



ATTENDANCE POLICY: UPTON HEATH

The policy is written in line with the legislation 'The Education (Pupil Registration) (England) (Amendment) Regulations 2013.' This policy will be reviewed at appropriate intervals.

1) Policy Statement

All children need to attend school for the full 190 days of the academic year in order to receive their educational entitlement and to make the most of that education. Children with poor attendance tend to achieve less well in both primary and secondary school. All schools within the Samara Trust will follow procedures that comply with the law, relevant education legislation and codes of practice, other relevant national/local requirements which aim to achieve best practice for all groups of children.

2) Principles

The Samara Trust Policy is founded on the following key principles. Good attendance will be promoted and absence reduced, including persistent absence. Every child will have access to a full-time education to which they are entitled. Any patterns of absence will be acted upon early in collaboration with pupils, parents and The Local Authority. Parents will be held accountable in performing their legal duty of ensuring that their children of compulsory school age attend school regularly. Children will be punctual to lessons.

3) Policy in Practice

Punctuality: School starts at 8.55am and all children are expected to be in their classroom at 8.55am, we open our school doors at 08:40 to accommodate this. Children arriving after that time must come into school via the main entrance where the late mark will be recorded stating the reason for lateness. The register is recorded at 8.55am and at 9.15am the register is closed. Children arriving after this time will receive an unauthorised absence. Persistent unauthorised absences (below 90% attendance) and / or severe unauthorised absence (below 50% attendance) may result in the Local Authority issuing a Fixed Penalty Notice.

Absence: Absence is recorded legally as '**authorised**' (approved by school) or '**unauthorised**' (not approved by school). If the reason for absence is medical, parents are required to contact the school office by 8.55am on the first day of absence. Medical notes or appointment confirmation must also be provided so they can be added to your child's profile. When school has not been informed of the reason for absence attempts will be made to contact a parent. Failure to contact a parent may result in the school making a home visit, and/or contacting the Local Authority or Social Care.

Parents requesting **Leave of Absence** for any reason other than medical must complete the form (Appendix 1) in advance. All leave of absence is at the Attendance Officer's discretion. In deciding to authorise leave of absence the Attendance Officer will consider if the absence is due to exceptional circumstances, regarding child's current attendance: E.g.

- The parent is due to go on tour or has just returned from tour within the **Armed Forces** (Services).

- **Family Crisis** (adoption; bereavement; additional medical needs).
- **Religious Observance** by the religious body to which the parents belong.
- Participation in a **supervised sporting activity** approved by the school.
- **Medical or dental appointments** (non-routine).
- **Modelling or special stage performances** (as long as it can be proved that the education of the child does not suffer).
- **Examinations.**

This is not a definitive list.

Leave of Absence due to Family Holidays: Leave of absence due to a family holiday during term time will not be authorised unless the reason meets the exceptional criteria above. In response to your leave of absence request a decision will be made and, if relevant, a letter (Appendix 2), will be sent to you within 5 working days. All communication regarding leave of absence requests will be sent via the Arbor platform. If leave of absence is authorised a date to return must be agreed with the Headteacher.

A child who is absent longer than the 5 days after an agreed date can be legally removed from the school register and the parent may be liable to prosecution. When the leave of absence is 'unauthorised' and a child incurs 10 unauthorised absence marks in a term i.e. five school days, the Local Authority will be informed and a fixed term penalty notice may be issued.

The current rates payable by parents are £160 where the amount is paid within 28 days reducing to £80 if paid within 21 days. This charge is per parent/carer per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court.

Other unauthorised absences: Other unauthorised absences from school, such as arriving late after the registers have closed and illnesses where no medical evidence has been provided, may incur a fixed penalty notice, when the absences within a term are 10 sessions or more, i.e. 5 days. The current rates payable by parents are £80 where the amount is paid within 21 days and £160 where the amount is paid within 28 days. This charge is per parent/carer per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court.

Attendance and Punctuality Procedures: As you are probably aware we have been monitoring attendance and lateness very closely and we have decided that to tackle this growing issue we will implement some changes.

PUNCTUALITY: If your child is late and the usual door is closed please continue to bring them to the main front door. Here they will be met by a member of staff who will sign them in, record the reason for being late and ask them to make their lunch choice before going to class. If your child is persistently late (more than 10% late marks e.g. 3 mornings in 10 possible school days), a note will be sent home to inform you of the number of late marks incurred. If this does not improve within the following two weeks, you will be invited into school to discuss the matter with our Attendance Officer.

ATTENDANCE: It is vitally important that if your child is absent from school that you call the school office with a specific reason. If your child is ill please explain the illness in detail. The calls should be made on each day of absence. When school

has not been informed of the reason for absence attempts will be made to contact a parent. Failure to contact a parent may result in the school making a home visit, and/or contacting the Local Authority or Social Care. Your child may incur an unauthorised mark on the register.

If attendance falls below 95% you will be contacted by school to make you aware of this. If attendance falls below 92% you will be invited into school to meet with our Attendance Officer, and a member of the Senior Leadership Team (SLT). If this does not improve you may be asked to provide medical evidence for all late and absent marks. We do realise that some children have medical issues that require them to take time off school, and we want to be totally supportive with this. If there are any children that we are not already aware of please do not hesitate to let us know. If your child has a medical appointment you will be asked to provide school with the evidence for this, either a letter or appointment card.

Signed: H Wiper

Chair of Governors

Signed: *S Roberts*

Headteacher

Date: Reviewed September 2025

Appendix 1 Form: For any request of non-medical leave of absence. Please ensure you refer to the school website before completing this form to ensure you meet the criteria for approval of the intended absence and understand the circumstances if this application does not meet them. Thank you.

Name of School			
Name/s of Child/ren	Arthur Brabin		Year/Class Year 2 Beech
Do you have any other children in other schools? If yes please write name of child/ren and school. no			
State reason for absence – Family Holiday			
First day of absence	08/06/2026	Total number of school days missed 5	
Return date to school	15/06/2026		
Signature (Parent) <i>Charlotte Edmondson</i>		Printed	C
EDMONDSON		Date	14/05/2026
Signature (Parent)		Printed	Date
For School Office Use Only			
Acknowledgement of reply for Leave Of Absence			
Headteacher's Decision			
Authorised Absence		Unauthorised Absence	
Reason for Authorised or Unauthorised Absence			
Signed: Attendance Officer		Date	
Copied to Parents		Register Code	

Appendix 2 Letter to parents

Leave of Absence Due to Family Holiday

Thank you for your recent letter requesting authorisation for (insert name of child) to be absent from school to go on holiday during term time from the (insert from date) to (insert to date).

The Government discourages the taking of holidays in term time. Our EiP policy states that 'Absence due to holiday which does not meet the exceptional circumstances criteria will not be authorised.' Evidence shows that children who miss school do not achieve as well as those who attend regularly. Therefore, I am unable to authorise this absence.

Should you still choose to take a holiday with your child during this period, a Fixed Penalty Notice will be requested by the school nominated person on your child's return to school. The notice will then be issued to you (and husband/wife/partner) by the Local Authority in accordance of section 444 of the Education Act 1996. The current rates payable by parents are £80 where the amount is paid within 21 days and £160 where the amount is paid within 28 days. This charge is per parent/carer per child. If the fixed penalty notice remains unpaid this could lead to prosecution in the Magistrate's Court.

If you feel this decision has not taken into account any extenuating circumstances please contact the school immediately.

Yours sincerely

Headteacher