



CROXBY PRIMARY SCHOOL ACCESS TO EDUCATION POLICY AND PROCEDURES

Effective Date: October 2024

Date of minuted approval by the Board of Governors: October 2024

Review Committee: Board of Governors

Review Date: July 2026

Rationale

The Education Act 1996 states it a legal requirement once a parent has chosen a school as their child's educational provider, it is a parent's duty to ensure their child attends the school regularly and on time. We view a good pattern of attendance (96% and above) and punctuality at the school as being a life skill and having a direct impact on the outcomes and achievement of children.

This policy outlines the procedures which the school uses to address attendance and punctuality and also the statutory obligations of both the school and the Local Authority in ensuring learners achieve outstanding attendance and an exemplary record of punctuality.

We will take every opportunity to raise the profile of outstanding attendance and punctuality with parents and pupils. In addition, we will endeavour to offer support such as Education Welfare Service, Educational Psychologist, SEN Support and Attendance Support to families and learners to improve areas of difficulty when they are identified.

We will always report on attendance and punctuality in any reference that is written by the school. The Operations Manager and safeguarding team will meet on a frequent basis to monitor and review attendance procedures.

Background

For a number of years schools have published figures for overall absence and unauthorised absence. Local Authorities were instructed in summer 2008 that from this point overall absence and persistent absence would be published (AAT).

The persistent absence indicator was developed because learner level data revealed that absence is highly concentrated among relatively few learners who account for a large proportion of all absence nationally. Following changes recently announced by The Department for Education 'Persistent Absentee' pupils miss the equivalent of 10%

or more of school over a typical school year. The legal requirement is 90% attendance.

The percentage absence (% PA) is the number of learner enrolments with 10% or more absence expressed as a percentage of the total number of learner enrolments.

Aims

We aim to achieve the highest possible attendance by our pupils. Good attendance is an essential prerequisite to achieving high standards and we will take every opportunity to promote the importance of attendance with pupils and parents. We target 96% as 'good attendance' in our school. We provide appropriate intervention and support plans for pupils with a record of poor attendance and monitor groups of pupils so that individuals are given the best opportunities to learn and achieve success.

Attendance Thresholds are set by the Local Authority. Intervention thresholds is 95%, for monitoring. Any child who falls below 90% action by the school is taken.



Promoting Good Attendance

Attendance and Punctuality are essential to good academic outcomes, social development and positive life skills. We celebrate pupils achieving 100% attendance with a termly certificate. We also celebrate the highest, weekly class attendance in our Friday assembly.

Across the school attendance is shared on Academic Reports sent home to parents and carers to explicitly make the link between academic progress and attendance.

Recording Attendance

Learner attendance and punctuality is recorded electronically using Arbor. Pupils are recorded daily in the morning session and the afternoon session

Absence codes used in line with DFE can be found at Appendix 1

Registers will close 20 minutes after the main session begins and the register is taken. As a result, learners registering after 9.15am and 1.10pm will be marked as a U and given an unauthorised absence mark for that session.

Absence Guide

- Day 1 of absence – Inform the school before 9:00am of the reason and expected date of return of your child. Any medical advice given or visits made.
- Day 3 of absence – Update the school on your child's progress, any medical advice given and confirmation of when your child will return to school especially if the condition worsens.
- Day 5 onwards – Update school on your child's progress regularly. Medical evidence will be requested for five days of absence or more.

Medical appointments – if your child is absent due to a medical appointment, you will be required to provide an appointment card or letter from the practice.

Monitoring Attendance Daily Monitoring

- Parents and carers are frequently reminded of the need to inform the school if their child is legitimately absent on the morning of the first day of absence. This is communicated via the school website, newsletters and half termly emails.
- Attendance is checked at least twice daily by the Operations Manager. The Operations Manager will make contact with the parent/carer on the first day of absence, if a message hasn't been received. If contact cannot be made, then an email and SMS will be sent by 9.30am. If a response to the email/SMS is not received within 7 days, the absence will be recorded as unauthorised and parents/carers will be notified via email.
- Whenever a learner's absence is recorded as unauthorised, parents/carers will be sent an email explaining that this has been done and providing an opportunity to discuss the absence further (Appendix 2).
- When a learner has 10 unauthorised absence sessions in a 10 3-week period a referral will be made to the Local Authority who will consider issuing a Penalty Notice.

Longer term Monitoring

- The Operations Manager will work closely with the Headteacher to identify learners causing concern. The team will work together to monitor learners with attendance at 90% or less on a four-weekly basis to attempt to resolve any issues and put together attendance support plans for pupils/families when

required.

- Pupils with 90% attendance or less and not already on an attendance support plan, will be contacted via telephone by a member of the leadership team to discuss the concern and need to implement an attendance plan. Parents/carers will then be sent a letter and attendance certificate from the school via email indicating the cause for concern. (Appendix 3)
- Learners affected will be closely monitored and if significant improvements are not made, parents/carers will be given the opportunity to attend an attendance support plan meeting. The support plan meeting will be run by a senior member of the school leadership team. During this meeting the reasons for absence will be analysed and support offered by the school to help improve attendance/punctuality. Medical evidence may be requested at any stage to support a pupil's absence if attendance is below 90%; this requirement is removed once a learner is sustaining attendance levels above 90%.
- The monitoring of the 90% or lower learners will continue at regular intervals and follow the above procedure.
- If a learner continues to achieve attendance of 90% or less despite the above procedure being followed, then the Operations Manager will refer the learner to the Education Welfare Service who would then compile the case for the legal team. This is the statutory responsibility of the LA.
- Parents/carers of pupils with 90% - 95% attendance, will be sent a monitoring letter and attendance certificate from the school, stating that their attendance could become a cause for concern if it falls below the 90% threshold. This will be closely monitored and if it falls below the 90% then a cause for concern letter will be sent (Appendix 4).

The school acknowledges that some groups of pupils (PPG/SEN for example) may have barriers to achieving a regular attendance pattern, in the Senior Staff monitoring we will take particular note of tracking attendance of these groups of pupils.

Absence from school for Exceptional Circumstances - Information for Parents

You are required under the Education Act (1996) to ensure your child attends school regularly (see explanation on page 1). There is, however, a discretionary power held by Headteachers to authorise absence in exceptional circumstances. Please note this is not an entitlement (see Appendix 5). The Headteacher will only authorise absence in line with the East Riding Behaviour & Attendance Partnership 'Absence from school for Exceptional Circumstances Policy'. Headteachers will not authorise absences if they believe it is to the detriment of a child's education.

There is no longer a provision in law for Headteachers to authorise an absence for the purpose of a term time holiday. Should your exceptional circumstance request be authorised, you are required to ensure your child catches up on any missed schoolwork. This is your responsibility, and schools are not obliged to provide work for your child to complete.

Any unauthorised absence will be recorded on your child's attendance records. This may result in legal proceedings against you, either through a Penalty Notice or the

Magistrates' Court.

Penalty Notices

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an acceptable explanation has not been provided by the parent/carer.

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances; this includes term time holiday absences. In these cases, the warning is given on the absence letter sent to parents/carers via email.

If your request is declined and you still take your child out of school each parent or adult with day to day care within your household, may be issued with a penalty notice.

Penalty Notice Fines are issued on a per parent per child basis.

For example, a fine for a parent with three children will result in receiving three invoices to the value of £160 each.

First Offence

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days. Reduced to £80 per parent per child if paid within 21 days.

Second Offence (within three years)

The second time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be £160 per parent per child within 28 days.

Third offence and any further offences (within three years)

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued and the case will be presented straight to the Magistrates' Court.

Magistrates' fines can be up to £2,500 per parent per child. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to the *'failure to safeguard a child's education'*

If you believe at any stage that your child's absence from school may leave you liable for prosecution or a penalty notice, it is important you take action without delay to secure their regular attendance.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, then please contact school to discuss this.

We advise that you do not plan for your child to be absent without speaking to your child's Headteacher first to obtain prior approval. Headteachers cannot retrospectively authorise absence from school under any circumstance. Please note the school day is divided into two registration periods; for example, if your child is absent for one day this equals two sessions, and a five-day absence equals 10 sessions.

Court Action

Penalty Notices are issued by the Local Authority. Where penalty notices are not paid within the published time frame then the Local Authority may be required to initiate legal proceedings in line with their statutory obligations.

Any queries regarding penalty notices should be referred to the Local Authority:

Telephone: 01482 887700

Website: <http://www2.eastriding.gov.uk/learning/Schools-colleges-and-academies/School-attendance/attendance-in-School/>

Maintaining high standards of punctuality

Staff are given regular reminders regarding the accurate marking of registers which are statutory documents, in terms of absence as well as arriving late.

At Croxby Primary School the responsibility for ensuring pupils arrive at the school lies with the parent(s)/carers. The school endeavours to ensure parents are aware of session times and if punctuality becomes an issue, parents will be required to attend a meeting with the Head of School to discuss the challenges they are facing.

A half termly review of learners who are frequently late across the school may result in further action from the Headteacher.

Children Missing Education

Tracking learners who are missing education is a statutory duty shared between all schools and the Local Authority and all schools follow the locally agreed policy on this matter. Any learners who have not attended school, without a parental reason being provided for their absence, for ten school days or more will be referred to the Local Authority as a 'Child Missing Education'.

Elective Home Education

Elective Home Education is the term used by the Department of Education to describe parents' decision to provide education for their children at home instead of sending them to school. This is different to home tuition provided by a Local Authority or education provided by a Local Authority other than at a school.

Parents' legal duty is set out in Section 7 of the Education Act 1996 as follows:

'It is the duty of parents of every child of compulsory school age "to cause the child to receive efficient full-time education suitable to his/her age, ability and aptitude and to any special educational needs he/she may have either by regular attendance at school

or otherwise".'

*Parent: In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—
who is not a parent of his but who has parental responsibility for him, or (b) who has care of him. (Education Act 1996 sec.576)*

Further information for parents considering educating their child at home is available from: <http://www2.eastriding.gov.uk/learning/Schools-colleges-and-academies/Schools-and-School-places/elective-home-education/>

Supporting Guidance

Glossary of terms

PACE caution	The Police and Criminal Evidence Act 1984
PA	Persistent absence (legal requirement is learners with 90% attendance or less)
OA	Overall absence
DFE	Department for Education
LA	Local Authority
U	Unauthorised absence (late after registers have closed)

Appendix 1

Attendance codes currently in use

Code	Full name	Description
The student is counted as present.		
/ or \	Present am or pm	Present in school during registration.
L	Late	Late arrival before the register has closed
The student is counted as present, at an Approved Educational Activity.		
B	Educated off Site	The student is at an off-site supervised educational activity approved by the school.
K	Education provision provided by LA	Education provision arranged by a local authority, rather than the school
P	Sporting Activity (Approved)	Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
V	Educational trip	A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.
W	Work Experience	A student in the final two years of compulsory education is attending work experience.
The student is counted as absent, authorised.		
C1	Other Authorised Absence	Absence for a regulated performance or employment abroad
J1	Interview	Leave of absence to attend an interview for employment or admission into another educational institution
C2	Other Authorised Absence	Pupils on part-time timetables
E	Excluded	If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.

M	Medical/Dental Appointments	The student is absent due to a medical or dental appointment that could not be made outside of school hours.
R	Religious Observance	The student is absent for religious observance on a day designated by the religious body.
S	Study Leave	Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.
T	Traveller Absence	Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school.
I	Illness	This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.
I01	Illness	This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.
I02	Confirmed case of Covid-19	This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.

The student is counted as absent, unauthorised.

G	Family Holiday (Not Agreed)	The Holiday was not authorised by the school or in excess of the period determined by the headteacher.
N	No Reason	The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.
O	Unauthorised Absence	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Late (After Register Closes)	Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.

These codes are not counted so will not affect attendance figures.

D	Dual Registration	The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school.
X	Non-statutory school age absence	Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.
Y1	Unable to attend	Absence due to transport normally provided not being available.
Y2	Unable to attend	Widespread disruption to travel
Y3	Unable to attend	Part of school closed.
Y4	Unable to attend	Unexpected whole school closure (different from # for planned closures).
Y5	Unable to attend	Pupils in the criminal justice system.
Y6	Unable to attend	Absence due to public health guidance or law.
Y7	Unable to attend	Any other unavoidable cause.
Z	Pupil Not On Roll	This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school.
#	School Closed To Pupils	This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.

Appendix 2

Unauthorised Absence Letter

We regret to inform you that NAME has a recorded unauthorised absence on DATE as no reason for absence has been provided.

As you are aware from the regular reminders sent to parents/carers, the school closely monitors absences as a poor attendance record not only has a negative impact on educational attainment but is also a breach of the Education Act (2003). It is therefore important that NAME does not receive further unauthorised absences.

Please do not hesitate to contact the school should you wish to discuss this matter further.

Appendix 3

Persistent Absentee Letter

Pupils who have a school attendance of over 95% are more likely to achieve national expected standards in English and Maths.

As you may be aware the Department for Education (DfE) reduced the Persistent Absence (PA) threshold to 10% from September 2015. The DfE defines persistent absentees as school-age pupils missing more than 10% of sessions in a school year.

We are writing to inform you that NAME has been identified as a persistently absent pupil and his/her attendance in the academic year 2024/2025 is currently 80.00%.

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NAME attendance will be monitored and we are hopeful that significant improvement will be made. However, if there is insufficient improvement you will be required to attend a meeting to ensure we are all able to work together to support NAME in improving her attendance.

If there are any concerns arising from this letter or you require further advice or support please do not hesitate to contact the school.

Appendix 4

Monitoring Letter

As you will be aware from the attendance information emailed to parents/carers each half term. Croxby Primary is committed to improving achievement through attendance of all registered pupils. Any pupil whose attendance is falling or shows a clearly deteriorating pattern will be monitored, and as a parent I am sure you will agree that your child must attend the school regularly to ensure that the maximum benefit is obtained from the education provided.

We enclose a copy of your child's school attendance record as the current attendance percentage has triggered the first stage of the school enforcement procedure. You will see that the attendance is 88.5% which is below our minimum expectation of 95%.

We will continue to monitor your child's attendance, and, with your cooperation, we anticipate a gradual improvement. If you wish to contact us to discuss this matter further please do not hesitate to contact us via the office email.

Appendix 5

Absence from School for Exceptional Circumstances Request Form

Absence from School for Exceptional Circumstances Request Form

Child(ren)'s Name(s)	DOB	School Name	Year/Class

Please add all children to one form

Parental Full Name	Parents Tel	Parental DOB

Home Address of parent(s) responsible for this absence	Email address

I request permission for my child/ren to be absent from school between:	<i>Date of first day of school absence</i>		<i>Date to of return to school</i>		<i>Total of days absent from school</i>	

All requests should be discussed with the Headteacher prior to submitting this form. Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher will not be able to consider your request without your supporting documents. *Please read carefully the Absence from School for Exceptional Circumstances Information for Parents attached.*

¹Parent's Declaration:
I have read the Absence from School for Exceptional Circumstances Information for Parents and understand I/we may receive a penalty notice if my/our child receives unauthorised school absence as a result of this request. Please note the school day is divided into 2 registration periods, for example if your child is absent for one day this equals 2 sessions and a five day absence equals 10 sessions.

¹ Parent: 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. (*Education Act 1996 sec.576*)

Full Name: _____	Full Name: _____
Signed: _____ (Parent/Carer 1)	Signed: _____ (Parent/Carer 2)
Date: _____	Date: _____

Please note:

- We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.
- Any disagreement between estranged parents should be resolved prior to submitting this request to your child's school.

For School Use Only

The school has considered your request for leave of absence and your child's absences will be recorded as follows: -					
Number of Authorised Sessions:		Number of Unauthorised Sessions:		Number of Unauthorised sessions to date:	

Signed:	
Position:	
	Date:

Original signed and completed forms to be retained with pupil's records.

Copy should be returned to the parent/carer of the pupil to confirm authorised or unauthorised absence prior to the intended absence period.