

Caldecote Community Primary School



Attendance and Punctuality Policy

inc Early and Late Collections

Mission Statement
“Learning Together, Achieving Together”
Completed August 2025 by LS and KB
Review Annually

ATTENDANCE POLICY

Caldecote Community Primary School

Introduction:

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending school.

Legislation and Guidance:

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

As part of the attendance policy we will make reference to the DfE Statutory Guidance:

- Keeping Children Safe in Education (September 2022)
- Children Missing in Education (September 2016)

Why Regular Attendance is so important:

Children are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have and we will endeavour to encourage the children to attend, and to put in place appropriate procedures to support regular attendance. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. There is a relationship between attendance of pupils and their development, attainment and progress. The school is committed to promoting good attendance as part of its dedication to ensure quality educational provision to give its pupils the best start in life.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility; parents/carers, pupils and all members of school staff.

To encourage and enable good attendance we will:

- Give you information on attendance in our regular newsletter, Class Dojo or via email;
- Provide you with reports annually on how your child is performing in school, what their attendance is, and how this relates to their attainment;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.
- Run promotional events when parents/carers, pupils and staff can work together on raising attendance levels across the school.
- Run attendance campaigns to encourage children to attend school daily and on time.
- Celebrate attendance in our weekly assemblies.

Understanding types of absence:

By law, every half-day absence from school has to be classified by the school (not by the parents/carers), as either **authorised or unauthorised**. This is why information about the reason for any absence is always required.

Authorised absences are mornings and/or afternoons away from school for a genuine reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

However, if your child's attendance falls below an acceptable level you may be asked to provide medical evidence. This could include prescriptions, or an appointment card/letter/text. Any absences not covered by medical evidence will be recorded as unauthorised, and this may become a legal matter.

Other unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Here are some examples of occasions when the absence would be unauthorised:

- parents/carers keeping children off school unnecessarily (ie condoned absence)
- truancy during the school day
- absences which have never been properly explained
- absences linked to shopping, looking after other children, birthdays
- trips and holidays in term time which have not been agreed by the governing body in advance.

There may be times when a child is reluctant to attend school, it is important that the parent/carer, child and school staff all work together to devise a plan to ensure that the child is happy in school and attends regularly.

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% or more of their sessions over the school year for whatever reason. Absence at this level causes considerable damage to any child's educational prospects and we need parents'/carers' full support and co-operation to tackle this.

We monitor all pupil absence closely and where the school has concerns about your child's attendance, we will address this with you.

PA pupils are identified and monitored carefully through our pastoral system. On occasions PA pupils may be subject to an action plan and allocated a mentor in school who the child feels comfortable with. All children who fall into the PA category are also automatically made known to the Local Authority Education Welfare Officer and if there is no improvement further action may be taken.

Absence Procedures:

If your child is absent you must:

- Contact the school office as soon as possible on the first day of absence giving a full reason for absence. Telephone the school on 0116 2824482 to talk to a member of the office staff.
- Call into school and report to reception.
- Report your child's absence via email – office@caldecote.leicester.sch.uk.
- Report your child's absence via Class Dojo.

NB

- Notes/letters that you send us will be stored on your child's file.
- If your child is unwell, we advise that you seek expert medical advice. We will not authorise any absences after the third consecutive day without medical evidence.

If your child is absent we will:

- Telephone you on the first day of absence (*and on subsequent days*) if we have not heard from you;

- Write to you if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence.
- Telephone you to discuss our concerns.
- Refer the matter to the Education Welfare Officer if attendance is a worry and there has been no improvement after addressing concerns.
- Invite you to attend meetings regarding your child's attendance.
- In some circumstances, if your child is absent from school and has not been seen, we will arrange for a visit to your home to be undertaken to establish that your child is safe. This will be completed by a member of the school's designated safeguarding team.

Telephone numbers:

There are times when we need to contact parents about a variety of matters, including absence, so we need to have your contact numbers at all times.

There will be regular checks on telephone numbers throughout the year. In addition to holding a contact number for parents, we ask for two additional numbers in case of an emergency. Please provide these to the school office.

The School's Attendance Officer:

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated safeguarding leads and the headteacher
- Working with education welfare officers to tackle persistent absence
- Agreeing with the headteacher when to issue fixed-penalty notices

The attendance officer is **Miss Leigh Smith** and can be contacted by calling the school office on 0116 2824482.

Punctuality and Lateness:

The school monitor the lateness of pupils as being punctual for school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. The doors open at 8.40am for all year groups and close at 8.45am so there is a window of 5 minutes where the children can come into school. Arrival after this time should be via the late door which is open until 9.00am. Entrance through this door will result in your child being marked as late.

Arrival after 9.00am should be through the school office and a reason will need to be provided for the lateness.

How we manage lateness:

The school day starts at **8.45am** and we expect your child to be in class at that time.

Registers are marked by **8.50am** and your child will receive a late mark if they are not in by that time.

The registers will be closed at **9.00am**. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice or be prosecuted if the problem persists.

If your child is regularly late, you will be asked to meet with the Attendance Officer to resolve the problem. You can approach us at any time if you are having problems getting your child to school on time.

Early Collections:

In order to minimise impact on the children's learning, parents/carers should ensure that routine appointments, e.g. to see the dentist or doctor, are made during the school holidays or after school.

If your child needs to attend appointments during the school day, evidence of the appointment/s should be provided to the school office prior to the appointment day wherever possible so that this can be recorded.

When coming to collect your child to attend an appointment, parents/carers who have not provided evidence beforehand will be asked for evidence to validate the reason for the child to be collected from school during the day. Evidence could include a hospital letter, an appointment card or a text confirmation/reminder. If no evidence can be provided parents/carers may be asked to speak to a member of the Senior Leadership Team.

The school office will not be able to release any children between the times of 2.50pm and 3.20pm.

Late Collections:

It is the responsibility of parents to collect their child(ren) on time at the end of each school day or after school activity. The school day finishes at the following times:

- **Nursery – 2.55pm**
- **Reception – 3.00pm**
- **Years 1 and 2 – 3.15pm**
- **Years 3, 4, 5 and 6 – 3.20pm**

When parents arrive late this can have implications in the following areas:

- Children may become distressed.
- School staff have allotted working times.
- Teachers have may have meetings after school.
- School staff may have other commitments that they need to leave for.

All teachers are on duty in their classrooms for 10 minutes after the school day finishes. Teachers will leave their classroom at:

- **Nursery – 3.05pm**
- **Reception – 3.10pm**
- **Years 1 and 2 – 3.25pm**
- **Years 3, 4, 5 and 6 – 3.30pm**

If your child has still not been collected after this time they will be taken to a dedicated room to be supervised by an allocated member of staff. This member of staff will be working over and above their allotted hours and therefore **there will be a charge to parents PER CHILD**. This will be:

CHARGES	£10	£20
Nursery	3.05pm – 3.35pm	3.35pm – 4.05pm
Reception	3.10pm – 3.40pm	3.40pm – 4.10pm
Years 1 and 2	3.25pm – 3.55pm	3.55pm – 4.25pm
Years 3 - 6	3.30pm – 4.00pm	4.00pm – 4.30pm
After School Clubs	4.10pm – 4.40pm	

If the child still remains in school after the latest collection time stated above then the school will contact Leicester/shire Social Care to discuss. The Social Care Team will then begin to plan for the possibility that they may need to make arrangements for the alternative care of the child/ren.

Holidays In Term Time:

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents/carers to help their child by not taking children away in term time. There is **no automatic entitlement** in law to time off in school time to go on holiday or other trips.

All applications for leave must be made in advance. Parents are required to comply with the school's procedure for requesting leave of absence for their child. In accordance with the law, agreement will only be given where the Chair of Governors considers the reason for the request to be exceptional in nature.

Full details of our policy and procedures are available from the school office. It is

important that all parents/carers are aware that requests for leave should be made prior to making any bookings. Also, that the decision made by the Chair of Governors will be confirmed in writing and without this written confirmation, it cannot be taken that there is agreement to authorise all or any of the absence.

Any period of leave taken without the written agreement of the school, or in excess of that agreed, will be classed as unauthorised and may result in a Fixed Penalty Notice being issued to each parent for each child. *For unauthorised absence from August 2024, Penalty Notices are fines of £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3 year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3 year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in you receiving a criminal conviction. Please also be aware that any cases of extended periods of unauthorised absence, linked to holidays or trips away, are highly likely to result in direct prosecution action by the local authority and not a Penalty Notice.*

A copy of the request form can be found in Appendix 3 at the end of this policy.

Details regarding information on the attendance of pupils from traveller communities can be found in Appendix 2.

Children Missing Education

In Children Missing Education - Statutory Guidance for Local Authorities (2016), children missing education are defined as those who are not on a school roll or receiving suitable education otherwise than at school. Those who are regularly absent or have missed 10 school days or more without permission may be at risk of becoming 'children missing education'.

There will not always be a safeguarding concern for children and young people who are missing education. Most children and young people are moving schools supported by their parents/carers, schools and local authority admissions services. A smaller number, however, are at risk of dropping out or disengaging from education and, being out of school, they are at risk of exploitation, going missing and significant harm.

Risks

These 'missing' children can be vulnerable; it is essential that all services work together to identify and re-engage these children back into appropriate education provision as quickly as possible. It is important to establish, at the earliest possible stage, the reasons for the child being missing. Possible reasons that should be considered include:

- Failure to start appropriate provision and never enter the system;
- Stopped attending, due to illegal exclusion or withdrawal by parent/carers;
- Failure to complete a transition between schools;
- Children from refugee and asylum -seeking families;
- Children from families who are highly mobile;
- Children at risk of a forced marriage;

- Children experiencing abuse and neglect.
- Children supervised by the Youth Justice System

Children who remain disengaged from education are potentially exposed to higher degrees of risk such as anti-social behaviour and/or sexual exploitation.

Children moving schools/address

When a child does not attend our school due to a change in family circumstances we have a duty of care to keep the child on our school roll until they are registered at another school, become home educated or move to another country. Before we can remove them from our roll we need the following proof:

- Current address the child is residing
- Who the child is residing with
- What school the child is going to be registered at
- If you have moved out of the UK, flight booking details are required
- For home education, a formal written letter stating you wish to home educate your child. This will be then followed by a home visit by the education welfare service to ensure the child is following an appropriate curriculum.

We will keep in regular contact with the family and their details will be passed on to the Education Welfare Officer who will monitor and take further action if needed.

Appendix 1 - Attendance Codes

The school will use a computerised system for keeping school attendance records. The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	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 parttime timetable	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	<i>Not counted in possible attendances</i>
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
I	Illness (NOT medical or dental etc. appointments)	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 eg Virtual school team	Authorised absence
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
Q	Unable to attend the school because of a lack of access arrangements – – LA has a legal	Not counted in possible attendances

	duty to provide transport and it isn't yet in place.	
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school age	Not counted in possible attendances
Y1	Unable to attend due to transport normally provided not being available – if bus pass or taxi/bus provided by LA and transport breaks down	Not counted in possible attendances
Y2	Unable to attend due to widespread disruption to travel	Not counted in possible attendances
Y3	Unable to attend due to part of the school premises being closed	Not counted in possible attendances
Y4	Unable to attend due to the whole school site being unexpectedly closed	Not counted in possible attendances
Y5	Unable to attend as pupil is in criminal justice detention	Not counted in possible attendances
Y6	Unable to attend in accordance with public health guidance or law • pandemic type situation where health advice is not to go out, to close to pupils for stopping transmission of infection (not an infectious condition – I code)	Not counted in possible attendances
Y7	Unable to attend because of any other unavoidable cause – detention. Taken into a refuge possibility. Common sense and should be used rarely. If Y7s are in registers, will be queried	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	school closed to pupils	Not counted in possible attendances

APPENDIX 2 - Children from Traveller Communities

Traveller children of compulsory school age are expected by law* to attend at least 200 sessions out of the possible 380 sessions per school academic year. The use of the Traveller code (T) for more than 180 sessions could indicate that the pupil has failed to meet this requirement. Please note that absence for travelling purposes should only be coded "T" when the parent is engaged in trade or business of such a nature as to require them to travel from place to place. If this is not the case, the child is required to be in school as usual.

*The Education (Pupil Registration) (England) Regulations 2006

It is important that there is consistency between schools in relation to the approach to the absence of Traveller children and this school therefore adopts this policy.

The attendance of children from travelling families is treated with equity and fairness taking into account the cultural needs of our Traveller community; the culture of travelling families can require travel for genuine work purposes and is recognised nationally.

However, it has also been recognised that Traveller children's attendance tends to be very low and can result in significant problems with achievement, attainment and whole school attendance performance management.

Of particular importance is:

- a) The coding of the absence of Traveller pupils in schools
- b) Movement among Traveller families; children may leave and return at the parents' will and at very short notice, with no indication of the whereabouts of a child and/or his/her welfare
- c) This in turn makes it difficult for the school to exercise the duty of care to children and to provide a good education to each and every one of our pupils. It is important that the school is able to monitor, assess and review children's development and to ensure that children are progressing.

Whilst respecting the need for Traveller families to conduct their day to day businesses, it is important for everyone to work together to maximise the opportunity for all children to achieve and attain through improving attendance and punctuality in school. Traveller families are therefore subject to the same limitations and constraints in regulation as all other families albeit with discretion where travel is for business purposes.

Traveller families will be requested to complete a Traveller Request Form before a child's period of absence from school commences where travel is for business purposes and/or the child will be accessing education in another location. See Appendix 1 for a copy of the form. Requests for absence of any other nature should be made using the schools leave of absence request process (APPENDIX 2).

Please note the following:

Absence linked to travel for the reasons listed below will not constitute travel for work purposes. The school must conform with regulations to provide equality for all pupils and set the foundations for a fair Attendance Policy for the whole school population:

1. Bereavement
2. Weddings
3. Visiting Relatives
4. Absence the family feel is religious observance where this is in excess of 1 day exclusively set apart by the religious body
5. Pre-wedding preparations and weddings
6. Birthdays

Where a family does not inform the school or seek permission for absence before departure, the absence will not be authorised.

Traveller Pupil Tracking Form - Guidance

The purpose of the form is to record the proposed leave of pupils from the travelling communities, recording details of their local residence and their current contact numbers. The purpose of the form is also to record information about intended travel dates and the expected date of return. If the family is staying on a Local Authority site in another area of the country, the details can be recorded and confirmed.

If the student is dual registered with a school outside of the local authority, this information should be confirmed and the dual registration procedures undertaken accordingly.

The purpose of this process is to support good practice, to encourage traveller families to share their proposed arrangements prior to leaving and to ensure that effective contact is maintained. The Traveller Pupil Tracking Form should assist in reducing cases of children deemed to be missing in these circumstances and therefore strengthen the safeguarding procedures in place, as well as ensuring that children's school attendance is maximised.

Together, we anticipate a continued improvement in attendance at school by working jointly with parent(s)/carer(s), specialist support from the Traveller Education Service and the Education Welfare Service to achieve better educational outcomes for our Traveller Children and Young People.

TRAVELLER PUPIL TRACKING FORM

In the interest of pupil welfare the school and parent/s will complete the following information together ***before pupil(s) travel:***

Child's Name:	Child's dob:
Base 1: Leicester address with post code:	

Parent(s)/Guardian(s)/ Carer(s) Name(s):
Base 2: Address with post code (other residence):
Reason for travel:
Landline telephone number:
Mobile telephone number:
Email address:

TRAVEL DATES

Travel Date	HT1	HT2	HT3	HT4	HT5	HT6
Expected Return date	HT1	HT2	HT3	HT4	HT5	HT6

School details where child is dual registered:

--

Education Packs provided Y / N

Please note:

Traveller children whose whereabouts are unknown can be deleted from the school roll in the same way as other (non-traveller) pupils after thorough investigations have been undertaken and the pupil has not been located. In all cases, the school complies with the LA and Maintained Schools Protocol on the Management of Children Missing From Education.

APPENDIX 3

Application form for pupil’s leave of absence

Please read the information overleaf before completing this form.

For your request to be considered, the form must be completed and returned to Caldecote Community Primary School at least two weeks before you plan to leave. Please complete all sections of the form. A letter will be sent to you when the Chair of Governors has considered the application to let you know if the absence has been authorised.

We would recommend you do not book any flight tickets etc until you have received confirmation from school that leave has been authorised.

Name of student:	Form:
First day of absence:	Date of return to school:
Date of Request/Form Submitted to School:	

I request authorised absence for my above son/daughter for the following reason/s:

.....
 ..

 ..

.....
 Full Destination

Address:.....

.....

Date you plan to travel:

Date you plan to return:

Flight Number outbound.....

Flight Number Inbound.....

(Please note the application will not be considered without all the above information).

We request details of a friend or relative to be a point of contact. If you do travel, the person will notify us of any changes to your circumstances which may affect the date of your return. We may have to contact them in the event of your child not returning as expected:

Name of contact:.....

Address:

Telephone number:

Mobile:

I confirm that I have read and understood the information above and the guidelines (see over).

Signed: parent/guardian

Print: Date:

School to complete	Date form received:	Staff member's name:
	/ /	

Applications for leave of absence Guidelines

Caldecote Community Primary School is very reluctant for a pupil to miss any part of his/her education.

1. In line with the Government guidance, the school management and its governors are unable to authorise any term time absence, unless our view is that there are **exceptional circumstances**.
2. If permission is granted, photocopies of airline or travel tickets will be required by the school office **before** you travel. If your request has been agreed, failure to provide this information will mean that the request is no longer agreed and your child's absence will be classed as unauthorised.
3. We may also request copies of other travel related documents from you. We will advise you if this is the case. Where we do not receive copies of documents requested, this is likely to mean that we will not authorise some or all of any absence your child has in relation to this request.
4. If permission is granted, pupils must ensure that they are up to date with their school work before they leave and in addition, it will be parents'/carers' responsibility to ensure that their son/daughter makes up any missed work in his/her **own time** upon return.
5. **The decision made by the school is final.**

PLEASE NOTE:

- **Issued with a Penalty Notice of £160 per parent per child (discounted to £80 if paid within 21 days),**

or

- **In the case of repeated fines, the penalty notice will be charged at the higher rate,**

or,

- **Your case may be referred by the Local Authority directly to the Magistrates' Court**