



RIBBLETON AVENUE METHODIST JUNIOR SCHOOL ATTENDANCE POLICY

Rationale:

At Ribbleton Avenue Methodist Junior School we are committed to enabling all our children to achieve and sustain outstanding attendance and punctuality and recognise that attending school regularly has a positive impact on learning, progress and therefore the best life chances for children. Government research shows a direct link between attendance and attainment, including developing socially and being better prepared for transition to secondary school and eventually higher education, training and employment. We will encourage good attendance for all pupils, by offering a “support first” environment in which pupils feel valued and part of the school community.

Department for Education (DfE) made amendments on 29th February 2024 to the May 2022 “Working together to improve school attendance” guidance which replaces all previous attendance guidance and has been in situ since September 2022. This became statutory on 19th August 2024 and states that all schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution.

Aims

We will

- Provide a supportive environment that promotes a culture across the schools which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the schools, including pupils, parents, teachers and governors.
- Further develop positive and consistent communication between home and schools.
- Set targets to improve individual, vulnerable group and whole school attendance levels.

Rights, Roles and Responsibilities

We will develop a procedural framework, which defines agreed roles and responsibilities for

- Parents and carers
- Pupils
- School staff
- Governors
- Local Authorities

to complement this policy and identify how we will deliver our aims in respect of regular and punctual attendance.

This procedural framework will include guidance on

- Registration
- Punctuality
- What constitutes authorised and unauthorised absence

- Leave of absence, including legal interventions
- Systems for monitoring attendance and punctuality for individual pupils
- Systems for dealing with absence
- Criteria and systems for referral to and working with the School Attendance Support Team and School Attendance Consultant
- Systems for monitoring whole school attendance and action planning
- Appropriate alternative curricular arrangements

(Also, see Appendix A – Inclusive Attendance Professional Development Model)

Leave of Absence

The DfE issued every school with guidelines for holidays and extended leave, which came into effect in September 2013, this was revised and updated in August 2024, and further amendments were made to The Education (Pupil Registration) (England) Regulations 2024, which states schools cannot authorise any leave other than in exceptional circumstances. At RAMJS, the head is the person authorised by the 'proprietor' i.e. the governing body, to make this decision. If leave is being requested, a meeting will be convened, and a Request for Leave of Absence form completed. Approval should be obtained prior to making any bookings.

Leave of absence **SHALL NOT** be granted unless:

- a request for leave has been made in advance, by a parent with whom the pupil normally resides, and
- the head teacher considers that leave of absence should be granted due to the **EXCEPTIONAL CIRCUMSTANCES** relating to the request.
- If leave is granted, it is up to the head teacher to determine the length of time the pupil can be away from school.

Additional information regarding leave of absence is included with the procedural framework.

Excessive Leave

From 1st January 2025, any parent taking unauthorised leave of 15 school days or more will **not** be issued with a penalty notice but will proceed automatically down the prosecution route. This may result in up to a fine of £2,500 and parents will have a criminal record. However, parents will be given notice that if they can reduce the amount of unauthorised leave, then a penalty notice will be issued instead of being prosecuted. All Lancashire schools will be following this guidance.

Religious Absence

The school will authorise one day of absence per religious festival, e.g. Eid, (i.e. the day set aside by the religious body of which the parent is a member) and this will be marked as 'R' in the register.

Parents must request any additional leave in advance, and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked in the register as 'C'). If deemed to not be an exceptional circumstance it will be recorded as unauthorised and marked as an "O" in the register.

Sporting Events

Parents can request a leave of absence for their child to take part in regional, national and international sporting events. As with granting leave, a meeting with the head teacher be convened to discuss the length and frequency of the absence. A Request for Leave of Absence form completed.

Leave for a sporting activity that has been approved by the school and supervised by someone authorised by the school can be marked in the register as Code P.

Permission to leave early or arrive late in order to attend coaching and training sessions will be determined by the head teacher and unlikely to be approved if it would occur regularly.

Participation in performances (e.g theatre, television, modelling)

Parents of a child performer can request leave from school for their child to take part in a performance. A local authority licence must be obtained before a child can take part in a performance. Before the licence is granted, school will be consulted, and head teachers must be satisfied that the leave will not have a negative effect on the child's education.

Where the licence specifies the dates, the child is to be away from school, the head teacher will authorise those days however, if the licence does not specify dates, authorisation would be determined by the Head teacher.

Any absence authorised for a child to take part in a performance will be recorded as Code C1.

Parents wishing to apply for a performance licence should go to the Lancashire County Council Child performance licences webpage.

Use of Penalty Notices and other attendance legal interventions

Legal interventions may be sought if providing support to improve attendance is not appropriate (e.g for an unauthorised holiday in term time) or has not been successful or engaged with. DfE introduced a New National Framework on 19th August 2024 for issuing penalty notices for unauthorised absences. In accordance with the current Lancashire code of conduct and DfE guidance, Ribbleton Avenue Methodist Junior School will request that the local authority **must** consider whether to issue a penalty notice in respect of unauthorised absences. This includes:

- A leave of absence which is taken without a prior request being made.
- Leave taken after a prior request has been made and parents have been informed that the period of absence would be classed as unauthorised, but the leave is taken regardless of this advice.
- Days taken in excess of the agreed period of leave, without good reason.
- Other unauthorised absences that meet the required threshold, (sessions equating to 10 sessions - 5 days) over a period of 10 weeks, including sessions marked as late after the register has closed (Code U)

Additional information on the changes for Penalty notices is included in the procedural framework.

In addition, any parent taking unauthorised leave of more than 15 school days, a penalty notice will **not** be issued as it will automatically proceed down the prosecution route which could result in a fine of up to £2,500 and parents will end up having a criminal record. Parents will be given the opportunity to reduce the amount of unauthorised leave; if they do so a penalty notice will be issued instead.

Parents also risk losing their child's school place if they do not return from leave, as agreed, and readmission cannot be guaranteed.

Partnership Working

Ribbleton Avenue Methodist Junior School will work with the School Attendance Support Team, ("a named" School Attendance Support Worker (SASW) is allocated to the school), the School Attendance Consultant (SAC) and other support agencies, including the School Attendance Legal Team (SALT) as appropriate to ensure regular attendance at school. The criteria for referral and areas of responsibility for staff will be set out in the procedural framework.

Monitoring, Analysis, Action Planning

Ribbleton Avenue Methodist Junior School will use electronic systems for monitoring attendance at both individual pupil, groups of pupils and whole school level. We will analyse patterns and trends of non-attendance to inform future action planning and target setting in respect of whole school attendance matters.

Persistent Absence

The minimum attendance level which is expected at our school is 97%. It is when attendance falls below this level that school will consider whether it is appropriate to offer support in order to improve the situation. Both local and central government pay particular attention to reducing the number of pupils who fall into the persistent absence category (PA). A pupil is on track to becoming a persistent absentee when their attendance falls to 90% or below at any point during the school year, whether the absences are authorised or unauthorised. When attendance nears this level children miss significant amounts of schooling; meaning that their educational progress is put at risk. We need parents' full support in ensuring that attendance does not reach this level. However, if for any reason a child's attendance does fall into this category parents will be asked to do all they can improve the situation.

Families will be supported in this via school's robust systems for managing PA. This support may involve the need for parents, and children of an appropriate age, to agree to an Attendance Agreement. Due to the seriousness of PA status, it is highly likely that such cases the school will need to seek support from the local authority attendance team (School Attendance Support Team). Furthermore, absence data for individual pupils who are classed as persistent absentees are reported to the Department for Education, along with whole school absence figures.

The Nest Provision

The school recognises that some pupils accessing The Nest may have experienced barriers to attendance linked to SEND, anxiety, emotional wellbeing, emotionally based school avoidance (EBSA) or previous difficulties accessing learning. The Nest provides a supportive, nurturing and structured environment which helps pupils feel safe, successful and connected to school.

Through personalised support, strong relationships and a curriculum matched to need, the provision aims to promote positive engagement, improve attendance and strengthen pupils' confidence in accessing education. The flexible nature of the provision allows staff to respond to individual needs whilst maintaining high expectations for attendance and participation.

The school's Attendance Officer works closely with The Nest team, families, the SENDCo and external agencies to identify and address attendance concerns at an early stage. As an EBSA-trained practitioner, the Attendance Officer supports the development of personalised attendance plans, graduated reintegration programmes and family support strategies where attendance is affected by anxiety, emotional wellbeing or SEND-related needs.

Regular communication between school, families and professionals ensures that barriers to attendance are identified and addressed promptly. The long-term aim is to build pupils' confidence, resilience and sense of belonging so that they can access education successfully and sustain positive attendance patterns.

Monitoring the Attendance of Pupils Who Are Educated Off Site

The attendance of all pupils who are educated off site, or those who are dual registered, will be monitored in accordance with the procedures outlined within the procedural framework.

Review of Whole School Attendance Policy

Ribbleton Avenue Methodist Junior School will review this policy and the associated procedural framework annually.

Last review date: Dec 2024
Next review date: Sept 2026
Approval date: 10th Feb 2025

WHOLE SCHOOL ATTENDANCE POLICY PROCEDURAL FRAMEWORK

This document forms part of Ribbleton Avenue Methodist Junior School's whole school attendance policy. It sets out the rights, roles and responsibilities for parents/carers, pupils, school staff and governors; and the systems and procedures in place to identify how the schools will deliver their aims in respect of regular and punctual attendance. It will be reviewed annually.

Rights, Roles and Responsibilities

Ribbleton Avenue Methodist Junior School believe that it is important that parents and carers, pupils, school staff and governors all work in partnership to encourage good attendance for all pupils. Attendance is everybody's responsibility. The following is a summary of the rights, roles and responsibilities for individual groups of stakeholders.

Parents and Carers

- Have a legal duty to ensure their child(ren) in their care attend school regularly and punctually
- If the child(ren) is/are absent, parents/carers **MUST** inform the school office or class teacher on the first day of absence and provide a reason for the absence/proof of absence
- If the child(ren) is/are absent for more than one day, parents/carers **MUST** inform the school office of the continued absence and update as to the reason for the absence regularly, medical evidence may be requested. School reserve the right to carry out a home visit at any stage of a child's absence.
- Ensure that school have up to date contact details and at least two emergency contacts who can be contacted in the event that parents are unavailable
- To avoid leave in term time wherever possible. Where this is not thought possible, contact the school as soon as possible prior to the first proposed day of absence to request authorisation and prior to making any financial commitment
- To advise the school, by contacting the school office, immediately if they become aware of problems with attendance
- To co-operate with the school in promoting and improving attendance e.g. attending meetings, participation in parenting contracts and supporting the school in agreed intervention/action plans
- Adhere to systems for late registration, signing out and signing in

Pupils

- Attend school regularly and punctually
- Adhere to systems for late registration, signing out and signing in
- Acknowledge behaviour needed out of school to ensure good attendance e.g. early bedtimes and getting uniforms ready the night before

School Staff

The head teacher (Senior Attendance Champion) has overall responsibility for ensuring that there are appropriate and efficient systems in place to promote and support the school attendance policy, that these are adhered to, and training is given where appropriate. The head teacher, Attendance Manager & Family Support Worker are responsible for liaising with individual families, the School Attendance Consultant and the School Attendance Support Worker (SASW) to ensure appropriate support is given where attendance concerns are identified and for liaison with the local authority and DfE to ensure that the school conforms to all statutory requirements in respect of attendance.

However, Ribbleton Avenue Methodist Junior School believe that all staff have responsibilities and a role to play in promoting good attendance by:

- Providing a supporting & welcoming atmosphere for children
- Providing a safe learning environment

- Ensuring an appropriate and responsive curriculum
- Providing a sympathetic response to any pupil's concerns
- Being aware of factors that can contribute to non-attendance
- Being aware of the role all staff can play in ensuring attendance is seen as important for all pupils and parents
- Adherence to the systems and procedures in place within school to promote good attendance and highlighting any concerns to the head teacher
- Participation in training regarding school systems and procedures
- Willingness to communicate with children and parents about attendance
- Completion of the attendance registers in accordance with the legislation and under the direction of the head teacher
- Designated staff meet regularly to discuss attendance concerns

Some staff will have specific individual responsibilities to support the attendance policy, and these are outlined in the procedures section of this framework.

School Attendance contacts

Mrs F Nickson – Head Teacher: Senior Attendance Champion responsible for the strategic approach to attendance at RAMJS

Mrs L Leeming – Family Support Worker: Support for families including support for specific and more serious attendance concerns

Mrs A Tattersall – Attendance Manager: contact for day-to-day enquiries about attendance/punctuality, including contact for absences and Attendance monitoring.

Miss A O'Mahoney – School Admin Officer: contact for parents to notify school of a pupil's absence

Mrs H Tugwell – Attendance Link Governor: responsible for liaising with the Senior Attendance Champion and Attendance Manager to ensure procedures/policies to improve attendance are in situ.

All the staff named above can be contacted on **01772 792083**.

Attendance Email: attendance@ramjs.lancs.sch.uk

Caroline Wallace (School Attendance Support Worker): is part of the Local Authority's School Attendance Support Team, providing school support for Attendance/Punctuality issues including persistent and severe absences

Governors

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2024
- Adopt an attendance policy and review it annually, or more frequently if required
- Designated Link Governor to oversee Attendance procedures/policies will liaise regularly with Attendance Manager/Lead
- Agree targets for attendance at Ribbleton Avenue Methodist Junior Schools
- Ensure that they receive reports from the head teacher regarding school attendance and persistent absence as part of the school monitoring or school profiling exercise
- Where the school is not meeting its attendance targets, or when the governors believe there is cause for concern, to require a review of the systems and procedures in place to promote good attendance
- To promote the strong link between attendance and educational attainment to parents and pupils where appropriate and ensure that the school attendance policy and procedures are communicated effectively
- Authorise the head teacher (or other designated person) to consider and make decisions regarding leave of absence requests

- Work with the head teacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent

Local Authority:

School Attendance Support Team (SAST)

- School has a named contact in the School Attendance Support Team (Caroline Wallace – School Attendance Support Worker - SASW)
- Provide advice and guidance on attendance related matters.
- Will hold Termly Targeted Support Meetings with school attendance staff to discuss attendance/absence concerns, including PA & Severely absent pupils

School Attendance Legal Team (SALT)

- Provide legal interventions to schools following requests due to parents failing to ensure their child/ren attend regularly
- Undertake enforcement processes, including penalty notices, prosecutions, parenting orders, education supervision orders and school attendance orders.

Children Missing Education (CME) Team

- Ensures the local authority fulfils its statutory duty to identify children in their area who are not registered at a school and are not receiving a suitable education.
- Work with the LA and schools to establish the whereabouts of a child to ensure they either on roll at a school or they are receiving a suitable education otherwise than a school.

Procedures

Registration

Morning Registration is between 08.50am and 8:55am – pupils are expected to be on premises at that time and that is when the registration period starts (i.e when the register is taken and remains open)

Afternoon Registration closes 5 minutes after the end of the lunchtime sessions. (Lunchtimes are staggered – Yr3/Yr4 12:25pm & Yr5/Yr6 1:15pm)

Each class teacher or their nominated representative is responsible for marking children present or absent in the register at morning and afternoon registration. The registers must be completed promptly to avoid discrepancies between classes. The class teacher must ensure that the marked register, plus any notes received regarding absence, is returned to the school office before 9:15am when registers close and before 1:15pm following afternoon registration.

The school office/Attendance Manager are responsible for entering attendance on the electronic register and for inputting absence codes on a daily basis.

Late Registration/arrival

Pupils requiring admittance to school following registration periods must go to the main entrance and request entry via the school office. For health and safety reasons parents should accompany late arriving pupils into the building in order to sign their children into school via the electronic InVentry system.

The school office is responsible for maintaining the signing in/out register. This must contain details of name, class, time admitted/time released, reason for lateness/early departure and name of supervising adult. For health and safety reasons, after 8: 55am/1.15pm on entry **MUST** sign in and/or out before a pupil is admitted or released.

In accordance with current guidance, the morning attendance registers are closed at 9.15am. This means that any pupil who arrives after the registration period (8.50am to 8:55am) but before the registers are closed 9:15am will be given a late mark (L) in the register. This code is classed as a present mark but displays that the pupil arrived late for school. Any pupil who arrives after the registers have closed 9:15am but before the end of the session will be given a "late after registers closed" mark (U) in the register. This code is classed as an unauthorised absence but displays that the pupil was physically present in school for part of the session.

The fact that the U code is classed as an unauthorised absence means that when it is used pupils are likely to be missing significant amounts of schooling, putting their educational progress at risk. For this reason, the use of this code will be considered as serious as any other unauthorised absence and will attract the interest of external agencies, including referral to the local authority attendance team and consideration of the use of legal measures, in just the same way.

Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting important news and information for the day. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

If your child is often late you will be asked to meet with the Attendance Manager and/or Family support worker to discuss ways to improve punctuality, but you can approach us at any time if you having problems getting your child to school on time.

Persistent lateness after the register has closed may result in further action, as outlined below.

Authorised and Unauthorised Absence

In every instance it is the head teacher who determines whether an absence is recorded as authorised or unauthorised. School will follow up on every absence, every time. This decision is made based on information provided by parents/carers. However, because the register is a legal document, the head teacher has responsibility to ensure that it is completed accurately and in accordance with the legislation. For this reason, it is not sufficient for an absence to be recorded as authorised based entirely on information provided by parents/carers. Therefore, there may be occasions when it will be necessary for parents to provide evidence of reasons for absence before authorisation is granted. Medical evidence will only be requested if there is reasonable doubt about the authenticity of the absence and will not be requested unnecessarily. For example, in the case of absence due to illness or medical appointment, evidence may be requested in the form of: sight of a prescription, prescribed medication, receipt of purchase of medication, a medical appointment card or similar.

The school office is responsible for maintaining records of reason and length of absence.

- Parents/Carers are required to contact the school office or class teacher on the first day of absence, advising of the reason for the absence and expected return date, if known
- Where information is provided to the class teacher, they are responsible for passing this information to the school office
- Where a verbal message is taken by school office staff this should be noted in the register and the class teacher informed
- Where a written note is received by the class teacher this should be returned to the school office with the register
- Where the absence is for several days, the parent/carer is responsible for informing the school of the continued absence and updating them as to the reason for the absence on a regular basis.
- Where no explanation for absence is provided, or the reason provided is unsatisfactory, the absence will be recorded as unauthorised and will be addressed with parents promptly
- Schools have a responsibility to report such absence to the local authority after a period of 10 school days, or sooner if appropriate

- The reason for absence should be linked directly to the pupil (e.g. illness or medical appointment of/for the child). Reasons for absence relating to parents or siblings may not be authorised

If a child is absent and no contact has been made by the family, the school office will contact the family on the first day of absence, as the registers close at 9:15am. If contact cannot be made, school will try to contact the people named as emergency contacts. Where reasonably practicable, for every pupil, schools should hold an emergency contact number for more than one person. If no contact is possible, the head teacher should be informed and a home visit or PCSO welfare check requested. In the case of prolonged or repeated absence without justification being given, the head teacher will determine whether school will seek support from the School Attendance Support Team.

The head teacher is responsible for determining what is classed as authorised and what is classed as unauthorised absence.

Examples of authorised absence:

- Medical or dental appointments, which relate directly to the pupil and unavoidably fall during the school day (evidence may be required prior to authorisation)
- Illness of the pupil (both Physical and Mental Health related) (evidence may be required prior to authorisation e.g Appointment card from GP, hospital or clinic, sight of prescribed medication or prescription for medication, letter from medical professional such as specialist or consultant – PLEASE NOTE: parents should not ask GP to provide “Sick Notes” to excuse absence.
- Leave which has been authorised by the head teacher due to exceptional circumstances

Examples of unauthorised absence:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and leave in term time which have not been agreed
- Days that exceed the amount of leave agreed by the head teacher

The Attendance Manager/school office is responsible for inputting the appropriate absence code on the electronic register. Where they are not certain whether an absence is authorised or not, they should seek advice from the head teacher.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school for other reasons. If your child is reluctant to attend it is better to speak to school as soon as possible to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. As a school, we will always work with parents (and external agencies as appropriate) to understand and address the reasons behind absence.

Persistent absence

Persistent absence is when a pupil misses 10% or more of their schooling across the school year for whatever reason, authorised and unauthorised (including illness, exclusion, holiday, lateness after the register closes etc) Absence at this level will damage any pupil’s educational prospects and we expect parents’ fullest support and co-operation to address this.

At RAMJS we monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be prioritised, and parents will be informed of this promptly. Pupils who are persistent absentees are tracked and monitored carefully, and the attendance procedures will be followed.

Signing Out

The school office is responsible for overseeing the procedure for releasing children where parents/carers have requested and been granted leave during the school day.

The child(ren) can only be released to a parent or authorised carer/family member. The school operates a password system. Children will only be released to adults on the pick-up list. If unknown adults come to collect, they will be challenged, and children will not be released if the password is not known. When an authorised adult is picking up a child within school time the school office is responsible for ensuring that they (the authorised adult) complete and sign the school signing out book or on the electronic InVentry system (see above for details of requirements). The school office/Attendance Manager/Lead is responsible for inputting the appropriate absence code on the electronic register, where appropriate.

When a child leaves the school site after the morning or afternoon register has been taken, the original mark must remain in the register and the signing in/out book/electronic signing in/out system should be referred to during an evacuation situation to ensure all pupils can be accounted for. All staff have the InVentry Evac app on their Ipads to ensure all children are accounted for during and evacuation.

Leave of Absence during term time

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, by law schools cannot authorise any leave other than in exceptional circumstances. In Ribbleton Avenue Methodist Junior School the head teacher is the person authorised by the 'proprietor' i.e. the governing body, to make this decision. If the leave is being requested for a holiday, approval should be obtained prior to making any bookings. Taking a child out of school in term time will affect their education and progress as much as any other absence. If leave is requested that involves arranging travel or accommodation, approval must be obtained from the head teacher before making any bookings.

Leave of absence **SHALL NOT** be granted unless:

- a request for leave has been made in advance, by a parent with whom the pupil normally resides. A meeting will need to take place with the Headteacher/Attendance staff prior to a Request for Leave of Absence form being completed.
- the head teacher considers that leave of absence should be granted due to the **EXCEPTIONAL CIRCUMSTANCES** relating to the request.

Due to the need to evidence exceptional circumstances, parents are advised to provide school with any relevant information regarding their request at the point of application if they believe the circumstances are exceptional.

In considering the request school will also consider other factors such as:

- The timing of the requested leave, eg. When a pupil is just starting school or during assessment periods, such as SATs.
- A pupil's attendance record already includes unauthorised absence.
- Attendance is already a concern, or could become a concern, as a result of taking leave.
- Other periods of leave which the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract legal sanctions such as a penalty notice.

Any period of leave taken without the agreement of the school, or excess of that agreed, will be classed as unauthorised and may attract legal sanctions such as a penalty notice.

In certain circumstances, as outlined in regulation, parents risk losing their child's place on the school roll if leave is taken and the criteria governing removal from roll are met.

Excessive Leave

From 1st January 2025, any parent taking unauthorised leave of 15 school days or more will **not** be issued with a penalty notice but will proceed automatically down the prosecution route. This may result in up to a fine of £2,500 and parents will have a criminal record. However, parents will be given notice that if they can reduce the amount of unauthorised leave, then a penalty notice will be issued instead of being prosecuted. All Lancashire Schools will be following this guidance.

Additional Factors for Consideration

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. Government research shows a direct link between attendance and attainment, including developing socially and being better prepared for transition to secondary school and eventually higher education, training and employment. The local authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

If work commitments are stated as supporting evidence towards an exceptional reason for requesting leave, parents will be asked to provide employer details and any additional evidence which shows why leave cannot be taken during the school holidays

Parents/Carers who need to request leave during term time should attend a pre-arranged meeting in school prior to completing a Request for Leave of Absence application form. Parents are asked to provide any relevant information regarding this request on the form if they believe the circumstances are exceptional. Information provided after a decision has been made may not be considered. The head teacher will consider the request and advise in writing whether the absence will be authorised or not.

Our Leave of Absence Information sheet contains further details.

Use of Penalty Notices/Prosecution and other Attendance legal interventions

- Unauthorised leave 10 sessions – 10 week rolling period (5 school days) – includes lates after registers close and may span different terms or school years. (Mixture of codes G, U & O)
- Unauthorised leave (Holiday) – 10 sessions (5 school days) (G code)

The school takes unauthorised absence seriously and, particularly in the case of repeated unauthorised absences, will undertake further liaison with the family, pupil, the School Attendance Consultant and the School Attendance Support Team as appropriate. Furthermore, Ribbleton Avenue Methodist Junior School will request that the local authority (School Attendance Legal Team (SALT) issue penalty notices in respect of unauthorised absence. This includes leave which is taken without a prior request being made; and leave taken after a prior request has been made and parents have been informed that the period of absence would be classed as unauthorised, but the leave is taken regardless of this advice. Ribbleton Avenue Methodist Junior School will also request that the local authority issue a penalty notice for days taken in excess of the agreed period of leave, without good reason including any other unauthorised absences meeting the required threshold which includes sessions marked as Late after the registers close. In addition, where unauthorised leave exceeds 15 school days or more, parents will be prosecuted instead of receiving a penalty notice. Parents also risk losing their child's school place if they do not return from leave, as agreed, and readmission cannot be guaranteed.

The Attendance Manager/Lead is responsible for recording leave requests in the electronic register and will retain copies of correspondence regarding requested leave of absence for 3 years. They will also be responsible for highlighting to the Headteacher if absence continues after the notified period. In this instance the Headteacher will undertake further liaison with the family, pupil, the School Attendance Consultant and the School Attendance Support Team as appropriate and a Penalty Notice or other legal action will be considered.

Under the new penalty notice arrangements, there are several changes (within a 3-year rolling period):

- Amount charged for Penalty notices has increased – parents have 28 days to pay amount
- 1st offence – Parents will have the option to pay a reduced rate (1/2) if paid within 21 days
- 2nd offence – no option to pay reduced amount – full payment will need to be paid
- Maximum of 2 penalty notices
- 3rd offence or subsequent offences or irregular attendance, another cause of action will need to be considered (such as prosecution or one of the other attendance legal interventions)

Schools can request a penalty notice for absences other than unauthorised holidays, including being late after the registers closed, the local authority School Attendance Legal Team may issue a Notice to Improve to parents. A Notice to Improve is a final opportunity for parents to engage in support and improve attendance before a penalty notice is issued.

If the national threshold has been met and offers of support have not been engaged with by parents or have not worked, a Notice to Improve may be issued to give parents a final chance to engage with support and improve their child's attendance.

The code of conduct for penalty notices and information and FAQs for parents can be found on the Lancashire County Council education penalty notice webpage.

Monitoring, Analysis and Action Planning

The governors have determined that the head teacher has overall responsibility for the monitoring, analysis and action planning of school attendance. The head teacher is also responsible for ensuring that data is returned promptly to the local authority and DfE within deadlines. However, it is expected that the day-to-day implementation of this will largely rest with the class teachers who take the register and highlight causes of concern and the school office/Attendance Manager/Lead who are responsible for maintaining the school records on attendance and for highlighting causes for concern.

The Headteacher will review the attendance records at least once every half term to check that there are no outstanding causes for concern and that codes are being used consistently. In addition, the attendance lead will address specific concerns as they arise.

The head teacher is required to review this whole school attendance policy and procedural framework annually and to report on attendance matters to the governors termly. The governors will also review the attendance policy at least annually to ensure that it continues to meet the needs of the school.

If there is a trend of worsening attendance in a particular group of pupils, including pupils who belong to any vulnerable group, discussions should be held between the head teacher and appropriate staff to agree action plans to reverse the trend. It should also be reported to the governors at the next full governor's meeting.

Ribbleton Avenue Methodist Junior School also use whole school incentive and reward schemes in order to raise the profile of and promote good levels of attendance. These schemes will be reviewed and changed regularly in order to ensure that children remain interested and motivated.

Monitoring the Attendance of Pupils Who Are Educated Off Site

When pupils are **dual registered**, their registration status will acknowledge this. For sessions when a dual registered pupil is expected to attend Ribbleton Avenue Methodist Junior School the usual attendance procedures will be followed. When this pupil is expected to attend the other establishment our registers will display the D code (Dual Registration). As the **Main School** we retain responsibility for dual registered pupils. Therefore, the other establishment will be contacted regularly in order to ensure that this placement continues to be successful. When this is not the case, appropriate action will be taken. In cases where we are the **Subsidiary School** our normal first day absence procedures will be used and any concerns regarding attendance will be reported to the **Main School**. In addition, we will provide other information regarding attendance to the **Main School** on request.

When pupils are **Present at an Approved Off-Site Educationally Activity** school will decide which of the following codes is most suitable:

Code B – Educated off site

Code P – Supervised sporting activity

Code V – Educational visit or trip (Including Residential trips)

The head teacher is responsible for the pupil's education and wellbeing during these sessions. Therefore, before any of these codes are used school must ensure that the following criteria are met:

- ✓ The activity is broadly educational in nature
- ✓ it is suitable for the pupil's age and ability
- ✓ it will complement the pupil's curriculum
- ✓ it is taking place during the session for which the approved off-site educational activity code is being used and
- ✓ suitable supervision arrangements are in place

Criteria and Systems for Referral to and Working with the School Attendance Consultant and the School Attendance Support Team

The head teacher is responsible for ensuring consistent referral of regular or unjustified absence. The criteria for requesting support are outlined in the systems below:

The School Attendance Support Team's named School Attendance Support Worker (SASW) will hold termly Targeting Support meetings with the Attendance Manager/Lead to discuss any concerns, attendance data and children risk of being in PA.

A request for support will be made to the local authority attendance team (School Attendance Support Team) when:

- School have informed parents of their concerns regarding attendance
- School have attempted to employ appropriate strategies in order to improve attendance
- School strategies have failed to prompt the required amount of improvement in attendance OR parents refuse to engage with school support

In addition to the above, the head teacher (or designated person) can discuss general attendance or case specific matters with the School Attendance Consultant. The purpose of such discussions would be to:

- Monitor progress towards targets, highlighting any concerns and identifying any action required
- To receive guidance on latest best practice
- To receive information about local and national trends and benchmarking
- To discuss whether current attendance policy and procedures are effective
- To discuss case-specific actions and receive advice on future actions

School System for Dealing with Concerns about Lateness and Absence

The school office/Attendance/Pastoral staff are responsible for advising the head teacher of pupils who are persistently late or absent as issues arise.

The class teacher is also responsible for raising concerns about lateness or absence of class members to the head teacher as issues arise.

In addition, the head teacher will use electronic systems to monitor the attendance of individual pupils at least once per half term.

Once concerns have been raised:

- School will send attendance and/or time keeping notifications to parents in order to keep parents informed about attendance and punctuality. These letters/texts will indicate the following:
 - When your child's attendance 1st falls below our target of 97% and subsequent occasions
 - When your child's punctuality has risen 5 recorded lates or above
 - 4wkly monitoring improvement or deterioration texts will be sent for both Attendance and punctuality – text sent on a 4wkly cycle
 - Attendance notifications of attendance percentage (%) and punctuality termly
- The head teacher (or designated person) will discuss the matter informally with the family (including the pupil)
- When there is uncertainty about the reason for absence, school may ask parents to provide appropriate evidence and/or undertake home visits to ascertain where a child is and to ensure they are safe.
- Parents and children, if appropriate, will be asked to agree to an Attendance Agreement to identify barriers to regular attendance, ways to overcome these and agree targets for improvement or take part in attendance panels, which will include the setting of targets and will be reviewed regularly
- When persistent lateness is an issue and/or parents fail to follow procedures by not accompanying late arriving pupils into school to sign them in, this will be communicated to parents via letter or a meeting in school as appropriate
- If lateness/absence persists, and school procedures fail to promote the required level of improvement, the head teacher will contact the School Attendance Support Team who will attend meetings with the family and head teacher/Attendance Manager as appropriate and help school determine whether any further interventions are required. These interventions will include consideration of the use of legal measures (penalty notices and prosecution)
- The Early Help Assessment (EHA) process and/or referral to other agencies and services, including the School Nurses and Primary Mental Health Workers, if appropriate.
- Incentive and reward schemes will be used for individual pupils, as appropriate.
- For unauthorised absences, request legal interventions by the local authority, such as penalty notices, prosecution or other attendance-related court orders.

Notifications to the Local Authority

Admissions

Pupil Access (LCC) are responsible for all our school admissions. Children will be admitted when there is a space available. School will be notified of any pupil that has been given a place by Pupil Access. All schools will notify Pupil Access if any child offered a place does not start within 10 days. Parents who wish to appeal for a school place can do this via the Lancashire County Council website using the new e-form. <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/school-appeals/appeal-for-a-school-place/>

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the

pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year unless the local authority also requests for such information to be provided (Lancashire currently does not).

Leavers

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 9 of the Education (Pupil Registration) (England) Regulations 2024, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided (Lancashire does not currently).

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information as laid out in regulation.

In addition to submitting a notification about removal from roll, some circumstances also require school to make referral to other local authority teams such as Elective Home Education Team or the Children Missing Education team. School may also contact the School Attendance Support Team for advice on removing children from roll. For pupil with an EHCP on roll at special school, the school must have the agreement of the Lancashire Inclusion Service (SEND) before removing from roll.

Notifications of Pupils who Fail to Attend

All schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more. In Lancashire primary schools, this can be done via referral to the School Attendance Support Team or a request for a Penalty Notice. Any other notifications not so covered can be submitted on an individual basis to the local authority.

Children at Risk of Missing Education (CME)

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting a pupil's name from the register if the whereabouts of the child are unknown. In these cases, school will undertake a home visit themselves or request a home visit from School Attendance Support Team prior to a referral being made to the local authority Children Missing Education team.

Pupils on a part-time timetable

School will inform the local authority when a pupil is placed on a part-time timetable. In Lancashire, this will be done via the appropriate form available to schools.

Alternative Provision and Use of Directions

There are a range of reasons why pupils might be required to access educational provision at a venue other than their main school. The main reasons are listed below:

- Pupils who have been excluded, either for a fixed period (for more than 5 days) or permanently
- When a pupil is unable to access provision at their main school for medical reasons.
- When a pupil is required to attend another venue for the purpose of improving behaviour; either on a temporary basis or with a view to making a permanent move to the alternative provision (managed move)

When a pupil is required to attend alternative provision for the purposes of improving behaviour, the governors of the main school must issue a written 'direction' or 'notice' informing all parents of the alternative provision which their child is required to attend. Where a pupil is required to attend alternative provision for other reasons, the issuing of a written direction is considered best practice.

Pupils Who Are Unable To Attend School for Medical Reasons, including Physical illness and/or Mental Health related

The introduction of statutory guidance, updated in August 2024, places much more emphasis on the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils, whether their condition is short or long term. The school will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be in the form of reasonable adjustments, specific practices or resources used within school or by sourcing more appropriate provision at another establishment. When education is to be provided at an alternative location, this will always be done via the use of a direction or notice.

When a pupil has been absent from school for an extended period, the Head teacher/pastoral staff/Attendance manager and other support services will work with the family to ensure that a smooth reintegration is achieved.

School System for Reintegrating Pupils Who Have Had Long Term Absence

When a pupil has been absent from school for an extended period, the head teacher, the class teacher and other support services will liaise with the family to ensure that a smooth reintegration is achieved.

Pupils refusing to attend school

School believes that every child has a right to a full-time education, and we would not accept "school refusal" as a reason for non-attendance. In such cases, school will work with parents to identify the reason why the child may be reluctant to attend school. Where necessary, school may request the support of Pupil Attendance Support Team, with consent, make referrals to external agencies if needed and where appropriate try to ensure the correct support is secured for the child and their family.

Communication of Attendance Policy and Procedure

It is important that the school's policy on attendance is communicated to all the stakeholders and that parents, pupils and staff know the procedures and systems that are in place to implement it.

The governors have determined that:

- The attendance policy will be placed on the school website
- Details of the policy and the procedure for requesting absence in term time, and signing in and out of school will be disseminated as part of the new parent induction process e.g. induction package, talks to new parents
- Reference to the school attendance policy regarding leave during term time is to be made clear when the school calendar of dates is sent out each year
- Summary of responsibilities under the attendance policy will be contained in the home/school agreement
- Staff responsibilities will be contained in the staff handbook
- The head teacher will ensure that staff receive training regarding their responsibilities in relation to the attendance policy and procedures
- The head teacher will provide a summary of attendance and causes for concern to the governors during termly meetings
- Details of the absence record of the school will be communicated as part of the school profile/prospectus

- Attendance and punctuality will be included in newsletters on a regular basis
- Attendance will be reported to parents termly/4wkly/weekly via attendance letters/texts/emails and annually via the end of year report which will include a certificate of attendance, where applicable

Promotion of good Attendance/punctuality:

School will promote and incentivise attendance by acknowledging and rewarding good attendance & punctuality by all pupils and efforts to improve attendance by individual pupils who have additional needs or challenging circumstances.



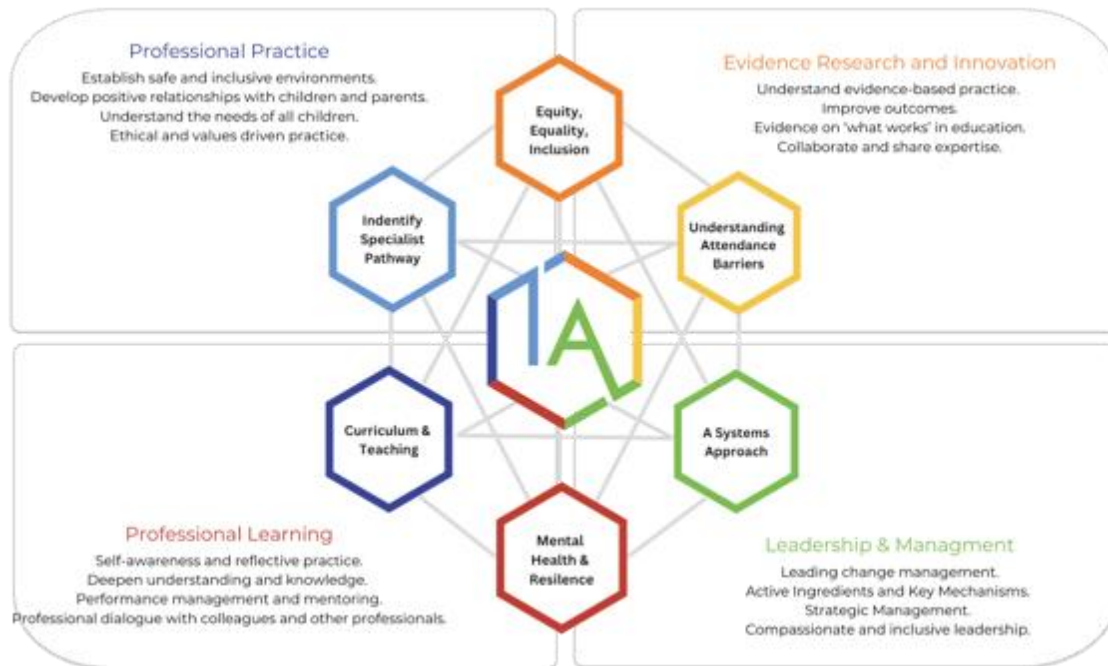
Appendix A

Ribbleton Avenue Methodist Junior School's approach to supporting and improving school attendance.

Ribbleton Avenue Methodist Junior School is proudly recognised as an Inclusive Attendance school. Our unwavering commitment to attendance centres around child-centric actions, evidence-informed practices, and a shared understanding of everyone's roles and collective responsibilities to promote exceptional attendance.

Inclusive Attendance Professional Development Model

The Inclusive Attendance professional development model fundamentally guides our attendance approach. Comprising six tailored Learning Modules, this model empowers us to deepen our understanding by facilitating continuous professional learning for all staff. Within this model, the four domains of practice ensure the provision of professional learning, professional development, evidence-based practices, and exemplary leadership and management to seamlessly integrate theory into practice.



Annual Inclusive Attendance 7-Month Development Programme

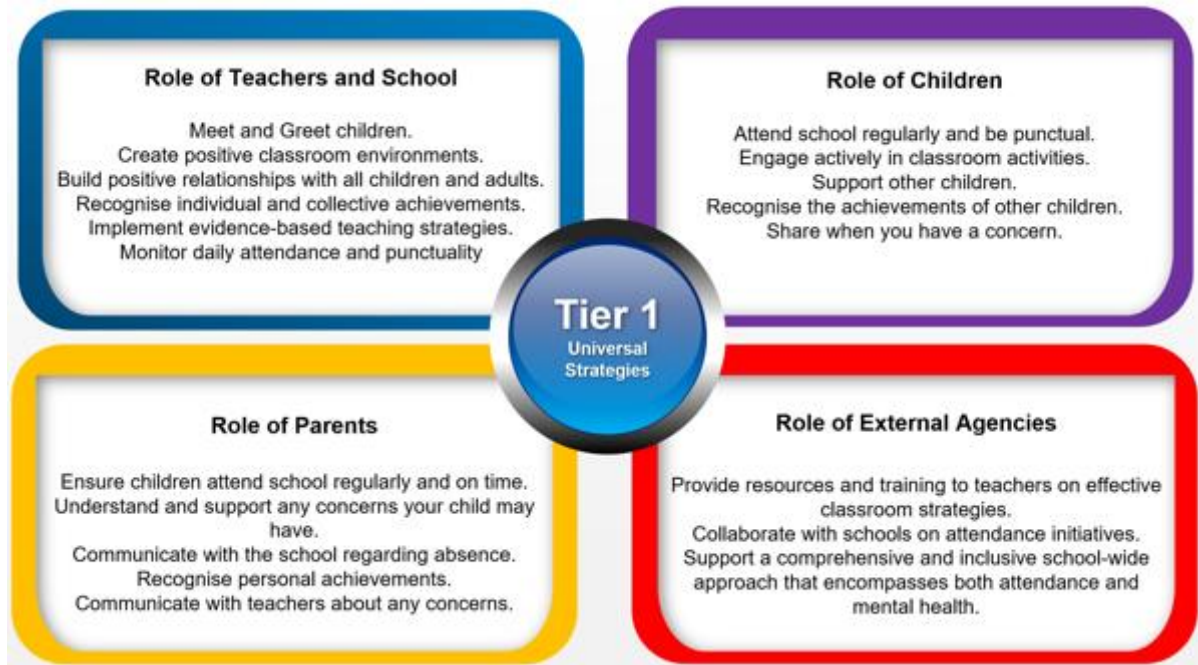
Each year, Ribbleton Avenue Methodist Junior school review and further enhances attendance practices through dedicated participation in the Inclusive Attendance 7-month development programme. This investment allows us to remain at the forefront of educational change and extends unparalleled support to our children and their families, equipping them with access to the finest possible assistance.

A Multi-Tiered System of Support

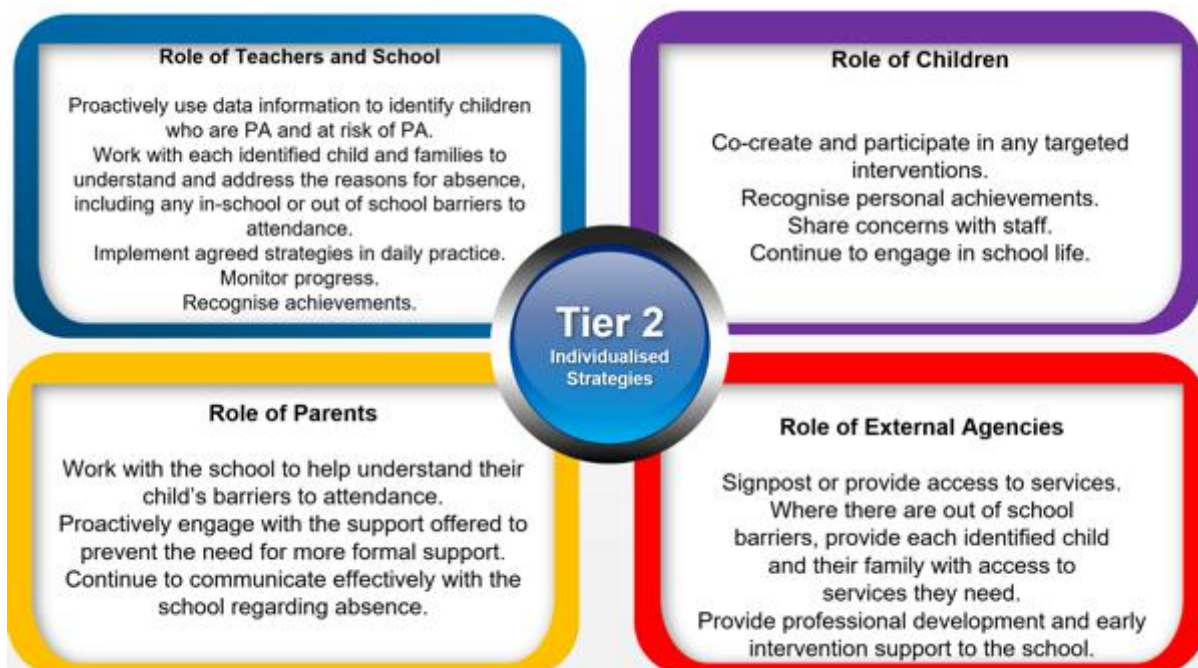
To guarantee a comprehensive approach to attendance, Ribbleton Avenue Methodist Junior School implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for school attendance involves three tiers of intervention, with roles for teachers, the school, children,

parents, and external agencies – including the Local Authority. Data-driven decision-making and training requirements are pivotal to the implementation of this system. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

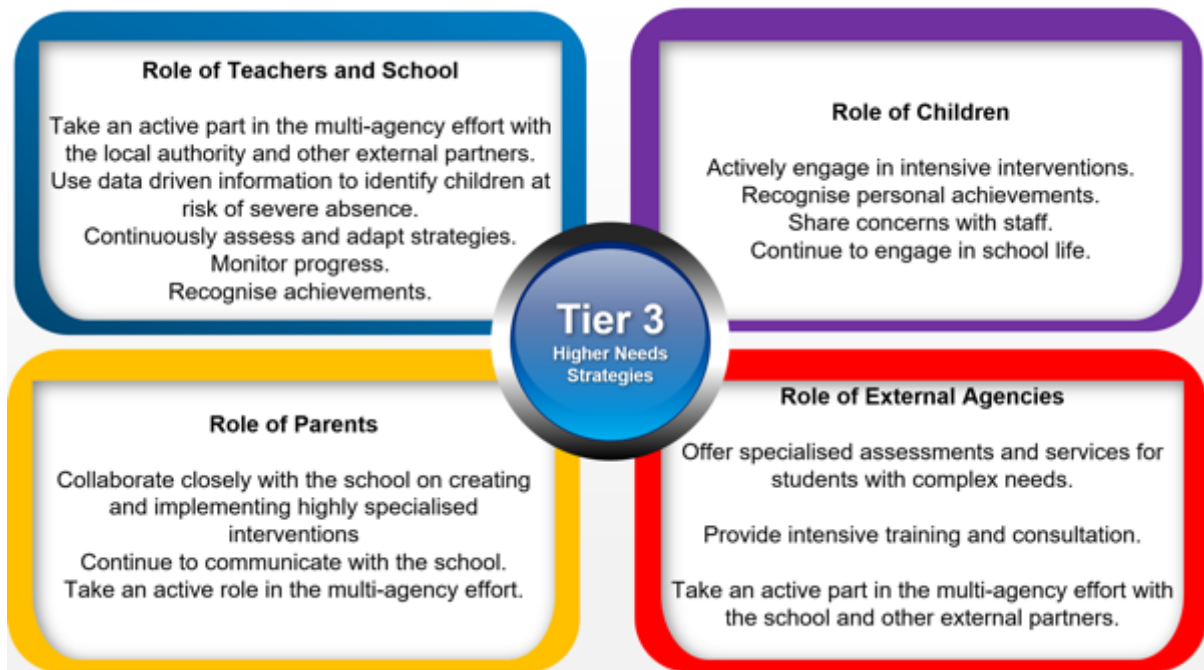
Tier 1 - Universal Approach: Establishing a baseline universal attendance approach that benefits all children.



Tier 2 – Internal individualised Strategies and Early Help Support: Tailoring strategies to individual needs and providing early help support for persistent attendance challenges.



Tier 3 - Higher Needs Strategies Support: Furnishing specialised support for children, young people, and families with complex attendance requirements, including access to external agency support when necessary.



Recognition-Based Approach

Our attendance philosophy is rooted in a recognition-based approach that recognises both personal and collective achievements. This approach serves to thwart isolation, prevent victimisation, cultivate positive environments, nurture relationships, foster inclusivity, and ultimately cultivate intrinsic motivation among our children, families, and staff.

The Importance of School Attendance

School attendance is not merely a requirement but a fundamental pillar of education. It plays a pivotal role in shaping academic success, personal growth, and future prospects, making it an indispensable aspect of any educational system.

- *Academic Achievement:* Regular attendance directly correlates with academic success. Children who attend school consistently are more likely to keep up with the curriculum, perform better in exams, and improve their life outcomes.
- *Knowledge Acquisition:* School is where children acquire knowledge and skills that are crucial for their personal and professional growth. Missing days means missing out on valuable learning opportunities.
- *Social Development:* School provides a vital social environment for children and adolescents to interact with peers, develop friendships, and learn essential social skills. Consistent attendance ensures children remain connected to their peer group.
- *Building Routine:* School attendance establishes a structured routine in children's lives, teaching them time management and responsibility, which are valuable life skills.

- *Teacher Interaction:* Regular attendance allows for meaningful teacher-child interactions. Teachers can provide personalised support, address questions, and assess individual progress more effectively when children attend regularly.
- *Preventing Knowledge Gaps:* Frequent absences can lead to significant knowledge gaps, making it challenging for children to catch up with missed lessons, potentially resulting in long-term academic struggles.
- *School Engagement:* Children who attend school regularly are more likely to engage in extracurricular activities, sports, and other enriching experiences that contribute to their overall development.
- *Legal and Parental Responsibility:* Parents or guardians are legally responsible for ensuring their child's regular school attendance. Failing to do so can lead to legal consequences.
- *Community Well-being:* High levels of school attendance contribute to the overall well-being of communities.

Factors Influencing Attendance

There are many factors which can impact on a child attending school, if you have any concerns, you should contact the school as soon as possible:

Health Issues: Children may experience physical or mental health issues that lead to absences. Chronic illnesses, infections, and mental health conditions can impact a student's ability to attend school regularly.

Family Circumstances: Family-related factors such as bereavement, family illness, or caring responsibilities can result in absences from school. In some cases, students may need to take time off to support their families.

Bullying and Safety Concerns: Experiences of bullying, harassment, or safety concerns at school can deter students from attending. They may fear for their safety or well-being, leading to increased absenteeism.

Transportation Issues: Difficulty in accessing transportation to school, especially in rural areas, can affect attendance. Lack of reliable transportation options can lead to sporadic attendance.

Socioeconomic Factors: Families facing financial difficulties may struggle to provide necessary resources for their children to attend school regularly. Issues such as lack of appropriate clothing, food, or a stable home environment can contribute to absenteeism.

Special Educational Needs (SEN): Students with special educational needs may require additional support and accommodations to attend school regularly.

Engagement and Motivation: Lack of engagement with school activities and a perceived lack of relevance in the curriculum can lead to disinterest in attending. Children who are not motivated may avoid attending school.

Academic Challenges: Students facing academic difficulties or feeling overwhelmed by coursework may avoid school. They may fear falling behind or failing in their studies.

Cultural and Language Barriers: Children from diverse backgrounds may face challenges related to language barriers or cultural differences. These challenges can affect their attendance and engagement with school.

Peer Pressure and Social Factors: Influence from peers can impact attendance. Children may avoid attending school to align with the behaviour of their peers or to engage in social activities outside of school.

Parental Involvement: Parental support and involvement in a child's education can positively influence attendance. Lack of parental engagement may lead to increased absenteeism.

Appendix B: School attendance and the law

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents and carers. The list below relates to this attendance policy but is not exhaustive. Some elements of government regulations and DfE guidance do not apply to academies and independent schools (but may apply to independent special schools).

Parents and carers

Duty to ensure children receive education

Section 7 of the Education Act 1996 covers the duty of parents to secure the education of children in their care who are of compulsory school age and states:

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.*

Offence if a child does not attend regularly

Under Section 444 of the Education Act 1996, if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, their parent is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory defences listed within that section of the Act, ie:

- the child was absent with leave granted by the school.
- the child was prevented from attending by reason of sickness or any unavoidable cause.
- absence was on a day exclusively set apart for religious observance by the religious body to which their parent belongs.
- that the school is not within statutory walking distance and that the local education authority has made no suitable transport arrangements or enabled the pupil to become registered at an alternative nearer school.

Compulsory school age

Section 8 of the Education Act 1996 establishes that a child becomes of compulsory school age on the start date of the term following her/his fifth birthday, or that day if her/his fifth birthday falls on the day term starts.

A child ceases to be of compulsory school age on the last Friday in June in the academic year in which he/she reaches the age of 16 or if he/she reaches 16 after the last Friday in June but before the start of the new school year.

Legal definition of "parent" in relation to attendance

The law requires that all "parents" are held responsible for their child's attendance. This definition can include any person who has care of the child. Section 576 of the Education Act 1996 states:

Meaning of "parent".

(1) In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—

- (a) who is not a parent of his but who has parental responsibility for him, or*
- (b) who has care of him.*

Thus, the definition of “parent” means all natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

Schools

Attendance and absence registration codes

Working together to improve school attendance, DfE statutory guidance 2024, explains which codes schools should use to record attendance and absence in their registers, and specifies the DfE's expectations of schools and local authorities with respect to school attendance.

Data protection

Schools must ensure that personal data is handled in accordance with the Data Protection Act 2018. See Ribbleton Avenue Methodist Junior School's Privacy Notice for information about how personal data will be used.

Duty for schools to include attendance information in reports for parents

The Education (Pupil Information) (England) Regulations 2005

Duty for schools to notify the local authority when pupils join or leave school

Regulation 13 of The School Attendance (Pupil Registration) (England) Regulations 2024

Duty for schools to report attendance concerns about individual pupils to the local authority

Regulation 13 of The School Attendance (Pupil Registration) (England) Regulations 2024

Duty for schools to safeguard and promote the welfare of children

Keeping children safe in education, DfE statutory guidance, regularly updated

Duty for schools to share attendance data with the Government

Section 537A of the Education Act 1996 and

Share your daily school attendance, DfE guidance 2024

Leave of absence

Regulation 11 of The School Attendance (Pupil Registration) (England) Regulations 2024

Legal interventions

Parents/carers commit an offence if a child who is on a school roll fails to attend regularly, and those absences are recorded by the school as unauthorised.

Legal interventions are available under the following acts, guidance and regulations:

- Section 444 of the Education Act 1996
- Section 36 of the Children Act 1989
- Section 23 of the Anti-Social Behaviour Act 2003
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

- School attendance parental responsibility measures, DfE guidance 2015

Pupils experiencing social, emotional or mental health issues

Mental health issues affecting a pupil's attendance: guidance for schools, DfE 2023

Pupils with health needs who cannot attend school

Arranging education for children who cannot attend school because of health needs, DfE statutory guidance 2023

Supporting pupils at school with medical conditions, DfE statutory guidance 2015

Pupils with individual needs and specific barriers to attendance

When considering the individual needs of pupils and families who have specific barriers to attendance, schools should be mindful of their obligations under the UN Convention on the Rights of the Child and the Equality Act 2010. The Technical Guidance for Schools in England, published by the Equality and Human Rights Commission, outlines the requirements of the Equality Act 2010 for schools.

Regulations regarding participation in performances

The Children (Performances and Activities) (England) Regulations 2014

Regulations regarding removal from roll

Regulation 9 of The School Attendance (Pupil Registration) (England) Regulations 2024

Regulations regarding the school day and number of sessions

The Education (School Day and School Year) (England) Regulations 1999

Requirement for mainstream, state-funded schools to deliver a school week of at least 32.5 hours

Length of the school week, DfE guidance 2023

Specialist and alternative provision settings are also encouraged to consider extending their core week where appropriate.