



**Perry Wood**  
**PRIMARY & NURSERY SCHOOL**

## Attendance Policy

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## Background

At Perry Wood we believe that punctuality and good attendance are essential for all pupils, to ensure they can benefit fully from the Proud Traditions, Wide Horizons and High Achievement that Griffin Schools offer. We aim to ensure that all pupils achieve maximum possible attendance and that any barriers to this are identified and acted upon as soon as possible. The attendance expectation is 96%, however the school aims for 100% attendance for pupils and promotes good punctuality now and for the future.

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education’s (DfE) statutory guidance on working together to improve school attendance (applies from 19 August 2024).

Parent and carers should be aware that if they fail to ensure that their children attend school regularly and punctually they may be prosecuted under section 444 Education Act 1996 by the Local Authority.

Regular and punctual attendance provides the means for children to take advantage of all educational opportunities. It ensures continuity, promotes responsibility and a purpose which can be carried into adult life. A pupil who is late or absent, misses the introduction to a lesson or a new concept, causes

disruption to others and is likely to have missed the instructions to the lesson, thus putting themselves at a disadvantage.

## Legislation and Guidance

This policy is based on the DfE's statutory guidance on working together to improve school attendance and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

## Roles and Responsibilities - Parents, Guardians and Pupils

Parents/carers of children of compulsory school age are legally required to ensure that they receive fulltime education. Parents/carers are also responsible for informing the school of any absence as soon as possible; the school expects to be contacted on each day of the absence. This can be done by telephoning the school on 01905354800, by personal contact, emailing the office ([office@perrywood.worcs.sch.uk](mailto:office@perrywood.worcs.sch.uk)) or by written note. The reason for absence and when the child is expected to return to school should be stated. Pupils are expected to arrive at school punctually:

- All children in Years R-6 are expected to be in school 8.50am to 3.20pm.
- Nursery children are expected between 8.45am and 11.45am / 12.30pm and 3.30pm
- Morning Registration is taken in class between:
- Nursery - 8.45am – 8.55am
- Year R - 8.50am – 9am
- KS1 - 8.50am – 9am
- KS2 - 8.50 am – 9am

Afternoon Registration:

- Nursery - 12.30pm
- Year R - 12.45pm
- Year 1 - 12.45pm

- Year 2/3 – 1pm
- Year 4/5 - 1.15pm
- Year 6 – 1.30pm

All gates will open at 8.40am and 3pm.

Should a child arrive after 9.25am they will be given an unauthorised absence mark.

Parents are expected to notify the school of changes to contact details and if there is a change in home circumstances that might affect the behaviour and learning of their child.

Persistent lateness can be seen as an unauthorised absence and is managed in the same way as poor attendance by the school. School starts 8.50am for all pupils in Years R-6. Pupils should arrive at school 5 minutes before so they can enter the school calmly with their class. If families decide to send their child to a different school they must inform School as soon as possible in writing.

## Breakfast Club

Perry Wood runs an established Breakfast Club for Years N to 6. The aim of the club is to promote punctuality and good attendance. Breakfast Club may be a useful option for families where there are barriers to punctual attendance. Breakfast Club is run by trained school staff and is open from 7.30 am.

The School will:

- Provide a welcoming atmosphere;
- Provide a safe learning environment;
- Provide a sympathetic response to any child's or parent's/carer's concerns;
- Keep regular and accurate records of AM and PM attendance and punctuality, monitor individual child's attendance and punctuality;
- Contact parents/carers on the first day of absence when a child fails to attend and where no message has been received to explain absence;
- provide a sympathetic response to any child's or parent's/carer's concerns;
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body will be required.
- Encourage good attendance and punctuality through a system of reward and recognition;
- Inform parents/carers of the % attendance of their child/children at parents evening and in their annual report;
- Make initial enquiries regarding pupils who are not attending regularly;
- Liaise with outside agencies when necessary to support families.
- Communicate regularly with the Attendance support for Worcester to monitor and support school attendance and punctuality;
- Invite parents/carers in for Attendance support to discuss reasons for absence and to offer support to improve attendance.

- Invite parents to a school attendance concern meeting to discuss unauthorised absences prior to a referral being made.
- Refer irregular or unjustified patterns of attendance to the Worcester Attendance service. Failure by the family to comply with the planned support set may result in further actions, eg a Penalty Notice, parental prosecution or an application for an Education Supervision Order;
- Notify Worcester after 5 (10 sessions) days unexplained absence.
- Request medical evidence after 3 days of unexplained absences.
- Request medical evidence from persistent absentees following a medical evidence letter being sent.

The attendance lead is Suzanne Beston.

## Recording attendance

### Attendance Register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- [For pupils of compulsory school age] Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

## Leave of Absence

The school can approve absence. The school does not have to accept the parent/carers offered explanation as a valid cause for absence. There are certain circumstances outlined in the DfE guidelines that the school categorises as authorised absence. The guidelines are based on the needs of the community and the kinds of reasons parent/carers may wish their children to take leave of absence. The school follows the guidelines for authorising absence as listed below:

- Illness, emergency medical, dental and hospital appointments. It is expected that routine check-ups, including hospital review appointments should, as far as possible, be made during holiday periods or after school hours.
- Family bereavements
- Attending a religious observance
- Off-site activities (These fall into two categories; educational visits or individual activities e.g. an examination)
- Suspensions (Suspended pupils are treated as authorised absence. They will remain on the school's register unless permanently excluded when the situation has to be reviewed)

## Medical Evidence

From 3rd day of absence, medical evidence will be required and a return to school date.

If a child's attendance becomes a cause for concern, the parents/carers will be invited to attend an Attendance meeting to discuss any issues with the school.

## Unauthorised Absences

The 1996 Education Act clearly states, "if any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents/cares of the child shall be guilty of an offence". The Anti-Social Behaviour Act 2003 also introduced the use of penalty notices as an additional sanction to address the problem of poor school attendance. Failure to ensure your child's regular attendance at school may result in prosecution in the courts or a penalty notice being issued.

In the event of 10 unauthorised sessions recorded, a referral may be made to Worcester Attendance service. If your child incurs 10 sessions of unauthorised absence in a ten-week period, a penalty notice may be issued. The amount payable is £80 per parent, per child, if paid within 21 days, rising to £160 when paid within 28 days. Failure to pay the penalty notice, within 28 days, will result in a court prosecution for your child's irregular school attendance.

## Holidays during Term Time

Perry Wood does not authorise a leave of absence for extended periods during term times for extended holidays or visiting family abroad. A leave of absence is only granted in exceptional circumstances and is considered on an individual basis.

If parents are requesting a leave of absence they need to:

- Complete a leave of absence form and submit to the school office at least 2 weeks prior to requested date.
- A letter will be sent from the office with a response.
- If the leave of absence is a holiday, a further letter is sent from the office informing that a penalty notice referral will be made to the Attendance Advisory Service.
- The Attendance Advisory Service will issue a holiday penalty notice.

## Penalty notices

Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school is concerned about a child's attendance, it will inform the Local Authority who will send any penalty notices.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead and could include prosecution via a Magistrates court which parents could be liable for a fine up to £2,500 and/or a community order or imprisonment of up to 3 months.

## Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the Local Authority area in which the pupil attends school. They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

From September, the school, will be monitoring your child's attendance. In the event of 10 unauthorised sessions recorded, a referral will be made to Worcester Attendance service. Prior to this you will be invited to a School attendance concern meeting at the school.

The 1996 Education Act clearly states, "if any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents/cares of the child shall be guilty of an offence". The Anti-Social Behaviour Act 2003 also introduced the use of penalty notices as an additional sanction to address the problem of poor school attendance. Failure to ensure your child's regular attendance at school may result in prosecution in the courts or a penalty notice being issued.

We operate the DfE zero tolerance approach to extended holidays and we notify parents/carers of this so that they can make an informed decision about removing children from school for this reason. We refer children with unauthorised extended holiday absence to the local authority who arranges for fixed penalty fines to be issued. The amount payable on issue of a Penalty Notice is £80 per parent, per child, if paid within 21 days, rising to £160 when paid within 28 days. Failure to pay the fine may result in the Local Authority prosecuting.

## Late Collection of Children

Persistent late collections are monitored and the school attempts to support parents/carers with this by helping to develop strategies to improve their punctuality in collecting their children.

## School Procedure

The school monitors attendance and lateness weekly and tracks using Sol Attendance fortnightly. Issues relating to pupil attendance are followed up during regular review periods. Attendance is a high priority and is celebrated weekly in assembly with the presentation of a trophy. Improved attendance certificates are issued termly and at the end of the year. The class with the highest attendance chooses a reward at the end of the year. Attendance is tracked on an internal display board. Attendance newsletters monthly.

The Department for Education expects a child to have an annual school attendance of not less than 96%. By working together, we aim that every child achieves that goal.

Head: Suzanne Beston

Pastoral Lead: Karen Reynolds

## Appendix 1: Attendance Codes

Following codes that are applicable are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed

<b>Attending a place other than the school</b>		
<b>V</b>	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
<b>P</b>	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>B</b>	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)

<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

## Roots to grow | Wings to fly

PERRY WOOD PRIMARY & NURSERY SCHOOL

St Albans Close, Worcester, WR5 1PP | T. 01905 354800  
office@perrywood.worcs.sch.uk | [www.perrywood-gst.org](http://www.perrywood-gst.org)



Perry Wood  
PRIMARY & NURSERY SCHOOL

Dear

Excellent attendance means fulfilling potential

Perry Wood Primary School is committed to ensuring all children achieve their full academic potential and believes that good attendance means good learning.

The positive impact that regular attendance has on a child reaching their full academic potential and the benefits this brings to their emotional and social well-being. The school's expectation for pupil's attendance is at least 96%.

From September, the school, will be monitoring your child's attendance. In the event of 10 unauthorised sessions recorded, a referral will be made to Worcester Attendance service.

The 1996 Education Act clearly states, "if any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly, the parents/cares of the child shall be guilty of an offence". The Anti-Social Behaviour Act 2003 also introduced the use of penalty notices as an additional sanction to address the problem of poor school attendance. Failure to ensure your child's regular attendance at school may result in prosecution in the courts or a penalty notice being issued.

In the event of 10 unauthorised sessions recorded, a referral may be made to AASA. If your child incurs 10 sessions of unauthorised absence in a ten-week period, a penalty notice may be issued resulting in a £80 per parent per child, penalty notice, increasing to £160 if not paid within 21 days. Failure to pay the penalty notice, within 28 days, will result in a court prosecution for your child's irregular school attendance.

I do hope that you will work with us to continue to improve attendance for the benefit of your child's education. If you would like to discuss this further, please do not hesitate to contact me.

Yours sincerely



Suzanne Beston  
Head

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St Albans Close, Worcester, WR5 1PP | T. 01905 354800  
office@perrywood.worcs.sch.uk | [www.perrywood-gst.org](http://www.perrywood-gst.org)



Perry Wood  
PRIMARY & NURSERY SCHOOL

Date:

Dear Parent/Carer

## Declining Leave of Absence

Name of Child:

Date of Birth:

Dates of Absence:

Further to your request for your child to be absent from school during term time. I am sure you will agree that it is important that your child's education is consistent and uninterrupted. We will not authorise term time holidays during the 190 days each year designated for school and expect parents/carers to use the thirteen weeks school holidays available during the year. The Government and Local Authority states that Head Teachers may not grant any leave of absence during term time unless exceptional circumstances. Although we sympathise with your situation, unfortunately it is not exceptional. It is your decision to take your child out of school and therefore if the leave of absence is taken it will be recorded as unauthorised and will be subject to a fine. I realise this may be disappointing news to you.

From September 2013, the DfE has amended the Education (penalty notices) (England) Regulations 2007, so that each parent/carers who receives a Penalty Notice for taking their child out of school during term time will have to pay £80 per parent, per child, within 21 days or £160 within 28 days. Please be aware non-payment of these fines will result in court proceedings. The Attendance Advisory Service for School issue penalty notices which are issued after the holiday is taken to each parent/carers per child; in line with our school attendance policy. No further absences will be authorised during this academic year. Should your child be absent due to illness then medical evidence will be requested in order for absence to be authorised. Should your child's attendance fall below the expected attendance level of 96% then Worcester Attendance service will be informed and further action may be taken. If you wish to appeal the decision and you feel that the reason for leave of absence fulfils the exceptional circumstances criteria, then you should write to me upon receipt of this letter. Thank you for your continued support.

Yours sincerely



Suzanne Beston

Head

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Perry Wood  
PRIMARY & NURSERY SCHOOL

Learning Without Limits

Dear Parent/Carer

Application for Holiday During Term Time

Name of Child:

Date of Birth:

Dates of Absence:

You applied for leave of absence for your child between \_\_\_\_\_ to \_\_\_\_\_ which as we informed you, was not authorised by the Head.

Consequently, the leave of absence has now been taken it has been recorded as unauthorised absence and your child/ren has returned to school, the details have been passed to the Attendance Advisory Service for Schools for the issue of a Penalty Notice.

The Department for Education (2007 regulations) state that parent/carers who receive a penalty notice for taking their child out of school during term time are required to pay this fine (£80) per parent per child within 21 days or the amount will increase (£160) and is expected to be settled within 28 days. Please be aware non-payment of these penalty notices will result in Court proceedings.

Yours sincerely



Suzanne Beston  
Head