

# Attendance Management Policy - Pupils

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## 1. Rationale

Newfield strives to be an exciting, stimulating place of learning for all children, and for our children to gain the greatest benefit from their education it is vital that they attend regularly. Your child should be at school every day that the school is open unless the reason for the absence is unavoidable. We love having all of our children in school ready to learn, and staff are trained to support with specific medical and health needs, therefore unless your child is actually ill (i.e. has picked up a sickness bug / infection which can't be managed in school) please ensure that they are sent into school each day.

## 2. Aims

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of 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 make sure pupils have the support in place to attend school

## 3. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

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

This policy refers to the DfE's guidance on the school census, explaining the persistent absence threshold.

This policy was written with support from the school inclusion officer from BwD, Anne-Marie Neild.

***Newfield is committed to improving attendance, as we believe that regular attendance is central to raising standards in education and improving the life chances of our children.***

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including: Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
  - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - The importance of good attendance
  - That absence is almost always a symptom of wider issues
  - The school's legal requirements for keeping registers
  - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy

Our link governor for attendance is Janet Doolan

In this role, our link governor supports our designated senior leader responsible for attendance via termly meetings to discuss the monitoring of pupil attendance.

The governing body have set whole school targets for attendance for the academic year 24 -25 of 88%.

### 4.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors

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- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary and/or authorizing the DSL for attendance to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

### **4.3 The designated senior leader responsible for attendance**

The designated senior leader (also known as the senior attendance champion) is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Considering taking legal action due to lack of engagement from parents /carers and / or lack of improvement in attendance
- Advising the headteacher when to issue fixed-penalty notices

The designated senior leader responsible for attendance is Jenny Riley and can be contacted via: telephone: 01254 588600 and/or email: jriley@newfield.blackburn.sch.uk

### **4.4 The Family Wellbeing Coordinators**

The family wellbeing coordinators, working alongside the DSL for attendance are responsible for:

- Calling parents who have not responded to contact made by the pupil services admin team
- In the event that a family cannot be contacted to explain an unreported absence, discuss with the designated senior leader responsible for attendance to decide whether a home visit is required on the first day of absence (e.g.: in the event of their being existing safeguarding concerns)
- Carrying out home visits with another member of staff to follow up unexplained absence

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- Regularly monitoring attendance
- Meeting with parents to offer support to improve attendance
- Providing regular attendance reports to school staff
- Reporting concerns about attendance to the designated senior leader responsible for attendance and agreeing next steps
- Working with inclusion team officers to tackle persistent absence

The family wellbeing coordinators are AnnMarie Pickering and Mathilde Sharrocks and can be contacted via: telephone: 01254 588600 and/or email : familywellbeingcoordinators@newfield.blackburn.sch.uk

#### **4.5 Class teachers/HLTAs**

Class teachers/HLTAs are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office using the SIMS register system by 9:30am every day, at which time the register closes.

#### **4.6 School admin pupil services staff**

School admin pupil services staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the class teacher/Family Wellbeing Coordinator/ Deputy Head Teacher, as appropriate, in order to provide them with more detailed support on attendance
- Call parents to enquire about non-reported absence
- Alert Family Wellbeing Coordinators if parents do not respond to the calls about non-reported absence by lunchtime each day

#### **4.7 Parents/carers**

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support for maintaining good attendance, by contacting our Family Wellbeing Coordinators via phone 01254 588600 and/or email familywellbeingcoordinators@newfield.blackburn.sch.uk

## **5. Recording attendance**

### **5.1 Attendance register**

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

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

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

We will also record:

- [For pupils of compulsory school age] Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

Children arrive at school on BwD SEN Transport (or with parents/carers) from 8.45am when school opens and go to their classes for registration by 9am. The register closes at 9.30am therefore arriving later than this will be recorded as an unauthorised absence in the register. (see information below section 5.4 on lateness)

School ends at 3.10pm, with pupils leaving on transport (or with parents/carers) between 3.15 – 3.30pm

## 5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school on 01254 588600.

This can also be done by simply leaving a message on the answerphone. We would appreciate you keeping us regularly informed during any period of absence, and school staff may also phone you to keep in touch with how your child is progressing during the illness. (see also section 7).

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than [e.g. 5] days, or there are doubts about the authenticity of the illness, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## 5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

We understand that due to the nature of our children, medical appointments are at times frequent and unavoidable.

We would ask that parents/carers inform us if their child has an appointment, via telephone, including information about an expected date or time of return. Again, this can be done by leaving a message on the answerphone.

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

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The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

## 5.4 Lateness and punctuality

A pupil who arrives late will be marked as late if arriving after 9am but before register closes at 9.30am or as an unauthorised absence if arriving after register closes at 9.30am.

Due to their special educational needs our pupils are not deemed responsible for their overall school attendance. Most pupils are also dependent upon local authority dedicated transport to bring them to and from school and, in this circumstance, neither pupils or their parents will be held responsible for punctuality **provided** they have placed their child on transport at the designated time.

## 5.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the Family Wellbeing Coordinators will follow this up by phone calls, and then home visits
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Inclusion officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with we may work with the Inclusion Officer to issue a notice to improve, penalty notice or other legal intervention (see section 6.2 below), as appropriate

## 5.6 Reporting to parents/carers

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels

We will do this by sending a termly update about your child's attendance via ParentMail.

# 6. Authorised and unauthorised absence

## 6.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be an 'unavoidable, exceptional circumstance'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'unavoidable, exceptional circumstances' as a sudden, unexpected event that requires an urgent response, meaning that a child is not able to remain in a position to continue to attend school, while the event is dealt with by family.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, before the absence, and in accordance with any leave of absence request form, accessible via the 'Application for discretionary leave of absence' form (Appendix 2) available from school. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 5.2 and 5.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

## 6.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

### Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

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

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)

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- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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

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

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

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

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process.

In these cases, the parent must pay £60 within 21 days, or £120.

### Notices to improve

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

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

They will include:

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

## 7. Strategies for promoting attendance

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

To help us all to focus on this we will:

- Promote a culture across the school which identifies the importance of regular and punctual attendance;

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- Give you details on your child's attendance termly;
- Send regular reminders on Class Dojo and the blog about the importance of regular attendance
- Make attendance and punctuality a priority for all those associated with the school; including pupils, parents, teachers and governors.
- Further develop positive and consistent communication between home and school.
- Set targets to improve individual and whole school attendance levels.
- Share Attendance certificates with pupils and families to celebrate and promote good attendance (appendix v)

## **8. Supporting pupils who are absent or returning to school**

### **8.1 Attendance of Pupils with Medical Conditions**

- The introduction of new statutory guidance on 1st September 2014 placed much more emphasis on the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils.
- A key element of this responsibility is reducing the amount of time missed by these pupils; whether their condition is short or long term.
- The school will work with parents/carers and other relevant professionals to minimise absence for reasons of ill health. This may be as a result of specific practices or resources used within school.
- The school will maintain contact with children who are absent due to long-term ill health or hospitalization and will offer educational home visits where appropriate
- School will liaise with hospital teachers to provide information and support for continuing learning whilst in long term hospital stays.

### **8.2 Supporting pupils who are absent or returning to school**

- The school will maintain contact with children who are absent due to long-term ill health or hospitalization and will offer educational home visits where appropriate
- The school will develop a person specific reintegration timetable with the family to support the child returning to school after a long period of absence due to health needs
- The school will attend discharge planning meetings with the hospital to support return to home and school

### **8.3 Pupils absent due to mental or physical ill health or SEND**

- The school will maintain contact with children who are absent due to long-term ill health or hospitalization and will offer educational home visits where appropriate
- School will liaise with hospital teachers to provide information and support for continuing learning whilst in long term hospital stays.
- Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

### **8.4 Pupils returning to school after a lengthy or unavoidable period of absence**

- The school will develop a person specific reintegration timetable with the family to support the child returning to school after a long period of absence due to health needs
- The school will attend discharge planning meetings with the hospital to support return to home and school

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- The school will facilitate home visits, and family staying with the child if needed to enable a smooth transition back into school

## 9. Attendance monitoring

### 9.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Specific pupil information will be shared with the DfE on request.

Data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school level against local, regional, and national SEND school levels to identify areas of focus for improvement, and share this with the governing board.

### 9.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Make use of the FFT Aspire benchmarking tool to monitor attendance

### 9.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families (see section 10.4 below)
- Provide regular attendance reports to class teachers and HLTAs to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs coordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

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## 9.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
  - Discuss attendance and engagement at school
  - Listen, and understand barriers to attendance
  - Explain the help that is available
  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
- Follow the 'Attendance Improvement Process' flowchart (Appendix 3), and initiate the letters (Appendix 4) alerting parents to poor attendance, offering support and regular monitoring, leading up to meetings with Family Wellbeing Coordinators, then DHT in order to avoid a referral to the BwD Inclusion Team for persistent absence.

## 10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually by Jenny Riley, DHT, DSL and designated senior leader responsible for attendance along with Janet Doolan, the link governor for attendance. At every review, the policy will be approved by the full governing board.

## 11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Children with health needs who cannot attend school policy
- Supporting children with medical conditions in school policy

### Safeguarding

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from Rachel Kay, Head Teacher.

### Equal Opportunities

Newfield School is also committed to ensuring the equality of opportunity in line with the Equality Act and seek to show this through all aspects of school life and in particular through our commitment to every child fulfilling their potential, our work in the classroom, our recruitment and retention of staff and our work in the local and wider community.

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## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

*Newfield is committed to improving attendance, as we believe that regular attendance is central to raising standards in education and improving the life chances of our children.*

<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting</li> </ul>

***Newfield is committed to improving attendance, as we believe that regular attendance is central to raising standards in education and improving the life chances of our children.***

		<p>trial or sentencing, or</p> <ul style="list-style-type: none"> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays





UPN	
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## APPLICATION FOR DISCRETIONARY LEAVE OF ABSENCE

Name of School                     Newfield                     DfE Number                     132051                    

If you wish to request discretionary leave of absence for your child, please complete this application form and return it to the Headteacher as soon as possible and in advance of making any travel arrangements. Please note that there is no entitlement in law for parents to take their children out of school during term time without first obtaining permission from school.

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable) 18

Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

If you do take your child out of school without securing advance permission or he/she fails to return to school on the agreed due date, you are likely to be issued with a Penalty Notice under Section 444 of the Education Act 1996. Fines will be issued in accordance with the National framework for penalty notices and the local code of conduct.

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead.

This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

### EVERY SCHOOL DAY COUNTS, AND EVERY DAY IS IMPORTANT

Child's First Name	Child's Surname	D.o.B.	Year Group	Gender
				Male <input type="checkbox"/> Female <input type="checkbox"/>

Parent (s) / Carer (s)			
First Name		First Name	
Surname		Surname	
Relationship to Child		Relationship to Child	
Address		Address	
Contact Telephone		Contact Telephone	
Email Address		Email Address	

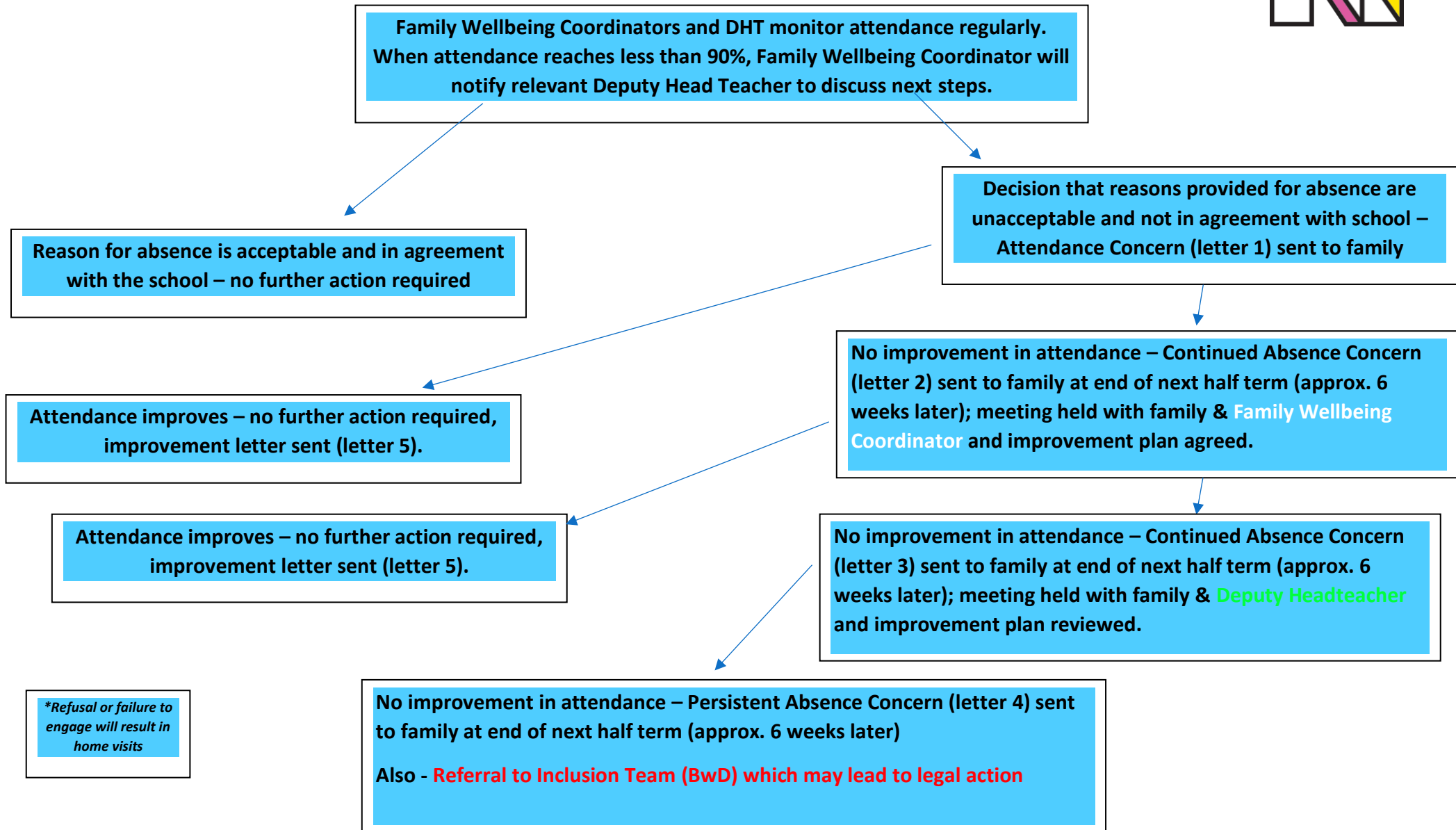
Request Details				
Reason for Request				
Destination (City & Country)				
Date of Departure		Date due back in School		Number of missed school days
Emergency contact in Blackburn with Darwen (inc. contact number)				
Parent/Carer's Signature		Date Request made		

School Section			
Date of meeting/conversation with parent/carers		Leave Authorised	Yes <input type="checkbox"/> No <input type="checkbox"/>
Exceptional circumstances considered			
Head teacher's/Principal's signature		Date	

For absences of 10 days or more please forward this form prior to the child's departure to [education.welfare@blackburn.gov.uk](mailto:education.welfare@blackburn.gov.uk)



# Newfield Attendance Improvement Process



Address: Old Bank Lane, Blackburn, BB1 2PW

Tel: 01254 588600 E-Mail: [enquiries@newfield.blackburn.sch.uk](mailto:enquiries@newfield.blackburn.sch.uk) Website: [www.newfield.org.uk](http://www.newfield.org.uk)

Head Teacher: Rachel Kay MSc, CMgr MCFE

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Date:

Dear Parent/Carer of (Child's name and date of birth)

### **Attendance Concern**

We are writing to express concern over the number of absences (Child's name) has had this current school year. Newfield School policy states that wherever possible children have at least 90% attendance.

Our monitoring system shows that (Child's name) attendance is at (Percentage attendance), which is not acceptable to school, the Local Authority or the Department for Education.

Of course, we recognise that for some of our families, absences connected to hospital appointments, complex, severe or profound health needs and illness can be unavoidable.

However, we also believe that regular attendance is central to raising standards in education and improving the life chances of our children.

Our staff are trained to support children with medical needs, therefore even if your child has profound health needs, Newfield can support them in school.

It is not acceptable to take holidays or visits abroad during term time.

Therefore, we would expect children to be in school unless there are unavoidable, exceptional circumstances.

I would like to take this opportunity to remind you that you are required to contact school **every day** that your child is absent to explain why they are unable to be in school.

Your child's attendance will continue to be monitored and we hope that we can work together to increase (his/her) attendance going forward.

Please be reassured that school are available to offer information, advice or support with any aspect of improving your child's attendance, and should you require this, please do not hesitate to contact our Family Wellbeing Coordinators, Mathilde Sharrocks or Ann Marie Pickering.

Yours Sincerely

Rachel Kay  
Head Teacher



Address: Old Bank Lane, Blackburn, BB1 2PW

Tel: 01254 588600 E-Mail: [enquiries@newfield.blackburn.sch.uk](mailto:enquiries@newfield.blackburn.sch.uk) Website: [www.newfield.org.uk](http://www.newfield.org.uk)

Head Teacher: Rachel Kay MSc, CMgr MCFE

---

Date:

Dear Parent/Carer of **(Child's name and date of birth)**

### **Continued Absence Concern**

We wrote to you previously to express concern over the number of absences **(Child's name)** has had this current school year and unfortunately there has been no improvement.

Of course, we recognise that for some of our families, absences connected to hospital appointments, complex, severe or profound health needs and illness can be unavoidable.

However, we also believe that regular attendance is central to raising standards in education and improving the life chances of our children.

Our staff are trained to support children with medical needs, therefore even if your child has profound health needs, Newfield can support them in school.

It is not acceptable to take holidays or visits abroad during term time.

Therefore, we would expect children to be in school unless there are unavoidable, exceptional circumstances.

Our monitoring system shows that **(Child's name)** attendance is at **(Percentage attendance)**, which is not acceptable to school, the Local Authority or the Department for Education.

We would like to discuss this matter with you and an appointment has been made at **(time)** on **(date)** at school with **(name)**, Family Wellbeing Coordinator. At this meeting we would like to agree a plan to work together to improve your child's attendance and support you where we can. We will also discuss requirements associated with further absences. This will include the need for you to evidence all further absences by way of:

- Medical certificate
- Appointment card
- Hospital letter
- Medicine labels (this will be photocopied and kept on file)

In the meantime you are still required to contact school **every day** that your child is absent.

You should also be aware that if **(Child's name)** attendance does not improve, Newfield School is required to refer this case to the Blackburn with Darwen Inclusion Team which may result in legal action.

Please be reassured that school are available to offer information, advice or support with any aspect of improving your child's attendance, and should you require this, please do not hesitate to contact our Family Wellbeing Coordinators, Mathilde Sharrocks or Ann Marie Pickering.

Yours Sincerely

Rachel Kay  
Head Teacher



Address: Old Bank Lane, Blackburn, BB1 2PW

Tel: 01254 588600 E-Mail: [enquiries@newfield.blackburn.sch.uk](mailto:enquiries@newfield.blackburn.sch.uk) Website: [www.newfield.org.uk](http://www.newfield.org.uk)

Head Teacher: Rachel Kay MSc, CMgr MCFE

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Date:

Dear Parent/Carer of **(Child's name and date of birth)**

### **Continued Absence Concern**

We wrote to you previously to express concern over the number of absences **(Child's name)** has had this current school year, and you have previously attending a meeting with our family wellbeing coordinator to discuss our concerns, however unfortunately there has still been no improvement.

Our monitoring system shows that **(Child's name)** attendance is at **(Percentage attendance)**, which is not acceptable to school, the Local Authority or the Department for Education.

We would like to discuss this matter with you and an appointment has been made at **(time)** on **(date)** at school with **(name)**, Deputy Headteacher. At this meeting we would like to review the plan to work together to improve your child's attendance and support you where we can.

In the meantime you are still required to contact school **every day** that your child is absent.

You should also be aware that if **(Child's name)** attendance does not improve, Newfield School will be required to refer this case to the Blackburn with Darwen Inclusion Team which may result in legal action.

Please be assured that school continues to want to work with you to improve your child's attendance.

Yours Sincerely

Rachel Kay  
Head Teacher



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Tel: 01254 588600 E-Mail: [enquiries@newfield.blackburn.sch.uk](mailto:enquiries@newfield.blackburn.sch.uk) Website: [www.newfield.org.uk](http://www.newfield.org.uk)

Head Teacher: Rachel Kay MSc, CMgr MCFE

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Date:

Dear Parent/Carer of (Child's name and date of birth)

### **Persistent Absence Concern**

This letter has been sent to you because despite 3 letters and the offer of support in 2 meetings, (Child's name) attendance has not improved

Our monitoring system shows that (Child's name) attendance is at (Percentage attendance), which is an unacceptable level. You should also be aware that poor attendance can be a key indicator of additional safeguarding concerns.

The case will now be referred to the Blackburn with Darwen Inclusion Team which may result in legal action.

The team will contact you directly.

Yours Sincerely

Rachel Kay  
Head Teacher





Address: Old Bank Lane, Blackburn, BB1 2PW

Tel: 01254 588600 E-Mail: [enquiries@newfield.blackburn.sch.uk](mailto:enquiries@newfield.blackburn.sch.uk) Website: [www.newfield.org.uk](http://www.newfield.org.uk)

Head Teacher: Rachel Kay MSc, CMgr MCFE

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Date:

Dear Parent/Carer of (Child's name and date of birth)

### **Attendance Improvement**

Following us writing to you previously on (date) to express concern over the number of absences (Child's name) has had this current school year, we are very pleased to have seen an improvement in their attendance.

Our monitoring system shows that (Child's name) attendance is at (Percentage attendance), which is an clear improvement from the previous attendance of (previous percentage attendance)

We would like to thank you for your support with this matter, as we believe that regular attendance is central to raising standards in education and improving the life chances of our children.

Your child's attendance will continue to be monitored, as is the case for all children and we hope that we can work together to see a continued increase in (his/her) attendance going forward.

Please be reassured that school are available to offer information, advice or support with any aspect of improving your child's attendance, and should you require this, please do not hesitate to contact our Family Wellbeing Coordinators, Mathilde Sharrocks or Ann Marie Pickering.

Yours Sincerely

Rachel Kay  
Head Teacher



# Amazing Attendance

Name: Joe Bloggs

Date: 28/03/24



This term, your attendance is 100 %

Message from your teacher: Joe has attended every day this term and made lots of progress - fantastic!



It is important that all children attend school regularly - well done & keep it up!



SPRING 24



# Attendance

Name: Joe Bloggs

Date: 28/03/24



This term, your attendance is 87 %

Message from your teacher: Jenny has really enjoyed all of her learning - try to come every day to make even better progress



It is important that all children attend school regularly - Let's try to improve your attendance!



AUTUMN  
24

