



Attendance Policy

Date Policy Adopted	December 2025
Date Policy to be Reviewed	December 2026
Date Presented to Governors	December 2025

Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

At Peafield Lane Academy, we are committed to providing a full and enriching education for every pupil. We believe that regular school attendance is essential for academic achievement, personal development, and future success. Pupils are expected to attend school every day, and on time, if they are fit and healthy.

We actively encourage good attendance through clear procedures and strong partnerships with families. By working together, we aim to remove barriers and ensure every child feels supported and able to attend school regularly.

We believe that the most effective way to promote attendance is by fostering positive attitudes towards school. That's why at Peafield Lane, we take PRIDE in everything we do – nurturing a thriving community where everyone is Proud, Respectful, Inclusive, Determined, and Empowered to succeed.

Our PRIDE values guide everything we do:

Proud – of who we are, where we come from and what we achieve together

Respectful – of ourselves, others, our environment and the world around us

Inclusive – we celebrate diversity, value every individual, and ensure everyone feels seen, heard and valued

Determined – to aim high, work hard, and never give up on our goals

Empowered – to make positive choices, lead with confidence, and shape a better future

We also recognise that some pupils may be unable to attend due to ill health. In these cases, we are committed to providing the best possible support to help them stay connected to their learning.

Regular attendance is vital for your child's future. Pupils who miss school frequently may fall behind in their learning and face challenges in future lessons or formal assessments. Good attendance also demonstrates reliability to future employers and may reduce the risk of involvement in antisocial behaviour. Research shows that children who attend school regularly are more likely to thrive socially, emotionally, and academically.

Under the Education (Pupil Registration) Regulations 1995, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether the absence was authorised or unauthorised.

We adhere to national guidelines in relation to school attendance (Please see the Department for Education's (DFE) Working Together to improve School Attendance statutory paper 2024).

School Attendance

Regular school attendance is crucial for educational success. Our attendance policy is designed to support pupils, parents, staff, and Governors in promoting and maintaining excellent attendance, which is vital for academic achievement and personal growth. Through this policy we aim to:

- **Create the Foundation for Lifelong Habits:** Regular attendance promotes discipline and commitment, establishing a foundation for lifelong habits of responsibility and punctuality.
- **Provide consistent Learning:** Excellent attendance allows pupils to fully engage with the curriculum, enhancing their understanding and academic progress.
- **Enable Social Development:** Regular school attendance supports the development of social skills and helps students build and maintain friendships, contributing to emotional growth
- **Reduce Learning Gaps:** Regular school attendance reduces the risk of falling behind, ensuring that pupils do not miss out on key lessons and activities that could lead to learning gaps.
- **Increase Confidence:** Being present and participating regularly in class boosts pupil's confidence in their abilities and encourages active participation in school life.
- **Enable strong Child-Adult Relationships:** Regular attendance at school allows students to build strong, trusting relationships with all staff members, which can positively impact their motivation and academic success.
- **Ensure all stakeholders have a clear understanding of our school tiered approach;** Universal provision in place for promoting excellent attendance, support for families where a pupil is at risk of persistent absence and the targeted support in place for families where attendance is causing a concern.

Definitions

In the context of school attendance and education in the UK, the terms "Persistent Absence," "Risk of Persistent Absence," and "Severe Absence" are used to describe different levels of irregular attendance by students. These terms are important for tracking and addressing attendance issues.

Persistent Absence (PA):

Definition: Persistent Absence is a term used to describe a level of student absence from school that is considered to be a significant cause for concern.

Threshold: In England, a student is considered to be persistently absent when they have an attendance rate of 90% or below. This means they have missed 10% or more of their school sessions.

Risk of Persistent Absence:

Definition: The term "Risk of Persistent Absence" refers to a situation in which a student's attendance is at a level that suggests they are at risk of becoming persistently absent.

Threshold: While there is no specific threshold for "Risk of Persistent Absence," it is typically used to describe students whose attendance is consistently low and becoming a concern, as the school communicates to parents in days, we identify 10 days or more as Risk of PA and we will follow internal school procedures.

Severe Absence (or Severe Persistent Absence):

Definition: The term "Severe Absence" or "Severe Persistent Absence" is used to describe the most serious cases of non-attendance.

Threshold: Particular focus and support will be provided to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of external agency partners.

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has received notification from a parent or carer. For example,

- If a child has been unwell and the parent telephones the school to explain the absence. In line with ensuring the safeguarding of our pupils remains a priority at Peafield Lane Academy for all authorised absences of 4 days or more a home visit will be conducted by two members of school staff. Alongside ensuring the safety of the child we will also offer support and connectivity for child and family. This is referred to as a Safe and Well check at Peafield Lane Academy.
- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.

Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by parent, an absence will be unauthorised.

Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent. For example,

- Parents keeping children off school unnecessarily or without reason.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

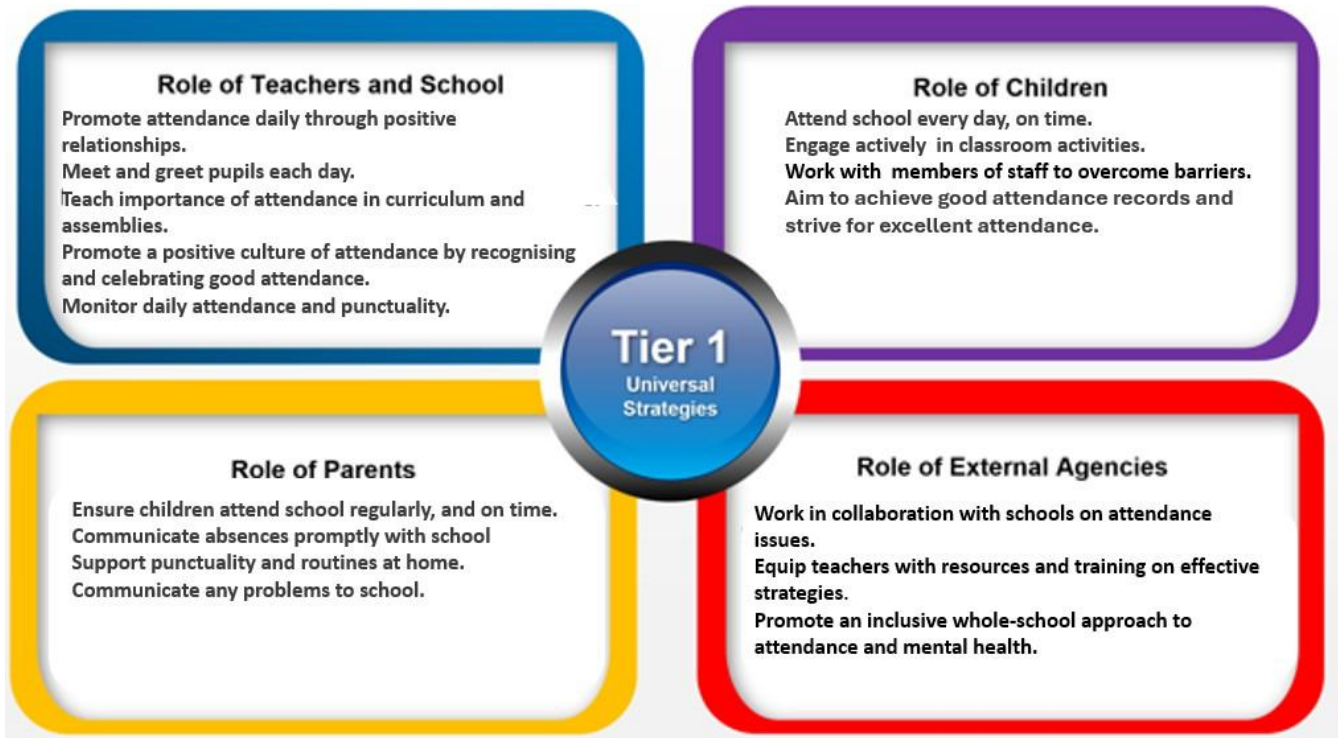
Our Procedures

To guarantee a comprehensive approach to attendance, at Peafield Lane Academy we implement a Multi-Tiered System of Support. A Multi-Tiered System of Support (MTSS) for

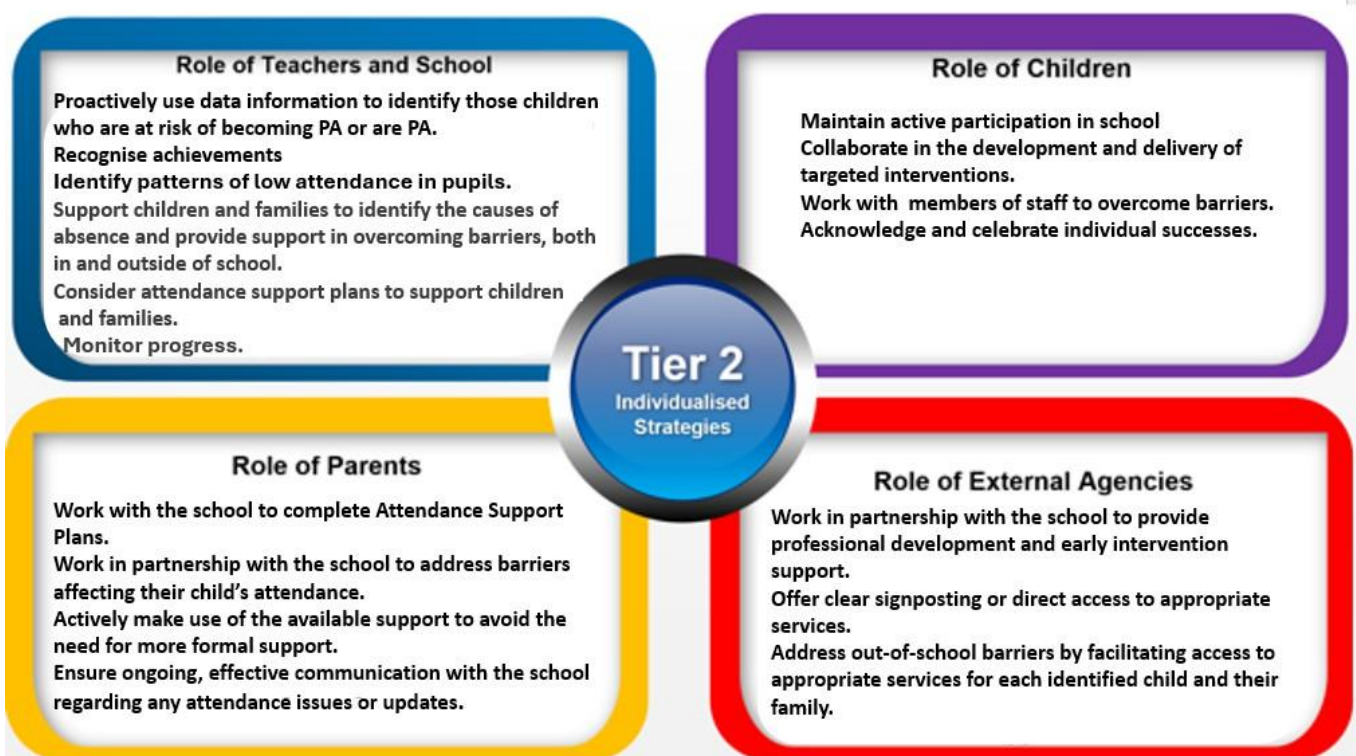
school attendance involves three tiers of intervention, with roles for teachers, the school, pupils, parents, and external agencies – including the Local Authority. The system aligns with the Department for Education's (DFE) "Working Together to Improve School Attendance" statutory paper 2024.

Our school will undertake to follow the following procedures to support good attendance:

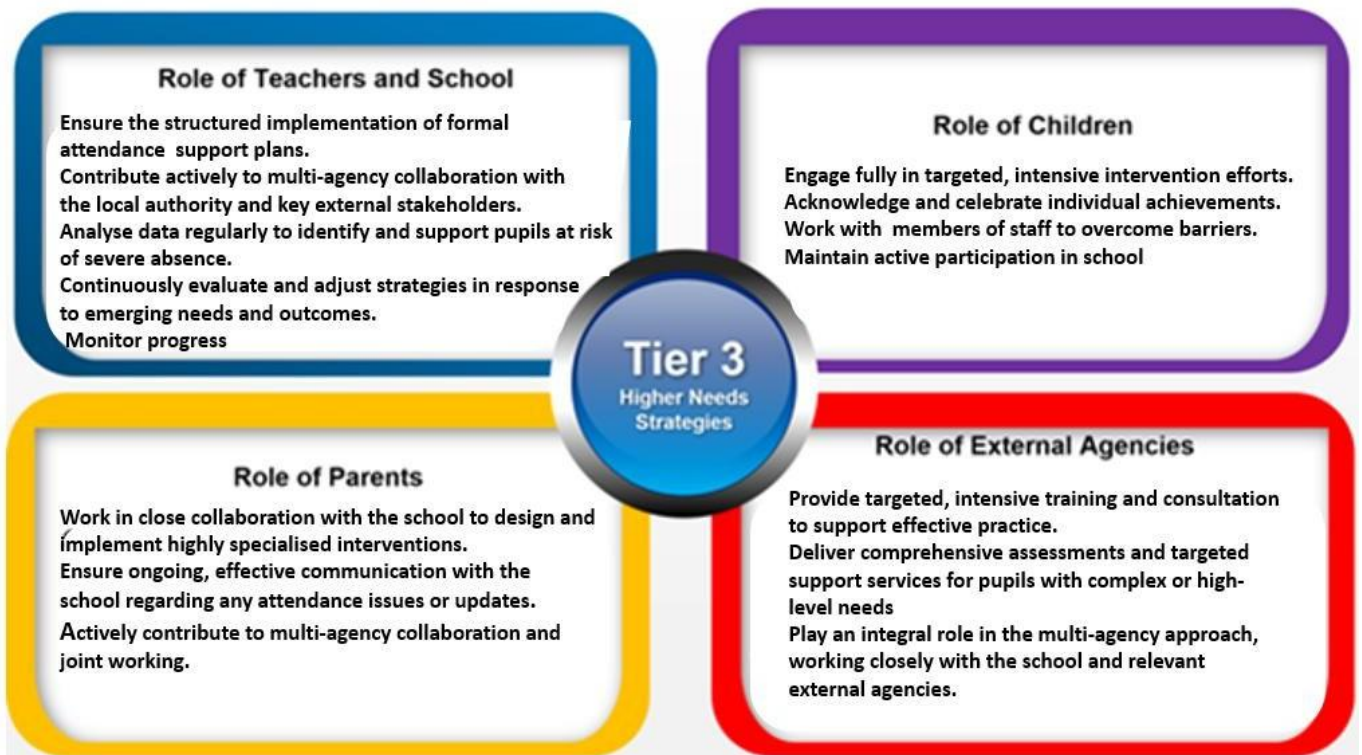
Tier 1 – Universal Approach: Establishing a baseline universal attendance approach that benefits all pupils.



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 pupils, young people, and families with complex attendance requirements, including access to external agency support when necessary.



In line with tiered approach, at Peafield Lane Academy we will also provide the following:

Universal

- Half-termly excellent and most improved awards at celebration assembly
- Raise the profile of attendance for all stakeholders across the school environment
E.g., school banner on front gates and half-termly newsletters.
- Staff on the school gate welcoming pupils in at the start of the day (This includes managing late gate).
- Our school promotes excellent attendance through a relational approach linked to our behaviour policy and developing positive relationships with pupils and families.
- We will provide opportunities for explicitly teaching the importance of attending school every day (curriculum and assemblies).
- We have a rigorous and robust system in place for first day absences of our pupils, please see: the first day contact section of this policy.
- Home visits are conducted in instances of no contact and in relation to a safe and well check as previously mentioned above.

Targeted

- We will use our first day absence procedures.
- We will complete home visits.
- We will send letters home to inform parents of attendance concerns.
- We will support through informal and formal meetings (identifying push and pull factors with families and

- Attendance Support plans are implemented).
- We will provide interventions to support the and families, working with external agencies, e.g.
- Education Welfare Officer and specific work provided in school through intervention and support.
- Attendance is an integral part of fortnightly DSL supervision meetings for pupils at risk of Persistent Absence (PA) or who are currently PA.
- We will assign the Pastoral Teaching Assistant worker to support families.
- Fines will be issued in line with the National Framework for penalty notices.

Our intention will be to work together to support families and prevent persistent absence.

Specialist (Persistent Absence)

School will use formal approaches that support and challenge in line with the National Framework for penalty notices. Formal Attendance Support plans, Team Around the Family approach, external agency support, interventions to support the pupils and the family.

Responsibilities

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have:

Attendance Champions	Lois Clarke	Head Teacher / DSL
	Millie Rowbotham	Deputy Head Teacher / DSL
	Lynsey Rodgers	Pastoral Teaching Assistant / DSL
	Louise Smith	Office Assistant
	Kate Ryder	Office Manager
	Diane Wise	Governor for School Attendance

Class teacher

Class teachers at Peafield Lane Academy are responsible for:

- The day-to-day attendance of pupils in their class.
- They will be the first port of call for issues arising from attendance
- Providing academic and emotional support to pupils who may be experiencing attendance challenges and identifying the root causes and addressing them proactively, can help improve attendance.
- Setting Expectations: Teachers can set clear expectations for attendance and punctuality in their classrooms. This includes communicating the importance of regular attendance for learning and academic progress.
- Monitoring the daily attendance of their pupils. They should maintain accurate attendance records, noting both present and absent students.
- Promoting punctuality - pupils to arrive at school on time each day. Punctuality is

essential for a smooth start to the school day and minimises disruptions in the classroom.

- **Taking Immediate Action:** When a child is absent without prior notification or a valid reason, teachers should take immediate action. This may involve contacting the school's attendance officer or designated staff member to report the absence.
- **Identifying Barriers:** Teachers should be alert to potential barriers to attendance, such as bullying, health issues, or family problems. Identifying these barriers and reporting them to school staff can lead to effective interventions.
- **Implementing School Policies:** Teachers should adhere to and implement the school's attendance policies and procedures.
- **Collaboration:** Collaborating with other school staff, such as attendance officers, the attendance champion and administrators, is essential for addressing attendance concerns effectively. Teamwork ensures a coordinated approach to supporting students.
- **Safeguarding:** Teachers should be aware of safeguarding protocols and report any concerns related to a child's safety or well-being promptly to the appropriate school staff.
- **Liaising with families** in the first instance of any attendance concerns.
- Teachers should submit attendance data promptly to the school's administrative team. This information is used for reporting to local authorities and the Department for Education (DFE).
- **Role Modelling:** Teachers can serve as role models by demonstrating punctuality and a commitment to their own professional responsibilities.

Administration Staff

Administration staff are responsible for:

- **Data Analysis:** collect and analyse attendance data to identify trends and patterns. They use this information to pinpoint areas of concern, such as high levels of persistent absence, frequent lateness, or particular year groups or demographic groups with attendance challenges.
- **Safeguarding:** aware of safeguarding protocols and report any concerns related to a pupil's safety or well-being promptly to the appropriate school staff.
- **Taking Immediate Action:** When a pupil is absent without prior notification or a valid reason, Administration Staff should take immediate action. This may involve contacting the school's attendance lead or designated staff member to report the absence.
- **Implementing School Policies:** Administration staff should adhere to and implement the school's attendance policies and procedures, including sending attendance letters to families.

Headteacher

The Headteacher at Peafield Lane Academy is responsible for:

- **Promoting a Positive Culture:** Senior staff actively promote a positive school culture where regular attendance is recognised, and pupils feel motivated to attend school regularly.

- **Monitoring and Reporting:** They monitor attendance data regularly, analysing trends and patterns. Senior leaders use this data to identify students at risk of poor attendance and to measure the impact of attendance
- **Improvement strategies. Setting Expectations:** Senior leaders establish clear expectations for staff regarding attendance monitoring, recording, and intervention. They ensure that staff understand their roles in promoting regular attendance.
- **Recognising Attendance:** They may implement incentives and recognition programmes to recognise pupils and reinforcing a positive attendance culture.
- **Enforcing Policies:** Senior Leaders enforce attendance policies consistently and fairly, addressing unauthorised absences promptly. They communicate the consequences of poor attendance to students and parents.
- **Safeguarding:** The Headteacher is alert to safeguarding concerns related to attendance. They collaborate with designated safeguarding leads to address any child protection issues arising from attendance concerns.

Attendance Champion

The role of the Attendance Champion in improving pupils' attendance in schools is critical in ensuring that students attend school regularly and achieve their educational potential.

The Attendance Champion is responsible for:

- **Developing and Implementing Attendance Policies:** Attendance Champions work closely with school leadership and staff to develop and implement effective attendance policies and procedures.
- **Early Intervention:** Recognising that early intervention is crucial, Attendance Champions identify pupils at risk of poor attendance. They collaborate with teachers, parents, and support staff to address attendance issues as soon as they arise.
- **Supporting Families:** Attendance Champions work closely with parents and guardians to build positive relationships and engage them in improving their child's attendance. They may conduct home visits, organise meetings, and provide guidance on strategies to promote regular attendance.
- **Providing Resources:** Attendance Champions may connect families with resources and services that can help alleviate attendance-related challenges, such as housing support, counselling, or healthcare services.
- **Monitoring and Reporting:** Attendance Champions continuously monitor attendance records and report attendance data to school leadership, governing bodies, and local authorities as required. They ensure that accurate records are maintained.
- **Interventions and Incentives:** Attendance Champions design and implement interventions and incentives to motivate pupils to attend school.
- **Staff Training:** Attendance Champions provide training to school staff on effective attendance monitoring, reporting, and intervention strategies. They ensure that all staff members understand their roles in promoting attendance.
- **Legal Compliance:** Attendance Champions are knowledgeable about legal requirements related to attendance, including regulations governing authorised and unauthorised absences. They ensure the school complies with these regulations.
- **Safeguarding:** Attendance Champions are vigilant for safeguarding concerns

related to attendance. They recognise signs of neglect or abuse and report them to designated safeguarding officers or authorities as necessary. Our Attendance Champion is also our Senior Designated Safeguarding Lead.

- **Community Engagement:** Attendance Champions may collaborate with community organisations, social services, and local authorities to address attendance issues within the broader community context.
- **Continuous Improvement:** Attendance Champions regularly evaluate the effectiveness of attendance strategies and interventions. They adapt their approaches based on data and feedback to achieve sustained improvements in attendance rates.
- **Promoting a Positive School Culture:** Attendance Champions contribute to creating a school culture where attendance is valued, and students feel motivated and supported to attend regularly.

Parents

Parents/Carers are responsible for:

- Ensuring excellent attendance of their child at school.
- **Communicating with School:** Establish open lines of communication with our school. Inform the school office promptly if your child is going to be absent due to illness or other reasons. This helps the school keep accurate attendance records.
- **Setting Expectations:** Clearly communicate your expectations about attendance to your child. Emphasise the importance of attending school regularly and on time.
- **Monitor Progress:** Keep track of your child's progress and attendance. Be aware of any sudden changes in attendance patterns that may signal underlying issues.
- **Seek Support if Needed:** If your child is facing challenges that affect attendance, such as health issues or academic struggles, seek support from the school, healthcare professionals, or relevant agencies.
- **Collaborate with the School:** Work collaboratively with the school to address any attendance issues. Explore support services or interventions if necessary.

Pupils

Pupils also play a significant role in attending school regularly and ensuring their educational success

Pupils are responsible for:

- **Commitment to Learning:** Pupils should recognise the value of education and commit to attending school regularly. They can understand that attending school is essential for gaining knowledge, skills, and opportunities for the future.
- **Punctuality:** Pupils should strive to arrive at school on time each day. Being punctual helps them settle into the daily routine and ensures they do not miss important instructions or activities.
- **Positive Attitude:** Maintaining a positive attitude towards school and learning can make attending school a more enjoyable experience. Pupils should be open to new experiences and willing to engage in classroom activities.
- **Responsibility:** Pupils can take responsibility for their own education by completing

homework and assignments on time. They should also ensure they have the necessary materials and supplies for school.

- **Peer Relationships:** Building positive relationships with peers can make school a more welcoming place. Pupils should be friendly, respectful, and inclusive in their interactions with classmates.
- **Participation:** Actively participating in classroom activities, discussions, and group projects can enhance a child's learning experience and motivation to attend school.
- **Problem-Solving:** Encourage pupils to develop problem-solving skills to address any challenges they may encounter at school.
- **Healthy Lifestyle:** Maintaining a healthy lifestyle through proper nutrition, regular exercise, and adequate sleep contributes to overall well-being and can reduce the risk of illness-related absences.
- **Attendance Awareness:** Pupils can develop awareness of the importance of attendance and its impact on their education. They should aim to achieve good attendance records and strive for excellent attendance.
- **Seeking Support:** If a child is facing challenges that affect attendance, such as bullying or academic difficulties, they should seek support from teachers, school counsellors, or trusted adults.

Registration

The school gates open at **8.30am**. At **8:45am**, the registers will be taken. Pupils must be seated by **8:45am**, this gives plenty of time for all pupils to come into their classroom and be ready to learn when lessons start. All class registers must be completed by **9.05am**. Registers will be taken again in the afternoon at **1.00pm**. A full day counts as 2 sessions. Each class teacher has the responsibility for marking the attendance register at the beginning of the morning and afternoon session. All attendance records are documented using Arbor. Attendance registers are legal documents, and these must be kept secure and preserved in line with the relevant retention schedule.

Lateness

Pupils who are persistently late after the close of registers soon fall behind with their learning. Any pupil who comes into school after **9.05am** will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any pupil who arrives for school later than **9.15am** will be marked as late after close of register (Attendance code U). **This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.**

As a school, we regularly monitor persistent lateness and will support and communicate with parents/carers to address this.

Medical Absence

Every effort should be made to arrange medical appointments outside school hours. If it is

necessary for a pupils to be out of school for this reason, the pupils should be returned to school directly after the appointment.

For all appointments, a letter/appointment card or documentation should be provided to the school office of the appointment prior or straight after to ensure that it is marked as a medical absence.

Reporting Absence

Parents are asked to make contact as soon as possible on the first day of absence, by telephone call or e-mail, informing the school of the reason for the absence and/or nature of any illness. They are also asked to inform the school if there is a likely return date. Parents are expected to call each day following the first day of absence to update school. Absences are noted as either authorised or unauthorised.

If no contact has been made, the first day calling procedures will be followed to establish a reason for absence.

First Day Contact

Where a pupil is absent from school and we have not received any contact from the parent/carer, then we initiate a first day contact process. Office staff check all the registers each morning to identify those pupils who are absent without explanation and, as a safeguarding requirement, contact the parents/carers of these pupils by telephone.

We have a rigorous and robust system in place for first day absences of our pupils:

Parents/carers must inform the school by 8:45am each day if their child is going to be absent through one of the following methods:

- Phoning the school office and leaving a message on 01623 460366
- Messaging the school office via Class Dojo.
- Emailing the school office on office@peafieldlaneacademy.co.uk

Once the register is closed at 9.15am, the office staff will identify any pupils who we have no reason for their absence and a first text message will be sent to parents/carers to remind them they need to contact the school office.

For pupils who walk to school, a phone call will be made immediately to parents/carers.

Where necessary, the Headteacher may use their discretion and advise that text messages be sent outside the allotted times.

1st Class Dojo Message

"Your child has been recorded as absent today. Please contact the school office as soon as possible to let us know why. Thank you."

If no contact is made by 9.15am as a result of the first Class Dojo message, school will make a phone call to the parent/carer of the pupil. If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

If no contact can be made through calling the parent/carer and all other available contacts, a second Class Dojo message will be sent out to inform parents/carers that if contact is not made by 11:30am, this will trigger a safe and well home visit.

2nd Class Dojo Message

"We have tried unsuccessfully today to contact you regarding your child's absence. If we do not hear from you before 11.30am, we will conduct a safe and well home visit. Thank you"

If contact has still not been made by 11:30am, the office will inform all DSL's and SLT, and a home visit will be conducted.

Where necessary, the Headteacher may use their discretion and advise that text messages be sent outside the allotted times.

If no contact can be made from a home visit:

A home visit letter will be left at the house requesting contact as soon as possible.

If the pupil has a social worker, they will be informed that the pupil has not been in school today and that they have not been seen when a home visit was carried out.

If contact is not made, Social Care will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. Professional advice to be followed.

School will do all it can to contact the pupil each day and continue to follow professional advice. On day 10 of no contact, school will contact Children Missing Education.

Known Pupil Absence Procedure

Day 1 Procedure- Parent/carer must inform the school by 8:45am if their child is going to be absent by calling the school office and leaving an answer phone message.

Day 3 Procedure- Where there has been contact from the parent/carer but a child is still absent from school, a care call will be made by the Attendance Champion, to determine the child's wellbeing and offer any support to the family.

Day 5 Procedure

- Where there has been contact with the parent/carer, but a pupil has been absent for 5 days, a home visit will be undertaken on the 5th day to check on the wellbeing of the pupil and to see whether there is anything school needs to be aware of.
- If the pupil is not seen, the HT/SLT will undertake a risk assessment to decide on level of concern.
- School will contact social care or the police for advice and to request a safe and wellbeing check. Professional advice to be followed.

Children Missing Education

To safeguard pupils who may be at risk of missing education it remains important for all staff in school to take swift action. This will include the need to liaise with the relevant colleagues in safeguarding/education within Nottinghamshire County Council for pupils who are to be removed from the admission register and include circumstances where the pupil:

- Has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g., home education – this will be communicated with the home elective education team.
- Does not arrive at the school as part of an admission process and we are not aware of their whereabouts.
- Has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered and has been discussed with the children missing officer (CMO) as they have not been registered at a new school

Day 1 Absence Procedure

Parents/carers must inform the school by 8:45am if their child is going to be absent.

Absence is coded in the register.

Parents contact the school office with the reason for absence.

1) If no contact is made by the time registers close at 9.05am, a first Class Dojo message will be sent to parents/carers to remind them they need to contact the school office.

If no contact has been made by 9:30am, the police will be called.

For pupils who are registered to walk alone, a phone call will be made to the parent/carer by 9:15am.

FOR PUPILS REGISTERED TO WALK

2) If no contact is made by 9.15am as a result of the first Class Dojo message, school will make a phone call to the parent/carer of the pupil.

3) If contact cannot be made to the parent/carer, school will call all available contacts of the pupil.

4) If there has still been no contact, a second Class Dojo message will be sent out to inform parents/carers that if contact is not made by 11:30am, this will trigger a safe and well home visit.

5) If contact has still not been made by 11:30am the office will inform all DSLs and SLT. A home visit will be conducted.

6) If no contact can be made from a home visit, a home visit letter will be left at the house requesting contact by end of the school day.

7) If contact is not made, MASH will be contacted for advice and to request a safe and wellbeing check. The police will also be contacted if required. **Professional advice to be followed.**

If no contact is made on day 1, school will repeat steps 2 – 7 over the next 9 days and **continue to follow professional advice.**

On day 10 of no contact, school will contact CME.

GUIDANCE FOR HEAD TEACHERS AND BUSINESS MANAGERS WHERE CHILDREN ARE AT RISK OF MISSING EDUCATION

Child / young person is on roll but not attending	Child moving out of county	Family indicate they are moving abroad	School Allocations intake or in-year admissions rounds
<p>School/Academy to attempt to make contact with parent/carers no later than day 3, best practice day 1. Follow your internal school attendance procedures.</p> <p>Days 0-10, School/Academy should continue to make efforts to engage the family, recording their contact: telephone conversations, texts, e-mails, letters, home visits. Liaising with professionals who may be involved. School/Academy should consider what action to take if attendance is 10% unauthorised.</p>	<p>Request from the family their new address and details of new School/Academy. If obtained please share with: admissions.ed@nottscc.gov.uk</p> <p>Hopefully the new school will make contact with you, if not, make contact with them to confirm on roll.</p>	<p>School must request and record details of the new family address and school. You can't remove from roll without this. If obtained please share with: admissions.ed@nottscc.gov.uk</p> <p>http://www.languageshop.org/ (translation support)</p>	<p>If allocated and there is not an acceptance/agreed start date best practice is for school to make attempts to engage (telephone, text, e-mail, welcome letter, home visit (where appropriate)).</p> <p>If a child/young person has been allocated a place at your school/academy and they do not arrive you must inform the CMO within 10 days evidencing efforts to engage.</p>
<p>Whereabouts confirmed to be known but not attending education or engaging with School/Academy.</p>	<p>Whereabouts unknown evidencing reasonable efforts to locate/make contact with the family.</p>	<p>If school does not receive the above a referral should be made to: Children Missing Officer (CMO)</p>	<p>If an application to transfer school during the year (outside of the normal intake process), the leaving school should keep them on roll until it has been confirmed by the new school that they have arrived and have been taken on roll.</p>
<p>Child and family meet the threshold for Early Help through the Family Service (level 3 Pathway to Provision). Make a referral to the Early Help Unit via an EHAF evidencing the actions you have taken.</p> <p>Absence meets the threshold for enforcement action as outlined in the Nottinghamshire Code of Conduct, make a referral to the Early Help Unit via an EHAF Child stays on roll.</p>	<p>Referral is made to: Children Missing Officer (CMO) No later than day 10 when there is no explanation for absence and above checks have been completed.</p> <p>Details of how to refer are on page 2, please clearly state any safeguarding concerns you may have.</p> <p>DO NOT remove from your roll until CMO has completed initial checks and confirmed that they can be removed.</p>	<p>If without a new school within 10 days, a referral should be made to: Children Missing Officer (CMO) providing the families new address, contact details and a summary of efforts made by school to engage the family.</p>	<p>Places must be taken up by the start of the next half term after the place has been allocated. For places allocated in the summer term 2018, the place must be taken up before the end of the summer term. <i>For children admitted through first admissions round please refer to your summer born guidance.</i></p> <p>A child should be placed on roll at the point of acceptance by parent or arriving on the first day.</p>
	<p>Child is of statutory school age but not applied or on roll of a School/Academy</p>	<p>Looked After Children (LAC)</p> <p>If a LAC is moving placement and no longer attending, school should liaise with the Virtual School and the child's Social Worker. DO NOT remove from roll.</p>	
	<p>Direct referral to: Children Missing Education (CMO) Providing child's name / DOB / address and details of parent / carers.</p>	<p>Independent / Residential Schools</p> <p>The same procedures should be followed as those in School's / Academies</p>	<p>If allocated children do not arrive PLEASE FOLLOW UP, DO NOT ASSUME they will have gone elsewhere or remained at their previous School/Academy!!</p>
<p>Parent/Carers indicate they wish to Home Educate (EHE)</p>	<p>Child permanently excluded</p>	<p>Gypsy/Roma/Traveller</p> <p>If a Traveller family indicate they are to travel for work purposes School/Academy should request details of where they will be travelling and when they aim to return.</p> <p>If they do not return within 4 weeks of the expected return date please follow attendance procedures.</p>	<p>Own admission authorities must inform the admissions team of any enquiry/application and outcome. This helps identify any vulnerable child requiring a place and avoids a child being out of education for an undue length of time. All academies must notify the local authority via admissions.ed@nottscc.gov.uk within five days of adding a pupil's name to the admission register.</p>
<p>Request must be made in writing, following a conversation between school and parent/carer's, with a copy of the letter placed in the pupil file and a copy of the letter forwarded securely to EHE.</p>	<p>LA to be notified on the day of exclusion via e-mail.</p>		<p>Family indicate they are returning home for family, cultural or health reasons</p>
<p>School/Academy to return the EHE 1A and 1B forms to the EHE Administrator.</p>	<p>The LA will respond and continue to work with you through the process.</p>		<p>School/Academy need to consider the circumstances of the absence in deciding which code to use. Parents should provide school with a return date.</p> <p>If the family do not return on this date attendance procedures should be followed.</p>
<p>Remove the learner from your roll. DO NOT remove from your roll if stated without confirmation from the LA. School file to be sent to EHE at County Hall via secure mail.</p>	<p>DO NOT remove from your roll until advised.</p>	<p>Truancy – School/Academy to inform parent/carers that their child/young person is not in school. School/Academy risk assess before considering a Police response. (prior checks to be completed and evidenced upon calling the police, unless immediate risk evident). Please be mindful of missing and hidden missing where young people's whereabouts are not known to parent/carers. This can be discussed with the CMO.</p>	<p>Health Related Education</p> <p>If a child has been out of school for 15 days or more due to illness please liaise with the School Nurse and then a referral can be made to:</p> <p>Health Related Education Team (please contact the Health Related Education Team to discuss a request for their involvement)</p>
<p>Child not in full receipt of education (25hrs)</p> <p>Information should be shared with the Fair Access Team. Levels of provision will be closely monitored and scrutinised.</p>			
<p>SAFEGUARDING - Every child should be accounted for, their whereabouts should be known or a referral made to the appropriate service. Please be mindful that the MASH is for level 4 safeguarding concerns with children believed to be at risk of or actual harm. The Early Help Unit will support with early intervention/attendance. It is important that concerns are risk assessed by school. All referrals should indicate the level of concern and previous actions taken. A referral made to the correct service will help for support to be in place in a timely fashion. If unsure please seek guidance prior to referring.</p>			
<p>Useful links: http://www.nottinghamshire.gov.uk/schoolsportal/local-authority/attendance (Nottinghamshire Schools Portal) http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/early-help-to-provision (F2P) http://www.nottinghamshire.gov.uk/media/109754/factsheet-summer-born-final-2.pdf (Summer Born) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf (CME) http://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-childrens-trust/early-help-to-provision/early-help-assessment-form (EHAF)</p>			
<p>GUIDANCE FOR REMOVING A CHILD FROM THE SCHOOL ROLL</p>			
<p>PLEASE DO NOT REMOVE A CHILD FROM YOUR ROLL UNLESS YOU HAVE RECORDED AND SHARED THE FOLLOWING WITH THE LA:</p> <ul style="list-style-type: none"> the full name of the pupil, the full name and address of any parent with whom the pupil normally resides, at least one telephone number of the parent, the pupil's future address and destination school, if applicable, and the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A). This will need to be clearly recorded when updating your systems as you will need to inform the LA. <p style="text-align: center;">All other deletions breach statutory guidance</p>			

Applications for Leave of Absence in Term Time

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances. Any requests for term time leave should be made on a Request for Absence form available from the school office and handed in 2 school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days (10 sessions), or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days (10 sessions) occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

Addressing Attendance Concerns

Peafield Lane Academy expects attendance of at least 97%. It is important for pupils to establish good attendance habits early on in their school career. It is the responsibility of the Headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. We rely upon parents to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents are always informed of our concerns.

At Peafield Lane Academy, we are relentless in our pursuit of excellence for pupils. A vital part of our role in ensuring we make every day count for the pupils of our school is the robust approach taken to breaking down barriers that may lead to poor attendance of our pupils.

If a pupil's attendance does not improve and absences are unauthorised this may lead to consideration of further action, which includes the issue of penalty notice fines, or other statutory action.

Please see below for our full Attendance Procedure:

Attendance Procedure

Attendance improves- no further actions is taken.

Attendance Falls below 97%

Class Dojo message from the office informing parent/carer that attendance has fallen below 97% and offering support.

Attendance Falls below 93%

Letter sent to parent/carer informing that attendance is a cause for concern and outlining action for if attendance falls below 90%

Attendance Falls below 90%

1) A wellbeing call will be made to the parent/carer by Pastoral TA or a member of SLT. The aim of the call is:

- To make them aware of their child's low attendance
- Find out if any support is required in improving their child's attendance.
- Inform them that their child's attendance will be monitored over the next few weeks.

2) If there is no improvement in the pupil's attendance, this will trigger a letter (*Letter 1*) to parents to:

- Inform them that their child's attendance has not improved and that it will be monitored weekly
- Offer a meeting with the Pastoral TA and a member of Senior Leadership Team to discuss the pupil's attendance.
- Inform them that any further illnesses will not be authorised without a medical note (*this will be on a case-by-case basis*).
- Inform them that unauthorised absence more than 5 days (10 sessions) within a 10-week period will result in a penalty notice.

3) If there is no improvement, and parents/carers do not arrange a meeting to see how school can support with the child's attendance, a further letter (*Letter 2*) will be sent informing them:

- Of a given time and date to attend a meeting with the Pastoral TA and Senior Leadership Team to discuss the pupil's attendance.
- That failing to attend, and if there is no improvement in attendance, a referral will be made to the Early Help Unit.
- That a referral will be made to the Local Authority to issue a fixed penalty notice (*if the pupil has had in excess of 5 days (10 sessions) unauthorised absence within a 10-week period*) or consideration for enforcement action through the Magistrates Court if absences are persistent.

4) If parents/carers fail to attend the meeting and there is no further improvement in attendance:

A penalty notice warning letter (*Letter 3*) will be sent informing them:

- Of their child's current attendance.
- That their child's attendance is being monitored over the next 10 weeks and that if they have 5 or more days off during that time, a penalty notice from the Local Authority will be issued/or consideration for enforcement action through the Magistrates Court if absences are persistent.

If the pupil is absent for 5 or more days, a penalty notice letter (*Letter 4*) will be sent informing parents/carers:

- Of their child's current attendance.
- That a referral to the Local Authority to issue a penalty notice has been made.

5) SLT and the pastoral team will make regular contact via phone and text to offer help and support and to keep communications open. This will be logged via CPOMS.

National framework for penalty notices

The new National threshold for consideration of legal action is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence, including lates after close of register (Attendance code U) and unauthorised leave in term time (Attendance code G / O). If your child's absence falls into this category, the school will decide if further offers of support is likely to improve the situation or if a request for legal action should be submitted to the Local Authority.

The new costs and process is outlined below:

- **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 3 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 paid within 28 days.**
- **Third Offence and Any Further Offences (within 3 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.**

Term time holidays

Pupils should not be taken out of school during term time unless it is unavoidable. Schools are required to consider requests for leave of absence in term time and should only approve the leave if there are exceptional circumstances. If a request for leave is denied and the pupil is absent for 5 days (10 sessions) or more then the school is expected to refer the case to the LA. The LA will issue a penalty notice with no requirement for a formal warning to be issued. Penalty notices can also be issued where a pupil is absent for repeated incidents of unauthorised leave in term time that fall below the 5-day threshold. In every case, the request for the Penalty Notice comes in from the school to the LA for the process to be completed.

Refusal to Attend

Where a pupil refuses to attend school, parents must contact the school office to inform them on the first day of absence. Parents should explain that their child is refusing to attend. School will aim to work with parents to support their child in returning to school. In the first instance an appointment should be made with the Head Teacher, Deputy Head Teacher or our Child and Family Support Worker to see if reasons for the refusal to attend can be identified and addressed.

School will then work with parents to offer to support. This may include:

- Home visits
- Nurture support
- Referral to outside agencies

Changing Schools

It is important that if families decide to send their child to a different school that they inform Peafield Lane Academy as soon as possible.

A pupil will not be removed from the school roll until the following information has been received

and investigated:

- The date the pupil will be leaving the school and starting the next.
- The address of the new school.
- A new home address if appropriate.

The pupil's school records will then be sent to the new school within 5 working days.

In the event that the school has not been informed of the above information, the family will be referred to the local authority.

Review

This Attendance Policy will be reviewed annually by the school's governing body to ensure its effectiveness and compliance with statutory requirements. Any amendments will be communicated to staff, parents, and carers as necessary.

Appendix 1 – Leave of Absence Request and Decision Form

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Overleaf is the required application form for requesting permission for your child to be absent from school during term time. Before completing the application form, please read these notes carefully.

As parents, you have a legal responsibility to ensure your child attends school regularly. Holidays should only be taken during the school holiday period. As a rule, no requests for holidays will be granted.

Please note that the school policy, in accordance with guidance from the Department for Education is that leave of absence requests may only be granted in exceptional circumstances.

The Headteacher will not, under any circumstances, authorise leave of absence of more than 10 days in one academic year.

Leave of absence requests must be made **12 days prior** to when the intended leave is due to commence. This must be in writing using the form overleaf. Permission will only be granted in exceptional circumstances. The school may request further evidence to support any leave of absence application. Please note the school year is from 31st August to end of July.

- **Penalty notice referrals will be made if the absence is unauthorised and there are 5 consecutive days (10 sessions) of term time leave.**
- **Penalty Notice fines will be issued to each parent, for each child that was absent. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.**
- **First offence** - The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be: £160 per parent, per child if paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.
- **Second offence (within 3 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 paid within 28 days.
- **Third Offence or any further offences (within 3 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 are per parent, per child. Cases found guilty in Magistrates' Court may be shown on the parent's future DBS certificate.

Payment of Penalty Notices:

It is important to note that these fines are paid directly to the council and not school.

- Failure to pay the fines may result in court action.
- The fine must be paid in full, there are no payment plans (paying in instalments),
- There is no process to appeal a fine it must be paid.

We appreciate that holidays are expensive out of term time but please note this guidance is national guidance and school has a legal responsibility to follow it.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application form below.

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please complete all sections below. Please ensure all parents/carers details are included, Consent for term time leave of absence will only be considered with a full description of special circumstances. The school may request further evidence to support any leave of absence application. The school requests that parents use the allocated school holiday period for vacations.

Pupil's Name: _____ Class: _____

Name of parents/carers _____

Home Address: _____

Email address: _____

Telephone number: _____

I wish to apply for my child to be absent from school during the following dates:

First Day of Absence: _____ Date of Return to School: _____

Total number of school days missed: _____

Could you please explain why you require a leave of absence during term time?

By completing this form, I acknowledge that I have made an application for my child, named above, to have authorised leave of absence from school for the reasons stated. I confirm that the reasons given are valid and legitimate. I understand that if this is not agreed then any absence will be treated as unauthorised. Unauthorised absences could lead to a formal referral to the Nottinghamshire County Council Family Service in respect of lack of attendance at school. Please be aware that this could result in the Local Authority taking legal action against you.

Name of Parent/Carer making application: _____

Relationship to child: _____

Signed: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 12 DAYS NOTICE

Appendix 2 – Whole School Letter

Dear Parent/Carer,

RE: Attendance

Peafield Lane Academy is working in partnership with parents and the Local Authority following the Department for Education (DFE) guidance to improve school attendance. We would like to congratulate the many parents who make sure their children attend school regularly and are therefore benefiting fully from their educational opportunity.

The school's attendance target for this academic year is **97%**.

You can support the school, and your child, to achieve this target by:

- Making sure your child attends school regularly and on time.
- Contacting school on the first day of any absence on 01623 460366
- Informing school of any problems which may impact on your child's attendance, punctuality and learning.
- Arranging medical appointments outside school time where possible.

In coming days, via the Class Dojo messaging channel, teachers will communicate your child's attendance with you – please look out for a message to know your child's current attendance.

We will begin posting helpful attendance reminders on ClassDojo to ensure our attendance procedures remain clear and at the forefront of everyone's minds. Our updated attendance policy is also available to view on our website.

We do understand that some absence due to illness is unavoidable, however, it is important school is made aware of on-going health problems so we can put the correct support in place.



The government-set persistent absence level remains at 10%. In real terms this is equal to missing around 7 sessions per half term (3.5 days) or 38 sessions across the school year (19 days). This amount of absence from school will mean your child will be classed as a persistent absentee; in line with national guidelines, this is likely to result in further action being taken.

Absence from school disrupts the education of the individual student and the whole class. Are you aware that children who do not attend school regularly:

- Miss vital teaching, leading to gaps in learning and reduced academic progress.
- May struggle to build friendships, communication skills, and positive relationships with peers and adults.
- May experience increased anxiety, low confidence, and disengagement from school, making return to learning more difficult.

Absence can only be authorised by the Head Teacher and **will not be authorised during term time except where the circumstances are exceptional.**

It is a parent's legal responsibility to ensure their child/children attend school regularly and punctually. Failure to ensure this may result in legal action being taken against you.

We need to make parents/carers aware of the legal action that may be taken, which includes:

- Issuing penalty notices: Each parent receives a penalty notice for each child who has unauthorised absence. The penalty is £80 or £160 depending on how soon payment is made. So, if there are two parents and two children the total penalties could be up to £640. Failure to pay may result in prosecution.
- Taking parents to court for unauthorised absence: The Education Act 1996 Section 444(1) – Courts can fine each parent up to £1,000 per child, order payment of prosecution costs and/or impose a Parenting Order.
- Taking parents to court for persistent unauthorised absence: The Education Act 1996 Section 444(1A) – court can fine each parent, order payment of the prosecution costs, impose a Parenting Order and/or sentence the parent/s to a period of imprisonment of up to 3 months.
Being taken to court could result in a parent having a criminal record.

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

If at any time you are experiencing difficulties and require any support or advice, please do not hesitate to contact us – we are here to help!

Yours sincerely,



Miss L Clarke
Headteacher

Miss L Rodgers
Pastoral Teaching Assistant

Appendix 3: Day 1 Absence Procedure – First Class Dojo Message

ATTENDANCE:

Your child has been marked absent today.

Please contact the school immediately to confirm the reason for their absence.

Appendix 4: Day 1 Absence Procedure – Second Class Dojo Message

ATTENDANCE:

We have been unable to obtain a reason for your child's absence today and have attempted to contact all numbers linked to your child. Please contact the school immediately to confirm the reason for the absence. If we have not heard from you by 11:30am today, a Safe and Well Check (home visit) will be carried out by a Designated Safeguarding Lead.

Appendix 5: Notification of Failed Home Visit

Date: _____ Time: ____: ____



Notification of Failed Home Visit

In line with our Attendance Policy, the school has conducted a Safe and Well Check home visit today, as we have not received a reason for your child's absence and all available contact numbers and communication channels have been exhausted.

Unfortunately, the home visit was unsuccessful, and we were unable to make contact.

As a result, the school is now required to seek advice from external services to ensure your child's safety and wellbeing. This may include contacting the Police and/or Children's Social Care, in line with safeguarding procedures.

We urge you to contact the school as a matter of urgency and no later than 3:30pm today to discuss your child's absence and next steps – **01623 460366**.

Please contact the school office immediately.

Appendix 6: Class Dojo Message - Attendance Fallen Below 97%

At Peafield Lane Academy, we are committed to our aim of raising educational standards. A key factor influencing our achievement of this aim is ensuring that all children attend school regularly.

Poor attendance has a detrimental effect on academic achievement. I am writing to let you know that your child's attendance has fallen below 97% and is currently _____%.

We would like to offer our support to ensure your child's attendance improves – please contact me should you wish to discuss this further 01623 460366. We will continue to monitor your child's attendance.

Appendix 7: Letter – Attendance Fallen Below 93%

Dear Parent / Carer

Re: Your child's attendance has fallen below 93% and is at risk of persistent absence.

As you are aware, attendance is a very important part of your child's school career. At Peafield Lane Academy, we are passionate and committed to our aim of raising educational standards. A key factor influencing our achievement of this aim is ensuring that all children attend school regularly. Poor attendance has a detrimental effect on academic achievement. Attendance is monitored regularly, and we are writing to you due to **XXXXX's** current level of attendance.

XXXXX's school attendance is currently **XXX%** (Date– Date 2025)

Our current attendance target range for all pupils is 97%-100%, and unfortunately your child is not currently meeting this target. Therefore, we are sending out this letter to advise that if your child is further absent from school this could result in your child being within the lowest standard of attendance – as any child with below 90% attendance is considered by the Department for Education to be "persistently absent from school".

For persistent absentees the school is expected to have plans in place to both support pupils and to improve their attendance.

We are aware that term time holidays can be the cause of this, however, as per the Department for Education's (DFE) guidance, we do not support term time holidays and holidays on all occasions should be booked outside of term time, excluding extenuating circumstances.

We are obliged to inform you that as XXXXX's parent/carer you are legally responsible for ensuring regular attendance at school. 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, his/her parent/carer (s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

Continued absence from school could result in one of the following actions:

- 1) A Penalty Notice being issued. Each penalty notice is £80 if paid within the first 21 days, rising to £160 if paid between 22-28 days. Failure to pay will result in prosecution.

XXXXX's attendance will be monitored, and we hope to see an improvement. If attendance continues to cause concern, then a meeting will be arranged to discuss together any concerns, and any support that can be put in place.

If you do have any concerns, or would like to discuss this letter further, please do not hesitate to contact school, to arrange a meeting.

Yours sincerely

Miss L Clarke
Headteacher

Miss L Rodgers
Pastoral Teaching Assistant

