



# Launde Primary School

## Attendance Policy

Attendance Lead: Miss Barratt (Assistant Headteacher)

Written: August 2024

Reviewed: August 2025

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## **1. Statement of Intent:**

At Launde Primary School, we place great emphasis on the significance of consistent and punctual school attendance. We firmly believe that by maintaining regular attendance, children can attain higher academic achievements, access better opportunities, and develop positive habits crucial for their lifelong success.

We are committed to providing an education of the highest quality for our pupils and provide an environment where all pupils feel valued and welcome. Parents and pupils play a critical part in making our school a success, and we share the responsibility for excellent attendance and punctuality for all pupils.

### **‘Attendance is everyone’s business’.**

We acknowledge that there may be instances of unavoidable circumstances leading to a child's absence from school and we understand that some pupils find it harder than others to attend school. Therefore, at all stages of improving attendance, schools and partners will work in partnership with pupils and parents collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

Children should be at school, on time, every day that the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without good reason is an offence by the parent or carer.

### **Our Aims:**

We are committed to meeting our obligation with regards to school attendance by:

- Promoting good attendance and reducing absence, including reducing persistent absence and punctuality into school
- Ensuring every pupil has access to full-time education to which they are entitled
- Address any patterns of absence right from the beginning
- Achieve levels of attendance of **96% and above** across the school
- Ensure that this policy is clear and easily understood by staff, pupils and parents
- Intervening early and working with parents/carers, pupils and other agencies to ensure we are identifying the barriers and supporting pupils at the earliest point
- Regular monitoring and analysing of attendance and absence data to identify pupils or cohorts that may require more support

As a whole school we are here to support and work with families and make sure that all children are attending school regularly, if you do need to talk to a member of our attendance team, please do reach out by either calling the school office, emailing the school office or make an appointment to speak to the attendance lead.

**At Launde Primary School all partners should work together to:**

**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 as soon as possible so all parties can work together to resolve them before they become entrenched.

**Listen and Understand**

When a pattern is potted, 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 access the support they need to overcome the barriers outside of school. This might include an early help 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 pupils right to an education.

## 2. Legal Framework:

This policy has due regard to all relevant legislation and statutory guidance both from the DfE and the local authority.

Duty of parents and carers:

Section 7 of the Education Act 1996 lays a duty on parents to ensure that their child receives an efficient, full-time education, which is suitable to their age, ability, aptitude and any special needs that they may have. Parents may be prosecuted if they fail to ensure their child receives an education.

The following sections apply:

- Section 444(1) - This states that it is an offence if “a child of compulsory school age who is a registered pupil fails to attend regularly” at the school. The disposal in respect of this offence is level 3 (a fine of up to £1000 per parent).
- Section 444(1A) - This is an ‘aggravated offence’. The Act states that it is an offence if “a child of compulsory school age did fail to attend regularly and that “the parent knows that his child is failing to attend regularly at the school and fails to cause him to do so” without reasonable justification. The disposal in respect of this offence stands at level 4 (a fine of up to £2500 per parent and/or up to 3 months imprisonment).
- Parents and pupils are supported at school and LA level to overcome barriers to regular attendance through a wide continuum of assessment and intervention strategies.
- Sanctions are never used as a punishment, only as a means of enforcing attendance where there is a reasonable expectation that their use will secure an improvement.
- Schools will be required to provide LAs with the name and address of pupils who are coded for illness and who they believe will miss 15 consecutive or cumulative days. At present have to report to Inclusion/PME for absences without permission of school for 10 continuous days or 15 cumulative days.
- National Framework for issuing of Penalty Notices for school absence – sets national threshold for 10 sessions of unauthorised absence (5 school days) in a 10-week rolling period. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (for example, 4 sessions of holiday taken in term time, plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (for example, 6 sessions of unauthorised absence taken in week 1 and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (for example, 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).
- **All schools** will need to consider whether it’s appropriate to ask for a Penalty Notice (PN) to be issued by the LA or whether other intervention or support is likely to improve attendance where there have been 10 sessions (5 days) of unauthorised absence in a 10-week period. NB This will not apply in the case of absence for holiday taken in term-time as support not required.
- As of the 19<sup>th</sup> August 2024, Penalty notice fines are increasing from £60 to £80, or £160 if not paid with 21 days for any 5-day unauthorised absence period
- National limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3-year period, so at the 3<sup>rd</sup> offence parent likely to be prosecuted.

Please see Appendix 1 – working together to improve school attendance

There is a link that you can click on, this will give you all the information regarding the legal frameworks in which our school follows. You can also see the link for Leicestershire county council working together to improve school attendance which we follow as well.

### **3. Roles and Responsibilities:**

#### **1. The Governing Body**

The governing board is responsible for:

- Monitoring the attendance figures for the whole school on a termly basis.
- It also holds the headteacher to account for the implementation of this policy.

#### **2. The Headteacher**

The headteacher is responsible for:

- Implementation of this policy at the school monitoring school-level absence data
- Reporting absence figures and termly updates to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the penalty notices that the attendance lead has issued, where necessary

#### **3. The Attendance Lead supported by the Inclusion and community coordinator**

The attendance lead is responsible for:

- Monitoring attendance data across the school and at an individual pupil level
- Weekly attendance data analysis to be completed and sent to the headteacher each week
- Reports concerns about attendance to the headteacher
- Works with parents and pupils where persistent absences occur
- Works with local authorities to tackle persistent absence
- To put weekly attendance data onto a spreadsheet and give this to the inclusion and community coordinator
- To hold weekly meetings to analyse attendance data with the inclusion and community coordinator
- To send a copy of the meeting agendas to the headteacher weekly
- To analyse the first week of absences and monitor pupils who are absent in the first week
- If a child has hit stage 4 in our attendance procedure to refer pupil to the local authority
- To report term time holidays that are 5 days or more to the local authority
- To liaise with staff, pupils and parents about updates on attendance
- To give CPD where needed about attendance and policies to staff
- To complete home visits for pupils that are not attending school due to illness, or prolonged unexplained absences with the inclusion and community officer, if one of them is absent to take a member of senior leadership or a member of the office staff
- Give reminders to parents and staff about the policy and the new government guidelines and update parents and staff of any changes to the guidance in newsletters, assemblies, staff meetings and Weduc.
- Attendance to be part of the newsletter, to celebrate attendance in various ways across the whole school.

The Inclusion and Community Officer is responsible for:

- Will go into the office at 9:30am and check the absence list.

- Call classrooms to verify the absence status of students not accounted for
- Check the school diary for any pre-notified absences or medical appointments
- Contact parents/carers to inquire about the reason for absence if not previously informed
- After checking and gathering the information to update sims with relevant messages/information and correct coding
- To add to the weekly absence spread sheet to monitor 96% and below pupils who are absent
- To meet every Friday with the attendance lead to monitor and analyse the attendance data for the week
- To send out letters on a Monday morning of pupils who are 96% or below
- If Attendance lead is absent, if a child has hit stage 4 in our attendance procedure to refer pupil to the local authority
- If attendance lead is absent, to report term time holidays that are 5 days or more to the local authority
- To inform a senior leader, normally the attendance lead or headteacher if they are unable to get hold of a parent about a pupil
- Accompanying the Attendance lead to home visits or leading them in the attendance lead's absence

#### **4. Office Staff**

The office staff (Office manager or office assistant) are responsible for:

- Check answer phone message daily for any information regarding absences and record onto Sims with any messages/notes
- Speak face-to-face with parents/carers at school drop off or collection times for any updates on absences, these need to be recorded onto Sims at the earliest point with any messages/notes
- To look on SchoolComms and Weduc systems to gather any absences and record onto Sims with any messages/notes
- Just before 9:30am to print off absence list ready for Inclusion and Community Coordinator (In their absence, the office manager) to collect and deal with any unexplained absences
- To collect late children at 8:55am, the pupils and parents will be signing themselves in and they are waiting until a member of the office goes and collects the children to take them to their classes

#### **5. Teachers**

Teachers are responsible for:

- Completing their class register by 8:50am in the morning
- Completing their class register in the afternoon as soon as the children come in from lunch time
- Bringing to the attendance lead any pupil whose absences are an issue, or if they are noticing a pattern with a pupil's absence
- Punctuality of pupils, if they are consistently late they need to liaise with the attendance lead



## 6. Pupils

Pupils are responsible for:

- Understanding the importance of coming into school everyday and to have high expectations of themselves
- To know our attendance aim of 96% and aspire to be 96% or above

## 7. Parents/Carers

Parents/carers are responsible for:

- Ensuring children come into school everyday that the school is open
- Notifying the school of their child's absence each day that they are absent so that the school know why their child is off school
- To know that if we are not notified that their child is absent between 3-5 days with no contact from parents and it is unexplained we will be completing a home visit. If no one is at the home address then a form will be posted through the door for parents to contact the school within 24 hours.
- If we notice that children are off for a period of time and we have reason to believe they may have gone on holiday we will ask for evidence of reported illness/absence

## 8. Names and roles of staff: (To contact about attendance)

Headteacher – Mrs Meer

Attendance Lead/ Assistant Headteacher – Miss Barratt

Inclusion and community Coordinator – Mrs Pallett

Office Manager – Mrs Goring

Office Assistant – Mrs Ayub

## 9. How to contact a member of staff about attendance:

**Tel:** 0116 271 2261

**Email:** [office@launde.leics.sch.uk](mailto:office@launde.leics.sch.uk)

**Face-to-face:** Come in and book a meeting with a member of the attendance team

**Weduc:** send a message to the office about attendance and these are checked daily by the officer Manger and Office assistant.

## **4. Recording Attendance**

### **1. Attendance Register**

We will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the day which will be completed by 8:50am each school day. We will also take an afternoon register that is completed each school day when the children have returned from their lunch time break. This register will mark whether a pupil is:

- Present
- Absent
- Attending an approved off-site educational activity/trip
- Unable to attend due to exceptional circumstances
- Late before the register closes
- Later after the register closes
- Any amendments to the register should only be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where any amendments are made, we will ensure that the register shows the original entry, the amendment entry, the reason for amendment, the date in which the amendment was made and the name of the person who made the amendment.

See Appendix 1 for the DfE attendance Codes.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

### **Pupils must arrive in school by 8:45am on each school day.**

The register for the first session will be taken at 8:50am and will be kept open until 9:30am. Pupils who arrive after 8:45am will need to follow the lates procedure and on the register, they will be coded an L for being late. Children who come after the register closes at 9:30am will be coded on the register as a U.

The register for the second session will be taken after their lunch time and be kept open for 5 minutes.

Afternoon registers will be taken at:

Foundation Stage: 12:15pm

Year 1 and 2: 12:45pm

Years 3 - 6: 1:15pm

**It is the responsibility of the class teacher within the class to take 2 registers every day (morning and afternoon), and this is monitored by office staff, the attendance lead and senior leaders.**

## 5. Late Arrival Protocol

All gates and Classroom doors will be promptly closed at 8:45am.

If your child arrives late to school after 8:45am, please accompany them onto the school grounds. You must escort your child to the office and remain with them, where you will need to use the signing in system to sign your child in, the time that they have come in and a reason as to why they are late.

**It is crucial that you stay with your child throughout the process and not simply leave them at the office or at the main gates. This is done for the safety of the children. If we notice that children are being left alone we will be in contact to address this issue.**

We will address late arrivals at 8:55 am. This procedure ensures that parents who need to speak to a member of the office team have the opportunity to do so before we address late students. We apologise for any inconvenience this may cause. We understand that parents/carers have other commitments, but as we currently have only office staff available to handle arising issues and lateness, we appreciate your cooperation.

At 8:55 am, children will be escorted to their classrooms by a member of staff. If there a lot of children late this will obviously take longer for office staff to take your child and therefore there will be a delay in taking children to their classrooms.

Pupils who arrive after 8:45am will need to follow the lates procedure and on the register, they will be coded an L for being late. Children who come after the register closes at 9:30am will be coded on the register as a U.

Lateness and punctuality are monitored by the Attendance team, class teachers and senior leaders. If you need any support or help regarding your child's attendance or punctuality then please do contact one of the attendance team who will be able to support you and help you in what to do next. We understand that not every child is the same and that sometimes support may need to be put into place to help your child get into school on time.

**Our overall objective for us as a school is for every child to be in school every day, and on time!**

If your child meets the national threshold for 10 sessions of unauthorised absence (5 school days) in a 10-week rolling period. A school week means any week in which there is at least one school session, due to being late after the register closes, we will have to go through the Launde Primary School attendance procedure (please see appendix 4, page 20).

## 6. Reporting Absence

### Unplanned Absences:

Parents/Carers must notify the school on the first day of an unplanned absence by 8:50am or as soon as practically possible. They will be expected to provide an explanation for the absence. Parents/Carers must notify the school each day that their child is absent.

Where a pupil is absent, and their parent has not contacted the school to notify them, a member of the attendance team will contact the parent by telephone as soon as possible on the first day that they do not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for absence
- Ensure safeguarding action is being taken
- Identify whether the absence is authorised or not
- Identify the correct code to use to enter the data onto the school system (See Appendix 2 for the updated attendance codes)

Where a pupil is absent for more than 3 days in a row, or more than 5 school days in one term, the pupil's parents will be expected to provide a signed letter with an explanation for the absence (s).

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is a genuine and reasonable doubt about the authenticity of the illness.

In the case of persistent absences, arrangements will be made for parents to speak to the attendance team. The school will inform the Local Authority, on a termly basis, of the details of pupils who fail to attend regularly, or have missed 10 sessions or more without authorisation.

Where a pupil has not returned to school for 10 days after an authorised absence a referral to the local authority will be made for a 'child missing in education'.

As a school we do understand that for some children that coming into school can be hard, we will work together in partnership to make sure that all avenues of support are looked into.

### Planned Absences:

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Proof will need to be shown for the appointment, in the form of:

- Letter
- Appointment text
- Email of the appointment

However, we encourage parent/carers to make medical or dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Planned absences – you will need to fill in a form either on Weduc or you can ask for a form from the office. You will need to give as much detail on these forms as you can and a member of the attendance team will get back to you as soon as possible on the outcome of the absence.

## Approval for Term-Time absence:

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be **'exceptional circumstances'**. A leave of absence is granted at the headteacher's discretion. The headteacher will consider the specific facts, circumstances and relevant context behind the request.

Authorised absences:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupils parents belong. If necessary advice will be sought from our inclusion and community coordinator, who has good contacts within the community. (2 days)
- Funeral or weddings (1 day will be authorised for these)

All attendance will be tracked and regularly monitored by the attendance team.

## Holidays

Term- Time holidays are not permitted during school term time. If you apply for a leave of absence that requires a pupil to be taken out of term time for a holiday, **this absence will not be authorised**. If your child is off for 5 days or more then a referral will be made to the local authority and we will be referring your absence to the local authority to issue a penalty.

We do however recognise there may be **'exceptional circumstances'** and these will be considered by the headteacher and attendance team.

When filling out your leave of absence form we ask that you include as much detail about the time off as possible and evidence of what you are doing as well. For example, if you are requesting that you taking your child out on a 5 day holiday, we will be asking you to provide evidence like a boarding pass or airline tickets.

If we suspect a pupil has gone on holiday without informing us, we may conduct a home visit to ensure the child's safety. It is our responsibility to safeguard children, so when a child is absent without explanation, we need to investigate.

During the home visit, two staff members from the attendance team will check on the child's wellbeing. If no one is home at the time of the visit, we will leave a letter instructing parents to contact the school within 24 hours. Failure to do so will result in us informing the local authority about the absences.

For more information about the new changes that are coming into force in August 2024 please See appendix 5, Penalty notice Penalty Notice for unauthorised absences: What you need to know about the changes and Appendix 4 – Leicestershire County Council Code of Conduct. These documents clearly outline the procedures schools and local authorities take when pupils are taken out of school during term time for holidays.

## 7. Monitoring

### How attendance is monitored:

The attendance lead at our school monitors pupil absences on a weekly basis.

The school will collect data regarding punctuality, absences both authorised and unauthorised and term time holidays, for:

- The whole school cohort
- Individual year groups
- Individual pupils
- Groups of pupils, for example pupils with SEND, LAC, FSM, EAL
- Pupils at risk of persistent absences

The attendance lead will conduct a thorough analysis of the above data on a weekly and half-termly basis and then a year basis to identify patterns and trends within the data. This will include identifying for each year group:

- Patterns in the use of certain codes
- Poor attendance
- Historic trends of attendance and absence
- Barriers to attendance

The attendance lead will produce a weekly spreadsheet that will contain a detailed analysis of the data obtained from each week to enable them to track the attendance of pupils and to implement attendance procedures. The attendance lead will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in the future.

As a school we will regularly benchmark its attendance data against local and national level data to identify areas of success and areas for development.

### Monitoring Arrangements:

This policy will be reviewed as guidance from the local authority DfE is updated, and as a minimum every year by the headteacher and attendance lead. At every review, the policy will be approved by the full governing board.

## 8. Strategies for Improving and Promoting Attendance:

As a school attendance is monitored on a weekly basis. Contact is made with families where a pattern and/or trends of absences is seen or where absence falls below the expected level of **96%**.

Where a child is considered to be persistently absent, the attendance lead and inclusion and community coordinator will contact the family and support them to address the barrier to the child attending school.

This could be through regular contact, referral to an outside agency like early help, or talking to the pupils and families directly.

The strategies that will be put in place will be child specific so as to address the child's individual needs which could support the family and child in reducing the barrier such as financial, social, illness, family circumstances etc... The school will always take into consideration the sensitivity of some of the reasons for pupil absences and will endeavour to work closely with families to support rather than immediately reach for punitive approaches.

Here at Launde Primary School, we promote attendance through a variety of ways:

- A weekly certificate and trophy are given out to a class within key stage 1 and a class in key stage 2, for the class that has the highest attendance each week.
- Postcards or certificates home for excellent attendance on a half termly basis and for improved attendance or punctuality
- School events will be considered a privilege. Where attendance drops below 90% these privileges may be taken away. Each case will be considered on an individual basis. The school will develop strategies for ensuring that pupils with health needs or home circumstances that result in additional absences are not unfairly excluded from school events.

Starting from the 2024-2025 school year, we are changing how we encourage pupils to attend school regularly and on time. We understand that every child is different, and some may not always be able to come to school due to medical appointments, health reasons etc... We want to celebrate every child's attendance, and not just rewarding 100% or 99% attendance, but rewarding every child who has worked hard to get the best attendance they can.

Our aim is for all students to achieve a 96% attendance, we want pupils to aspire to this target and we need the help and support for parents as well for children to reach this expectation. We will work closely with you to help students reach the target attendance and acknowledge each child's attendance based on their individual circumstances.

We want to work with you and support pupils to hit our target and celebrate every child's attendance individually based on their needs.

## 9. Persistent Absences (PA) and Severe Absences (SA)

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% or below for any reason whether the absences are authorised or not. Over a full academic year this would be 38 sessions (19 school days; equivalent to 1 day or more a fortnight across a full school year). Absence at this level will cause considerable damage to a child's educational prospects. A pupil becomes 'severely absent'(SA) when their attendance drops to 50% or below for any reason, whether the absences are authorised or not.

As persistent absence is often a symptom of wider issues in a child's life, schools, local authorities, and their partners play a crucial role in overcoming barriers to attendance and ensuring all children can access the full-time education to which they are entitled.

Whilst the law states that it is the responsibility of the parent or carer to ensure their child attends school regularly, Leicestershire County Council recommends a collaborative approach between parents, schools, and other agencies to ensure that the appropriate support to resolve barriers to attendance is put in place.

There are various groups of pupils who may be vulnerable to high absence and PA, such as:

- Children in need
- Looked after children (LAC)
- Young Carers
- Pupils eligible for FSM
- Pupils with EAL
- Pupils with SEND
- Pupils who have faced bullying and/or discrimination

As a school we will use a variety of different methods to help support pupils at risk of Pas to attend school. If we notice pupils are missing school for any reason we will endeavour to support families in the following ways:

- Meeting with pupils and their families to address barriers as to why they are missing school
- Establish plans to remove barriers and provide additional support
- Leading weekly check-ins with families to review progress and the impact of the support we have put in place
- Considering what support, you may need, whether this is early help and, in some circumstances, it may be contacting the local authority to support as well.
- Parent and Child contracts – we understand that sometimes attendance is often a wider issue a family is facing. We will work together with families to support through a parent and child contract (please see appendix 7, page 23-24, this is a template of the contract we will be filling out with parents and pupils)
- We will Work alongside different agencies and professionals to support families, this may be to work with other schools that family members attend or have regular meetings with parents and pupils

Where a pupil is PA we will work in conjunction with relevant authorities, for example, social services, to support the pupil in line with the school's duty of care and we will escalate any concerns in this regard in line with the child protection and safeguarding policy.

**Legal intervention:**



As a school we will allow sufficient time and this has been outlined in Launde Primary School Attendance Procedure (see appendix 4) to improve pupils' attendance, however, where engagement strategies to improve attendance have not had the desired effect we will have to consider:

- Making referrals to the local authority attendance team
- Make a referral for penalty charges
- Social serves
- Early help

If we do have to make a referral for penalty charges it will be done so in line with the LA's code of conduct. (See appendix 3, Leicestershire County Council Code of Conduct)

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

## 10. Appendix's

**Appendix 1** – Working together to improve school attendance

Link:

[https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working\\_together\\_to\\_improve\\_school\\_attendance\\_applies\\_from\\_19\\_August\\_2024\\_.pdf](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance_applies_from_19_August_2024_.pdf)

**Appendix 1** – Leicestershire County Council 'Working together to improve school attendance'.

Link:

<https://resources.leicestershire.gov.uk/sites/resource/files/2023-02/LCC-Attendance-Team-Guidance.pdf>

**Appendix 2** – DfE updates attendance Codes (Attached on page 19)

**Appendix 3** – Leicestershire County Council Code of Conduct

Link:

<https://www.leicestershire.gov.uk/sites/default/files/2022-11/attendance-team-code-of-conduct.pdf>

**Appendix 4** – Launde Primary School Attendance Procedure Flow Chart (Attached on page 20)

**Appendix 5** – Penalty Notice for unauthorised absences: What you need to know about the changes (Attached on page 21)

**Appendix 6** – School Term dates (Page 22)

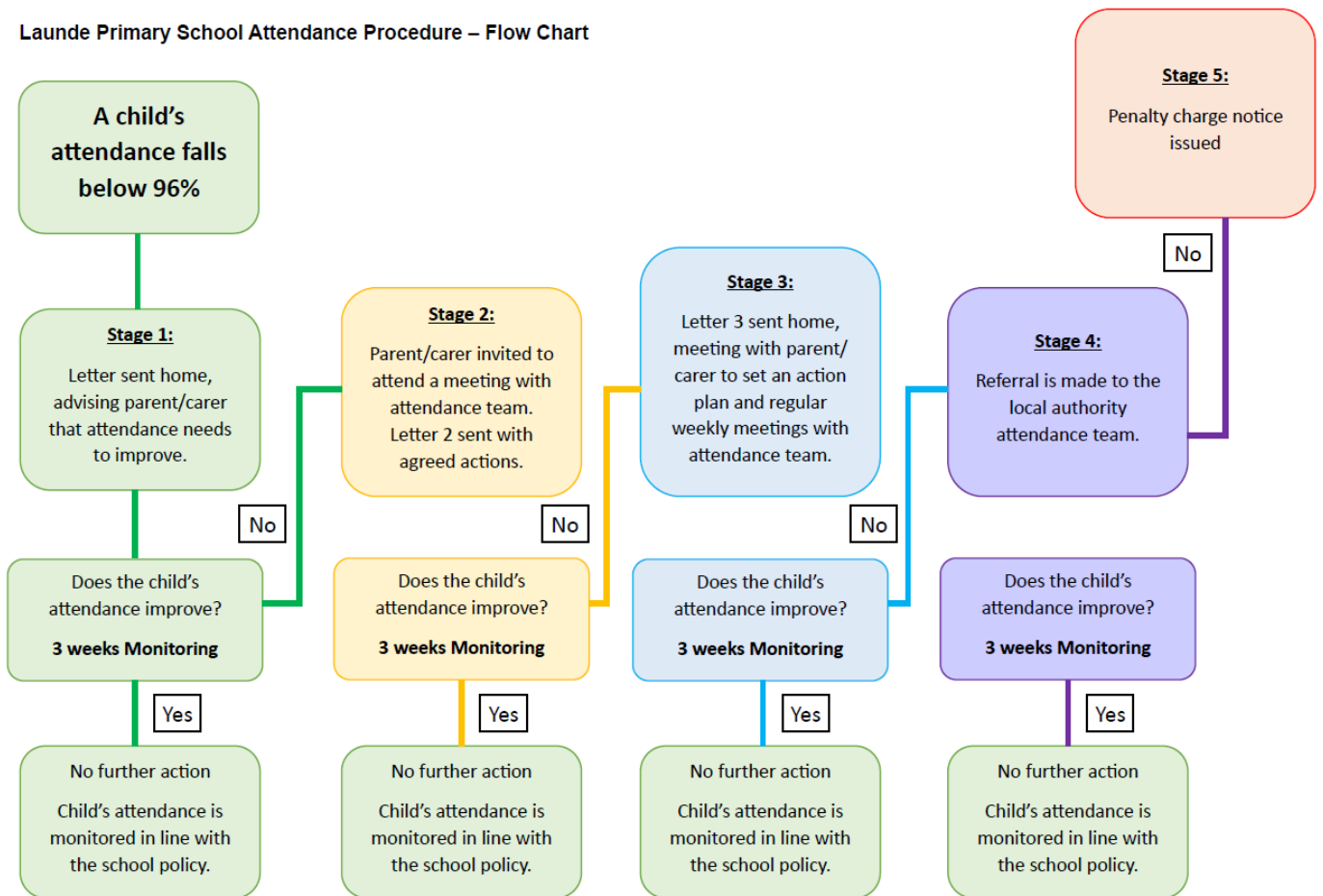
**Appendix 7** – Parent and Child contract proforma (Page 23-24)

## Appendix 2 - Attendance Codes – September 2024

<b>Attending the school</b>	
/ \	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
<b>Absent – Leave of absence</b>	
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
<b>Absent – other authorised reasons</b>	
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
<b>Absent – unable to attend school because of unavoidable causes</b>	
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
<b>Absent – unauthorised absence</b>	
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
<b>Administrative Codes</b>	
Z	Prospective pupil not on admission register
#	Planned whole school closure

# Appendix 4:

Launde Primary School Attendance Procedure – Flow Chart



## Penalty Notices for unauthorised absences: What you need to know about the changes.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for unauthorised absences that occur after 19<sup>th</sup> August 2024.

### 5 Consecutive Days of Term Time Leave.

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

### 10 Sessions of Unauthorised Absence in a 10-week period.

Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10-week period.

### Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

#### First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

#### Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

(No option to pay at £80 level)

#### Third offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court.

Magistrate's fines can be up to £2,500 per parent, per child.



Please consult your school's attendance policy and speak with your school if you are thinking of taking your child out of school during term-time. It is likely you will need to make a written request to take your child out of school and any leave of absence will need to be agreed by your Headteacher before it is taken.

## Appendix 6 – School Term Dates:

### Term Dates for 2024-2025

#### The school term dates for the school year 2024-2025

##### Autumn Term 2024

Schools open: Tuesday 27 August 2024  
Half term break: Monday 21 to Friday 25 October 2024  
School opens: Tuesday 29 October 2024  
Schools close: Friday 20 December 2024

##### Spring Term 2025

Schools open: Tuesday 7 January 2025  
Half term break: Monday 17 to Friday 21 February 2025  
Schools close: Friday 11 April 2025

##### Summer Term 2025

Schools open: Monday 28 April 2025  
May Day Bank Holiday: Monday 5 May 2025  
Half term break: Monday 26 May to Friday 30 May 2025  
Schools close: Thursday 10 July 2025

##### Teacher Days

Thursday 22 August 2024 (Trust Inset Day)  
Friday 23 August 2024  
Monday 28 October 2024  
Monday 6 January 2025 (Trust Inset Day)  
Friday 11 July 2025

## Appendix 7 – Parent and Child contract proforma

### Launde Primary School

#### Parent Contract

<b>Child's Name:</b>	
<b>DOB:</b>	
<b>Contact &amp; home Details:</b>	
<b>Parent's Name:</b>	
<b>Senior staff with overall responsibility:</b>	
<b>Teacher:</b>	
<b>School contact details:</b>	<p>New Street, Oadby Leicestershire</p> <p>LE2 4LJ Tel: 0116 271 2261 Email: <a href="mailto:office@launde.leics.sch.uk">office@launde.leics.sch.uk</a></p>
<b>Local Authority Officer:</b>	
<b>LA contact details:</b>	
<p>We are going to work together in making sure that the above-named child improves their attendance at school over the next 3 months</p>	
<b>Current Attendance &amp; comments:</b> (What we have tried, who we have worked with, reasons as to why they have been absent etc...)	
<b>The specific targets of our plan. What we aim to do by (date):</b>	
<b>Targets achieved:</b>	
<b>I/We (the parents) agree to:</b> (please detail)	
<b>We (the school) agree to:</b> (please detail)	

<b>Officers of the local authority agree to:</b> (please detail)	
<b>Comments by the pupil:</b> (please detail)	

Agreeing to the contract:

Consent by parent(s)

I/we have agreed to this Parenting Contract and will

(a) work with the school (and council) as detailed above, to improve my/our child's school attendance, and

(b) carry out what we have promised to do.

I/we also agree to information being shared with other professionals and agencies as required to help us. I/we understand that if my child has any unauthorised absences from school in the next (three months), a Penalty Notice or prosecution may follow without further warning. This agreement may be given as part of the evidence.

Signed (Parent/s):

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Signed (on behalf of the school/governing body/local authority)

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Date:

Copies to be circulated to all parties