



Leamington Hastings C of E Academy

Plant, Grow, Flourish!

Attendance Policy

Policy Version	Date	Author	Changes
V1	November 2025	Suzanne Marson	Initial Issue – new policy written to the model policy from Warwickshire Local Authority
V2	26.6.26 ready for 1.9.26	Suzanne Marson	Inserted sentence regarded statutory school entitlement from the Department for Education Small sentence variations throughout to make the policy clearer Clearer wording regarding religious observance Clearer wording regarding travel time on page 10 SEND paragraph added to late arrivals section Formal notification links added Severely and persistently absent attendance plan information added Non compulsory school age paragraph added within the introduction

Policy Consultation and Review

This policy is available on our school website and is available on request from the school office. All parents are informed about the policy when their children join the school and on a regular basis through the newsletter and signposting to the website.

We recognise the expertise our staff build by managing school attendance daily and share this policy with all staff on at least an annual basis.

This policy will be reviewed in full by the Academy Governance Committee on at least an annual basis.

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1. Introduction and Aims

As an academy in the Diocese of Coventry Multi Academy Trust, this policy is underpinned by our vision to build a better future for all within our Academies who in turn will positively impact their communities - 'Together, pursuing life in all its fullness' (based on John 10, 10) Our school vision of 'Roots to grow, wings to fly', based on the Parable of The Mustard Seed, aligns with the trust vision. We provide the best for our children so that they develop firm foundations, supporting them to plant strong roots and flourish.

At Leamington Hastings C of E Academy, we value the attendance of all pupils. There is a strong relationship between good school attendance and achieving positive outcomes for children. It is recognised that attending school regularly can be a protective factor for children and young people. It is important that as a school we offer a safe environment, positive relationships, high quality teaching and learning opportunities to develop social and emotional skills.

Although some of our pupils are not yet of compulsory school age, this Attendance Policy applies to all pupils attending the school. The school's procedures for requesting leave of absence, including the authorisation or non-authorisation of absence, apply to all children once they attend full time in reception, regardless of whether they have reached compulsory school age. We encourage good attendance and punctuality from the start of every child's education to promote positive attendance habits and support their learning and development.

Ensuring that children attend school every day will help achieve this ambition by maximising their education and social achievements as well as developing self-discipline, organisation and preparedness for the work environment. Improving attendance and reducing absence, especially persistent absence is a priority for our school and Warwickshire County Council.

[Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good outcomes in school, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality.
- Recognise the key role of all staff in promoting good attendance.
- Provide a clear framework for monitoring and responding to pupil absences.
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community, and this policy is applicable to all children, including those who are not yet statutory school age. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning.

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, aptitude and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at school or by education otherwise than at school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Act early to address patterns of absence.

Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

A "Parent" is defined as:

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

3. Attendance Objectives

Our school attendance policy:

- Is easy to understand by pupils, parents and staff.
- Is clear and consistently applied, transparent and fair.
- Considers the individual needs of pupils and their families.
- Is easy to find so that the whole school community is aware of our attendance expectations.
- Includes the contact details of key staff to make it easy for parents to get in touch.
- Is reviewed by staff regularly and involves pupils and parents because school attendance matters to everyone.
- Is followed in accordance with the procedures in the flowchart below.

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early support or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

4. Roles and Responsibilities

At Leamington Hastings C of E Academy, we believe that school attendance matters to everyone. School attendance is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community.

Role	Name	Contact details
Senior Attendance Lead	Annie Scofield	annie.scofield@leamingtonhastings.covmat.org
Attendance Officer	Donna Cuddihy	school.office@leamingtonhastings.covmat.org
Named Governor/Trustee for Attendance	Melanie Bailey	Melanie.bailey@leamingtonhastings.covmat.org
Named Trust Attendance Lead	Leah Baddeley	Leah.baddeley@covmat.org

The Academy Governance Committee recognises the importance of school attendance and promotes it

across the school's ethos and policies. They take an active role in attendance improvement by:

- Supporting the school to prioritise attendance and work together with leaders to set whole school cultures.
- Ensuring school leaders fulfil expectations and statutory duties.
- Ensuring school staff receive training on school attendance.
- Use data to understand patterns of attendance, identifying areas of progress and where greater focus is needed.
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it.
- Designating a member of staff to have responsibility for the promotion of the education achievement of looked after and previously looked after pupils.
- Monitor and review attendance of the cohort and consider how school policies, including behaviour policies, are sensitive to their needs and support good attendance.

Leamington Hastings C of E Academy will:

- Have a clear school attendance policy on the school website which all staff, pupils, and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence.
- Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.
- Proactively use data to identify pupils at risk of persistent absence.
- Work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance.
- Signpost and support access to any required services where out of school barriers are identified and act as lead practitioner if attendance is the only issue and/or threshold for formal early support is not met.
- Take an active part in the multi-agency effort with the local authority and other partners and if the case meets threshold for formal early support/family support, including conducting an early support assessment and acting as lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, continue to work with the local authority and partners.
- Put additional targeted support in place to remove any barriers where absence becomes persistent.
- Hold more formal conversations with parents and be clear about the potential need for legal intervention in future where there is a lack of engagement.
- Work with the local authority on legal intervention where support is not working, being engaged with or appropriate.
- Intensify support through a referral to statutory children's social care where there are safeguarding concerns.
- Work with other schools in the local area, such as schools previously attended and the schools of any siblings.
- Agree a joint approach for all severely absent pupils with the appropriate local authority teams and services.

- Proactively use data to identify cohorts with, or at risk of, low attendance and develop strategies to support them.
- Work with other schools in the local area and the local authority to share effective practice where there are common barriers to attendance.
- Maintain the same ambition for attendance and work with pupils with SEND and/or medical conditions and their parents to maximise attendance.
- Ensure join up with pastoral support and where required, put in place additional support and adjustments, such as an individual healthcare plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.
- Consider additional support from wider services and external partners, making timely referrals for children with SEND and medical conditions.
- Regularly monitor data for children with SEND and medical conditions, including at board and governing body meetings and with local authorities.
- Know who the pupils who have, or who have had a social worker are.
- Understand how the welfare, safeguarding, and child protection issues these pupils are experience, or have experience, can have an impact on attendance – whilst maintaining a culture of high aspiration.
- Provide additional academic support and make reasonable adjustments to help pupils who have a social worker, recognising that even when statutory social care intervention has ended, there can be a lasting impact on children's educational outcomes.
- Informing the pupil's social worker if there are any unexplained absences.
- Work in partnership with local authority Virtual School Head to develop and deliver high quality Personal Education Plans for looked after children that support good attendance.
- Work directly with parents to develop good home-school links that support good attendance including discussion on the use of Pupil Premium Plus for previously looked after pupils.

Leamington Hastings C of E Academy requests that parents:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. illness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible.
- Follow the school's procedure if children arrive after the classroom door has closed by entering via the school office, helping the school maintain accurate attendance records and ensuring health and safety in the event of a school evacuation.
- Work with the school and local authority to help them understand the child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support.
- Proactively engage with the formal support offered – including attendance plans or voluntary early support to prevent the need for legal intervention.

Pupils will:

- Understand the school's expectations around attendance and know when and where they are required to attend, as communicated by school staff, parents and the school timetable.
- Speak to their class teacher, or another member of staff if they are experiencing difficulties at school or at home which may affect their attendance.
- Attend all lessons prepared to learn, bringing the appropriate equipment and arriving on time.
- Work with a trusted adult who will help them improve their attendance at school.
- Have regular opportunities to share their views and ensure their voice is heard within the school community.

5. Absence and Attendance Recording, Including Leave of Absence

When marking our registers, we will apply the national codes as outlined and regulated by the Department of Education guidance to accurately record and report attendance. For attendance codes, see appendix 1.

5.1 Leave of absence

The Headteacher, or Assistant Headteacher (Attendance Lead), can grant a leave of absence when a pupil needs to be absent from school with permission. The Headteacher and Assistant Headteacher will restrict leaves of absence to the specific circumstance set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- Taking part in a regulated performance or employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances*

*The law states that a leave of absence may only be granted by a school if an application is made in advance and if the school considers there are exceptional circumstances relating to the application.

The Headteacher or Assistant Headteacher can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings.

A leave of absence is granted entirely at the school's discretion. Permission may only be given by a person authorised by the school's proprietor to do so. Each application must be judged individually, taking into account the specific facts, circumstances, and relevant background context behind each request.

Typically, a need or desire for a holiday or other absence for the purpose of leisure and recreation does not constitute an exceptional circumstance. This includes when a holiday is attached to a family event.

“Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance” – Working Together to Improve School Attendance [DfE – August 2024]

The school can only consider applications for Leave of Absence made in advance by the resident parent. i.e the parent with whom the child normally resides. The Leave of Absence should be requested using the Warwickshire Leave of Absence form, which can be found on the [school website](#) or can be obtained via the school office. Where a parent emails the office without attaching a Leave of Absence form, this is considered advanced notice, however we will always ask for the form to be completed to ensure the correct amount of information is received.

Parents making an application for Leave of Absence are advised to provide sufficient information and notice to allow the Headteacher or Assistant Headteacher to consider all exceptional circumstances and notify the parents of their decision. The school may request further information or supporting documentation where appropriate.

We will endeavour to respond to a parent's request at the earliest opportunity. If parents have not received notification or a response regarding the leave of absence application, it is their responsibility to confirm whether the leave is authorised prior to the start of the absence.

Where applications for Leave of Absence are made in advance and refused, the child is expected to attend school on the dates set out in the application. If the child is absent during that period, the absence will be recorded as an "unauthorised". If additional days are taken either before or after the requested period, they may also be considered as part of the leave of absence.

Applications for Leave of Absence that are not made in advance cannot be authorised in line with legislation, and any such absence will be recorded as 'unauthorised'.

Where a leave of absence is approved, the school will determine the number of school days that may be authorised. In some cases, there may be a split decision. This means part of the requested period of absence may be authorised, with any remaining days recorded as unauthorised absence.

Where the Headteacher or Assistant Headteacher has approved a leave of absence that requires travel abroad or to a distant location within the UK, a maximum of one day for outward travel and one day for the return journey may also be authorised, where considered reasonable.

When absence is granted by the Headteacher or Assistant Headteacher, the parent will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in a possible child missing from education procedure being instigated.

5.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible.

The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment.

If a pupil must attend a medical appointment during the school day, parents must inform the school office and provide a copy of the appointment letter. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

5.3 Pupil Absence for the purposes of Religious Observance

Leamington Hastings C of E Academy acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious observances may fall outside school holiday periods or weekends.

Requests for leave of absence for religious observance should be submitted in advance using the Leave of Absence form. We recognise that the dates of some religious observances may be determined at short notice, and in these circumstances a request may be submitted with a shorter notice period.

Where a religious observance must take place on a specific day, the school will consider the request for authorised absence, subject to its attendance policy and any relevant statutory guidance. Where the timing of a religious observance is flexible, such as where it may be observed within a wider period or at a range of ages, families are expected to arrange participation outside term time during weekends and holiday periods. Requests for absence in these circumstances are very likely to be unauthorised.

5.4 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher and Deputy Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- a pupil's/family member's birthday
- closure of a sibling's school for INSET (or other) purposes,
- family holidays or days out

6. Our Procedures

6.1 Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register at the beginning of each morning session and once during each afternoon session.

On each occasion the register is taken, the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed on the admission register at the time.

Class teachers are responsible for taking the registers using Bromcom, which are then checked by the school office.

6.2 Late Arrival at School

All pupils are expected to arrive on time for every day of the school year. The school day begins at 8:45am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 8:50am. All pupils arriving after this time are required to report to the main office with their parents who will be expected to sign the late book and provide a reason for their absence. If their arrival is between 9:00am and 9:15am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9:15am. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register), unless an acceptable reason for arriving late has been provided, such as a hospital appointment. An unacceptable reason will be categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

The school register will be taken each afternoon at 1:10pm and will officially close at 1:20pm. Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session unless an acceptable reason is provided.

We recognise that some pupils with Special Educational Needs and Disabilities (SEND) may find arriving at or leaving school at the same time as their peers challenging. Where this is the case, the Headteacher or Assistant Headteacher may agree reasonable adjustments with parents or carers, which could include an earlier or later start and/or finish time. Any adjustments will be considered on an individual basis, taking into account the specific needs of the pupil.

6.3 Expected absence procedure for parents

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9:15am and where no reason for absence is known. Please see the school 'Procedure for children's absence / child missing in education' document for details in full.
- If there is still no contact made from the pupil's parents, further contacts are made through telephone calls, text messages and emails. If no response can be gained, the pupil's named emergency contacts will be telephoned.
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.
- School will telephone home, and the Police where relevant, if a pupil leaves the school without permission. Leaving the school site without permission is considered a serious safeguarding breach.

In certain circumstances the school may also:

- Visit the home of the pupil.
- Write to the parents of a pupil to highlight attendance or punctuality issues.
- Invite parents to discuss how school can support the family to make improvement.
- Discuss the pupil at the Targeted Support Meetings with the Local Authority to seek advice and guidance on additional support strategies.
- Offer Early Support and/or other external agencies to offer support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures.
- Complete a Notification for Attendance Intervention to the Local Authority to put in place a monitoring period and consider issuing a penalty notice or to consider prosecution when all other interventions have failed.
- Where an unauthorised leave of absence has been taken consider requesting the Local Authority give regard to the issuing of a penalty notice/prosecution.

6.4 Formalising support and Interventions

We promote school attendance in school by having a class attendance reward which is awarded to the class with the highest attendance on a weekly basis. The attendance display is updated in the school hall to celebrate the classes achievement. The attendance of each class and the whole school is shared in the

newsletter weekly, measuring this against our target of 97%

Attendance is monitored on a half term basis by the attendance lead, and more frequently where a problem has been identified. All parents will receive a copy of their child's attendance record on a half termly basis, sent home by the attendance lead using the Insight school system.

The Warwickshire Attendance Service (WAS) delivery model provides a structured, staged approach to managing school attendance concerns. It ensures that interventions are timely, proportionate, and evidence-based, supporting children and families while meeting statutory responsibilities.

Process Overview:

i. School Initiated Attendance Process

- Schools issue attendance concern letters and initiate internal support.
- If concerns persist, schools submit a formal Notification of Attendance Intervention to WAS.
- The following notifications are submitted by the Deputy Headteacher, with logs made on CPOMS where this has taken place.
 - Where a child has low attendance due to illness which reaches 15 days of absence in a school year, either cumulatively or consecutively.
<https://forms.office.com/Pages/ResponsePage.aspx?id=BqqwiCdZu0uok4nMJxOsgvyk1LrRdrJJheJRxB6FvpUMVFLREdLQIFZUDdUTlowWkiYMUUpENVI0VC4u>
 - Where a child has 10 days of unauthorised absence (Coded G, N, O or U)
<https://forms.office.com/Pages/ResponsePage.aspx?id=BqqwiCdZu0uok4nMJxOsgvyk1LrRdrJJheJRxB6FvpUQVdTSUgyMU1W0Vg5WFBjN1pPNldDQU5USi4u> These days do not need to be consecutive and the form should be completed for each 10 day period of absence

ii. WAS Triage and Decision

- Attendance Advisers assess the notification and determine the appropriate pathway.
- Notifications may be returned to school for further action or accepted for monitoring.

iii. 10-Week Monitoring Pathway

- WAS issues monitoring letters and tracks attendance at regular intervals.
- Midway reviews identify whether further intervention is needed.

iv. Attendance Contract Pathway

- If attendance does not improve, a formal contract is initiated with the family.
- If the family does not engage, an Attendance Action Plans will be implemented with the school.
- Attendance Contracts/Action Plans will be reviewed collaboratively.

v. Enforcement Pathway

- Continued poor attendance, where there is clear evidence that support has been offered but not engaged with, may lead to legal escalation.
- WAS issues formal notices and prepares for potential prosecution.
- Before any prosecution, consideration of an Education Supervision Order (ESO) is required. Where appropriate, this is done in collaboration with Children's Social Care, as ESO applications proceed through the Family Court.

vi. Legal Process

- Legal bundles and statements are prepared.
- Cases are reviewed for public interest and statutory thresholds before proceeding.

vii. *Closure and Review*

- Cases may close due to improved attendance, referral to other services, or legal withdrawal.
- Attendance continues to be monitored where legal action has been initiated.

Please view the Warwickshire County Council code of conduct for penalty notices for non-school attendance and penalty notices [WCC PN code of conduct](#)

6.5 Deletions from register

The school will only delete a pupil from their register in accordance with The School Attendance (Pupil registration) (England) Regulations 2024 the local Authority will be notified of this removal.

Leamington Hastings C of E Academy will inform Children's Services when a child with safeguarding concerns is due to be removed from the school register.

7. Support

At Leamington Hastings C of E Academy we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Contact with family: A supportive conversation to identify barriers and problem solve together
- Ongoing joint working with appropriate agencies
- Support with emotional based school avoidance
- Early Support
- Emotional Based School Avoidance graduated approaches, including consulting with external professionals where appropriate

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered will be child centred and planned in discussion and agreement with both parents and pupils. This may include a referral to Early Support or an attendance action plan.

8. Persistent and Severe Absence and the use of legal interventions

We take attendance seriously because every day in school matters. When a pupil's absence reaches 10% or more for any reason, this is an early warning sign that they may be at risk of becoming a persistent absentee (PA). Over a full academic year, 10% absence equates to around 40 sessions (20 days) of missed learning, which can have a significant impact on a child's progress and wellbeing. If attendance falls further, reaching 50% or below, this is considered severe absence (SA).

Our approach is always support first. The attendance of all pupils at our school are monitored closely to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Where needed, we will also involve external agencies to provide targeted support.

Where a pupil is identified as being severely absent, or has been persistently absent for more than one term, the Attendance Lead will work in partnership with parents or carers to develop an Attendance Support Plan. The purpose of the plan is to identify and address any barriers to regular attendance and to support improvements in the pupil's attendance. Progress will be reviewed at least once every half term, with the plan updated as appropriate.

If, despite this support, parents fail to engage and attendance or punctuality remains unsatisfactory the school may ask the Local Authority to consider pursuing legal proceedings either through a penalty notice or prosecution in the Magistrates' Court.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

8.1 Penalty Notices

Penalty notices may be issued by the Local Authority on request of the Headteacher and Assistant Headteacher to parents or carers if your child(ren) are absent from school. Penalty notices will be issued in line with the National Framework for Penalty Notices. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct [WCC PN code of conduct](#).

The national threshold set out in the statutory guidance states that a penalty notice must be considered for 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10-week period may span different terms or school years.

The school will prioritise a 'support first' approach offering support to families in cases where it is appropriate. Penalty notices can still be issued where support is not appropriate, such as leave of absence in term time or when support has not been engaged with.

If the Local Authority believes a penalty notice would be appropriate in an individual case, the Authority shall retain the discretion to issue one before the threshold is met. An example of this is where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, or for repeated absences for birthdays or other family events.

Penalty Notices will be issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).

- First penalty notice: The amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
- Second penalty notice within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.

A national limit of 2 penalty notices that can be issued to a parent of the same child within a rolling 3-year period has been set within the National Framework, so at the 3rd (or subsequent) offence(s) a

Penalty Notice will not be issued. The matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996 or alternative action may be considered including other legal interventions.

9. Children Missing Education

At Leamington Hastings C of E Academy, we recognise that regular attendance is a safeguarding priority. In line with *Keeping Children Safe in Education*, we have clear procedures to ensure that pupils who do not attend regularly or who go missing from education are identified and supported promptly.

Our staff are trained to understand what action to take when attendance concerns arise and to recognise indicators of wider safeguarding risks, such as travel to conflict zones which may signal risks of forced marriage or FGM.

The school works closely with the local authority to ensure compliance with statutory duties. We will notify the local authority whenever a pupil:

- Leaves the school to be home educated
- Moves away from the local area
- Remains medically unfit beyond compulsory school age
- Is in custody for four months or more and will not return
- Is permanently excluded

We also ensure that pupils expected to attend but who fail to take up their place are referred to the Local Authority without delay. When a pupil leaves our school, we record the name of their new school and the expected start date to maintain continuity of education and safeguarding oversight.

10. Part-time timetables

All children of compulsory school age have a legal right to receive a suitable full-time education and the school and local authority have a statutory duty to ensure that all children in the area receive such an education. In very exceptional circumstances, we may decide to implement a temporary, part-time timetable to meet a pupil's individual needs and only where it is safe to do so and in agreement with all parties.

We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision where applicable.

We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

We will notify the Warwickshire Attendance, CME and EHE Service of all part-time timetables as soon as a plan has been agreed and use the appropriate attendance code to record this within our admission register.

11. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential, policies that contain the following content are integral to this approach:

- safeguarding including child protection.
- medical needs
- admissions
- anti-bullying
- suspension and exclusion
- special educational needs
- teaching and learning
- relationship and behaviour

School documentation is also in place to support attendance such as:

- starters and leavers checklists
- Procedure for children's absence / child missing in education

12. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- [Working together to improve school attendance \(applies from 19 August 2024\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007](#)
- [Children missing education \(updated September 2025\)](#)
- [Keeping children safe in education 2025](#)
- [Working together to safeguard children \(December 2023\)](#)

13. Appendices

Appendix 1 - Attendance codes

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the Local Authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed

Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

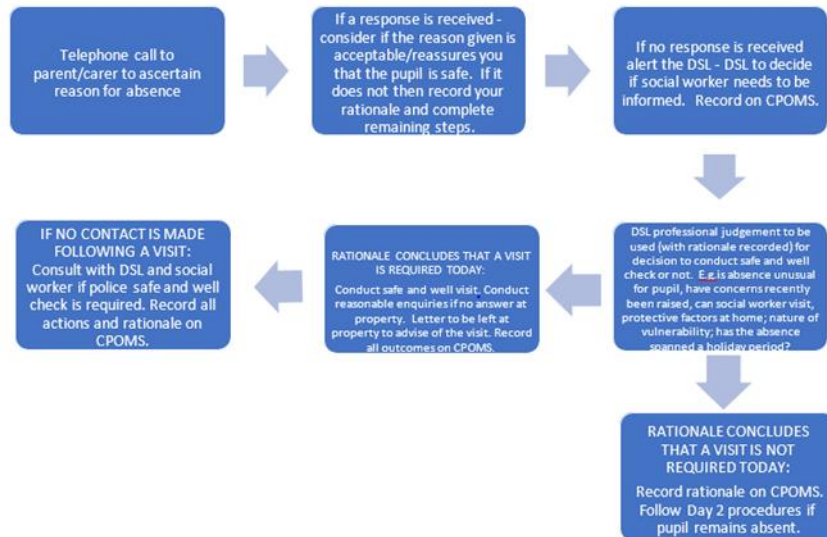
Appendix 2 - Grounds for removing a pupil from roll:

	<u>Grounds for deleting a pupil from school admission register</u>
A	The pupil has been registered at another school
B	The pupil has not continued at the school following completion of nursery education
C	The pupil is also registered at one or more other schools and the other schools have agreed deletion
D	The pupil has a school attendance order which has been changed to name another school
E	The pupil had a school attendance order which has been revoked
F	The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than in school
G	The pupil no longer normally lives a reasonable distance from the school
H	The pupil has not returned following a leave of absence
I	The pupil has been continually absent from school for 20 school days
J	The pupil is detained under a sentence of detention
K	The pupil has died
L	The pupil will be over compulsory school age and will not continue into sixth form
M	The pupil is a boarder at a school maintained by a Local Authority or academy and their boarding fees have not been paid
N	The pupil has ceased to be a pupil at an independent school or non-maintained special school
O	The pupil has been permanently excluded from the school

Appendix 3 - Safe and well home visits flow chart

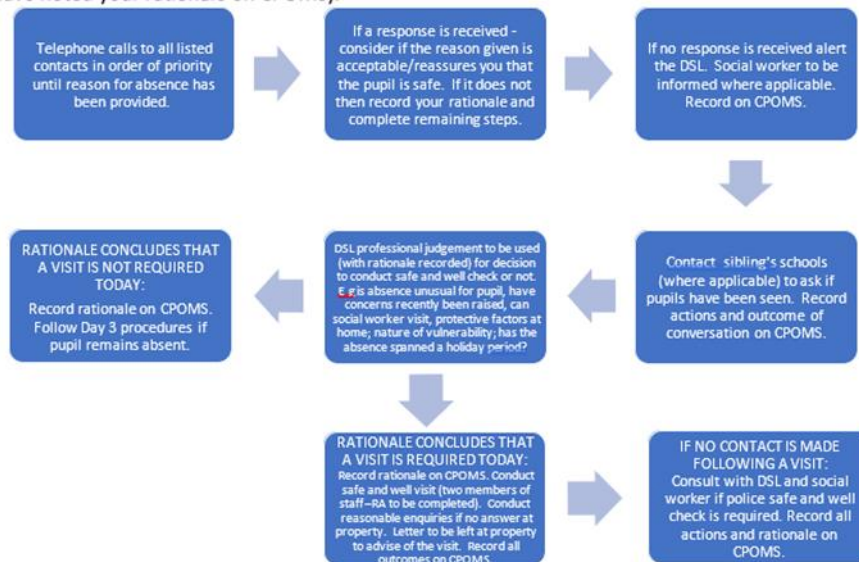
Families with Assigned Social Workers

DAY 1: Pupil is absent and no reason has been provided. They are included on the regularly updated vulnerable list.



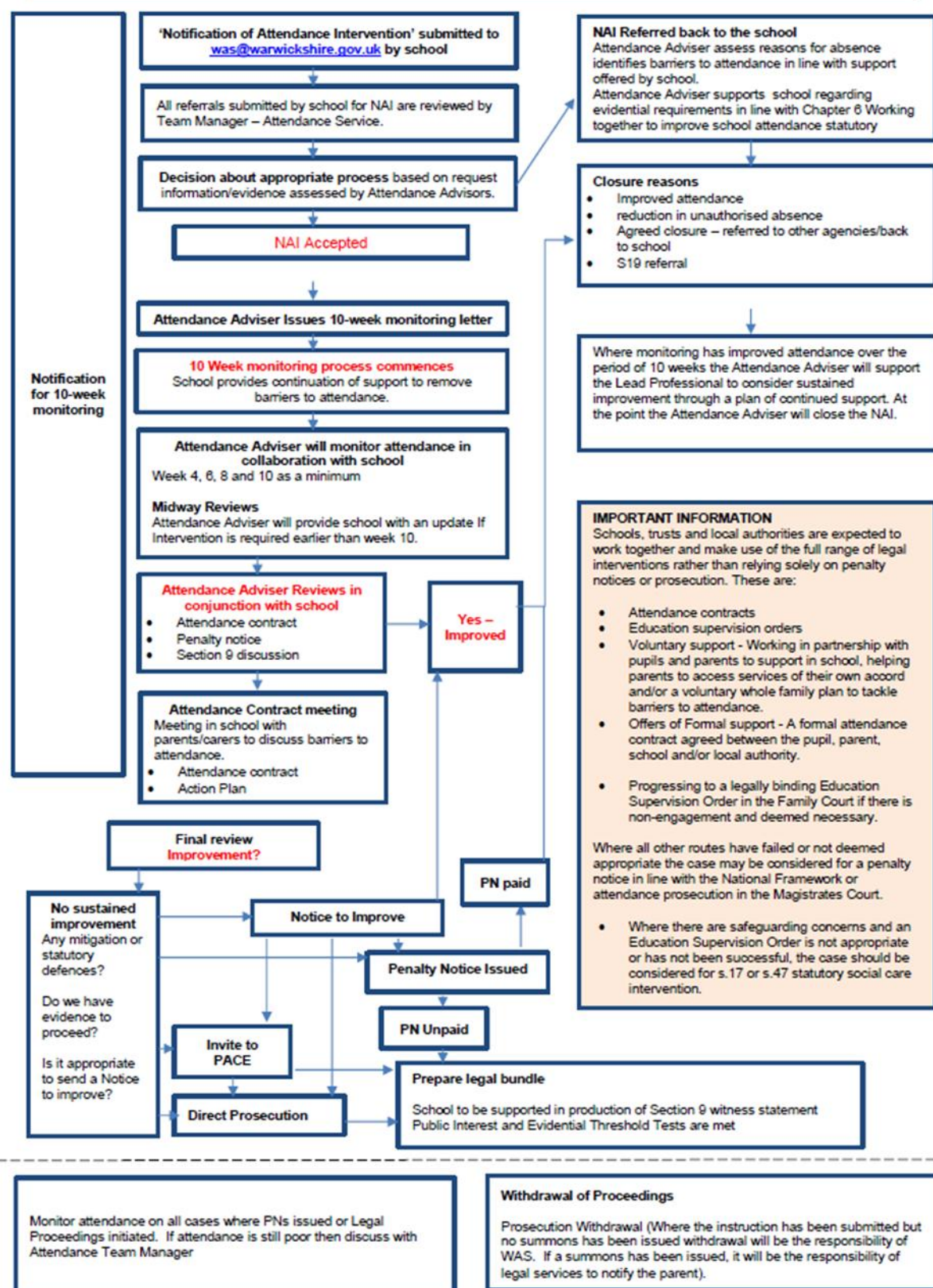
NOTE – A safe and well check should always be conducted within three days of a pupil absence with no contact from home. Professional judgement should be used to determine if a home visit is required, and how quickly, even if contact from parent/carer is made where there are known vulnerabilities. Where contact is not made or the reason given for absence is a cause for concern, the DSL/Attendance Officer should record clear rationale for the decision to conduct a home visit or not on that day. Outcomes of home visits must always be recorded on CPOMS along with information regarding referrals to other appropriate agencies made where no contact is made with the pupil. DSLs and Attendance Officers should have due regard to the Chadrack SCR which underlines the importance of adopting a safeguarding first approach and actively consider the wider context of a child's life. Contextualised professional curiosity can enhance our collective ability to safeguard and protect the young and vulnerable. <https://www.chscp.org.uk/wp-content/uploads/2018/03/CHSCB-Local-Review-Chadrack-Report-FINAL.pdf>

DAY 2: A safe and well check was not conducted on Day 1. Pupil is still absent and no reason has been provided (or you remain concerned and have noted your rationale on CPOMS).



Appendix 4 – Warwickshire notification flowchart

School Process Map Notification for Attendance Intervention (NAI)



Appendix 5 – Leave of absence form

Warwickshire County Council
People Directorate

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN
EXCEPTIONAL CIRCUMSTANCES ONLY**

Important Information for Parents/Carers

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion:
 - It must be requested in advance by a parent who the pupil normally lives with.
 - Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
 - If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- When making an application for Leave of Absence the resident parent is advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify of their decision.
- Requests for leave of absence should be made before any arrangements confirmed or money committed.
- It is advised if you have not received notification from the school regarding the leave of absence request, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of leave.
- Failure to make a request for a leave of absence in advance will result in the absence being recorded as unauthorised.
- Any additional days taken either side of a leave of absence period, which has not been applied for, may be considered as part of the leave of absence period and be unauthorised.

Please see over for important information.

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: _____ Form Group: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to school: _____

Reason for Proposed Absence – please provide reasons to support the application including evidence (*see overleaf before completing*):

.....
.....
.....

Total Days Requested On This Occasion

(For siblings) I have also applied to _____ School/Academy for leave of absence for _____ (*Insert child/children's name*)

Signature of resident Parent/Carer: _____

Print Name: _____ Date: _____

For school use only: NAME OF CHILD: _____ Date received by school: _____

1st date of absence requested by parents: Last date of absence requested by parents:

Expected date of return to school (as advised by parents):

Absence: Authorised / Unauthorised / Split (please delete as appropriate)

The reasons for this decision are:

- LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information

Head teacher/Attendance Lead: Date:

- Copy of this completed section should be sent back to parent with letter