**Deanery C.E. Primary School**

**Academy Status**

# Attendance Policy
# September 2026

# The Deanery School Christian Ethos

Our School Motto – 'Ad Majorem Dei Gloriam'
***Translated this simply means 'To the Greater Glory of God'.***

## Vision

At the Deanery, our vision is rooted in the words of Luke 10:27 — to love God with all our heart, soul, strength and mind, and to love our neighbour as ourselves.

This shapes everything we do. We seek to respond faithfully to God's love by nurturing a community where each person is valued, supported and encouraged to flourish. In every aspect of school life—both the everyday moments and the significant milestones—we aim to reflect God's love through our actions, relationships and decisions.

Beliefs and Values

We believe that every child is precious to God and created to thrive. As a Christian school, we aim to model the love, compassion, respect and kindness taught by Jesus. Inspired by the call to "love your neighbour," we seek to build a community marked by peace, hope, joy, grace and mutual care.

We believe that education, strengthened by faith and lived values, enables children to grow in confidence, character and understanding, fulfilling their God-given potential.

## School Culture

At the Deanery, we strive to create a learning environment where all members of our community are supported to develop socially, spiritually, creatively and academically. Guided by Luke 10:27, we aim to show love for God and one another in the way we learn, work and live together.

We aim to:

- Foster a school community enriched spiritually, morally, ethically and socially through the Christian faith.
- Value every child as uniquely created and loved by God, regardless of faith, ability, gender or ethnicity.
- Nurture children to show respect, kindness and consideration—loving their neighbour as themselves.
- Provide experiences that develop confidence, resilience, independence and self-esteem.
- Support each child to fulfil their potential across the whole curriculum.
- Promote curiosity, knowledge and understanding in a secure, stimulating and enriched environment.
- Build strong partnerships with staff, governors, parents, the local community, parish churches and the Birmingham Diocese.
- Encourage each child to develop aspirations for their future and recognise their place in God's world.
- Enable all members of our community to understand their responsibility and value within the wider community.

## 1. Aims

At Deanery CE Primary School we believe that regular attendance is central to a child's potential success, giving access to opportunity and entitlement to education. We are committed to meeting our obligation 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 (applies from 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

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 at the beginning of the school day.

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 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

The Equality Act 2010

It also refers to:

School census guidance

Keeping Children Safe in Education

Mental health issues affecting a pupil's attendance: guidance for schools

Ofsted's 2025 framework toolkit

Deanery CE Primary School follows the Birmingham City Council SUPPORT FIRST system for managing attendance, the latest guidance can be found here.

## 3. Roles and responsibilities

All stakeholders;  governors, staff and parents will work together to ensure a high level of attendance, a high level of punctuality and low level of unauthorised absence at our school.  Deanery is committed to provide children with the 'tools' they need to confidently attend school.

The school will support families through a number of strategies including:
• The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.

### 3.1 The governing board

Attendance is monitored by the nominated governor for attendance and reported to the full governing body termly.

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

### 3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Supporting Birmingham City Council in the issuing of fixed-penalty notices, where necessary
- Working with Birmingham City Council's, Education Legal Intervention Team (ELIT)
- 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

### 3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Monitoring and analysing attendance data
- 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
- Working with Birmingham City Council's, Education Legal Intervention Team

### 3.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office at the beginning of each session (ie am and pm)

### 3.5 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

Transfer calls from parents/carers to the appropriate staff, in order to provide them with more detailed support on attendance

### 3.6 Parents/carers

It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset, parents are encouraged to take an active interest in the work of the School and to build and support their children's enthusiasm for attending school.

Parents/carers are expected to:

Make sure their child attends every day on time

**Call the school** to report their child's absence before 9.15am 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

Keep to any attendance contracts that they make with the school and/or local authority

Seek support, where necessary, for maintaining good attendance, by contacting school.

### 3.7 Pupils

Pupils are expected to:

Attend school every day on time

## 4. Recording attendance

### 4.1 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:

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:

- 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.

Pupils must arrive in school by 8.55am on each school day.

The register for the first session will be taken at 8.55am and will be kept open until 9.20am. The register for the second session will be taken at 1pm in KS1 and 1.15pm in KS2.

### 4.2 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 9.15am or as soon as practically possible by calling the school office or leaving a voice mail. Alternatively absences may be logged on the Arbor app.
School should be informed on a daily basis, or for a longer absence, the day of expected return.

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.

A note or reason for absence from the parents does not necessarily authorise a pupil's absence, this is at the discretion of the head teacher.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school may ask for 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.

In line with BCC's SUPPORT FIRST for attendance, those pupils the Attendance Lead identifies as having high levels of absence due to illness will receive written notification that future absence due to illness will only be authorised when medical evidence is provided.

### 4.3 Planned absence

**Medical Absences**

We are becoming increasingly concerned about the volume of children that are being taken out of school for routine appointments.
This time lost not only has an impact on the child's learning but also disrupts the class. Whilst we understand that some appointments such as hospital appointments must be taken at the time allocated, we ask that all other appointments such as medical, dental or optical appointments are made outside of school hours wherever possible. Where this is not possible, the pupil should :

- Be out of school for the minimum amount of time necessary and attend school before/after their appointment
- Wear school uniform to their appointment, to make it easier to return to school afterwards

Evidence must be provided for all or all planned medical absences during school hours. This can be in the form of a SMS message confirmation, letter, appointment card or GP stamp on a compliment slip This will need to be presented at the main school office, or a copy emailed to absences@deanery.bham.sch.uk before or after the child's appointment.

If parental endorsed absences or medical reasons become an attendance issue school will make regular contact with parents and may undertake the following course of action:-

1. Refer to School Nurse or ask GP for medical details.
2. Ask parents for sick note from GP for prolonged absence of more than 5 school days. (At head teacher's discretion).

### 4.4 Lateness and punctuality

Punctuality is very important. Children who are late cause disruption to the staff and other children in the class, more importantly it is embarrassing for the child and is disruptive to their education. It is therefore important for parents to ensure that their child/children arrive at school on time. School doors are opened at 8.45am until 8.55am. Children can go into school during this 10 minutes. Duty staff are on classroom doors to meet and greet and will lock the doors at 8.55am on the school bell.
If a child arrives after 8.55am then they should be brought to the main school office by their parent/carer and signed in.
For safeguarding and fire safety reasons, **all pupils who arrive late must be accompanied into the school office by a parent or carer to be signed in.**
Parents should not drop your child off at the gates or allow them to walk into reception unattended if they are late. A parent or carer must complete the sign-in process at the desk so that our office team can log the reason for lateness and ensure each child is accurately added to the daily fire register.

The close of registration is at 9.20am.

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code

After the register has closed will be marked as absent, using the appropriate code

If a child is late on a number of occasions, a letter is sent to the parents

- Late letter 1 (See Appendix 3) requesting them to contact the attendance lead if there are reasons for the lateness.
- If the lateness persists a further letter is sent from the headteacher– Late letter 2 (See Appendix 4).

### 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, and the school is not made aware of the absence of the pupil the school will:

- Send a text to parents after 9.30 a.m. on the morning of the first day of unexplained absence to ascertain the reason. If no reply is received, this will be followed up with a telephone call.
- If the school cannot reach any of the pupil's emergency contacts and have cause for concern, the school may conduct a safe and well check.
- 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
- 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 Social Services.
- 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: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate

### 4.6 Reporting to parents/carers

Attendance and punctuality details are reported on each child's 'end of year report'.

Attendance can also be viewed on the Arbor App.

## 5. Authorised and unauthorised absence

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.

### 5.1 Approval for term-time absence

Any request should be made in writing on the 'Notification for Leave of Absence during Term Time' form (See *Appendix 2*) to the head teacher and submitted as soon as it is anticipated. The head teacher may require evidence to support any request for leave of 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. Any leave of absence is granted at the head teacher's discretion, including the length of time the pupil is authorised to be absent for. The head teacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'.

Exceptional circumstances' are rare and unexpected circumstances which are unlikely to reoccur. Examples include:
Medical emergencies
Family emergencies (e.g. death of a relative)

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

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

Valid reasons for **authorised absence** include:

Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart for religious observance. Pupils should attend school on the days surrounding those set apart for religious observance

Parents 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

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

Absences that are not curriculum related will not be authorised, eg modelling assignments.

**Holidays in term time**

A holiday is generally not considered an exceptional circumstance. You cannot usually take your child away during term time. No authorisation will be given for holidays unless they are extenuating circumstances; holiday requests will be marked as 'unauthorised'.

**You can be fined or face legal action for taking your child on holiday during term time.**

### 5.2 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 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.

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)
- 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

## 6. Supporting pupils who are absent or returning to school

### 6.1 Pupils absent due to complex barriers to attendance

Guidance taken from #you'vebeenmissed which is guidance for schools, parents and children on emotionally based school avoidance (EBSA)

Meetings with parents, and where appropriate including the child, to explore the barriers to attendance and reasonable adjustments that the school can make.

Early intervention for children with poor attendance including an action plan.

For persistent absentees additional targeted support may be put in place

Involvement of the Educational Psychology Service where appropriate for advice and recommendations e.g. 1:1 work with the child, support for the family.

Involvement of appropriate agencies if required e.g. STICK, CAT, medical professionals

### 6.2 Pupils absent due to mental or physical ill health or SEND

As above

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.

Parents should consult the NHS guidance Is my child too ill for school? when deciding whether to keep their child home due to illness. We will share this guidance with parents, and provide support in understanding it, in order to promote school attendance wherever appropriate.

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

Meetings with parents, and where appropriate the child, - school to understand the situation and agree reasonable adjustments. Further meetings/updates agreed if required.

Relevant staff consulted and informed e.g year group, lunchtime supervisors

Appropriate agencies involved and any necessary paperwork completed e.g. if a medical plan is needed

Time line of reasonable adjustments agreed

## 7. Attendance monitoring

### 7.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

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, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

The school will compare attendance data to the national average, and share this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

The school will:

Provide regular attendance reports to school leaders, to facilitate discussions with pupils and families

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### 7.4 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.

The school will:

- Inform parents of the importance of attendance and the consequences of absence via the school newsletter
- Inform parents by letter initially if their child's absence falls below 90% (*see Appendix 7*)
- Hold meetings with parents if persistent absence continues.
- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

## 8. Other attendance arrangements

### 8.1 Collection of pupils during the school day

There are occasions when a parent, grandparent, or authorised adult has to collect a child during the school day e.g. if a child is ill or has medical or dental appointments that could not be made out of school hours. Please inform the teacher or school office in writing, prior to this, if possible. In these cases the adult who collects the child is asked to sign the child out of school on the pupil signing in/out register at the school office. This details the date, name of child, time and reason for collection so that the school has an accurate number of pupils on site at any given time and enables us to monitor pupil attendance. When children return on the same day, the time of return is also noted.

If a child is poorly the teacher will use their initiative and knowledge of the child, to judge whether they are fit to stay in school. A senior manager will be informed and a member of staff will contact a parent or alternative contact from the 'Emergency Contact Form' should the child require to go home.

### 8.2 Dismissing children at the end of the school day & Late Collections

The school day ends at 3.30pm (12.00 noon for Nursery) and it is expected that parents/carers will collect the children from the year group door.

Staff have other duties at the end of a school day and children who are not collected by 3.40 pm will be taken to the school office. Any parents who are late collecting their children on a regular basis will receive a letter (*see Appendices 4 and 5*). If late collection continues the child/children may be booked into the Foxes Club (if there is space) and a charge will be incurred. Persistent lates will result in a meeting with the attendance lead and/or head teacher.

As outlined in our 'drop off and collection policy', it is the parent/carer's responsibility to ensure that their child is dropped off and collected by a responsible person.
• Children will only be released to an adult or a sibling over the age of 15 with written consent.
• Children will not be allowed to leave school with any adult unknown to the school. Therefore, it is the parents'/carers' responsibility to notify the school if someone other than the usual person is collecting their child.
• Children will not be released to another parent without the school being informed.

Parents of children in Year 5 or Y6 who are happy for their children to walk home should inform school in writing, stating clear instructions and permission.

### 8.3 Before and After School Club

Our Before and After School Club (Foxes Club), it is run for the sole purpose of providing wrap around care for those children whose parents are busy at the start and end of the school day. The Club is available from 7.30am in the morning and until 6.00pm in the evening. Sessions should be pre-booked via the Foxes booking forms or by phoning the administrator on 0121 351 5267.

**8.4 Emergency**
On a rare 'emergency' occasion when a parent may be unavoidably delayed, they should inform the school office as soon as possible so that the teacher and child can be informed. The child will remain with a senior member of staff and wait for the parent to arrive. Regular 'emergencies' will be deemed as a late collection.

**8.5 Deletion of pupil from school roll**
A pupil is deleted from the school roll when he/she is registered as a pupil of another school or if the pupil has been continuously absent for not less than 20 school days, such absence was not authorised, the school does not have grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause, and the school has failed after reasonable enquiry to ascertain where the pupil is.

## 9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum biennially by the designated senior leader responsible for attendance. At every review, the policy will be approved by the full governing board.

## 10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Relationship & Behaviour policy
- Drop off and collection policy

Policy reviewed by Anita Morris, Deputy Head Teacher September 2026

Agreed and accepted by Governing Body September 2026



Signed virtually By Mrs E Taylor:

Dated: 16/09/26

## 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 |
| **Attending a place other than the school** | | |
| **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 |
| **Absent – leave of absence** | | |
| **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 |
| **X** | Not required to be in school | Pupil of non-compulsory school age is not required to attend |

| | | |
|---|---|---|
| **C2** | Part-time timetable | Pupil is not in school due to having a part-time timetable |
| **C** | Exceptional circumstances | Pupil has been granted a leave of absence due to exceptional circumstances |
| **Absent – other authorised reasons** | | |
| **T** | Parent travelling for occupational purposes | Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes |
| **R** | Religious observance | Pupil is taking part in a day of religious observance |
| **I** | Illness (not medical or dental appointment) | Pupil is unable to attend due to illness (either related to physical or mental health) |
| **E** | Suspended or excluded | Pupil has been suspended or excluded from school and no alternative provision has been made |
| **Absent – unable to attend school because of unavoidable cause** | | |
| **Q** | 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 |
| **Y1** | 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 |
| **Y2** | Widespread disruption to travel | Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency |
| **Y3** | 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 |
| **Y4** | Whole school site unexpectedly closed | Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather) |
| **Y5** | Criminal justice detention | Pupil is unable to attend as they are:<br>• In police detention<br>• Remanded to youth detention, awaiting trial or sentencing, or<br>• Detained under a sentence of detention |
| **Y6** | Public health guidance or law | Pupil's travel to or attendance at the school would be prohibited under public health guidance or law |

| | | |
|---|---|---|
| **Y7** | Any other unavoidable cause | To be used where an unavoidable cause is not covered by the other codes |
| **Absent – unauthorised absence** | | |
| **G** | Holiday not granted by the school | Pupil is absent for the purpose of a holiday, not approved by the school |
| **N** | Reason for absence not yet established | Reason for absence has not been established before the register closes |
| **O** | 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 |
| **U** | Arrived in school after registration closed | Pupil has arrived late, after the register has closed but before the end of session |
| **Administrative codes** | | |
| **Z** | Prospective pupil not on admission register | Pupil has not joined school yet but has been registered |
| **#** | Planned whole-school closure | Whole-school closures that are known and planned in advance, including school holidays |

**Appendix 2a (This is also available from the School Office via Microsoft Forms)**

**DEANERY C.E. PRIMARY SCHOOL**
**Academy Status**

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

**Please complete the top section of this form. Your request for absence will be considered by Head Teacher and a signed copy of the form returned to you.**

**I wish to request leave of absence for the following reason:**

……
……
……

**INCLUSIVE DATES**

**FROM …….** **TO…….**

**Time from: ……** **Time to: …….**

**Name of child ……...** **Class:……**

**Name of child…….** **Class:……**

**Following Government guidance and the school 'Attendance Policy', I note all holidays are unauthorised.**

**Signed……..(Parent/guardian) Date:……..**

**PLEASE RETURN TO SCHOOL OFFICE**

---

**Absence Record – For Office Use**

**Following Government guidance and our school 'Attendance Policy', the following has been recorded in our register.**

**…….days Authorised Absence** **Code ……..**

**…….days Unauthorised Absence** **Code……**

**Signed by:…….....** **Date……..**
**Head Teacher**

**Arbor updated:** ☐
**Email sent to parents:** ☐

**Appendix 2b (This is also available from the School Office via Microsoft Forms)**

**DEANERY C.E. PRIMARY SCHOOL**
**Academy status**

# EXCEPTIONAL CIRCUMSTANCES – PUPIL LEAVE OF ABSENCE REQUEST
## (to be completed by parents/carers only)

Pupil's Name …… D.O.B …….. Form ……

Pupil's Name …… D.O.B …….. Form ……

I request permission for the above named pupil(s) to be granted leave during the school term.

Reason for request

……

……

Dates of absence

From …… To ……. No of school days ……..

Address where we will be staying……..

Email address……

Phone Number……..

I/We understand that if leave is agreed:

- if travelling abroad, I / we will supply a copy of the return travel documentation.
- I / we will supply the name and phone number of a contact person whilst abroad.
- if I / we take leave without authorisation I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a fine of up to £1000 per child and a criminal record.
- In exceptional circumstances, or for repeat offences, penalty notices may not be issued, and cases may be referred straight to Court.

| **Parent/Carer Name** | **Parent/Carer Name** |
|---|---|
| …… | …… |
| **DOB**……. | **DOB**…… |
| **Address**…….. | **Address**…… |
| ……. | …… |
| **Signature**…… | **Signature**…… |
| **Date**…… | **Date**…… |

(School staff should not alter the form by adding details once it has been submitted by parents.)

Request **agreed / denied**

Signed …… Head Teacher

**Appendix 2c Accepting leave of absence request** *(For authorised leave of absence only)*

**DEANERY C.E. PRIMARY SCHOOL**
**Academy status**

# Home/School Leave of Absence Contract

## This contract is an agreement between

The Parents/Carer of ……and the school.

We have agreed that ……..…. will be absent from school

from (date)……to (date)……..

The absence is due to exceptional circumstances and needs to take place at this time because ……

…….

He/she will return to school on or before …….

The address he/she will be staying at whilst on leave is …….....

…….

The email address we can be contacted at is……..
The phone number we can be contacted on is…….

It is understood that if he/she does not return by the agreed date:

- the Local Authority may take legal action/issue a Penalty Notice to each parent for each absent child;
- he/she may be reported to the Local Authority as a missing child and/or removed from the school register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

Parent's/Carer's signature: ……

Head teacher's signature: ……

Date: ……

**Appendix 2d Leave of absence declined**

**DEANERY C.E. PRIMARY SCHOOL**
**Academy status**

Ref:

**Insert date**
«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»**
**Yr «YearGroup» at «SchoolName»**

Thank you for your recent leave of absence request.

On this occasion I am not able to authorise your child's leave of absence.

Section 444 of the Education Act 1996 states that:

*'If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.*

If you decide to take the leave the absence will be marked as unauthorised and may result in a Penalty Notice being issued or legal action taken.

**If the request is due to a family emergency, careful consideration is required as to whether it is appropriate or in the best interest of the child to miss school for emergencies being dealt with by adult family members.**

It is essential for your child to be in school regularly to benefit fully from their educational opportunities. Good attendance will ensure that your child can reach their full potential. To achieve this, your child needs to attend school every day. For example, two weeks absence is equivalent to around 50 lessons missed which will never be repeated.

We are sure you would not wish to jeopardise your child's academic progress by taking them away at this time.

Yours sincerely,

Head Teacher

Enclosure: copy of 'Leave of Absence Request Form

**Appendix 3a Late letter 1**

**DEANERY C.E. PRIMARY SCHOOL**
**Academy status**

Dear Recipient(s) Title Recipient(s) Last Name

Our records show that your child Student(s) First Name has recently had several occasions when he/she/they has arrived late to morning school this half term.

It is a considerable disruption to the class and teacher when this happens, apart from an embarrassment to the child.

School sessions commence at 8.55 a.m. and therefore pupils need to be in the playground by this time. Please can you make every effort to get them to school on time every day.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school.

Yours sincerely,

**Appendix 3b – Late a.m**

**DEANERY C.E. PRIMARY SCHOOL**
**Academy status**

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear *«ParentTitle» «ParentLastName»*

Re*: «ChildFirstName» «ChildLastName»*

Your child, *«ChildFirstName» «ChildLastName»* has been identified as having poor punctuality at «*School_name»* School.

As you may be aware, the law treats some persistent lateness in the same way as unauthorised absence and parents may be prosecuted or receive a penalty notice from the local authority if late arrival is not resolved. This has been further strengthened in new regulations which came into force in September 2024.

| Minutes late per day during the school year | Equals days worth of teaching lost in a year |
|---|---|
| 5 mins | 3.4 days |
| 10 mins | 6.9 days |
| 15 mins | 10.3 days |
| 20 mins | 13.8 days |
| 30 mins | 20.7 days |

Poor punctuality can lead to your child…

- Feeling embarrassed in front of their friends
- Missing the beginning of vital lessons
- Missing important instructions for the rest of the school day
- Learning bad habits which could affect their employability in the future
-

If your child is having any difficulties that you wish to discuss, please contact me immediately. If you have other concerns about your child or other difficulties you would like support with, please contact the school who may be able to assist in the form of an early help assessment. You can also find help and support here: From Birmingham with Love

School sessions commence at 8.55 a.m. and therefore pupils need to be in the playground by this time. Your child's punctuality must now improve or the school may have no option but to take further action against you.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school

Yours sincerely

**Appendix 4 - Late collection – Letter 1**

**DEANERY C.E. PRIMARY SCHOOL**
**Academy status**

Dear

Our records show that your children …….. have recently had many occasions since ……. when they have been collected late from school (…… occasions).

It is a considerable disruption to the staff and is preventing them from undertaking other duties. In addition it can upset the children and sets a bad example to them. School sessions end at 3.30pm and therefore pupils need to be collected at this time. Please make every effort to collect your child from school on time every day.

We have a Before and After School Club where you can safely leave your child. Please register your child into this club by contacting the school office or telephoning the Foxes Club on 07804 651096 or 0121 351 5267.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school.

Yours sincerely,

**Appendix 5 – Late collection – Letter 2**

**DEANERY C.E. PRIMARY SCHOOL**
**Academy status**

Dear

Our records show that your child/children _____ continue to have occasions when they have been collected late from school (_____). This has already been addressed with you on _____.

It is unacceptable and a considerable disruption to the staff and is preventing them from undertaking other duties. School sessions end at 3.30pm and therefore pupils must be collected at this time.

Please make every effort to collect your child from school on time every day. If the frequency of lateness continues I will have no alternative but to inform the relevant authorities who will take up this matter.

We do hope that this important issue can be resolved as quickly as possible. Should you need to talk to me about any problems relating to this, then please do not hesitate to contact me at school.

Yours sincerely,

**Appendix 7a**

**DEANERY C.E. PRIMARY SCHOOL**
**Academy status**

Insert date

«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

Dear «ParentTitle» «ParentLastName»

**Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB» Yr «YearGroup»**

I'm writing to you to express concern about **«ChildFirstName»** attendance in school. As you may be aware, it is the legal responsibility of parents to ensure children attend school regularly.

XXX's attendance for this half term is currently at XXX% (X days)

Any child with attendance of 90% or less is categorised as a 'persistent absentee'. This is monitored by the Local Authority and the Government.

We work with parents/carers to help improve school attendance. Good attendance will mean that your child is able to achieve the best grades for their ability and have real opportunity in further education and the world of work. Absence disrupts the education of the individual pupil and the whole class. Children who do not attend regularly:

- do not achieve their potential in exams
- find it difficult to maintain friendships
- miss out on social events
- are more likely to become involved in crime
- are less likely to earn high wages as adults

If you feel your child has ongoing or unresolved medical issues, we can arrange for a referral to the school nurse. You are also advised to approach your doctor urgently and to inform the school of the outcome. If there are other difficulties affecting your ability to ensure your child attends school regularly, we may be able to help and offer an early help assessment so please contact us urgently to arrange a meeting. You can also find help and support here: From Birmingham with Love

If you wish to discuss the contents of this letter or your child's attendance, please make an appointment to see me.

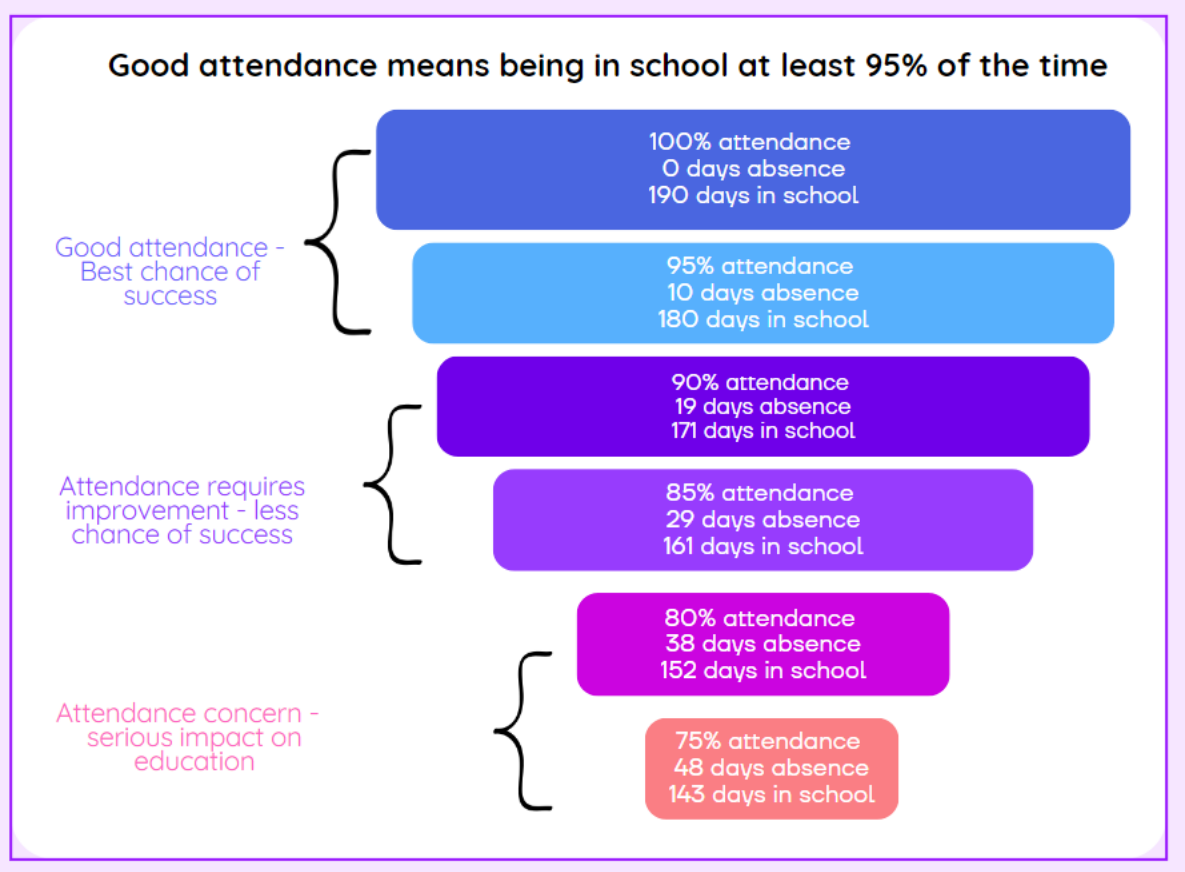
I hope this is helpful to you and we look forward to seeing **«ChildFirstName»** in school more regularly from now on.

Yours sincerely,

**Attendance at Deanery**

Your child is required to attend school for 190 days each year. The government target for attendance in primary schools is at least 95%.

Pupils who miss a lot of school achieve less




| ATTENDANCE | DAYS ABSENT | WEEKS ABSENT | KS1 LESSONS MISSED | KS2 LESSONS MISSED |
|---|---|---|---|---|
| 95% | 9 | 2 | 40 lessons | 45 lessons |
| 90% | 19 | 4 | 76 lessons | 95 lessons |
| 85% | 29 | 6 | 116 lessons | 145 lessons |
| 80% | 38 | 8 | 152 lessons | 190 lessons |
| 75% | 48 | 10 | 192 lessons | 240 lessons |
| 70% | 57 | 11.5 | 228 lessons | 285 lessons |

**Appendix 7b - Invitation to a Formal Attendance Meeting**

**DEANERY C.E. PRIMARY SCHOOL**
**Academy status**

Ref:
Insert date
«ParentTitle» «ParentFirstName» «ParentLastName»
«AddressLine1»
«AddressLine2»
«City»
«PostCode»

**Invitation to a Formal Attendance Meeting**

Dear *«ParentTitle» «ParentLastName»*

*Re: «ChildFirstName» «ChildLastName» - D.O.B. «ChildDOB»*
*Yr «YearGroup» at «SchoolName»*

There have been continuing difficulties concerning the attendance of your child *«ChildFirstName» «ChildLastName»* at *«SchoolName»*.

To assist you, the school have tried to engage with you to offer additional support such as early help to improve «ChildFirstName»'s attendance and prevent the need for legal action.

In an attempt to resolve issues regarding attendance, a Formal Attendance Meeting has been arranged at *«SchoolName» on «AppointDate» at «AppointTime».*

**It is very important that you attend. We cannot assist you in reducing «ChildFirstName» absence from school without you attending the meeting and working in partnership with us.**

This meeting is your opportunity to discuss any matters of concern. If you would like assistance and support via an early help assessment, please attend the meeting after which an assessment can be arranged.

Regretfully, failure to attend this meeting and further unauthorised absence could result in the matter being referred to the local authority for possible prosecution or a penalty notice being issued.

**I must advise you that it is your legal responsibility to ensure your child attends school regularly.**

Please contact me urgently on the telephone number provided if you are unable to attend. If I am not available, please leave a message and contact telephone number and I will call you back.

Yours sincerely,

«School_Representative»
Job Title