



Mile Cross Primary School

Attendance Policy

Approved by:

Date: September 2021

Last reviewed on:

Next review due by:

September 2022

1. Introduction/Aim

- 1.1 Regular school attendance is essential if children are to achieve their full potential. [Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances.
- 1.2 At Mile Cross Primary School we believe that regular school attendance enables children both to maximise the educational opportunities available to them and to become responsible, organised and motivated adults. We value all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. We recognise that attendance is a matter for the whole school community. 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. This policy also takes into account the Human Rights Act 1998, the Equality Act 2010 and other relevant legislation.

2. Legal Framework

- 2.1 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, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. 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.
- 2.2 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.
- 2.3 The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:
- Present;
 - Absent;
 - Present at approved educational activity; or
 - Unable to attend due to exceptional circumstances.

3. Definitions

3.1 For the purpose of this policy, the school defines:

“Absence” as:

- Arrival at school after the register has closed
- Not attending school for any reason

Regular attendance as:

- Attendance at every session the school is open to pupils

An “authorised absence” as:

- 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
- An absence due to a family emergency or unavoidable cause

An “unauthorised absence” as:

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

“Persistent absenteeism” (PA) as:

- Missing 10% or more of schooling across the year for any reason

“Parent” 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

4. Categorising Absence and Attendance

4.1 The table below shows the national codes which enable all schools to record and monitor attendance and absence in a consistent way, and comply with the regulations.

Absence and Attendance Codes	
Present at School	
/ \	Registration code / \ : present in school / = am \ =pm
L	Late arrival before the register has closed. Magdalen Gates keeps the registers open for 15 minutes each morning until 9am. A pupil arriving after the register has closed will be marked absent with code U, or with another absence code if that is more appropriate.
Attendance codes for when pupils are present at approved off-site educational activity	
B	Off-site educational activity. This code is used when pupils are present at an off-site educational activity that has been approved by the school.
D	Dual Registered – at another educational establishment.
J	At an interview with prospective employers, or another educational establishment.
P	Participating in a supervised sporting activity.
V	Educational visit or trip. School trips, residentials or an organised trip
W	Work experience.
Absence codes when pupils are not present in school	
C	Leave of absence authorised by the school. Only very exceptional circumstances warrant an authorised leave of absence.
E	Excluded
H	Holiday authorised by the school.
I	Illness (not medical or dental appointments). Parents are to notify school on the first day the child is unable to attend due to illness –There is the expectation that parents will inform the school of absence before 8:45am on the day of absence.
M	Medical or dental appointments are counted as an authorised absence However, we strongly encourage parents to make routine GP and dental appointments after 3:15pm. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
R	Religious observance. An authorised absence, when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.
S	Study leave. Schools record this as an authorised absence.
T	Gypsy, Roma and Traveller absence. This code would be used when Traveller families are known to be travelling for occupational purposes

	and have agreed this with the school prior to absence. It would not be used for any other types of absence by these groups.
Unauthorised Absence from School	
G	Holiday not authorised by the school or in excess of the period determined by the head teacher. If Mile Cross Primary School does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence will be recorded as unauthorised. Depending on the amount of time absence occurs the school will submit a Fixed Penalty Notice.
N	Reason for absence not yet provided.
O	Absent from school without authorisation. If Mile Cross Primary School is not satisfied with the reason given for absence, we will record it as unauthorised.
U	Arrived in school after registration closed. We actively discourage late arrival. We are alert to patterns of late arrival and will seek an explanation from the parent.
Administrative Codes	
X	Not required to be in school.
X01	Non-compulsory school-age pupil not required in school
X02	Self-isolating CV-19 symptoms
X05	Quarantine requirement
X06	Shielding
X07	Government attendance restrictions
X08	Advised by Public Health Directors not to attend school
X09	NHS test and trace required self-isolation
Y	An enforced closure – example snow
Z	Pupil not on admission register.
#	School closed to pupils

4.2 Leave of Absence

4.2.1 Since September 2013, changes to Government regulations and guidance means that Head teachers can no longer authorise leave of absence for the sole purpose of a holiday (unless in exceptional circumstances). All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday will be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

4.2.2 We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for child due to 'exceptional circumstances.' At Mile Cross Primary School leave of absence shall not be granted

unless there are 'exceptional circumstances. This would only be granted at the discretion of the Head teacher

4.2.3 Parents wishing to apply for leave of absence during term time must apply in writing to the Head teacher at least a month before the planned leave. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head teacher and it will be marked as unauthorised. Mile Cross Primary School will treat each application individually and possibly discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**. Parents are informed school may make a referral to the Local Authority to request that a penalty notice fine is issued.

4.2.4 A penalty notice request or a referral for prosecution may be submitted to the Local Authority should: -

- The parent fails to submit a leave of absence request in advance of taking the leave
- An application for a leave of absence is not agreed by the Head teacher but is still taken.
- A longer period of time is taken in excess of the agreed number of days.

4.2.5 When absence is granted by the Head teacher, the parents 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 possible children missing from education procedures being instigated.

4.3 Pupil Absence for the purposes of Religious Observance

Mile Cross Primary School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Schools may seek advice from the parents' religious body about whether it has set the day apart for religious observance.

4.4 Traveller Absence

1. The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.
2. To protect Traveller parents from unreasonable prosecution for non-attendance, s. 86 of The Education Act 1944 states that a Traveller parent shall be entitled to be acquitted if his or her child accrues 200 attendances (i.e. 200 half days) during the period of twelve months ending with the date on which the proceedings were instituted, if the family are of no fixed abode.

3. However, it should be noted that this provision applies only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.
4. When trading or otherwise conducting their business in or around Norfolk, if a family can reasonably travel back to their Base School (see below) then the expectation is that their child will attend full-time.
5. Mile Cross Primary School will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended Mile Cross Primary School in the last 18 months. Traveller children can register at other schools temporarily while away from their base school; in such cases, the pupil's school place at Magdalen Gates Primary School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.
6. Mile Cross Primary School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:
 - Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
 - Inform the school regarding proposed return dates
7. Traveller children will be recorded as attending an approved educational activity when:
 - The child is on roll and attending another visited school
 - Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
8. Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

4.5 Unauthorised Absence

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

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the pupil is actually considered well enough to attend
- Holidays taken without the authorisation of the school

4.6 Persistent Absence

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's educational prospects. The attendance of all pupils at our school are monitored 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 e.g., Fast Track Proceedings. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice or full prosecution, following Fast Track, 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.

4.7 Late Arrival at School

At Mile Cross Primary School all pupils are expected to arrive on time for every day of the school year. The school opens at 8:30am and children are allowed directly to class. Due to CV-19 restrictions to limit the spread of infections, parents are not routinely allowed to accompany their child into class.

All pupils arriving late are required to report to the main office with their parents who will be asked to give an explanation for their lateness. If their arrival is before 9am it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9.10am - 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). This is 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.

5. Deletions from the Register

5.1 In accordance with the Regulations, pupils will only be deleted from the register when one of the following circumstances applies:

A	Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the
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	ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
B	Change of school Except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
C	Where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
D	Home education In a case not falling within sub-paragraph (a) of this paragraph, that (s)he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
E	Moved away Except in the case of a border that (s)he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
F	In the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is
G	That (s)he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither (s)he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
H	That (s)he has been continuously absent from the school for a period of not less than twenty school days and (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) The proprietor of the school and the Local Authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
I	That (s)he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
J	That the pupil has died.

K	That the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) The pupil does not meet the academic entry requirements for admission to the school's sixth form
L	In the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
M	Permanent exclusion. That (s)he has been permanently excluded from the school.
N	Where the pupil has been admitted to the school to receive nursery education, which he has not on completing such education transferred to a reception, or higher, class at the school.
O	Where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) Those charges remain unpaid by the pupil's parent at the end of the school term to which they relate

Mile Cross Primary School will follow Norfolk County Council's Children Missing Education procedures when a pupil's whereabouts is unknown, and the school will carry out joint enquiries with Norfolk County Council to establish the whereabouts of the child.

6. Roles and Responsibilities

At Mile Cross Primary School, we believe that improved school attendance is a responsibility shared by governors, school staff, parents, pupils and the wider school community.

The Governors of Mile Cross Primary School will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Regulations and other relevant legislation are complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school
- Monitor the school's attendance and related issues through termly reporting at Governors' meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior manager to lead on attendance

- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Head teacher, Senior Leadership Team at Mile Cross Primary School will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Regulations and other relevant legislation are complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governors and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated
- Set out how Pupil Premium will be used to support pupils with irregular attendance

All staff at Mile Cross Primary School will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents

- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Regulations and other relevant legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families

Pupils will:

- Be aware of the school's attendance policy and when and what they are required to attend. This will be communicated to them through the school staff, their parents/carers/guardians, and the school's communications such as weekly newsletter, texts and assemblies – Attendance League, Presentation Assemblies etc.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class
- Follow the correct set school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance.

This is also vital for health and safety in the event of a school evacuation

Alongside Mr Allen the Headteacher, Mr Whalen (Deputy Head) is responsible for attendance and will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. Staff responsible for attendance will support good attendance, respond to concerns and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data (including CPOMS)
- Undertaking termly attendance meetings with the Designated Safeguarding Lead and other relevant staff members and termly Pupil Progress meetings
- Implementing the identified strategies for promoting good whole school attendance
- Implementing the identified strategies for tackling unsatisfactory attendance
- Managing individual pupil casework files

- Coordinating Individual Action Plans for pupils causing concern including the instigation of a Family Support Plan (FSP) and/ or the implementation of a parenting contract or the Fast Track process.
- Ensuring first day calling procedures are adhered to, if a child is absent from school without contact from parents
- Taking an active lead in supporting whole school initiatives such as awards assemblies and reward schemes
- Making referrals to appropriate external agencies
- Working closely with the allocated LA Attendance Consultant to ensure best practice.

Mile Cross Primary School requests that parents will:

- Take a positive interest in their child's work and educational progress
- Ensure their child has regular attendance at school
- Instil the value of education and regular school attendance within the home environment
- Contact the school if their child is absent to let them know the reason why and the expected date of return (we ask that unless exceptional circumstances do not allow this, you contact the school before 9am)
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school by becoming involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving the same messages from both school and home
- Maintain effective routines at home to support good attendance
- Attend all meetings requested to discuss attendance issues

7. Attendance Protocols

If a child is absent, the following 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 9am and where no reason for absence is known.

- If there is still no contact made from the pupil's parents, a further telephone call home or a text will be made again that morning. If no response can be gained, the child's 2nd named emergency contact could be telephoned.
- If school cannot make contact with a parent and are concerned about a pupil, a home visit will be carried out
- School will telephone home if a pupil leaves the school without permission

In certain circumstances the School may also:

- Visit the home of the pupil or request a welfare check to be made by the police
- 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
- Refer to an external agency/ support service 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
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan, implantation of Fast Track to Attendance proceedings or referring to Children Services, where there are safeguarding concerns

7.1 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 first day of absence and each subsequent day, identifying the reason for absence and the expected date of return
- If no contact is received, the Attendance protocols will be instigated

7.2 Support Systems

School recognises 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, incidents of domestic abuse. This will help the school identify any additional support that may be required e.g., PSA (Parent Support Assistant).

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. Strategies used may include:

- Discussion with parents and pupils
- Parent Support Advisor
- ELSA
- Friendship groups
- 1 to 1 mentoring
- Reward systems
- Behaviour support
- Reintegration support packages
- Attendance panels
- Parenting contracts
- Engaging the support of other agencies

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils. Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, the Head teacher will consider the use of legal sanctions following consultation with the Local Authority.

7.3 Attendance Procedure and Reward System

- **Reward systems**
- 100% attendance goes towards being awarded the Golden Ticket on a Friday. One child in each class across the school is awarded the Golden Ticket weekly.
- Each class is awarded 'points' for their attendance each week. These points go towards the Attendance League, displayed prominently and referred to in the hall during assemblies. The class with the best attendance is awarded with the Attendance Shield at the end of each half term in Presentation Assemblies.
- The top attending classes at the end of each week are presented with an Attendance Certificate which are displayed prominently on or around the classroom door.
- Each week every class that achieved 100% attendance gets an additional 10 minutes breaktime on the following Monday (CV-19 restrictions apply).
- The school presents pupils with 100% attendance rosettes at the end of the academic school year
- Termly Attendance Reward trips for pupils with 97% plus attendance e.g. Christmas Pantomime, Dinosaur Park. (CV-19 restrictions apply).

- Traffic light attendance slips are sent to parents at the end of each term. These show the attendance percentage for that term.
- 100% - 97% - Great attendance. The school target for 2021-2022 is 98%.
- 96% - 90% - Parents could receive a letter making you aware of the child's attendance. We may ask you for medical evidence to support any illness absences
- Under 90% - All pupils whose attendance level falls below 90% will be contacted by the Deputy Head teacher and where needed will be subject to an action plan to support their return to full attendance.

The Local Authority has introduced a system where any child who has:

1. 10 consecutive sessions of unauthorised absence where some or all of the absence may be attributed to an authorised holiday in term-time (for absences from 1st September 2017); or
2. 15% unauthorised absence over a period of 6 school weeks for reasons other than unauthorised term time holiday

A child at Mile Cross Primary who meets either criteria above will be referred to the Local Authority for action to be considered.

Action will be taken by the Local Authority for any children meeting either criteria in the form of a Fixed Penalty Notice fine of £60 per parent per child. This must be paid in one payment within 21 days. If unpaid a further invoice for £60 per parent per child is issued. Both invoices would then have to be paid in the next 28 days.

Failure to pay the full amount within the timescale will result in legal action being taken.

8. Medical evidence

At times it is necessary for us to request medical evidence from parents to allow us to authorise their children's absence from school. Below is what the school will accept as medical evidence

- Medical appointment card (named), letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of a prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Slip with date, pupils name and surgery stamp signed by a receptionist.

8. 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 the following policies are integral to this approach:

- Safeguarding including Child Protection
- Anti-bullying
- Exclusion
- Special Educational Needs
- Teaching and Learning
- Behaviour Policy

9. Statutory Framework

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

- School attendance, DFE (2018)
- School attendance parental responsibility measures: statutory guidance, DFE (revised March 2017)
- Children Missing Education: statutory guidance, DFE (2016)
- 'Keeping Children Safe in Education', DFE (2021)
- Working Together to Safeguard Children DFE (2018)