



Coleman Primary School's Attendance Policy

Date Approved by the Governing Body: September, 2024

Date to be reviewed by the Governing Body: September, 2025

Legislation:

[Working together to improve school attendance](#)

Expectations and daily routines

Children attending school is vital for their education. For our children to gain the greatest benefit from their education, it is vital that they attend regularly, and your child should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. This attendance policy is written to reflect the law and the guidance produced by the Department of Education.

It is very important that you make sure that your child attends regularly and this Policy sets out how we will work together to achieve this.

'The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.'

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.'

Breakfast and After School club:

As part of our offer to promote excellent attendance, the school offers a morning and after school care service, opening from 7:30am till 8:45am in the mornings and then after school from 3:15pm to 4.30pm with an additional extended session to 5:30pm. This is a flexible service bookable through the school office.

Start and end of the school day

At the beginning of each day, the school gates will open at 8:30. The school has introduced a Soft Start to the day where children go straight to their classrooms, once they arrive at school, to be met by their teacher to complete appropriate morning tasks. This allows the children to settle into school ready for registration. The soft start to the day has reduced a build-up of traffic in front of the school, as parents are not now parking and waiting for their children to be collected from the playground, resulting in children be able to get to school on time more regularly.

Registration begins for KS1/EYFS at 8:45am, whilst registration for KS2 children begins at 8.50am. Children in nursery begin at 8:50am and finish at 3.00pm.

If a child is late for school, please sign in at the office using the iPad provided.

Registers open for KS1 and F2 at 8:45am and close at 9:15am.



Registers open for KS2 at 8:50am and close at 9:15am.

When signing in, a mark of L (late before the register closes) will be recorded. However, if sign in is after 9:15am, a mark of U (late after the register closes) will be recorded, resulting in the child losing their morning mark and their overall attendance falling.

At the end of each day, the school gates will open at 3:00pm. Parents should wait on the top playground and the children will be brought out to them for collection. Please leave enough space for children to line up with their teacher. KS1 and F2 will finish their day at 3:10pm, whilst KS2 will finish at 3:15pm. Nursery children should be collected from the classroom door at 3pm.

Reporting and understanding absence

By law, every half-day absence from school has to be coded by the school (not by the parent), as either AUTHORISED or UNAUTHORISED. This is why information about the reason for any absence is always required. These codes are given in Appendix 1.

Authorised absences are mornings or afternoons away from school for a genuine reason such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other exceptional circumstances. Approved education activities are coded as a present mark.

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 Authority using sanctions and/or legal proceedings. These include:

- parents keeping children off school unnecessarily (i.e. condoned absence)
- truancy during the school day
- absences which have never been properly explained
- failure to request 'exceptional circumstances' leave of absence
- children who arrive at school too late to get a mark
- shopping, looking after other children, birthdays
- day trips and holidays in term-time

Whilst a child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance should be addressed by the school, the parents and the child. If your child is reluctant to attend school, you should not cover up their absence, or give in to pressure to excuse them from attending. This gives the impression that attendance does not matter, and this usually makes things worse.

It is an expectation that parents contact the school by 8.30am to inform the office why their child will not be attending school that day. If parents do not inform the school of the absence, the school will send a text prompting the parent to contact the school. If there is still no contact, the school office will ring to ascertain why the child is absent.

If there is continued absence over 3 days and no contact made by parents to explain the absence, the school will complete a home visit on the third day to establish why the child is not in school. If this does not resolve the absence, this will then be reported to the Education Welfare Service to continue the investigation. For children that are vulnerable, the home visit will be completed on the first day of absence, where no reason has been provided. Please see Appendix 4 for Safe and Well Checks flowchart provided by Leicester City.



Promoting regular 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:

- Give you information on attendance through termly newsletters
- Provide you with reports on how your child is performing in school, what their attendance is, and how this relates to their attainment
- Celebrate good attendance each week for the class with the best attendance for EYFS/KS1 and KS2

Monitoring attendance and absenteeism

Coleman Primary School and its staff regard the regular attendance of children at school as being vital to child's education and development. Coleman Primary School aims for all its students to have 100% attendance and regards good attendance to be 96% or above with no unauthorised absences, in line with guidance from Leicester City Council. There is a great deal of information available about achievement which clearly shows that high levels of absence can have a negative impact on learning. It is for this reason that non attendances (however short or infrequent) are treated seriously.

"At KS2, pupils not meeting the expected standard in reading, writing and maths had an overall absence rate of 4.7%, compared to 3.5% among those meeting the expected standard. Moreover, the overall absence rate of pupils not meeting the expected standard was higher than among those meeting the higher standard (4.7% compared to 2.7%)."

(Working together to improve school attendance)

We monitor all pupil absence and any attendance below 96% is tracked and monitored carefully by the school's Senior Attendance Champion. A pupil becomes a 'persistent absentee pupil' when their attendance falls below 90%, for whatever reason. Absence at this level can cause damage to any child's education and we need parents' fullest co-operation to tackle this. A pupil missing 50% or more of school becomes a 'severely absent' pupil'. Absence at this level requires intensive support across a range of partners. All the partners and parents need to work together to overcome the barriers to attendance.

Absence Procedures:

If your child is absent you must:

- Telephone the school on the first day of absence by 8:30am on 0116 2490109. Coleman Primary School has an answerphone for absences where parents can leave a message.
- Contact the school everyday to keep the school informed regarding any prolonged absences
- Provide medical evidence (Doctors appointment card or prescribed medication) for absences due to illness of 3 days or more

Addressing issues with pupil attendance

All children begin a new academic year with 100% attendance.



Below is how the school will proceed if attendance begins to drop: *(Please see Appendix 2 for more details and Appendix 5 for Leicester City's graduated response.)*

- If attendance falls to 96%, parents will receive a letter notifying them of their child's 96% attendance. Teachers to be informed of any pupil with attendance below 96% - speak to pupil to understand if there are any concerns and follow up with a call home if appropriate.
- When attendance falls to 93%, parents will receive a letter notifying them of their child's 93% attendance.
- If attendance falls below 90%, parents will be invited into the school for a Support Meeting, to discuss their child's attendance with Mr Smith and/or Mrs Hill and to formalise an attendance contract, written in agreement with the school and parent.
 - At this stage, consideration will be given to whether wider support services are required and followed up with referrals e.g. Early Help, transport or housing support.
- Further to the support meeting, parents will be asked to provide medical evidence for any future absences for the school to authorise the absence.
- If the child's attendance shows little improvement, parents will be invited into the school for a follow-up Support Meeting, to discuss their child's attendance with Mr Smith and/or Mrs Hill.
- If the child's attendance continues to fall, parents will be referred to the Education Welfare Service and invited in for a Panel Meeting to discuss their child's attendance.

Lateness

Poor punctuality is not acceptable and may affect your child's educational progress. If your child misses the start of the day, they will miss work and time with the class teacher gaining vital information and news for the day. Late arrival to class also disrupts lessons, can be embarrassing for the child and can also encourage absence.

- If lateness persists, parents will receive a letter requesting an improvement in the child's punctuality.
- We monitor all pupil lateness and late letters are sent to pupils with 4 or more late marks each half term. If your child has a persistent late record, you will be asked to meet with the school to resolve the problem. You can approach the school at any time if you are having problems getting your child to school on time.

Supporting the Education of Children with Medical Needs

When a child cannot attend school because of health problems and would not otherwise receive a suitable full-time education, the Local Authority where the child lives is responsible for arranging provision. The Local Authority is required to provide education where a child will be away from school for 15 days or more (consecutive or cumulative). The Leicester City Council policy for supporting the education of children with medical needs who are unable to attend school can be accessed with this link: [Leicester City Council](#)

When appropriate, Coleman Primary School will make individualised arrangements for a pupil not well enough to attend full time. This could include making reasonable adjustments to support attendance in line with health needs such as online provision or giving work to be done at home. The school may also undertake risk assessments and support the child to attend the school part-time in line with health needs.



Exceptional circumstances leave of absence in term-time:

From the 1st September 2013, **the DFE issued guidelines giving no entitlement to parents to take their child on holiday during term time.** Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. **Headteachers would not be expected to class any term time holiday as exceptional.**

Coleman Primary School and its staff regard the regular attendance of children at school as being vital to each child's education and development. It is for this reason that non-attendances (however short or infrequent) are treated seriously. It remains the policy of the school to only sanction non-attendance during school time in exceptional circumstances.

The Local Governing Body of Coleman Primary School deems exceptional leave to be:

- Bereavement of a direct **family** member
- Medical treatment/advice by a registered medical practitioner.

Holidays, weddings or other visits to relatives are not deemed to be exceptional events which cannot be foreseen and will therefore not be authorised.

Penalty Notice Fines for School Absence

All applications/requests for exceptional leave must be received in writing to the Headteacher at least 2 weeks in advance of the absence and prior to any bookings being made. In making a decision the school will consider the circumstances of each application individually and you will be notified of the decision in writing. Additional evidence may be requested by the school to support exceptional circumstance absence requests. The Headteacher's decision is final, and any period of leave taken without the agreement of the school, or in excess of that agreed, will be coded as unauthorised and may result in a Penalty Notice being issued to parents.

Following the Supreme Court ruling on 6th April 2017 (Isle of Wight Case) the school will notify the Education Welfare Service at Leicester City Council of unauthorised leave of absence of:

- 5 consecutive days or more.
- 10 sessions of unauthorised absence in a 10-week period – Penalty Notices will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

First Offence

If a child has unauthorised leave of absence or irregular attendance, a parent may be issued with a Penalty Notice of £160 per parent per child when paid within 28 days. This will be discounted to £80 if paid within 21 days or, the case could be referred by the Local Authority directly to the Magistrates' Court for the purposes of criminal prosecution.

Second Offence (within 3 years of the first offence)

If a child has a second unauthorised leave of absence or irregular attendance within 3 years of the first offence, a parent may be issued with a Penalty Notice of £160 per parent per child when paid within 28 days. However, there will be no option to be able to reduce the fine for early payment on this occasion.



Third offence and any further offences (within 3 years)

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued. The case will proceed to the Magistrates court where fines can be up to £2500 per parent per child.

(Please see **Appendix 8** for more information)

Those people responsible for attendance matters in this school are:

Mr Tom Smith, Senior Attendance Champion

Mrs Kathie Wade, Head Teacher

Mrs Wendy Hill, Assistant Headteacher

Mrs Bijal Stapleford, Education Welfare Officer

Sima Lad, Attendance Office Support

Contact the school on 0116 2490109 to speak to any of the above people.



Appendix 1

The registration system and codes:

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

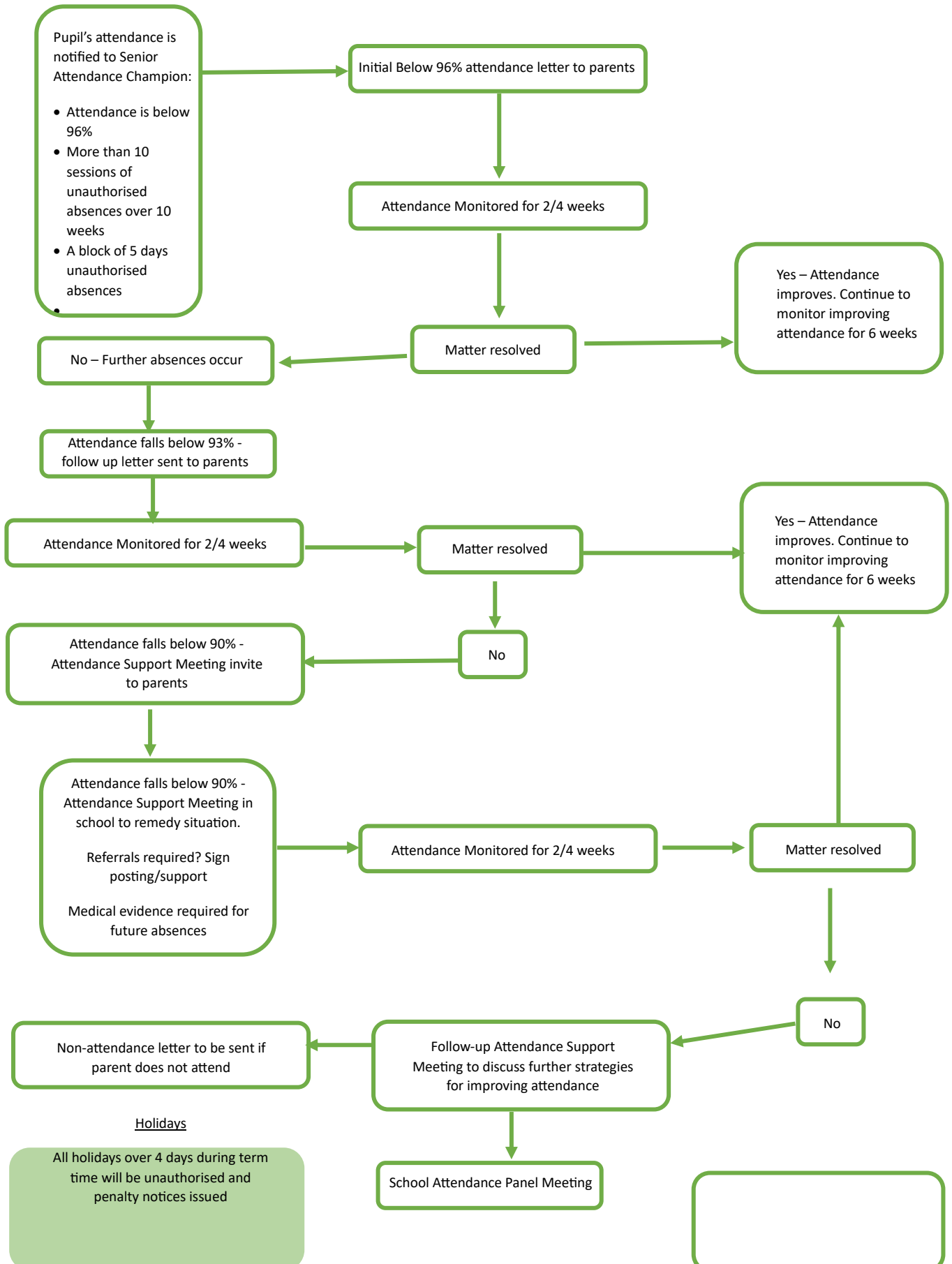
| CODE | DESCRIPTION | MEANING |
|-------------|--|-----------------------------|
| / | Present (AM) | Present |
| \ | Present (PM) | Present |
| B | Educated off site (NOT Dual registration) | Approved Education Activity |
| C | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence |
| C1 | The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad. | Authorised absence |
| C2 | The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend. | Authorised absence |
| D | Dual registration (i.e. pupil attending other establishment) | Approved Education Activity |
| E | Excluded (no alternative provision made) | 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 | The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution. | Approved Education Activity |
| K | Educational provision arranged by the local authority | Approved Education Activity |
| 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 | The pupil is unable to attend because of a lack of access arrangements for them e.g. transport arrangements | Authorised absence |
| R | Religious observance | Authorised absence |
| S | Study leave | 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 | The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available. | Authorised absence |
| Y2 | The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency. | Authorised absence |
| Y3 | Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use. | Authorised absence |
| Y5 | The pupil is unable to attend because they are in criminal justice detention | Authorised absence |
| Y6 | The pupil's travel to or attendance at the school would be— (a)contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or (b)prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment. | Authorised absence |
| Y7 | The pupil is unable to attend because of any other unavoidable cause | Authorised absence |
| # | school closed to pupils | Not counted in possible attendances |



Appendix 2 – Coleman Attendance Flowchart





20 Unauthorised Absences. Referral
Local Authority for
prosecution/penalty notice/warning
letter

Appendix 3

School Letter 1: Below 96% attendance



Coleman Primary School

Gwendolen Road. Leicester. LE5 5FS

☎ 0116 249 0109 ✉ office@coleman.leicester.sch.uk

Headteacher: K Wade

Date

Re:

Dear

At Coleman, we take your child's education seriously. We realise that good attendance is the key to a successful future. Your child's attendance and punctuality is a cause for concern.

Your child's attendance currently is:

Punctuality and regular attendance are important to maintain progress in school. Please discuss this matter with your child. As a parent or carer, you have the legal responsibility to ensure that your child attends school regularly and arrives on time.

Should you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely,

Mr T Smith

Deputy Headteacher



School Letter 2: Below 93% attendance



Coleman Primary School

Gwendolen Road. Leicester. LE5 5FS

☎ 0116 249 0109 ✉ office@coleman.leicester.sch.uk

Headteacher: K Wade

Date

Re:

Dear

Percentage attendance:

Lates:

Your child's attendance and punctuality is causing further concern to the school. Please find enclosed a copy of their attendance register.

As a parent or carer, you have the legal responsibility to ensure that your child attends school regularly and arrives on time.

Should your child's attendance/punctuality not improve, we will require that you provide medical evidence for any absences and to invite you into school for a Parent Support Meeting to discuss and provide support to improve your child's attendance.

If you would like to discuss this matter, please do not hesitate to contact me.

Yours sincerely,

Mr T Smith

Deputy Headteacher



Invite to Parent Support Meeting



Coleman Primary School

Gwendolen Road. Leicester. LE5 5FS

☎ 0116 249 0109 ✉ office@coleman.leicester.sch.uk

Headteacher: K. Wade

Date:

Dear Parents/carers of _____

Regular attendance at school is extremely important for children as it can affect children's social and academic development. The government expect all children to attend school at least 96% of the time and where children's attendance falls below this level, the school have a duty to monitor the attendance.

Currently your child's attendance is _____ which is well below the 96% target.

I fully understand that children are susceptible to illness and this may be the case with your child. I would therefore like to invite you to come and meet with myself and our SENDCo/Assistant Headteacher, Wendy Hill, to discuss your child's attendance. This will not be a formal panel meeting and will be an opportunity to see how the school can provide support to ensure that _____'s attendance improves.

The meeting is arranged for

Please let the school know if you will need an interpreter to be present.

Yours sincerely,

Mr T Smith

Deputy Headteacher



Lates Letter



Coleman Primary School

Gwendolen Road. Leicester. LE5 5FS

☎ 0116 249 0109 ✉ office@coleman.leicester.sch.uk

Headteacher: K. Wade

DATE:

RE:

Dear Parent,

Your child's class teacher and myself are extremely concerned that your child _____ has often been late arriving for school. This is unsettling for your child, the staff and the rest of the class. Your child has been late ____ times this academic year.

Please ensure that your child arrives at school **before** 8.45 every morning.

If your child continues to be frequently late I will have to refer the matter to the Educational Welfare Officer. Thank you for your support. If your child does arrive late please make sure that you go to the office and register your child in school.

Yours sincerely

Mr T Smith
Deputy Headteacher



Home Visit Letter



Coleman Primary School
Gwendolen Road. Leicester. LE5 5FS

☎ 0116 249 0109 ✉ office@coleman.leicester.sch.uk

Headteacher: Mrs K Wade

Date:

Dear Parent,

We have visited your home today as your child has not attended school since _____ and there has been no communication between the school and yourselves as to why your child is absent.

Please contact the school at your earliest convenience to inform the school of your children's absence as we are legally obliged to record the reason for non-attendance. Please note, any unauthorised absence could result in a Penalty Notice being issued.

Please contact the school on: 0116 2490109.

Yours sincerely

Mr Smith



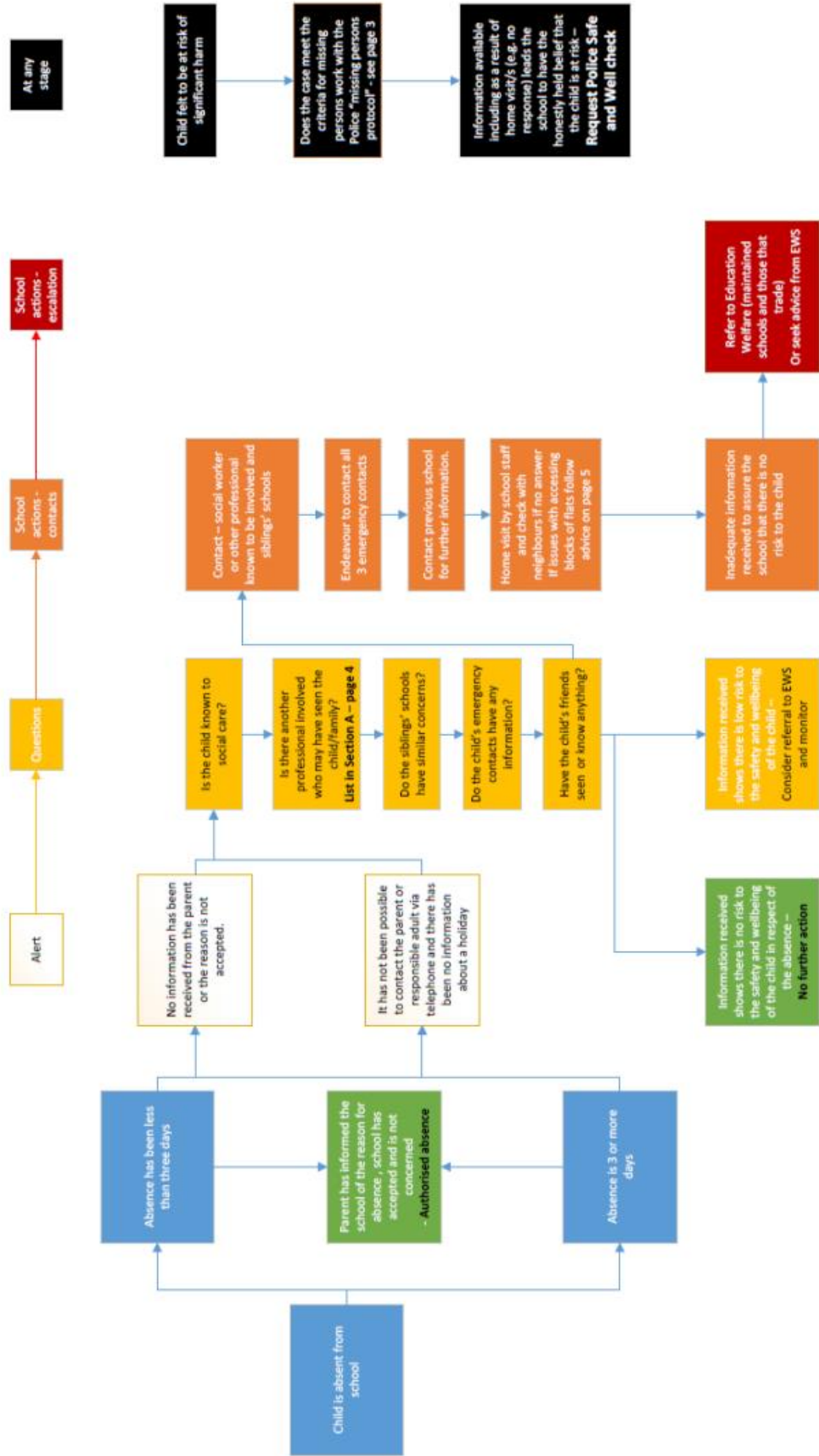


Appendix 4

Safe and Well Checks

Contacts
Schools should hold details of 3 emergency contacts






Unauthorised absence of 10 or more days
follow advice on page 11





Appendix 5

Graduated Attendance Response – Leicester City

| | |
|---|--|
| <p>Expect</p>  | <p>School follows attendance policy - whole school approach to encourage good attendance.</p> |
| <p>Monitor</p>  | <p>School undertakes careful monitoring of all pupils' attendance and intervenes early.</p> |
| <p>Listen, Understand, & Facilitate Support</p>  | <p>School escalation process. Casework for individual pupils / families. Thorough assessment and planning, involve school colleagues or external services as identified necessary (with consent where required). Review. EWS referral checklist where voluntary support has not been successful or engaged with.</p> |
| <p>Formalise Support</p>  | <p>School request EWS involvement – share checklist. (Consent not required.) EWS response – usually either attendance panel meeting or advice to the school re alternative course of action. If panel held and contract in place, school monitor. If unauthorised absence continues, school request further EWS action. If agreed, EWS issue Final Warning, or Interview under caution paperwork (EWS decision based on all available information), and EWS monitor attendance with school. EWS consider Education Supervision Order throughout process.</p> |
| <p>Enforce</p>  | <p>Penalty Notice or court action (decision made by EWS based on all available information.)</p> |



Appendix 6 – Coleman Attendance Process

Daily Attendance

Stage
1

- Registers collected on SIMs daily.
- All absences to be chased if absence has not been confirmed by a parent (text/phone call/email).
- If there is a three-day absence without the school being informed of a reason, a home visit will be undertaken (Home visit completed on first day for vulnerable pupils).
- Late pupils recorded and monitored.

Attendance below 96%

Stage
2

- Attendance Threshold meetings completed to identify any pupils with falling attendance.
- Depending on the reasons for absence, an Attendance School Letter 1 to be sent to parents informing them of falling absence.
- Teachers to be informed of any pupil with attendance below 96% - speak to pupil to understand if there are any concerns and follow up with call home if appropriate.

Attendance below 93% - risk of falling into Persistent Absence

Stage
3

- Attendance Threshold meetings completed to identify any pupils with continued falling attendance.
- Depending on the reasons for absence, an Attendance School Letter 2 to be sent to parents informing them of falling absence.
- Attendance Lead to make calls to parents to discuss any concerning patterns of absence.

Monitor pupils who are regularly late to school

Stage
4

- Lateness to be monitored during Attendance Threshold meetings and Late letter to be sent to inform parents.
- Teachers to discuss lateness with any identified pupils.

Attendance below 90% - Pupil has fallen into Persistent Absence

Stage
5

- Depending on the reasons for absence, an Attendance Support Meeting to be arranged with parents to discuss falling absence.
- Parents to provide Medical Proof for any future absence.

Continued Attendance below 90% - Attendance is failing to improve

Stage
6

- After a period of monitoring, a second Attendance Support Meeting to be arranged with parents to discuss absence and reasons for lack of improvements.

If all above interventions have failed and attendance still does not improve, follow local authority referral escalation process

Stage
7

- After a period of monitoring, referral to Education Welfare Service to convene an Attendance Panel Meeting with parents and the school's EWO.



Appendix 7 – Every Day/Minute Counts

EVERY SCHOOL DAY COUNTS



EVERY MINUTE COUNTS

LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

| | |
|--------------------------|----------------|
| 5 minutes late each day | 3 days lost! |
| 10 minutes late each day | 6.5 days lost! |
| 15 minutes late each day | 10 days lost! |
| 20 minutes late each day | 13 days lost! |
| 30 minutes late each day | 19 days lost! |

BE AT THE
CLASSROOM
ON TIME AND
READY TO
LEARN



Appendix 8 – Local Authority Penalty Notice information

Penalty Notice Fines for School Absence are changing



With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice fines issued for unauthorised absence that occurs after 19 August 2024.

Per Parent, Per Child

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

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

5 Consecutive Days of Term Time Leave

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

10 Sessions of Unauthorised Absence in a 10-week period

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

First Offence

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

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

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

Second Offence (within 3 years)

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

£160 per parent, per child when paid within 28 days.
(No option to pay at £80 level)

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate and may impact on job applications and travel abroad.

Court prosecutions: Penalty Notices will not automatically be issued. Parents are advised that where the LA considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, prosecution action may be taken.

By law, all Penalty Notice payments go to the local authority and not to schools.