

The Curzon C of E Primary School

Attendance Policy



January 2026

January 2029

Introduction

At The Curzon Church of England Primary School, we ASPIRE to be the best we can be and reach our full potential. We BELIEVE in our abilities to learn and flourish together. We CARE for one another as The Curzon family.

Our vision is underpinned by our school's core values of, Friendship, Forgiveness, Perseverance, Respect, Truthfulness and Compassion. Individuals flourish in a school which is a safe, respectful and welcoming Christian community.

Statement of Intent

Our School believes that good attendance is essential so that the children who attend our schools reach their full potential, both academically, emotionally and socially. Our commitment to attendance focuses on the importance of adopting a child-centred approach, using evidence informed practices and a shared understanding of everyone's roles and collective responsibilities to promote attendance and punctuality.

Our school strive to provide a welcoming, caring environment, whereby each member of the school community is treated with unconditional positive regard.

All staff will work with and support pupils and their families to ensure each child attends school regularly and punctually.

Our school endeavour to establish an effective and efficient system of communication with children, parents and appropriate agencies to provide mutual information, advice and support.

Regulatory Framework

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. This document takes account of the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2006](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendments\) Regulations 2024](#)
- [Working Together to Improve School Attendance 2024](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Other Policies and Protocols

This policy complements and supports a range of other federation/school policies, such as:

- Safeguarding
- Positive behaviour
- The home-school agreement
- Supporting children with medical needs
- SEND
- Exclusion

It also supports and complements government and local authority guidance/protocols, such as:

- Keeping children safe in education
- Children missing education
- Education for children who cannot attend school
- Alternative provision
- Children missing school
- Children and young people missing from home

Aim and Purpose

To promote high levels of attendance and punctuality in order to ensure the best possible outcomes for all pupils. Specifically:

1. To promote full attendance to the schools.
2. To reduce both persistent absence (classed as 90% attendance or less) and severe absence (50% attendance or less).
3. To ensure students arrive punctually to school each day.
4. To engage with parents, pupils and, where required, external agencies, to positively impact where attendance is a serious cause for concern.
5. To support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly.
6. To ensure that every student has access to the full-time education they are entitled to.
7. Build strong relationships with families to ensure pupils have the support in place to attend school.

Roles and Responsibilities

At The Curzon C of E Primary School we believe that attendance is **everybody's responsibility**.

The Governing Body is responsible for:

- promoting the importance of school attendance across the schools' policies and ethos
- making sure school leaders fulfil expectations and statutory duties
- regularly reviewing and challenging attendance data
- monitoring attendance figures for the whole school

- making sure staff receive adequate training on attendance
- holding the Headteachers to account for the implementation of this policy

The Headteacher is responsible for:

- implementing this policy at the schools
- supporting staff with monitoring the attendance of individual pupils
- monitoring the impact of any implemented attendance strategies
- ensuring fixed-penalty notices are issued, where necessary

The class teachers are responsible for:

- marking the register accurately and clearly, both before the morning **and** afternoon teaching and learning sessions begin
- identifying problem areas in a child's attendance
- liaising with the Learning Mentors and Attendance Officers over any concerns

HLTAs are responsible for:

- marking the register accurately and clearly, both before the morning **and** afternoon teaching and learning sessions begin, when they are covering teachers

Teaching Assistants are responsible for:

- supporting supply teachers to complete the register accurately and clearly, both before the morning **and** afternoon teaching and learning sessions begin, whether this is electronically or by using a paper copy of the register

Parents/Carers are responsible for:

- ensuring that their children attend regularly and arrive punctually at the start of the school day
- informing the school on the first and each subsequent day of absence, the reason for the absence and advise when their child is expected to return
- Ensuring, where possible, that any appointments are made outside of the school day
- Complete a leave of absence form for any planned absences of their children

Encouraging Good Attendance

The school will encourage good attendance by:

- making school a lively and interesting place to be
- creating a positive environment where children feel safe and secure
- supporting pupils who experience problems in school
- monitoring attendance data in a systematic manner
- reminding parents on a regular basis of their responsibilities regarding attendance and punctuality
- offering help and advice to resolve any difficulties the pupil or parent/carer may have in fulfilling these responsibilities

School Procedures

Admission Register

Legal Framework

The School Attendance (Pupil Registration) (England) Regulations 2024 states that schools must ensure that:

- an admission register is kept electronically
- the name of each pupil at the school is entered in the school's admission register on the pupil's starting day, before or at the beginning of the first school session on that day
- the admission register contains the following information about each registered pupil:
 - (a) full name;
 - (b) name that the pupil uses at school;
 - (c) sex;
 - (d) address;
 - (e) the full name and address of each of the pupil's parents;
 - (f) which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number that each such parent can be contacted with in an emergency;
 - (g) day, month and year of the pupil's birth;
 - (h) day, month and year of the pupil's starting day at the school; (i)
name and address of the last school the pupil attended, if any.
- If a parent of a registered pupil has told the school that the pupil will in the future normally live with a parent at a specified address (in addition to or instead of any address where the pupil currently normally lives) the school must ensure that the admission register contains:
 - (a) the address;
 - (b) the full name of each parent the pupil will normally live with;
 - (c) the date when the pupil will start normally living there.
- If the school is aware that a registered pupil is or will be attending another school (in addition to or instead of the school), the school must ensure that the admission register contains:
 - (a) the name of the other school;
 - (b) the date when the pupil started or will start attending that school.
- If any of the details of a registered pupil changes the school must ensure that the admission register is amended accordingly as soon as reasonably possible and must include:
 - (a) the original entry;
 - (b) the amended entry
 - (c) the reason for the amendment
 - (d) the date on which the amendment was made; and (e) the name of the person who made the amendment.
- that every entry in the admission register is preserved for 6 years beginning with the date on which the entry was made.

Attendance legal register

- Section 7 of the 1996 Education Act states that "the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:
 - (a) to their age, ability, aptitude

- (b) to any special educational needs they may have either by regular attendance at school or otherwise.
- A child is of compulsory school age at the beginning of the term following their 5th birthday.
 - A child ceases to be of compulsory school age on the last Friday in June of the year in which they reach the age of 16.
 - The School Attendance (Student Registration) (England) Regulations 2024 require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
 - By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.
 - By law, every entry in the attendance register must be preserved for 6 years beginning with the date on which the entry was made.

The Schools attendance registers are taken at the start of the morning session and again at the start of the afternoon session of each school day.

- The morning session at The Curzon begins at 8.50am. The afternoon session begins at 1pm
- Children are marked as either present or absent. Some absences will be authorised but others will be unauthorised (more details below). There are various codes that are used to show whether a child is present or absent; the school uses the DfE attendance codes, which are included in Appendix 1.
- The registers are legal documents which can be used in court as evidence.

Lateness

- Details of pupils who arrive after the start of a session are recorded on late sheets by office staff or on the Arbour system, by class teacher
- Registers officially close 10 minutes after the start of each session; if a child arrives more than 20 minutes after the start of a session, they will be considered absent (unauthorised) for the **whole** session unless a good reason is given for their late arrival.
- Regular lateness will result in a letter/phone call from the Attendance Officer and a meeting held where appropriate.
- Persistent unauthorised lateness will result in a referral to the Education Welfare Service.

Authorised and Unauthorised Absences

- Absences for a valid reason will be deemed 'authorised'. Examples of valid reasons would include the following: illness, an urgent medical or dental appointment, a day for religious observance, family bereavement, and a special occasion such as a degree ceremony of a sibling or parent.
- Absence for an invalid reason will be deemed 'unauthorised'. Examples of invalid reasons would include the following: unpermitted term time holidays (more information below), shopping, birthday treats, non-urgent medical or dental appointments, looking after others at home.
- If the authenticity of any illness or medical appointment is in doubt, the attendance officer may ask for medical evidence such as a doctor's note, appointment card/text message or other appropriate form of evidence.

- If a child has persistent absence (90% attendance or less) due to illness, the school will request that medical evidence such as a doctor's note, prescription, appointment card/text message or other appropriate form of evidence is provided for any absences due to illness before authorising the absence.
- Parents must notify the school of any planned medical appointments in advance and an appointment card, notification of prescription, doctors note or other appropriate evidence may be asked for by the Attendance Officers as evidence of the absence.
- Attending a medical or dental appointment will normally be authorised as long as the parent/carer notifies the school in advance. However, we encourage parents to make medical or dental appointments out of school hours where possible. Where this is not possible, students should be out of school for the minimum amount of time necessary.
- Any other planned *unavoidable* absence should be negotiated with the Headteacher and will require approval. Parents /carers must complete a Leave of Absence form available from the school office (more information below).
- Where no reason is given for an absence, the absence will be unauthorised.
- Where a false reason is given for an absence, the absence will be unauthorised.
- Unauthorised absences can result in a referral to the Education Welfare Service.

Following up on absences

Our school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If a child is absent from school, without notification from the parent/carer, the following will be initiated by the attendance officer or a member of the pastoral team:

- A phone call will be made to all students who are not in school after the close of register.
- This may be followed up with a text message or email from the attendance team to verify the reasons for absence and whether additional support is needed.
- If a child is absent for 3 days in a row due to illness or other circumstances, members of the pastoral team may phone and/or make home visits, to see if there is anything further the school can do to support.

Home Visits

Our school take their safeguarding responsibilities very seriously. It is important that children are seen regularly by school staff during term time. Therefore, under our safeguarding duty of care, home visits may be made, usually by members of the pastoral team/office team and Head, at any point during a child's absence, even if a reason has been provided for the absence.

Dual Registration/Mainstream and Special School

- The law allows for dual registration of pupils who attend mainstream school and special placement.
- Where pupils are dually registered, they are marked as 'dual registered' on the days when they are attending their other placement.
- Attendance at the off-site placement is reported weekly (usually via email) and regular review meetings are held to discuss any concerns including attendance.

Persistent and Severe Absence

- Persistent absence is where a student misses 10% or more of school; severe absence is where a student misses 50% or more of school. Absence at both of these levels causes considerable damage to a child's educational prospects. Once a child has reached 19 days of absence, they will be considered persistently absent for the whole of that academic year.

To reduce persistent and severe absence, our schools will:

- use attendance data to find patterns and trends of persistent and severe absence
- monitor and support pupils and their parents when the child is considered to be at risk of becoming PA. Members of the pastoral team can provide 1:1 support to a child where needed
- use a clear escalation protocol to formally identify students whose level of attendance requires specific intervention
- send out letters via email
- hold regular meetings with the parents of children whom the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- invite parents to a meeting if their child's attendance continues to be a cause of concern, to discuss how school can support the family even more to improve the child's attendance and an attendance contract/action plan will be written (more information below). The family may also be referred to appropriate external agencies for targeted support at this point.
- make a request to the Local Authority to pursue legal proceedings if parents fail to engage with support and their child continues to have unsatisfactory attendance (see Penalty Notices section for more information).
- Where a child's absence is due to an unauthorised holiday, a request will be made to the Local Authority to pursue legal proceedings when the child returns to school (see Leave of Absence section for more information).

Attendance Contracts/Action Plans

- An attendance contract/action plan will be issued when there are ongoing serious concerns over a child's attendance.
- Parents will be invited into school for a meeting with the Attendance Officer and/or the Attendance Lead to discuss what measures can be done to improve attendance.
- At the initial contract meeting, a supportive discussion will take place with specific targets and interventions set.
- The contract will then be reviewed approximately every 5 weeks to update any targets or intervention and evaluate any impact on attendance.

Leave of Absence

- The headteachers will not grant any leave of absence during term time unless they consider there are exceptional circumstances relating to the application.
- **Each application for a leave of absence will be considered on a case by case basis and on its own merits.**

- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the headteacher must be satisfied that the circumstances warrant the granting of leave.
- The headteachers will determine how many school days a child may be absent from school if the leave is granted.
- The schools can only consider applications for leave of absence which are made by the resident parent. i.e. the parent with whom the child normally lives.
- Applications for leave of absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for leave of absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may also result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a leave of absence will be referred to the Education Welfare Service of Derbyshire County Council

Penalty Notices Legal Framework

- Under The Education (Penalty Notices) (England) Regulations 2024, the government has set out to:
 - improve consistency in the use of penalty notices across England by introducing a new national threshold at which they are considered
 - improve the deterrent effect of a penalty notice by increasing the amount and introducing a new national limit of 2 penalty notices within a 3-year period to break the cycle of repeat offending.

Section 444 of the Education Act, 1996 says:

“If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parents are guilty of an offence.” If the reasons given for the child’s irregular school attendance are not satisfactory, then the Local Authority may take legal proceedings against the parents for failure to comply with the Law.

This may result in:

- A Penalty Notice payable up to £160 per child, per parent if paid within 28 days (£80 per child, per parent if paid within 21 days). From August 2024, only two fines can be issued to the same parent for the same child within a three-year rolling period. Any second notice will automatically be charged at **£160**. Any further offences (within a three-year rolling period) will be referred straight to the Magistrate Court.
- Prosecution under s444 (I) Education Act 1996, where if convicted the parents may be fined up to **£1,000**
- Prosecution under s444 (I) (a) Education Act 1996, where if convicted the parents may be fined up to **£2,500 and/or 12 weeks imprisonment** Section 444 of the Education Act, 1996

Money raised via fines is only used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government.

Deletions from the Admission Register

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, pupils will only be deleted from the admission register when one of the following circumstances applies:

- the pupil has been registered at another school
- the pupil was admitted to the school for nursery education
- the pupil is registered as a pupil at one or more other schools
- the school is replaced by another school by the relevant Local Authority on a school attendance order.
- a school attendance order relating to the pupil and naming the school has been revoked by the relevant Local Authority
- a parent of the pupil has told the school in writing that the pupil will no longer attend the school after a certain day and will receive education otherwise than at school
- the pupil no longer normally lives a reasonable distance from the school and the school does not have reasonable grounds to believe that the pupil will attend the school again
- the pupil has not attended school within ten school days immediately after the Headteacher has granted a leave of absence the pupil has been continuously absent from the school for at least 20 days and both the local authority and school have tried to locate the child.
- the pupil has died
- the pupil has ceased to be of compulsory school age.
- The pupil has been permanently excluded from the school and all procedures have been completed.



The Curzon C of E Primary School
LEAVE OF ABSENCE REQUEST FORM



PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) regulations 2013** state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

Name of Child(ren)

..... Year Group

..... Year Group

Address

.....
 Name of Applicant(s) and Address (if different).....

I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates.

From..... To.....Total number of days our child(ren) will be absent from school

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

IF THE REQUEST IS FOR A FAMILY HOLIDAY PLEASE SUBMIT IT BEFORE THE HOLIDAY IS BOOKED.

Signed ParentDate

Return to form to the school
To be completed by the school office

| | |
|---|-------------|
| Attendance so far | |
| Number of term time requests made | |
| Total number of absences this academic year | |
| Signed | Date |
| Approved / Unauthorised Yes / No By the Headteacher Mrs Fletcher | |
| Follow up letter provided/ required. | |

Must be sent on
School
headed paper

**PARENTAL
RESPONSIBILITY
LETTER**
(One letter per parent)

Private and Confidential

Date

Dear

As you are aware, I am concerned about **NAME's** school attendance. I have enclosed a copy of **HIS/HER** attendance printout for your information. Whilst the average attendance for a child of **PHASE** age is **NUMBER** % your child's attendance is **NUMBER**%.

I am obliged to make you aware of your legal responsibilities in relation to school attendance. Under Section 444 of The Education Act 1996 a parent is guilty of an offence if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school.

If **NAME's** attendance continues to be unsatisfactory and **HIS/HER** absences marked as unauthorised then I will have no option but to refer your case to Derbyshire County Council for consideration of legal action. This may result in:

- A Penalty Notice payable up to £160 fine per child, per parent.
- Prosecution under s444 (1) Education Act 1996 where, if convicted, you may be fined up to **£1000**.
- Prosecution under s444 (1a) Education Act 1996 where, if convicted, you may be fined up to **£2500 and/or a community order or imprisonment**.

In order to support you and **NAME** to improve the situation we would like to offer you **INSERT INITIAL SUPPORT OFFER/PACKAGE/MEETING AND NAME OF A LINK PERSON IN SCHOOL TO CONTACT**.

I will continue to monitor the situation but if **NAME's** attendance does not improve then legal action may follow. If you wish to talk to **ME/NAME**, **TITLE** regarding this issue please do not hesitate to contact me on the number at the top of this page.

Yours sincerely
Headteacher/Designated attendance lead

EMERGING CONCERNS

Send parental responsibility letter + offer support and consult Inclusion Support Advisory Teacher

THRESHOLD FOR REFERRAL TO LA

No improvement following support and decision made that further support will not result in improved attendance
Pupil has a minimum of 10 session of unauthorised absence in the previous 10 weeks

HOW TO REQUEST LEGAL ACTION FOR ONGOING UNSATISFACTORY SCHOOL ATTENDANCE

REQUEST FORMAL LA MONITORING

Send failure to improve letter to parent
Complete referral and submit to LA with all necessary documentation

NEXT STEPS

LA will send formal notice to improve to parent
LA will request updated attendance information
School will be notified of outcome

