

Spalding Grammar School



Attendance and Punctuality Policy

Author: Mrs A Weller

Ratified by: Headteacher

Review Cycle: Annual

Next Review Date: September 2025

CONTENTS

- 1. Mission statement**
- 2. Implementation & evaluation**
- 3. Aims**
- 4. Expectations**
- 5. School Organisation.**
- 6. Responding to Non-attendance.**
- 7. Liaising with Various Agencies**

Appendices:

Appendix 1 General whole school letter

Appendix 2 School Attendance Panel Action Plan

Appendix 3 Application for Leave of Absence during Term Time

Appendix 4 Education Service – Welfare and Parenting and the Inclusion and Attendance Service

Executive summary

Spalding Grammar School is committed to providing a full and efficient education for all pupils. The school believes sincerely that for pupils to maximise their potential, it is imperative that they have good attendance. Our target for all pupils is attendance above 96%.

We expect pupils to attend school daily and to arrive on time, parents/carers to ensure their child/children attend school daily and on time (8.55am) and parents/carers to contact the school before 8.55am to notify the school of any absence, either by e-mail: absence@spaldinggrammar.lincs.sch.uk or voicemail - Option 1 on the main school telephone 01775 765800.

We in turn will keep regular, efficient and accurate records of attendance.

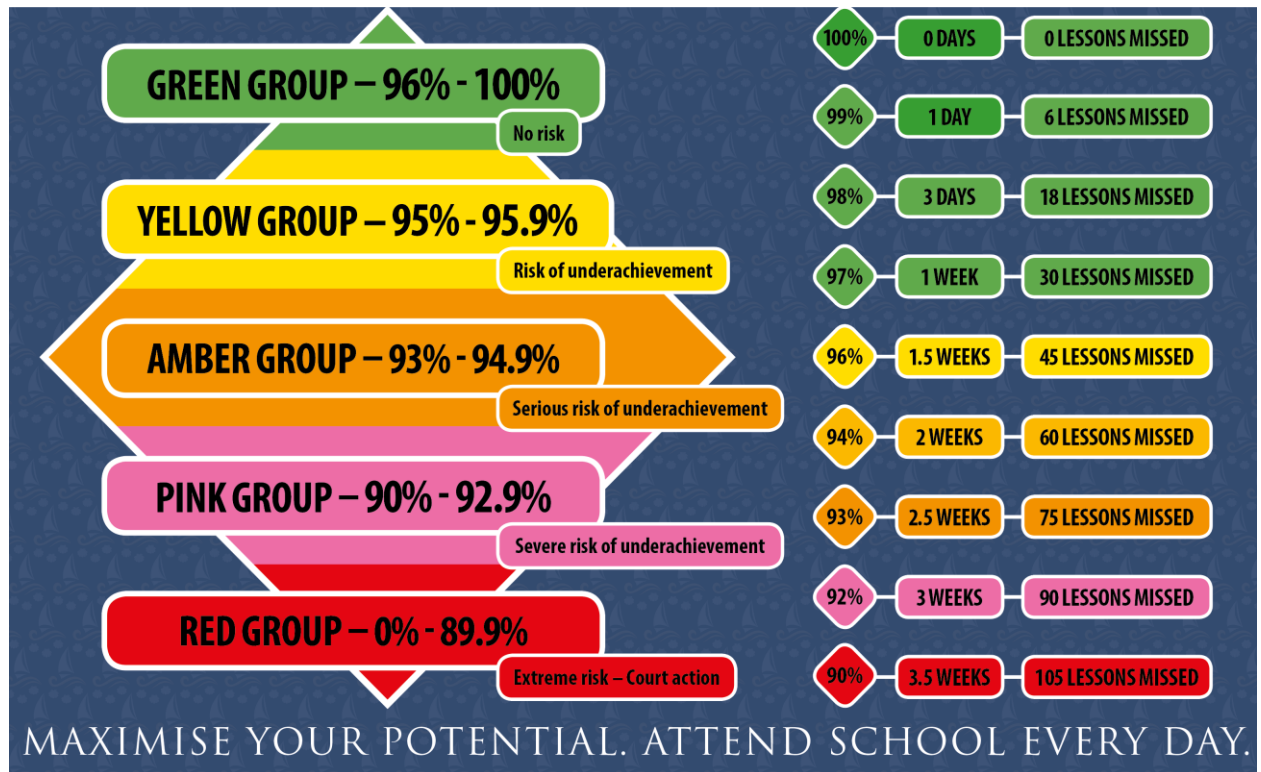
Should a Leave of Absence during term time be requested this is to be submitted on the relevant form (see bottom of policy) 15 days before the absence. Consideration will be given to all applications; however, what amounts to "exceptional circumstances" is a matter for the discretion of the Headteacher.

Penalty Notices will be issued by Lincolnshire County Council at the request of the school if an unauthorised period of absence exceeds 4.5 school days in a ten-week period or if a child is present in a public place during school hours without reasonable justification during the first 5 days of any exclusion.

Spalding Grammar School's attendance policy adheres to the Department for Education – Working together to improve school attendance.

1. Mission Statement

Spalding Grammar School is committed to providing a full and efficient education for all pupils. The School believes sincerely that for pupils to maximise their potential, it is important that they have good attendance. The School will do what it can to ensure that all pupils achieve maximum possible attendance and that any problems affecting attendance will be dealt with as quickly as possible. It is our target for all pupils to have an attendance above 96%.



Under Section 7 of the Education Act 1996, it is duty of parents to secure education of children of compulsory school age.

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

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have, either by regular attendance at school or otherwise.

Working together to improve school attendance – Published August 2024 states:

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may

have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

2. Implementation and evaluation

This policy was reviewed and evaluated by the Senior Leadership Team (SLT). The SLT will monitor the implementation of this policy and update policy and practice as necessary.

3. Aims

It is recognised that:

- All pupils at statutory school age have an equal right to access an education in accordance with the National Curriculum regulations
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development
- It is the responsibility of parents/carers to ensure daily attendance at school as required by law
- Many pupils and their parents/carers may need to be supported at some stage in meeting their attendance obligations and responsibilities
- Situations beyond the control of pupils and/or parents/carers may impact on attendance. We will, with the agreement and support of parents/carers, work in partnership with external agencies to resolve these
- Most pupils want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities

4. Expectations

We expect the following from all pupils:

- That they will attend school daily
- That they will arrive on time and be appropriately prepared for the day
- If they feel slightly unwell in the morning that they attend school and see if they improve - if they feel unwell, we will contact home for them
- That they will endeavour to attend school before or after medical appointments. It is not acceptable to take a whole day off school for these

We expect the following from parents/carers

- To ensure their child/children attend school daily and on time (i.e., by 8.55 am each morning)
- Parents/carers contact the school before 8.50am to notify the school of any absence, either by e-mail: absence@spaldinggrammar.lincs.sch.uk or voicemail - Option 1 on the main school telephone 01775 765800. The school will make first day contact via the school's electronic messaging system if we do not have a valid reason for a child's absence
- To ensure that their child/children arrive in school well prepared for the school day and to check that they have done their homework
- To ensure the school has up to date contact numbers of all parents/carers
- To contact the school in confidence whenever any problem occurs that may affect their child's/children's performance/attendance in school
- For absences in relation to illness of more than five days a note from the GP or medical evidence will be required
- To avoid taking leave of absence during term time. Term time absences, especially during examination and assessment periods, may seriously affect the progress of your child/children. Applications should be made by completing and returning the Application for leave of absence request form on our website. Applications must be made in advance and not less than **15 days** before any proposed period of absence. Please note leave of absence will only be granted under exceptional circumstances and is at the discretion of the Headteacher. If the absence is not authorised and it exceeds 4.5 days in any ten-week period, a Penalty Notice warning letter will be sent. If parents/carers choose to ignore this warning, a Penalty Notice and Fine will be issued by Lincolnshire County Council
- Other planned absences/appointments must be notified **before** the absence is taken. Proof of appointments such as copies of appointment cards/letters will be requested. Parents/carers should send their child to school before or after the appointment and to avoid taking a whole day off school

Parents/carers may be invited to meetings to discuss attendance concerns (where necessary). They may also be invited to attend consultation meetings to discuss progress or problems.

Parents/carers and pupils can expect the following from the School

- Regular, efficient and accurate recording of attendance
- The school will contact parents/carers on the first day when a pupil fails to attend school without providing good reason, via the school's electronic messaging system
- Timely action on any problem notified to the School
- A quality education
- Parents/carers can view their child's attendance via Go 4 Schools

5. School organisation

For the attendance policy to be successful, every member of the staff must make attendance a high priority and should convey to pupils the importance and value of education.

In addition, there may be specific responsibilities allocated to individual staff such as the following:

The Headteacher, in collaboration with the Attendance Champion and Attendance Officer to

- Oversee and demonstrate ownership of the whole policy

Attendance Champion to

- Regularly report progress on attendance to governors, pupils and parents/carers
- Set challenging but achievable targets to reduce levels of absence
- Monitor performance of the Attendance Officer

Attendance Officer to

- Monitor pupil attendance <90% on a weekly basis and all pupil's attendance on termly basis
- Respond to concerns raised by staff
- Initiate phone calls to parents/carers and arrange School Attendance Panel meetings
- Initiate Emotionally Based School Avoidance (EBSA) meetings with pupils and parents/carers. Complete follow up meetings
- Liaise with the Educational Welfare Officer
- Ensure staff are kept up to date with the latest Department for Education (DfE) Attendance guidance as set out in the publication 'Working together to improve School Attendance'
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Head of Year to

- Assist the Attendance Officer as requested
- Inform the attendance Officer of any issues with attendance
- Provide support and guidance for Form Tutor's as required
- Lead on initial interventions for pupils at risk of persistence absence and those who are persistently absent

Form Tutor to

- Notify the Attendance Officer of any concerns about attendance
- Complete and return the absence sheets on time each week

- To forward all evidence of absence to the Attendance Officer

Class Teacher to

- Fulfil the mandatory requirement to complete registers accurately (indicating all authorised/unauthorised absence) on time. Registers to be completed electronically by 9am (AM session) and within 15mins of the start of the PM session
- It is a school requirement that registers are accurately completed at the start of **every period** to enable staff:
 - To challenge suspicious or inappropriate reasons for absence and inform the Attendance Officer immediately of any serious concerns
 - To inform senior staff of concerns in a timely manner

Office Staff to

School administrative staff can play a vital role in supporting the school's attendance and absence management strategies to:

- Input attendance data onto the registers using Lesson Monitor and the correct codes as recommended by the DfE in their publication '**Working together to improve school attendance**'
www.gov.uk/government/publications/working-together-to-improve-school-attendance
- Keep all evidence of absence on the register system and written evidence to be filed in the pupil's personal file
- Update the register for arrivals between 8.55am and 9.30am with the 'L' code which denotes a present but late mark. Arrivals after 9.30am to be recorded with a 'U' code, this denotes an unauthorised absence
- Contact parents/carers on the first day when a pupil fails to attend school without providing good reason, via the school's electronic messaging system
- Challenge suspicious or inappropriate reasons for absence and inform the Attendance Officer immediately of any serious concerns
- Inform the Attendance Officer if there is no response to attempted contact

Governors

- Governor(s) may be given a specific role/interest in monitoring attendance and/or policies
- Governors can play a valuable role through representation at school attendance panels, parents'/carers' evenings etc.
- Request regular attendance progress reports for Governors' Meetings

Administration: 'School Attendance'

Schools must ensure that the policy complies with the Race Relations Amendment Act 2000 and the Human Rights Act 1998. This means providing information that is accessible and understandable to parents/carers, including translation and interpretation. This is particularly important for parents/carers new to the country who may not be aware of the importance of school attendance and of the law relating to

school attendance. Lack of knowledge or understanding may result in lower school attendance rates for some ethnic groups. Schools should analyse their data, and that provided by the local authority, to determine whether particular groups may be disadvantaged and require specifically targeted support.

Data Protection Act

The Data Protection Act 2018 places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or needs safeguarding.

Computerised Attendance Registers

- Schools are expected to use an electronic management information system to keep their attendance and admission registers to improve accuracy, speed up the process of sharing and analysing information, and make returns to local authorities and DfE easier
- Registers are legal records; all schools must preserve every entry in the attendance or admission register for three years from the date of entry. As the attendance register is a record of the pupils present at the time it was taken, the register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. All schools, except those where all the pupils are boarders, must keep an attendance register in accordance with regulation 6 of the Education (Pupil Registration) (England) Regulations 2006 as amended
- Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. On each occasion they must record whether every pupil is:
 - Present;
 - Absent;
 - Attending an approved educational activity as defined in regulation 6(4); or
 - Unable to attend school due to exceptional circumstances as defined in regulation 6(5)
- Schools must record whether the absence of a pupil of compulsory school age is authorised or not. There is no requirement for schools to record whether the absence of pupils not of compulsory school age is authorised or not, but where possible schools should use the national attendance and absence codes to help them monitor their attendance and to form good attendance habits
- Schools must record the nature of the activity where a pupil of compulsory school age is attending an approved educational activity
- Schools must also record the nature of the circumstances where a pupil is unable to attend due to exceptional circumstances
- Schools cannot delete a pupil's name from the attendance register unless they have a reason (as set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended) to delete the pupil's name from the

admission register; the pupil's name must be deleted from both registers at the same time

Symbols to be used in Registers (Categories)

- The national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics through the school census system. The data helps schools, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education

Present Relevant regulation: 6(1)(a)(i) Code / \: Present in school / = am \ = pm
Code / \: Present in school / = am \ = pm

- Pupils must not be recorded as present if they are not in school during registration. If a pupil were to leave the school premises after registration, they will still be counted as present for statistical purposes

Code L: Late arrival before the register is closed

- Schools should actively discourage late arrival and be alert to patterns of late arrival. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place. A pupil arriving after the register has closed should be recorded as absent using code U, or another absence code that it is more appropriate

Code U: Arrived in school after registration closed

- Where a pupil has arrived late after the register has closed and the school is not satisfied that the reason for lateness is an authorised absence
- Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent/carer. All schools are expected to set out in their attendance policy the length of time the register will be open, after which a pupil will be marked as absent. This should be the same for every session and depending on the structure of the school day not longer than either 30 minutes after the session begins, or the length of the form time or first lesson in which registration takes place

Guidance on Absence Codes can be found on the DFE website: DFE in their publication. [Working together to improve school attendance \(applies from 19 August 2024\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk))

Authorised and Unauthorised Absence

- Only exceptional circumstances warrant granting a leave of absence. Wherever referred to in this guidance a leave of absence should not be, and from certain types of school must not be, granted unless it has been applied for in advance by the parent who the pupil normally lives with and the Headteacher believes the circumstances to be exceptional. Schools must consider each application for a leave of absence individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the Headteacher's discretion
- As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday
- Parents/carers should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely unavoidable

Absence due to prolonged illness/medical grounds [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions-at-school) may require referral to The Pilgrim Hospital School <http://www.pilgrim.lincs.sch.uk> the responsibility for determining whether or not any absence is to be authorised rests ultimately with the Headteacher.

Leave of absence during term time

Schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so.

These circumstances can be found in the [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf) document.

What amounts to "exceptional circumstances" is a matter for the discretion of the Headteacher and should be judged on a case by case basis but it is unlikely to amount to an exceptional circumstance if it is merely claimed that a holiday can only be afforded in term time or that a parent/carer is unable to take leave during school holidays (this is a matter between the parent/carer and their employer). The Headteacher will also consider asking for evidence of the circumstances that has arisen where appropriate.

See Appendix 3 below: Application of Leave of Absence during term time.

Unauthorised absence

Relevant regulation: 6(1)(ii) and 6(3)

- Unauthorised absence is where a pupil's absence is not one of the types of absence listed as authorised in regulation 6(2) or where the reason for a pupil's absence has not been provided and cannot be established. This includes unauthorised holidays during term time and persistent late arrival at school beyond the registration period

Persistent Absence

The DfE's definition of Persistent Absence is:

- Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), schools and local authorities are expected to work together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils. In doing so, schools should sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches
- Particular focus should be given by all partners to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners. A concerted effort is therefore needed across all relevant services to prioritise them. All partners should work together to make this group the top priority for support – this may include specific support with attendance or a whole family plan, but it may also include consideration for an Education, Health and Care Plan (EHCP) or an alternative form of educational provision where necessary to overcome the barriers to being in school
- If all avenues of support have been facilitated by schools, local authorities, and other partners, and the appropriate educational support or placements (e.g. an EHCP) have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. Schools and local authorities should be especially conscious of any potential safeguarding issues in these cases and where these remain, conduct a full children's social care assessment. Further information is available in the statutory guidance on [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education)
- In all cases, schools and local authorities are expected to make patterns of both persistent and severe absence a focus of their regular data monitoring and identify pupils and cohorts who need targeted attendance support as quickly as possible. Both persistent and severe absence should also be central to school, trust, and local authority level strategies for improving attendance

6. Responding to non-attendance

When a pupil does not attend the school, the following procedures are in place:

- If there are child protection concerns, then the Lincolnshire Area Child Protection Procedures should be followed immediately

- If a note or telephone call is not received from parents/carers, the parents/carers will be contacted on the day of the absence by text or email
- Where there is no response, contact will be made after three days of unexplained absence, or there may be a visit from a member of the school staff or the Education Welfare Officer (EWO) where the Service is involved
- Should a child/children be absent with no explanation given for a period of 5 days a referral will be made to the Children Missing From Education Team via a phone call to Lincolnshire County Council Customer Service Centre via 01522 782111. Should a child/children be absent for a total of four weeks without any explanation, and after due investigation, the School is entitled to remove this child/children from the register. Parents/carers would then have to re-apply for a place in the school should they wish their child/children to return
- Where non-attendance continues the case will be discussed with the Education Welfare Officer for the school and further action planned. This could, in appropriate cases, result in a formal referral to Education Services Parents/carers may be invited to attend a meeting in school. This meeting will include the appropriate staff, EWO, parent/carer and pupil and will aim to identify and solve the problems that are preventing the pupil from attending school
- School will send termly attendance letters, set targets and monitor attendance where attendance has been less than 90%
- School to review each child's attendance every term. If a pupil's attendance is below 90%, a letter setting an attendance target for the following weeks will be sent home
- If this target has not been met the parent/carer and pupil will be asked to attend an initial School Attendance Panel meeting with the Attendance Officer and/or Form Tutor/Head of House. Targets for the next time period will be set
- Should this target not be reached the parent/carer and pupil will be invited to a second School Attendance Panel meeting which will give the parent/carer further opportunity to meet a new attendance target
- If at this third School Attendance Panel meeting the target is not met an Educational Welfare Officer may become involved in the monitoring
- If at the end of this monitoring period there are ongoing unauthorised absences these could result in a Parenting/caring Contract being requested or legal options being considered such as, Education Supervision Orders, Penalty Notice Warning letter/penalty or a Formal Legal Warning Letter being issued in regard to prosecution

<https://www.gov.uk/school-attendance-absence/help-with-getting-your-child-to-go-to-school>

<https://www.lincolnshire.gov.uk/school-attendance/pupil-attendance>
[School attendance and absence: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-attendance-absence/overview)

Penalty Notices

- Penalty notices are served on parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. Penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has not been

authorised by the school and the absence constitutes an offence. Penalty notices can be issued to each parent/carer liable for the attendance offence or offences, which should usually be the parent/carer or parents/carers with day-to-day responsibility for the pupil's attendance

- Penalty notices are intended to prevent the need for court action and should only be used where a penalty notice is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with or would not have been appropriate in the circumstances of the offence (e.g., an unauthorised holiday in term time)
- Penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2024 and can only be issued by a Headteacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police. All schools and the police must send copies of penalty notices issued to the local authority
- Penalty notices may also be issued where parents/carers allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion the days that the child must not be present in a public place

Use of Penalty Notices

- Regulations allow both the local authority and schools to issue penalty notices. Payment is always made to local authority.
- Penalty notices are only one of the tools available to the local authority in tackling school attendance and anti-social behaviour issues and where thought appropriate alternative approaches such as Education Supervision Orders and prosecution may be utilised at the discretion of the local authority
- If a penalty notice is issued whether paid or not it may be used in evidence in subsequent criminal proceedings in relation to either non-school attendance or being in a public place during school hours whilst excluded from school

Where a Penalty Notice may be Issued

A PN will only be issued in circumstance where the Local Authority is satisfied that the criteria for prosecution would be met if the option of a PN is not taken up by the parent/carer. The circumstances in which a penalty notice may be issued are:

- Where a child is absent from school due to unauthorised absence of 10% or above over a ten-week period
- Where a child is present in a public place during school hours without reasonable justification during the first five days of any exclusion

Procedure for Issuing penalty notices

PNs will only be issued within the terms of the Code of Conduct. The Inclusion and Attendance Team of the local authority are responsible for the administration and issue of a PN in Lincolnshire. The LA will ensure that PN notices are properly issued. They will only issue them for offences where the LA is satisfied that the matter meets the threshold for a prosecution.

Further information including copies of the code of conduct can be found on Lincolnshire County Council's website:

[Fixed penalty notice - Code of Conduct - Policies, strategies and plans – Lincolnshire County Council](#)

When requesting a penalty notice it is important to include the details of those parents/carers who have day-to-day care of the child (meaning those who reside with the child). Equally, it is important that warning letters go separately to each parent/carer, this is so that if the case does go to prosecution, the School can clearly evidence that both parents/carers have been clearly informed.

(Templates of these letters are available from the Inclusion and Attendance Team). To request a penalty notice schools must use:

<https://www.lincolnshire.gov.uk/xfp/form/528> the online system.

Requests for the issue of penalty notices will be accepted from:

- Schools in Lincolnshire
- The Lincolnshire Police
- Within the local authority

They must include:

- The name and address of all the parent(s)/carer(s)
- The name and address of the child concerned and their date of birth
- Details of the offence in terms of documentary evidence. Where the matter relates to an unauthorised absence from school, this should include a signed copy (by head teacher or those with delegated authority within the school) of a pupil absence record (PAR) form showing the period of unauthorised absence
- Confirmation of the date or dates over which the offence was committed

Applications should be made as soon after the date(s) of the alleged offence as possible. Late submission of a request for a fixed penalty notice may result in the application being rejected if the time that has elapsed since the alleged offence is such that court proceedings would no longer be viable if the option of a fixed penalty notice is not taken up by the parent. (There is a six-month time limit on issuing legal proceedings).

The school will receive an acknowledgement that the request for a penalty notice has been received, authorised and paid. The school will be notified once the period of 28 days has passed if the fine has not been paid.

On receipt of an application for a penalty notice to be issued the local authority will assess whether the application:

- Is a proper matter upon which a Penalty Notice should be issued and
- Meets the criteria provided for either a formal warning or a penalty notice

The local authority will communicate its decision in writing to the applicant.

Where an application for a formal warning or fixed penalty notice is accepted, the LA will issue the warning or notice in writing to the parent(s)/carer(s) concerned. Where there is more than one parent a separate written notification will be sent to each parent/carers for each child that the notice relates to. The notice will be sent to the parent/carers by first class post and by email if one is provided by the School.

Effect of the new two penalty notice limit and escalation in cases of repeat offences

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, only 2 penalty notices can be issued to the same parent/carers in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days
- A second penalty notice issued to the same parent/carers in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days
- A third penalty notice cannot be issued to the same parent/carers in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions. Once 3 years has elapsed since the first penalty notice was issued a further penalty notice can be issued, but in most cases, it would not be the most effective tool for changing what may have now become an entrenched pattern of behaviour
- All payments must be made to the Lincolnshire County Council

Appeal against the Fixed Penalty Notice

There is no right of appeal against a penalty notice and a parent/carers can either accept and pay the same or decline payment subject to them being aware that further action as set out below may be taken by the local authority if the penalty notice remains unpaid.

However, the local authority has the discretion to withdraw the notice if they are satisfied that:

- The penalty notice has been sent to the wrong person
- It contains a material error (in these circumstances a fresh amended penalty notice could still be issued)
- If for any other reason the local authority are of the opinion that it should not have been issued

Non-payment of the penalty notice

- Non-payment of a penalty notice is not in itself an offence. The penalty notice is issued as an alternative to bringing a prosecution in the magistrates' court for the offence set out in the formal warning letter. However, if the offer of dealing with the offence as a penalty notice matter is not taken up by payment of the sum due within the 28-day period then consideration will be given to issuing criminal proceedings against the parent/carer in the magistrates' court for the non-attendance of their child
- If a penalty notice has not been paid after 28 days from the day, it is taken to be served then the local authority will contact the school or police officer who made the application for the PN to be issued. They will discuss with them the available evidence to bring proceedings in the magistrates' court for the alleged offence under Section 444 of the Education Act 1996 or Section 103 of the Education and Inspection Act 2006
- If the local authority believes that prosecution is a viable option, then a request will be made that the school or police officer concerned submits a report to the local authority's legal panel. This will enable a formal decision to be taken as to whether to proceed with the matter by issuing criminal proceedings before the magistrates' court
- Prosecution of offences is a matter within the discretion of the local authority. A decision will be taken in line with the local authority prosecution policy for these matters. Proceedings, where commenced, will be issued by the local authority
- If a prosecution is brought and the parent is found guilty or pleads guilty then a conviction for an offence under the following both carry a fine of up to a maximum of £1000
- Section 444(1) of the Education Act 1996
- Section 103 of the Education and inspection Act 2006

In addition, the local authority will seek to recover costs in respect of bringing the proceedings. Further, a successful prosecution will result in a parent/carer having a criminal record. This could be disclosed should they apply for a position where a Disclosure and Barring Service check (formerly known as a CRB Criminal Records Bureau Check) is required.

Reintegration following absence or reduced timetable

- The return to school for a pupil after long-term absence or reduced timetable requires special planning. For example, it may be appropriate to establish a Pastoral Support Programme (PSP) as agreed between the school and the family
- Designated staff should be responsible for deciding on the programme for return and for the management of that programme
- All staff need to be aware that this is a difficult process that will require careful handling and that any problems should be notified to the responsible staff member as soon as possible
- Programmes may need to be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Support from the

Inclusion Manager/Special Educational Needs Co-ordinator (SENCO) may be required

- The Children and Families Act 2014 (Section 100) places a duty on governing bodies of maintained schools, proprietors of academies to make arrangements for supporting pupils at their school with medical conditions. Individual healthcare plans will normally specify the type and level of support required to meet the medical needs of such pupils. Where children and young people also have special education needs a provision should be planned and delivered in a co-ordinated way with the healthcare plan. Schools are required to have regard to statutory guidance 'Supporting pupils at school with medical conditions'.

The success of the Pastoral Support Programme will require the involvement of appropriate school staff, other agencies, the young person and parents/carers. Programmes should be reviewed regularly and amended as necessary. Staff will be notified of the return of the long-term absentees via the morning briefings.

Identifying children at risk of missing education

Local authorities have a duty under section 436A of the Education Act 1996 to make arrangements to establish the identities of children in their area who are not registered pupils at a school and are not receiving suitable education otherwise. This duty only relates to children of compulsory school age.

The local authority should consult the parents/carer of the child when establishing whether the child is receiving suitable education. Those children identified as not receiving suitable education should be returned to full time education either at a school or in alternative provision. Prompt action and early intervention are crucial to discharging this duty effectively and in ensuring that children are safe and receiving suitable education.

As outlined in the Children Missing Education policy (September 2016), a child at risk of missing education is defined as:

- Any child of compulsory school age (5-16) who is on roll of a school but has less than 50% attendance in a school term
- Any child of compulsory school age (5-16) who is subject to a modified/reduced timetable for more than one school term

The local authority will identify children who meet these criteria based on the data we provide through the school census.

If our school has children who meet the criteria, we will receive an email requesting information regarding the attendance of these children.

The local authority will then track the attendance of these identified children through to the next census to monitor improvements.

Elective Home Education (EHE)

All schools are required to notify their local authority when a parent wishes to remove a child from their register, to elect to Home Educate. This is to be done via the Lincolnshire County Council Pupil attendance and absence notifications portal selecting the EHE report.

Please note, schools are encouraged to request a meeting with parents/carer to fully discuss their decision to withdraw, and on contacting the EHE department, a member of the team may attend the meeting, if appropriate. The aim of this meeting is for parents to share any concerns they may have but also an opportunity for school to share all relevant information about EHE, including duties and responsibilities of the parent, to support parents in making a fully informed decision.

Admission Register – Deletions

A pupil's name can only be deleted from the admission register for a reason set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended. A pupil's name must not be removed for any other reason and doing so would constitute off-rolling.

Frequent school moves – Individual Child Records

Frequent school moves can have a significant impact on the developmental needs and welfare of a child. Schools have an important role to play in identifying, monitoring and raising concern about frequent school moves.

When an admission date has been agreed, the school must immediately request the child's records from their previous school/educational establishment.

Upon receipt of the records it is essential that they are examined in order to retrieve important information in relation to the child's background. The school must consider the frequency of school moves and assess the significance of this in relation to the child's educational attainment and welfare and as a potential cause for concern. This is necessary for all moves and not just those between Authorities. Consideration should also be given to frequent house moves even though a child may not have moved schools. Where the records indicate that there have been 2 or more moves during a 12-month period, the school must contact the previous schools to ascertain further background information to understand the child's situation.

Where concerns exist, this should be discussed with the parents/carers and where necessary an Early Help Assessment should be completed to initiate a Team Around the Child (TAC) meeting.

7. Liaising with external agencies

Education Services – Welfare and Parenting.

Lincolnshire County Council Education Services will strive to provide a service that recognises the uniqueness of the school and the community it serves.

In accordance with the Education Services Remit and Procedures they will support the school in the following ways:

- Liaise with identified school staff
- Where a referral is accepted, they may undertake home visits, either pre-arranged or without notice as considered necessary
- They will accept referrals that meet the Education and Welfare Service referral criteria, initiate contact with parents/carers and undertake assessments
- They will plan and review casework and provide feedback to schools
- They will offer strategic/policy advice and support in relation to matters of attendance, e.g. irregular attenders, young people involved in performing arts
- Where necessary they will instigate legal proceedings on behalf of the local authority including parental prosecutions in the magistrates' court and/or applying for Education Supervision Orders through the Family Court

Other Agencies

Referral to other agencies is to be used where appropriate. Examples of agencies include:

- Families Working Together
- Family Action
- Targeted Youth Support
- Young carers
- ESCO
- The Pilgrim Hospital School
- School Nurse/Local Health Services/Child and Adolescent Mental Health Service (CAMHS)
- Educational Behavioural and Support Services
- Educational Psychologists
- Special Educational Needs Service
- Social Care
- Anti Social Behaviour team/Youth Offending/Local Police
- Housing

Each agency may have its own referral criteria but for those involved in the TAC process further information can be found on the website link below:

<http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/>
<http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/forms-and-documents/>

References

Policy refers to:

The Department for Education's statutory guidance publications for schools and local authorities

<https://www.gov.uk/government/collections/statutory-guidance-schools#behaviour-and-attendance>

<https://www.gov.uk/government/collections/departmental-advice-schools#behaviour-and-attendance>

School Attendance – Departmental advice for maintained schools, academies, independent schools and local authorities

<https://www.gov.uk/government/publications/school-attendance>

Parental responsibility measures for school attendance and behaviour –

Statutory guidance for maintained schools, academies, local authorities and the police

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

LCC Fixed Penalty Notice Code of Conduct 2014

<http://www.lincolnshire.gov.uk/parents/schools/welfare?tab=downloads>

Lincolnshire County Council 'Every Day Matters' An Attendance Strategy

<http://www.lincolnshire.gov.uk/parents/schools/welfare?tab=downloads>

Supporting pupils at school with medical conditions Sept 2014

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The statutory special educational needs and disability (SEND) system for children and young people aged 0 to 25 from 1 September 2014.

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

A guide for schools on the support system for children and young people with special educational needs and disabilities.

<https://www.gov.uk/government/publications/send-guide-for-schools-and-alternative-provision-settings>

Preventing and tackling bullying

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Early Help Assessments and TAC procedures

<http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/>

<http://microsites.lincolnshire.gov.uk/children/practitioners/team-around-the-child-tac/forms-and-documents/>

LCC School Administration Handbook - The purpose of the handbook is to assist schools in dealing with a variety of topics relating to pupil and school management issues.

Reference Points

- The Education (School Attendance Targets)(England) Regulations 2006
- The Education (Pupil Registration) (England) Regulations 2006 as amended The Education Act 2002
- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- 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
- Ensuring Regular School Attendance – Guidance on the Legal Measures Available to Secure Regular School Attendance (DfES)
- Code of Conduct and associated Guidance on the Use of The Education Related Provisions within the Anti- Social Behaviour Act 2003The Education Act 1996
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- Crime and Disorder Act 1998
- The Anti-social Behaviour Act 2003
- The Education Act 2005
- The Education and Inspections Act 2006
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007
- Magistrates' Courts (Parenting Orders) (Amendment) Rules 2007
- The Education (Penalty Notices) (England) Regulations 2007 as amended
- The Education and Skills Act 2008

APPENDIX 1

Dear Parent/Carer

SCHOOL ATTENDANCE

I am writing to all parents/carers to remind you of the importance of regular school attendance which is a priority for your child and our school. There is a very strong link between regular school attendance and achievement and if your child is frequently absent from school the chances of them getting any qualifications at the end are much lower.

Remember 90% attendance sounds good if it is in a test but 90% attendance throughout your child's school career means over one year's absence!

To improve attendance, we have to work together. If something is stopping your child coming to school, please come and talk to us about it.

Our school and a representative from Children's Services Education Welfare meet regularly to discuss ways of improving attendance and achievement and with your help we aim to make a real difference.

From the beginning of this year, we will look at the attendance of every pupil in our school. We aim to review each child's attendance every term.

Spalding Grammar School and the Local Authority are determined to make attendance and achievement a high priority. We are sure you will help us with this.

Yours sincerely

Headteacher

APPENDIX 2

**Spalding Grammar School
SCHOOL ATTENDANCE PANEL RECORD and ACTION PLAN**

Name of pupil:		Date of Meeting :	
Date of Birth:		Venue:	
Class / Year:		Panel Members:	
Med Evidence Req'd	Yes / No	Attended by Parent/Carer:	Yes / No
EWO referral	Yes / No		
Current Attendance: • Authorised • Unauthorised	% % %	Lates: • L = • U =	Attended by pupil?

Issues Discussed: (What is going well, what we are concerned about, what needs to happen?)

Absences due to illness may require evidence from a medical practitioner in order to enable school to authorise the absence. (This may take the form of prescription labels, appointment letters / cards, letters from GP, Hospitals etc.)

School Attendance Panel Action Plan.

Key Actions:	By Whom:	Timescale:
Absences due to illness may require evidence from a medical practitioner	To be obtained by the parent/carer	Immediately following any absences or in advance where possible.

Overall target: to attend school every day and arrive to registration and lessons on time. Your child's attendance will be reviewed at the next Attendance Panel meeting on:

You will be notified if further action is to be considered.

Signed by	
Pupil	
Parent/Carer	
Attendance Lead/Head of Year	
Education Welfare Officer	
Headteacher/Deputy Head	
Governor	

APPENDIX 3



Application for Leave of Absence for a pupil during term time

The law requires all registered pupils to attend school for the whole school day, only the Headteacher can authorise absence. Leave of absence under **exceptional circumstances** may be granted. Absences, even if authorised due to exceptional circumstances must be restricted to less than **10 days in any one academic year**. Please note that exceptional circumstances are regarded as circumstances beyond the parents’ control, e.g. a period of serious illness/bereavement in the family or a religious festival. The cost of a holiday, the availability of flights, birthdays, weddings, public events and gifts are **not** regarded as exceptional circumstances.

If the absence is not authorised and it exceeds 4.5 days in any 10-week period, from August 2024 a Penalty warning letter will be issued to parent(s). If you choose to ignore this warning and take your child out of school, a Penalty Notice will be issued by Lincolnshire County Council for each child attending the school. Where a child resides with two parents a separate penalty notice will be issued to each parent.

To seek leave you need to complete this application form giving full details of the exceptional circumstances for which you are requesting leave and forward it to the Attendance Officer, via the School Office, not less than 15 school days BEFORE the proposed period of absence.

The Headteacher may wish to consult the Chairman of the School Governors before a decision is reached.

I wish to apply for of form

To be absent from School from to inclusive

Signed Parent/Carer Date

Please state clearly the **exceptional circumstances** under which your request is being made

Please note that on the spot penalty notices can be issued by the police for pupils who are found in a public place during term time without a medical reason or authorisation from the school.

Approved/Not approved Grounds approved on

Signed Attendance Officer Date

APPENDIX 4

The Inclusion and Attendance Service

County Offices Newland, Lincoln LN1 1YQ Telephone 01522 554682

Legal Proceedings/ Penalty Notices: 01522 554628

<https://www.lincolnshire.gov.uk/council-business/fixed-penalty-notices-code-conduct>

Email: legalservices@lincolnshire.gov.uk

Child Missing Education: <https://www.lincolnshire.gov.uk/school-attendance/pupil-attendance>

Elective Home Education: <https://www.lincolnshire.gov.uk/school-attendance/home-education>

Children in Entertainment and Employment: cee@lincolnshire.gov.uk

Telephone: 01522 782 030

Ethnic Minority & Traveller Education Team:

<https://www.lincolnshire.gov.uk/school-pupil-support/ethnic-minority-traveller-education>

Telephone: 01427 787190

Safeguarding in School:

<https://www.lincolnshire.gov.uk/directory-record/63943/safeguarding-in-schools-and-education-settings>

Education Out of School Team: 01522 554525

out_of_school@lincolnshire.gov.uk

End of policy