unauthorised absence in a rolling period of 10 school weeks (10 sessions is equivalent to 5 days)
- More information about penalty notices and the attendance policy are available on our school website [<https://www.fairburnview.co.uk/parents/attendance/>], or from the school office.

If there is something we can do to help improve (name's) attendance, please do speak to his class teacher, (name), or make an appointment to meet with a member of the Attendance Team.

Yours faithfully,

Alex Webb

## Appendix 5: Invitation to parent meeting.

### Invitation to discuss [name]'s school attendance

We would like to invite you to come in to have a chat about [name]'s attendance at school. Our aim is to understand and address any barriers together, and to make sure [name] is fully supported in attending school regularly.

During the meeting, we would like to talk about:

- whether there is anything happening at school that makes it difficult for [name] to attend
- whether there are any challenges at home that we could help with, or that you would like us to be aware of
- anything we can do to support you or make it easier for [name] to attend school regularly

### Next steps

- Please contact the school office on 01977 558350, as soon as possible so we can arrange a time to chat
- We will work together to understand any challenges and put support in place
- If you need any assistance (such as translation services or accessibility support), please let us know when you get in touch
- If you are unable to attend in person, we can arrange a phone call.

We are here to support you and [name], and we hope to work together to find the best way forward.

Thank you for your attention to this important matter.

Yours sincerely,

Alex Webb

Head Teacher

## Appendix 6: Parent Plan Format

### Fairburn View Primary School - Parenting Plan.

<b>Name of Children:</b>		
<b>Name/s of parent/parents:</b>		
<b>Date of meeting:</b>		
<b><u>Attending:</u></b>		
	<b>Plan</b>	<b>Review</b>
<b>Barriers to attendance:</b>		
<b>Actions and by whom:</b>		
<b>Support offer:</b>		

**Signed by parent/parents:**

**Signed by school:**

## Appendix 7: Penalty Notice Letters

Dear

We believe that (name) was absent from Fairburn View Primary School on dates between

Date and Date due to a term time holiday.

In line with Fairburn View Primary School Attendance Policy, the leave of absence has been recorded as unauthorised. As the absence meets the threshold of 10 sessions or more, the matter will be referred to the Education Welfare Service requesting that a Penalty Notice be issued.

The Penalty Notice will be issued under Section 444 of the Education Act 1996 and will be charged at:

\* FIRST OFFENCE £160 per parent, per child if paid within 28 days of issue, reducing to £80 if paid within 21 days (first offence);

\* SECOND OFFENCE £160 if paid within 28 days (no reduced fee for paying early).

Please note that a third offence within a 3-year period may result in a parental prosecution.

A new National Framework for Penalty Notices came into force on 19th August 2024. In line with that framework, the issue of Penalty Notices by Wakefield Council has changed; further details can be found within the attached 'Information for Parents' Leaflet.

If you believe that the circumstances surrounding this leave of absence to be exception and / or you have evidence that the absence should not trigger the issue of a Penalty Notice, then please make contact with the school as soon as is possible.

Your sincerely,

A Webb

Head Teacher

Dear

Thank you for informing us that (name) will be absent from SCHOOL NAME on dates between (DATE and DATE).

In line with Fairburn View Primary School's Attendance Policy, the leave of absence will be recorded as unauthorised. As the absence meets the threshold of 10 sessions or more and this is third occasion that you have allowed your child's absence from school (within a rolling 3-year period) the matter will be referred to the Local Authority's Education Welfare Service who will consider a parental prosecution.

Penalty Notices and Parental Prosecutions are implemented in line with Section 444 of the Education Act 1996. It is your duty as a parent to secure the regular attendance at school of your child unless they are prevented from attending by reason of sickness or any unavoidable cause. For this reason, should you choose to take your child on the above-mentioned leave of absence, you are at risk of a parental prosecution in line with Wakefield Council's Penalty Notice Code of Conduct.

The penalties under Section 444 of the Education Act 1996 (in the event of conviction) are set out below:

Education Act 1996 Section 444 (Section 1)

- Penalty – Fine not exceeding Level 3 on the Standard Scale (£1,000)

Education Act 1996 Section 444 (Section 1A)

- Penalty – Fine not exceeding Level 4 on the Standard Scale (£2,500) OR Imprisonment for a term not exceeding Three Months OR Both

If you believe that the circumstances surrounding this leave of absence to be exceptional and / or you have evidence that the absence should not trigger a parental prosecution, then please make contact with the school as soon as possible.

Yours sincerely,

A Webb

Head Teacher

## Appendix 8: Accepting a leave of absence request:

### **Your request for a leave of absence**

Dear [insert name of parent/carer],

Thank you for your request to take [name] out of school between [date] and [date].

Having considered the exceptional circumstances set out in your application, I'm able to agree to your request.

I haven't come to this decision lightly. At [school name] we believe that regular attendance throughout the year is essential to every child's success and wellbeing.

We consider each request for a leave of absence on an individual basis and consider the family's specific circumstances.

Please be aware that just because I've agreed to this request, it doesn't mean I'll necessarily be able to agree to any similar request from you, or other parents/carers, in the future.

Yours sincerely,

Alex Webb

Head Teacher

## Appendix 9: Declining a leave of absence request:

Dear [insert name of parent/carer],

Thank you for your request to take [name] out of school between [date] and [date].

After careful consideration, I am unable to authorise this absence. At [school name], we are committed to ensuring that every child attends school regularly, as consistent attendance is vital to each pupil's learning, development and overall success.

I appreciate that this may be disappointing news, but I assure you that this decision has not been taken lightly.

### **How we consider absence requests:**

- Each request is reviewed individually, taking into account the specific family circumstances
- Our decision follows the Department for Education's guidance, which states that head teachers may not grant leave of absence during term time unless there are exceptional circumstances
- We consider factors such as the reason for the request, the impact on the pupil's education, and any previous attendance patterns

Please know this decision does not set a precedent for future requests, nor does it reflect decisions made in the past or for other families. Our aim is always to act in the best interests of all our pupils.

If you have any questions or would like to discuss this further, please do not hesitate to get in touch.

Thank you for your understanding and support in helping us provide the best education for [pupil's name].

Yours sincerely,

Alex Webb

Head Teacher

## Appendix 10: Improved attendance letter

### **Congratulations on improved attendance!**

Dear [insert name of parent/carer],

We are absolutely delighted to celebrate [name]'s fantastic achievement in improving their school attendance!

Since [date], [name]'s attendance rate has increased from [percentage] % to [percentage] % – this means [number] additional days of valuable learning and experiences at school. This is a significant accomplishment and a testament to [name]'s commitment and your ongoing support at home.

#### **Why this matters:**

Regular attendance makes a real difference to children's progress, friendships and confidence. By being in school more often, [name] is giving themselves the best chance to succeed and enjoy everything our school has to offer.

**A big thank you** for encouraging and supporting [name] to attend regularly – your partnership is so important.

#### **Celebrating success:**

To recognise [name]'s hard work and improvement, [he/she/they] will be:

- [Include details of any reward scheme, e.g. receiving a certificate in assembly, being entered into a prize draw, or another recognition your school offers]

#### **Next steps:**

We encourage [name] to keep up this fantastic effort! If you need any further support or have questions about attendance, please don't hesitate to contact us at [school office contact details].

Once again, congratulations to [name] and your family on this wonderful achievement.

Yours sincerely,

Alex Webb

Head Teacher

## **WAKEFIELD LA - Phased Reintegration Plan**

**Agreement between School & Parent / Carer & SENART / Virtual School / Social Worker**

### **Guidance on the use of a Phased Reintegration Plan**

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. The Local Authority has a duty to ensure that all children of compulsory school age who are not receiving a suitable full-time education do so unless they are deemed to be medically unfit to do so or it is otherwise considered to be in the best interests of the child's mental or physical health not to. Schools have a duty to provide full-time education to all pupils on their school roll. As a rule, schools are only permitted to provide less than full-time education including placing a pupil on a Phased Reintegration Plan (also known as part-time timetables) in very exceptional circumstances. Phased Reintegration Plans are not to be used to manage a pupil's behaviour.

Schools are advised to use the attached proforma for recording the use of a Phased Reintegration Plan. Schools should take account and act upon the following guidance in order to continue to improve standards of educational attainment, safeguard the wellbeing of all children and young people and reduce potential claims against the school in respect of a failure to educate. Ofsted recommend that all schools and academies should inform the LA of all pupils who have part time education arrangements in order that the Local Authority can collect and monitor data about all children of compulsory school age who are not accessing full-time education (ref: Pupils Missing Out on Education. Ofsted November 2013).

Schools should have regard to Department for Education Statutory Guidance 'Working Together to Improve School Attendance' which applies from 19<sup>th</sup> August 2024.

Phased Reintegration Plans or part-time timetables should only be used in the most exceptional circumstances and must meet the criteria below.

In addition, phased reintegration plans should be used for the shortest time necessary and not be treated as a long-term solution. A phased reintegration plan should have a clear start and end date and should only be used with parental consent.

Schools need to be satisfied that they can meet all the criteria below before placing the pupil on a phased reintegration plan to ensure safeguarding responsibilities are followed and that pupils still have access to full time education.

- Schools must be satisfied that a phased reintegration plan is an appropriate measure based on the particular circumstances of the pupil. There must be a clear and evidenced rationale for considering a phased reintegration plan as an appropriate measure aimed at supporting the needs of the pupil. A detailed assessment through the use of a PSP or multi-agency assessment or other documented equivalent must be in place to determine additional support required for all pupils on a phased reintegration.
- Schools must ensure that any pastoral support programme or other support agreement has a time limit by which point the pupil is expected to resume full time education.
- Schools must **not** pursue a phased reintegration **without parental permission** as this can be construed as an unofficial exclusion which is unlawful as the parent has not requested leave for their child and/or the school could be regarded as preventing the pupil from accessing the curriculum.
- Schools must ensure that there are formal arrangements in place for regularly reviewing a phased reintegration plan with the pupil and their parents.

- Schools wishing to establish a phased reintegration plan need to consider their position in the context of legal requirements outlined above. In particular, schools should ensure that the decision is taken as part of a planned strategy that covers all the elements below:

✓ Is taken in the best interests of the child and has the approval and written agreement of parents/carers or in the case of a CiC (LAC), the social worker and Virtual School;
✓ Has as its principal purpose the successful reinstatement of the pupil's full time school attendance, reintegration and inclusion;
✓ Is undertaken within the context of a Pastoral Support Plan (PSP), or One-Page Profile (OPP), or My Support Plan (MSP) or multi-agency assessment;
✓ Complies with the health and safety needs of the pupil i.e. the school is satisfied that suitable arrangements are in place to meet the pupil's care needs when not at school;
✓ Provides appropriate work for the pupil when not in school which is then marked, and relevant feedback provided;
✓ Is time limited, with a clear target of resuming full-time education by the end date of the plan;
✓ Ensures annual reviews/ PEPs are held at the appropriate time for all pupils with an EHCP/PEP and consent should be sought from SENART for EHCPs and Social Worker & Virtual School for PEPs (CiC) before proceeding with the phased reintegration plan;
✓ Where a phased reintegration is identified as a strategy for reintegration, the plan should be reviewed by a member of the senior staff with parents / carer and pupil;
✓ Ensures there are formal arrangements in place for regularly reviewing the phased reintegration plan with the pupil and their parents / carers;
✓ If a pupil has an agreed phased reintegration plan which includes a session which does not involve attendance at any provision then the school should mark this session as Code 'C2' (leave of absence granted by the school);
✓ Schools have a duty of care for all pupils who are on their roll. The school must ensure that when a pupil is not expected to attend, there is a written agreement with parents or alternative education providers about who is carrying out the duty of safeguarding for each session.

✓ **If all of the above criteria are satisfied, complete form and send it + a copy of the timetable via Cryptshare to [exclusions@wakefield.gov.uk](mailto:exclusions@wakefield.gov.uk) saved as Last Name/First Name/ PhasedR/ 00 00 2024**

## Phased Reintegration Plan Agreement

between School & Parent / Carer & SENART / Virtual School / Social Worker if applicable

<b>Pupil Name</b>						<b>DOB</b>		
<b>School</b>	Fairburn View Primary School					<b>Year Group</b>		
<b>Pupil Status</b> (Please highlight or tick)	<b>CiC (LAC)</b> LA Name:	<b>CP</b>	<b>CiN</b>	<b>Targeted Early Help</b>	<b>None</b>	<b>SEN Support</b> Y / N	<b>EHCP</b> Y / N	

Reasons for using a phased reintegration plan are:

1		<b>Start Date of Plan</b> <b>MUST BE SPECIFIC</b>	
2		<b>End Date of Plan</b> <b>MUST BE SPECIFIC</b>	
3		<b>Number of weeks =</b>	
		<b>Time/Hours in school (average per week) =</b>	

## Plan Checklist: Please ensure that **ALL** the following are in place

The phased reintegration satisfies <b>all</b> the following criteria (please ✓)				
1	Has been discussed with the pupil and parent / carer		6	Complies with Health & Safety when pupil not in school
2	Has a clear start and end date		7	Provides appropriate work that is marked
3	Is for a limited time and no longer than is necessary		8	Has clear achievable targets
4	Is part of a reintegration strategy		9	Has SENART or Social Worker & Virtual School approval if pupil has EHC Plan or PEP (as appropriate)
5	Is in conjunction with multi-agency assessments, PSP, MSP or OPP		10	Pupil marked as C2 in the register when at home

### CONSENT AND AGREEMENT STATEMENT: SENIOR MEMBER OF SCHOOL STAFF - I can confirm that all the above criteria have been put in place by the school:

Signed:		Name:	
Date:		Position in school:	

### PARENT - I consent to my child being placed on a phased reintegration plan and agree that all the above has been put in place by the school:

Signed:		Name:		Date:		
<b>Phased Reintegration Plan Agreement sent to Local Authority:</b>					Date:	

Phased Reintegration Plan and suspensions from school - a pupil on a phased reintegration plan who is suspended from school, should have the number of sessions (AM or PM) counted, not the number of 'full' days, where one AM session is counted as 0.5 days suspension, so a pupil attending school mornings only (or part thereof), 5 days a week who receives a 5-day suspension would actually have this counted on their record as a 2.5 day suspension. *All legal advice for PhasedR Plans given by Wakefield LA Legal Adviser*

## Reintegration Timetable

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
w/c					

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
w/c					

Review of plan:					
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Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
w/c					

Week 4	Monday	Tuesday	Wednesday	Thursday	Friday
w/c					

Review of plan:					
-----------------	--	--	--	--	--

Week 5	Monday	Tuesday	Wednesday	Thursday	Friday
w/c					

Week 6	Monday	Tuesday	Wednesday	Thursday	Friday
w/c					

