

	<p style="text-align: center;">The TILIAN PARTNERSHIP <i>Inspire to achieve</i></p>	<p>Policy Document Agreed: Jul 24 Review: Annual Date: Jul 25</p>
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Attendance Policy

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Introduction

This policy reflects the following documents

- [Working together to improve attendance](#) (DFE 2024 - applies from August 2024)
- [Toolkit for schools](#) (updated March 2024)
- [Summary of responsibilities](#)

The DFE states:

‘Improving attendance is everyone’s business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.’

Working Together

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. 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 (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

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

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early 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 pupil’s right to an education.

The government expects:

- Schools and local authorities to:
 - Promote good attendance and reduce absence, including persistent absence;
 - Ensure every pupil has access to full-time education to which they are entitled;
 - and act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

- All pupils to be punctual to their lessons.

1. Aims and Purpose

- a. The Tilian Partnership is committed to providing an education of the highest quality for all their pupils/students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.
- b. The whole school community – pupils/students, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.
- c. The policy is based on current government and Local Authority guidance and statutory regulations. The school will ensure that all stakeholders know of the policy and have access to it and parents are provided with attendance reminders at the beginning of each year.
- d. The policy sets out the requirements and protocols for pupils of statutory school age. For pupils of non compulsory school age leave of absence is not required although parents must complete a leave of absence form.

2. Responsibilities

a. School responsibilities

- To communicate clearly the attendance procedure and expectations of the School
- To have appropriate registration processes in place and to maintain attendance data
- To follow up absences and lateness if parents/carers have not communicated with the School
- To inform parents/carers of what constitutes authorised and unauthorised absence
- To promote good attendance

b. Trustees' responsibilities

The Trust Board shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

c. School Governance Committee Responsibilities

The SGC will monitor attendance rates and seek to support high attendance by challenging the reasons behind attendance figures.

d. Parental responsibilities

- To ensure children attend school and arrive at school in good time for registration (see Lateness).
- To follow the Absence Procedures (listed below).
- In the exceptional circumstances where leave of absence is required, to make an application in writing on the 'Leave of Absence Form', giving a minimum of 14 days notice.

e. Pupils' responsibilities

- All pupils should be aware of the importance of regular school attendance.
- Pupils should attend all their lessons on time, ready to learn.
- Pupils also have a responsibility for following school procedures if they arrive late.

3. Authorisation of absence

Every half-day absence from school has to be classified by the School for monitoring and data collection purposes as either AUTHORISED or UNAUTHORISED and consequently the cause of any absence is always required.

AUTHORISED absence is when the school has accepted the explanation offered as satisfactory justification for the absence, or given prior approval for such absence e.g. medical appointments which unavoidably fall within school hours.

UNAUTHORISED absence is when the school has NOT received a satisfactory justification for absence or has NOT given prior approval for a child's absence

Please be aware that when a parent/carer telephones the school with information that his/her child is unable to attend due to illness or other circumstances, this may not automatically be authorised. A child's current and previous attendance will be taken into consideration and further evidence (e.g. medical certificate) may be sought to justify the absence prior to authorisation.

4. Types of absence

a. Lateness

Tilian Schools operate the same registration process, although timings differ slightly (see guides for parents at the end of this policy).

If a pupil is late due to a medical appointment, and either a letter is provided or the parent/carer visits the school office in person to give details, they will be recorded as an authorised absence. Please be advised that wherever possible medical appointments are to be made outside of school hours.

Parents/carers of pupils who are developing patterns of lateness will be contacted by the school with a view to meeting if the lateness persists.

b. Illness

The School must be notified by the parent/carer of the absent pupil on the first day of absence AND on every day of absence thereafter*, before the register is closed. If a telephone call is not received, the school will contact parents/carers directly.

In cases of recurring absences through illness, a medical certificate will be required.

If an explanation is not received, or it is unsatisfactory, absence will be marked as unauthorised.

*unless the absence is for a period of isolation after being sick ie 48hrs, or the absence is required by a doctor

c. Dental/medical appointments

The parent or carer must provide either written details or make a personal visit to the school office in order to give

details of any non-routine appointments. Routine appointments should be made out of term time, wherever possible.

d. Term time Holidays

Holiday absence will not be authorised during term time. In the case of an exceptional circumstance, e.g. a parent returning from active duty in the armed services, up to one week's absence may be authorised.

e. Other absences

Appendix 1 includes the absence codes to be used on the schools' registers and in reporting arrangements.

5. Requesting Leave of Absence for exceptional circumstances

Any requests will be authorised at the Headteacher's discretion, and only in exceptional circumstances.

The parent/carer must complete a '[Request for Leave of Absence Form](#)' and complete 14 days prior to any intended absence. The School recognises that in exceptional circumstances at least 14 days notice may not be possible. In such cases the parent/carer must contact the school as soon as is practical to explain.

Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc)

6. Unacceptable levels of attendance

This section explains the school's procedures for two different scenarios of unacceptable levels of attendance. Absence may be unavoidable in exceptional cases e.g. a pupil with significant health issues/need for hospitalisation. In these cases it is important that the Parent/carer discusses the situation with the Headteacher at the earliest opportunity.

A. Poor attendance as a result of a combination of authorised and unauthorised absence

Should a pupil's attendance fall below 95% for any 10 week period whether authorised or a mixture of authorised and unauthorised, the child's attendance will be monitored closely. This may include an informal chat with the parents by the child's teacher or other supportive processes.

If attendance does not improve then the Headteacher will consider using the following procedures

1. Send a letter to the child's parents/carers to highlight the concern.
2. If attendance does not improve the Headteacher will contact the parents/carers to arrange a meeting to discuss attendance issues
3. The school will monitor the attendance of the child closely for a period of 2 weeks
4. If attendance still does not improve the Headteacher will send a letter to the parents/carer advising them of the steps the school will now take to ensure that attendance improves
5. If attendance does not improve this may result in a fixed penalty notice

B. Unauthorised attendance of 10 or more half day sessions.

The Department for Education introduced a new national framework from 19 August 2024 for school fixed penalty notices, which will mean all councils have the same rules in place for when they need to consider a fine. Here is the [Suffolk Leaflet](#) which details the requirements.

C. Unauthorised attendance at key times of the school year

If a pupil's absence is unauthorised for a period that includes any times of the year which are essential for the pupil to attend then the school will refer the absence to the local authority, who will issue a Fixed Penalty Notice without a prior warning letter. Examples of this are:

- the first five weeks of a school year,
- the first two weeks of each term
- or the three weeks up to and including Key Stage 2 SATs for year 6 pupils,

7. Collection and analysis of data

The School Attendance Leader will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

The Attendance Leader (usually the Headteacher or Office Manager) will ensure that attendance data is complete, accurate, analysed and reported to parents (in their child's annual report) and the governing body

Attendance is monitored by the admin team, who has a duty to report any concerns regarding attendance to the headteacher. Each fortnight the admin team produces a record of pupils whose attendance is below 95%. This record also indicates whether the attendance of these pupils has increased or decreased since the last report.

8. Systems for managing and improving attendance (some procedures have already been covered in section 6)

Procedures for

1. First day calling

Each school has in place a system of first day calling. This means that parents will be telephoned on the first day a pupil/student is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils/students who do not have a good reason for absence or who may be absent without their parents' knowledge. It also supports parents who find reading and writing challenging.

2. Lateness and punctuality

Pupils/students are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. Pupils/students who arrive after the register closes will be marked as unauthorised unless the school is satisfied that there is a legitimate reason for the pupil/student to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil/student who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence (see section 6). If the matter is not resolved quickly, it will be referred to the Education Attendance Service.

3. Pupils/students who arrive late for school but before the register closes are marked late and parents are encouraged to arrive promptly in future.

4. For health and safety reasons it is important that the school knows who is in the building. Pupils/students arriving late should therefore report to the school office.

5. For the same reason it is important that pupils/students leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day, should do the same.

Appendix 1: REGISTER CODES

Code	Meaning	Type
/ \	Present at the school +/ morning \ afternoon	Present Mark
B	Attending any other approved educational activity - Alternative Provision not arranged through the approved framework	Present Mark
C	The C code: Authorised Absence is broken down into the following sub codes to provide better differentiation of the reason:	Authorised Absence
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised Absence
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable.	Authorised Absence
D	Dual registered at another school	Present Mark
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
G	Holiday not granted by the school or Term Time Leave not granted by the school	Unauthorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
K	Attending education provision arranged by the Local Authority <ul style="list-style-type: none"> • Home Tutoring • Approved Framework for Alternative Provision • Blended Learning 	Present Mark
L	Late arrival before the registers have closed	Present Mark
M	Attended a medical appointment	Authorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
P	Participating in a sporting activity	Present Mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed	Unauthorised Absence
V	Attending an Educational Trip or Visit	Present Mark
W	Attending Work Experience	Present Mark
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	The Y code: Unable to attend school because of unavoidable cause, is broken down into the following sub codes to provide better differentiation of the reason:	
Y1	Unable to attend due to transport normally provided not being available	Not expected to attend
Y2	Unable to attend due to widespread disruption to travel	Not expected to attend
Y3	Unable to attend due to part of the school premises being closed. For example, this may be due to damage or teacher strikes.	Not expected to attend
Y4	Unable to attend due to the whole school site being unexpectedly closed. For example, extreme weather, damage, no hot water, or heating.	Not expected to attend
Y5	Unable to attend as pupil is in criminal justice detention. For example, in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.	Not expected to attend
Y6	Unable to attend in accordance with public health guidance or law. contrary to or prohibited by any guidance relating to the incidence or transmission of infection or disease.	Not expected to attend
Y7	Unable to attend because of any other unavoidable cause. For example, an emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend

A Guide for Wilby Parents

1. When does my child need to be in school?

School starts at **8:45am**. Your child should be on school premises in good time for this time. The morning register will be called promptly at **8:50** and the afternoon register at **1:00pm**.

2. What happens if my child is late?

Registration finishes at **9:00am** in the morning and **1:05pm** in the afternoon.

If your child arrives after **8:55am** he/she will be marked **late**.

If your child arrives after **9:05 am** he/she will be marked **absent**.

(Pupils who arrive after registration should report to the school office.)

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone or email the school on the first day of absence. If you do not contact us, we will contact you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (**please make routine appointments after school or during the holidays**)
- days of religious observance,
- family bereavement, funerals of immediate family,
- weddings of immediate family,
- educational visits,
- interview,
- compassionate grounds,
- unavoidable cause (e.g. weather, emergency situations etc.)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips (unless the trip provides an exceptional experience as decided by the Headteacher), visiting relatives, shopping, birthdays, etc.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences. We will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. I am restricted in when I can get leave from my work and this is not possible during school holidays. Can I take a family holiday during school time?

Leave of absence may be granted in **exceptional circumstances** but this is not for holidays*. Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, educational visits, interview, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc)

*An exception to this is for parents on active service.

8. What can I do to encourage my child to attend school?

Ensure that there is a regular routine for getting up, breakfast and getting ready for school. Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

1. When does my child need to be in school?

School starts at **8:45am**. Your child should be on school premises in good time for this time. The morning register will be called promptly at **8:55** and the afternoon register at **1:05pm**.

Registration finishes at **9:00am** in the morning and **1:10 pm** in the afternoon.

2. What happens if my child is late?

If your child arrives after the register has been taken but before registration has closed (**in between 8.50am and 9.00am**) he/she should be marked as 'late' (L).

If a child arrives after the registration finishes (**9.00am**), they should be marked as 'late after registers closed'. This means it will be recorded as **Unauthorised (U)**.

Registration finishes at **9:00am** in the morning and **1:10pm** in the afternoon.

If your child arrives after **8:55am** he/she will be marked **late**.

If your child arrives after **9:05 am** he/she will be marked **absent**.

(Pupils who arrive after registration should report to the school office.)

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone or email the school on the first day of absence. If you do not contact us, we will contact you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (**please make routine appointments after school or during the holidays**)
- days of religious observance,
- family bereavement, funerals of immediate family,
- weddings of immediate family,
- educational visits,
- interview,
- compassionate grounds,
- unavoidable cause (e.g. weather, emergency situations etc)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips (unless the trip provides an exceptional experience as decided by the Head of School), visiting relatives, shopping, birthdays, etc.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences. We will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. I am restricted in when I can get leave from my work and this is not possible during school holidays. Can I take a family holiday during school time?

Leave of absence may be granted in **exceptional circumstances** but this is not for holidays*. Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, educational visits, interview, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc)

*An exception to this is for parents on active service.

8. What can I do to encourage my child to attend school?

Ensure that there is a regular routine for getting up, breakfast and getting ready for school. Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

1. When does my child need to be in school?

School starts at **9:00am**. Your child should be on school premises in good time for this time. The morning register will be called promptly at **9:05am** and the afternoon register at **1:05pm**.

2. What happens if my child is late?

Registration finishes at **9:10am** in the morning and **1:10pm** in the afternoon.

If your child arrives after **9:05 am** he/she will be marked **late**.

If your child arrives after **9:20am** he/she will be marked **absent**.

(Pupils who arrive after registration should report to the school office.)

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone or email the school by 9.00 am on the first day of absence. If you do not contact us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (**please make routine appointments after school or during the holidays**)
- days of religious observance,
- family bereavement, funerals of immediate family,
- weddings of immediate family,
- educational visits,
- interview,
- compassionate grounds,
- unavoidable cause (e.g. weather, emergency situations etc)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips (unless the trip provides an exceptional experience as decided by the Headteacher), visiting relatives, shopping, birthdays, etc.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences. We will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. I am restricted in when I can get leave from my work and this is not possible during school holidays. Can I take a family holiday during school time?

Leave of absence may be granted in **exceptional circumstances** but this is not for holidays*. Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, educational visits, interview, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc)

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Ensure that there is a regular routine for getting up, breakfast and getting ready for school. Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

A Guide for Bardwell Parents

1. When does my child need to be in school?

The school gates open at **8.35am**. School starts at **8:45am**. Your child should be on the school premises in good time for this time. The morning register will be called promptly at **8:50am** and the afternoon register at **1:05pm**.

2. What happens if my child is late?

Registration finishes at **9:00am** in the morning and **1:10 pm** in the afternoon.

If your child arrives after the register has been taken but before registration has closed (**in between 8.50am and 9.00am**) he/she should be marked as 'late' (L).

If a child arrives after the registration finishes (**9.00am**), they should be marked as 'late after registers closed'. This means it will be recorded as **Unauthorised (U)**.

(Pupils who arrive after registration should report to the school office.)

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (please make routine appointments after school or during the holidays)
- days of religious observance,
- family bereavement, funerals of immediate family,
- weddings of immediate family,
- educational visits,
- interview,
- compassionate grounds,
- unavoidable cause (e.g. weather, emergency situations etc)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips (unless the trip provides an exceptional experience as decided by the Head of School), visiting relatives, shopping, birthdays, etc.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences. We will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school

attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. I am restricted in when I can get leave from my work and this is not possible during school holidays. Can I take a family holiday during school time?

Leave of absence may be granted in exceptional circumstances but this is not for holidays*. Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, educational visits, interview, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc)

*An exception to this is for parents on active service.

8. What can I do to encourage my child to attend school?

Ensure that there is a regular routine for getting up, breakfast and getting ready for school. Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

1. When does my child need to be in school?

The school gates open at **8.30am**. School starts at **8:45am**. Your child should be on the school premises in good time for this time. The morning register will be called promptly at **8:45am** and the afternoon register at **1:15pm**.

2. What happens if my child is late?

Registration finishes at **9:00am** in the morning and **1:20 pm** in the afternoon.

If your child arrives after the register has been taken but before registration has closed (**in between 8.50am and 9.00am**) he/she should be marked as 'late' (L).

If a child arrives after the registration finishes (**9.00am**), they should be marked as 'late after registers closed'. This means it will be recorded as **Unauthorised (U)**.

(Pupils who arrive after registration should report to the school office.)

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence and everyday thereafter. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (**please make routine appointments after school or during the holidays**)
- Days of religious observance,
- Family bereavement, funerals of immediate family,
- Weddings of immediate family,
- Educational visits,
- Interview,
- Compassionate grounds,
- Unavoidable cause (e.g. weather, emergency situations etc)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips (unless the trip provides an exceptional experience as decided by the Headteacher), visiting relatives, shopping, birthdays, etc.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences. We will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. I am restricted in when I can get leave from my work and this is not possible during school holidays. Can I take a family holiday during school time?

Leave of absence may be granted in **exceptional circumstances** but this is not for holidays*. Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, educational visits, interview, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc)

*An exception to this is for parents on active service.

8. What can I do to encourage my child to attend school?

Ensure that there is a regular routine for getting up, breakfast and getting ready for school. Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

We have an Attendance Strategy which sets out in more detail what we can do to help you with getting your child to school. [Attendance Strategy 24/25](#)

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

Crawford's monitors and tracks attendance 'Below 95%'.

A Guide for Kersey Parents

1. When does my child need to be in school?

School starts at 8:55am. Your child should be on school premises in good time for this time. The morning register will be called promptly at 8:55 and the afternoon register at 1.00pm.

2. What happens if my child is late?

Registration finishes at 9:10am in the morning and 1:15pm in the afternoon.

If your child arrives after 9:00am he/she will be marked late.

If your child arrives after 9:10am he/she will be marked absent.

(Pupils who arrive after registration should report to the school office.)

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone, email, or contact the school via the absence form on the website (for a request for absence). If you do not contact us, we will contact you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's termly report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (please make routine appointments after school or during the holidays)
- Days of religious observance,
- Family bereavement, funerals of immediate family,
- Weddings of immediate family,
- Educational visits,
- Interview,
- Compassionate grounds,
- Unavoidable cause (e.g. weather, emergency situations etc)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips (unless the trip provides an exceptional experience as decided by the Head Teachers), visiting relatives, shopping, birthdays, etc.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences. We will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality, we will contact you to discuss the best way forward.

7. I am restricted in when I can get leave from my work and this is not possible during school holidays. Can I take a family holiday during school time?

Leave of absence may be granted in exceptional circumstances but this is not for holidays*. Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, educational visits, interview, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc). Decisions on requests for leave of absence are at the Head Teachers' discretion.

*An exception to this is for parents on active service.

8. What can I do to encourage my child to attend school?

Ensure that there is a regular routine for getting up, breakfast and getting ready for school. Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

Our Breakfast Club can be made available to pupils who are finding it challenging to come into school in the mornings. Please speak to the school office to discuss this further.

*10. My child is flexi-schooling, do the same rules apply?

Yes, as per the Flexi-Schooling agreement signed before the arrangement commences, normal attendance rules apply to your selected days. Your child is expected to arrive on time and attend for the whole session, unless ill or extenuating circumstances, in which case you contact the school office before 9am on the day of absence.

Day trips and term-time holidays are not permitted, and flexi-schooling days can not be changed until the half-termly review meeting.

A Guide for Old Newton Parents

1. When does my child need to be in school?

School starts at 8:40am. Your child should be on school premises in good time for this. The green doors/gate will be closed at 8.45am. The morning register will be called promptly at 8:50 am and the afternoon register at 1:05pm.

2. What happens if my child is late?

Registration finishes at 9:00am in the morning and 1:10pm in the afternoon.

If your child arrives after 8:50 am he/she will be marked late.

If your child arrives after 9:00 am he/she will be marked absent.

(Pupils who arrive after registration should report to the school office.)

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence and everyday thereafter. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (please make routine appointments after school or during the holidays)
- days of religious observance,
- family bereavement, funerals of immediate family,
- weddings of immediate family,
- educational visits,
- interview,
- compassionate grounds,
- unavoidable cause (e.g. weather, emergency situations etc)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips (unless the trip provides an exceptional experience as decided by the Head of School), visiting relatives, shopping, birthdays, etc.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences. We will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

8. I am restricted in when I can get leave from my work and this is not possible during school holidays. Can I take a family holiday during school time?

Leave of absence may be granted in exceptional circumstances but this is not for holidays*. Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, educational visits, interview, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc)

*An exception to this is for parents on active service.

8. What can I do to encourage my child to attend school?

Ensure that there is a regular routine for getting up, breakfast and getting ready for school. Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

A Guide for Rougham Parents

1. When does my child need to be in school?

School starts at 8:45am when the bell is rung. Your child should be on school premises in good time for this time. The morning register will be called promptly at 8:50 am and the afternoon register at 1:05pm.

2. What happens if my child is late?

- Registration finishes at 9:00am in the morning and 1:10pm in the afternoon.
- If your child arrives after 8:50 am he/she will be marked late.
- If your child arrives after 9:00 am he/she will be marked absent.

(Pupils who arrive after registration should report to the school office.)

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. **What reasons will the school accept for absences?**

- Illness
- Emergency dental/medical appointment (please make routine appointments after school or during the holidays)
- days of religious observance,
- family bereavement, funerals of immediate family,
- weddings of immediate family,
- educational visits,
- interview,
- compassionate grounds,
- unavoidable cause (e.g. weather, emergency situations etc)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

5. **What is unacceptable?**

The school will not authorise absence for day trips (unless the trip provides an exceptional experience as decided by the Head of School), visiting relatives, shopping, birthdays, etc.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences. We will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. I am restricted in when I can get leave from my work and this is not possible during school holidays. Can I take

a family holiday during school time?

Leave of absence may be granted in exceptional circumstances but this is not for holidays*. Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, educational visits, interview, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc)

*An exception to this is for parents on active service.

8. What can I do to encourage my child to attend school?

Ensure that there is a regular routine for getting up, breakfast and getting ready for school. Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

A Guide for Ixworth Parents

1. When does my child need to be in school?

School starts at 8.55 am. Children are expected to be in their classroom and sitting down ready to learn at this time. Your child should be on school premises in good time for this time. The morning register will be called promptly at 9:00am and the afternoon register at 1:05pm

2. What happens if my child is late?

Registration finishes at 9:10am in the morning and 1:10pm in the afternoon

If your child arrives after 9.00am he/she will be marked late.

If your child arrives after 9:10am he/she will be marked absent.

(Pupils who arrive after the start of school at 8.55am should report to the school office.)

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (please make routine appointments after school or during the holidays)
- days of religious observance,
- family bereavement, funerals of immediate family,
- weddings of immediate family,
- educational visits,
- interview,
- compassionate grounds,
- unavoidable cause (e.g. weather, emergency situations etc)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips, (unless the trip provides an exceptional experience as decided by the Head teacher.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences. We will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. I am restricted in when I can get leave from my work and this is not possible during school

Holidays. Can I take a family holiday during school time?

Leave of absence may be granted in exceptional circumstances but this is not for holidays*. Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, educational visits, interview, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc)

*An exception to this is for parents on active service.

8. What can I do to encourage my child to attend school?

Ensure that there is a regular routine for getting up, breakfast and getting ready for school. Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with our Pupil Wellbeing Lead. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

1. When does my child need to be in school?

School starts at **8:30am**. Your child should be on school premises in good time for this time. The morning register will be called promptly at **8:30** and the afternoon register at **12:45pm**.

2. What happens if my child is late?

Registration finishes at **8:45am** in the morning and **1:00pm** in the afternoon.

If your child arrives after **8:35am** he/she will be marked **late**.

If your child arrives after **8:45 am** he/she will be marked as an **unauthorised late/absent**.

(Pupils who arrive after registration should report to the school office.)

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone, email, or contact the school via the absence form on the website on the first day of absence. If you do not contact us, we will contact you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's termly report.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (**please make routine appointments after school or during the holidays**)
- Days of religious observance,
- Family bereavement, funerals of immediate family,
- Weddings of immediate family,
- Educational visits,
- Interview,
- Compassionate grounds,
- Unavoidable cause (e.g. weather, emergency situations etc)

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness, you may be asked to produce a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips (unless the trip provides an exceptional experience as decided by the Head Teacher), visiting relatives, shopping, birthdays, etc.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences. We will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

7. I am restricted in when I can get leave from my work and this is not possible during school holidays. Can I take a family holiday during school time?

Leave of absence may be granted in **exceptional circumstances** but this is not for holidays*. Examples of exceptional circumstances are: day of religious observance, family bereavement, funerals of immediate family, weddings of immediate family, educational visits, interview, compassionate grounds, unavoidable cause (e.g. weather, emergency situations etc)

*An exception to this is for parents on active service.

8. What can I do to encourage my child to attend school?

Ensure that there is a regular routine for getting up, breakfast and getting ready for school. Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise. An EBSA action plan may be helpful to support your child to attend school.

Appendix 3 DFE Example Communications with Parents/carers

General messages about the importance of attendance

Dear Parent/Carer of {Pupil Name}

We need your help, please.

{Pupil Name} has been absent for {#} days of school, which is equal to {#} lessons missed so far this school year.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance *Is my child too ill for school?* - NHS (www.nhs.uk) is designed to support parents in their decision making about mild illness.

We also know that pupils fall behind their friends and classmates when they miss school. At _____ school we want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success.

We also know that you can have a significant effect on {Pupil Name}'s absences this academic year and we would really appreciate your help and support ensuring that {Pupil Name} comes to school every day so that they can get the best possible outcomes. We want to work with you to achieve this – please call or come in and meet {Pupil Name}'s class teacher or tutor if there is anything we can do to support you or your child. We appreciate that every family's situation is unique.

We will be in touch again to request a meeting with you if we have ongoing concerns about your child's attendance.

Kind regards

Newsletter content to showcase attendance expectations

What YOU must do:

Try to telephone the school before 8.30am each day of your child's absence.

Tell the school in advance of any medical appointments and bring in appointment cards/letters.

If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival.

Have a backup plan for if your child misses transport, call on a family member, neighbour or friend.

If you and your child are experiencing difficulties with school attendance then talk to us as a first step so we can help!

What WE will do:

Check your child's attendance every day.

Phone home to discuss your child's attendance with you.

Invite you into school for attendance meetings if we are concerned.

If we cannot establish a reason for absence, then we may make a welfare home visit.

Absence due to lateness

Dear Parent/Carer of {Pupil Name}

We have noticed that {Pupil Name} is often absent in the mornings.

We know that mornings can be difficult for some pupils, and we are keen to help to improve {Pupil Name}'s attendance.

We would love to talk to you to discuss avenues for support to help {Pupil Name} attend school well. Please contact [insert staff member name and contact information] to make an appointment or arrange a phone call.

Kind regards