



**SAINT AUGUSTINE'S RC HIGH SCHOOL**

**DRAFT ATTENDANCE AND PUNCTUALITY**

**POLICY**

**Date approved by Governors:**  
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## **School Mission Statement**

### **Faith and Love**

At Saint Augustine's, we want our young people to act justly, love tenderly and recognise God in their lives. Working with families, we will educate children in accordance with the principles and teachings of the Catholic church.

Our faith is nourished through the Eucharist and we want everyone at Saint Augustine's to experience the joy of the Gospel in their journey through school and beyond.

We will foster in all members of our community a love of God and a love of others as Jesus taught us.

### **Care and Support**

We believe that every person is made and loved by God. This is why we respect each other, value human dignity and consider the needs of the poorest and most vulnerable.

We want our pupils to be safe, happy and successful at school. We will provide an environment that inspires, encourages and supports their development through nurturing their gifts and talents and will instil in them the importance of the common good and the stewardship of creation.

### **Ambition and Success**

We aim to provide pupils with the knowledge, skills and attitudes that they need to be successful at school and in later life.

We will work to fulfil the potential of every member of our school by providing an education that values the whole person and promotes personal and spiritual growth.

Together we will send out our young people to make a difference in our community and in the wider world.

All pupils have the right to be safe, happy and successful.

## **1 Introduction**

St Augustine's is a successful school and every pupil plays their part in making it so. We aim for an environment which enables and encourages all pupils to achieve their potential and aspire to excellence.

### **Your future is already being shaped - by you!**

Your attitude towards school attendance and being on time for lessons will shape your future prospects. Whatever career you go into, your employer will keep a check on your attendance and punctuality. Your record will be very important. And whenever you go for a promotion or a new job, your previous school or employer may be contacted to comment on your attendance and timekeeping.

Good employers treat illness and unavoidable lateness sympathetically, but they will be quick to identify patterns of absence and will see through weak excuses. Employers do not promote poor timekeepers or people who are often absent without a valid reason. They want to employ people who they know will be present and on time - all the time!

In school there is a clear link between attendance and success. Excellent attendance and punctuality are essential for thorough exam and assessment preparation. Pupils with excellent attendance and punctuality are more likely to achieve or beat their targets at GCSE than those whose attendance is a cause for concern. Our best results correspond with our highest attendance levels. This is why our attendance target of 100% is so important.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and every pupil should be at school, on time, every day the school is open unless they have an unavoidable reason to be absent. Any absence affects the pattern of a pupil's schooling and regular absence will seriously affect their learning.

Absence or late arrival also disrupts teaching routines and so may affect the learning of others in the same class.

Government research shows a direct link between attendance and attainment.

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

**Our attendance target this year is 100%.**

# Attendance Ladder



## 2 Responsibilities and expectations

### 2.1 Families

Parents and carers have a legal duty to ensure that their children attend school regularly, if they are of compulsory school age and registered at a school (see appendix for details of how the law applies to school attendance and how "parent" is defined in law).

Parents and pupils should know the times the school day starts and finishes and when the register closes (see section 4, below); the processes for requesting leave (see section 3.4, below); and the process for informing school of the reason for unexpected absence (as follows).

If your child is going to be absent, parents/carers **must** inform school as soon as possible and at the latest by 9.30 am on the first day of absence by calling school on 01254 823362 – this is a 24 hour automatic telephone answering system on which your message should be left. When calling please state clearly your name, the name of the child concerned, your relationship with the pupil, the reason for the absence, the pupil's year group and if possible, their form. Alternatively parents/carers can contact school by text on 07787820337.

Parents must also ensure that school has up-to-date contact information for themselves and emergency contacts.

Pupils' responsibilities depend upon their age, maturity and capability but they too must do their best to attend school regularly and punctually.

School contact information for other attendance-related matters is given below at the end of section 2.2.

### 2.2 School

#### Head Teacher

- Lead on giving attendance a high profile.
- Ensure there are designated staff with day-to-day responsibility for attendance matters and protected time allocated to discharge those responsibilities.
- Take overall responsibility for ensuring the school conforms to statutory requirements regarding attendance.
- Consider each request for leave against the school's criteria, decide whether some, all, or none of the leave will be authorised and notify parents of this decision.
- Where there is uncertainty regarding an absence, make the decision whether or not to authorise an absence, or to request further evidence to support the decision-making process.
- Provide regular reports to the governing body on school attendance, including persistent absence and vulnerable groups.

## **Attendance lead and other staff with designated responsibilities for attendance**

- First day response: contact parents if a reason for absence has not been provided and record this information accordingly. Contact emergency contacts if parents cannot be reached.
- Update attendance registers.
- Regularly monitor and analyse data to identify pupil, class and whole-school attendance concerns and to target attendance improvement support for those who need it most, particularly vulnerable groups.
- Regularly communicate pupil attendance and punctuality levels to parents.
- Work with children and parents to remove barriers to regular and punctual attendance, using parenting contracts where appropriate.
- Involve external agencies to support children and parents as appropriate to better understand and address the issues causing attendance concerns.
- Promote regular attendance through the school newsletter, website and displays and ensure the school's attendance policy is readily accessible.
- Use projects and strategies to improve attendance and punctuality for groups, classes or the whole school (eg incentive and reward schemes, certificates, traffic light letters).

## **All school staff**

- Provide a welcoming atmosphere for children and a safe learning environment.
- Be aware of factors that can contribute to poor attendance and punctuality.
- Adhere to the procedures in place within school to promote good attendance.
- Promote the link between attendance and educational attainment to pupils and parents.
- Complete attendance registers in accordance with the legislation and under the direction of the head teacher.
- Discuss attendance concerns at an early stage with children and parents.
- Raise any concerns about attendance with the attendance lead and/or head teacher.

## **Governors**

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended.
- Agree an attendance policy and review it annually.
- Agree targets for attendance at St Augustine's RC High School.
- Where the school is not meeting its attendance targets, or when the governors believe there is cause for concern, instigate a review of school's attendance procedures.
- Authorise the head teacher (or other designated person) to make decisions regarding leave of absence requests.

- Work with the head teacher in establishing equitable and consistent criteria against which leave requests will be considered.

Schools are bound by a range of attendance legislation and guidance; please see the appendix for further details.

### **School attendance contacts**

Mrs Shackleton – Attendance Improvement Worker  
Email: c.shackleton@sarchs.com – 01254 823362 / 07787820337 .

Mrs Juriansz – Head of School and senior leader responsible for the strategic approach to attendance in school.  
Email: jurianszc@sarchs.com 01254 823362

Each of the five Year Groups in the school is overseen by a **Year Leader** who liaises with Form Teachers, the AIW and parents. **Form Teachers** are responsible for marking registers and passing on relevant information to the AIW. They encourage the pupils in their form group to maintain a good level of attendance and punctuality at all times.

**Pupils** are responsible for getting to registration on time. If pupils are ever late to school they must make sure that they sign in and collect a “late slip” from the school office to hand to the teacher of the lesson they are going to. They are also responsible for passing on “Requests for Leave of Absence” notes in good time.

**Office Staff** are responsible for recording late arrivals and issuing them with a “late slip”.

**Governors** receive termly statistical evidence of school attendance and an overall report at the end of the academic year, in line with Government requirements.

## **2.3 Lancashire County Council (the local authority)**

### **School Attendance Consultants (SACs)**

SACs are schools' first point of contact for attendance advice regarding individual pupils and the whole school.

### **School Attendance Legal Team (SALT)**

Following requests from schools for legal interventions in the event of failure to attend school regularly, SALT undertakes enforcement processes, including penalty notices, prosecutions, parenting orders, education supervision orders and school attendance orders.



## **Children Missing Education (CME) Team**

The CME team ensures the local authority fulfils its statutory duty to identify children in their area who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. For further information see section 7, below, regarding notifications schools must submit.

### **3 Types of absence**

Every half-day absence from school is classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required from parents/carers. As a school, we will always work with parents (and other agencies, as appropriate) to understand the reasons underlying absence.

#### **3.1 Authorised absences**

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

#### **3.2 Unauthorised absences**

Unauthorised absences are those which the school does not consider reasonable. If school has followed its attendance procedures and a pupil continues to have unauthorised absences, the school may request legal interventions from the School Attendance Legal Team. Examples of unauthorised absences are:

- Parents/carers keeping children off school unnecessarily.
- Truancy during the school day.
- Absences which are not explained satisfactorily.
- Children who arrive at school after the register has closed.
- Days off for shopping, birthdays or looking after other children.
- Day trips and holidays in term time which have not been agreed by the head teacher.
- Days that exceed the amount of leave agreed by the head teacher.

It is the head teacher's responsibility to decide if an absence is authorised or unauthorised. Hence, if there is any ambiguity relating to an absence, school may request further evidence from parents before an absence is authorised. This may be in the form of a prescription, appointment card or similar. Parents should not ask their doctor (GP) to provide "sick notes" to excuse absence.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school for other reasons. If your child is reluctant to attend school it is better to speak to school as soon as possible to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. As a school, we will always work

with parents (and external agencies as appropriate) to understand and address the reasons behind absence.

### 3.3 Persistent Absence (PA)

Persistent absence is when a child misses 10% or more of their schooling across the school year for whatever reason, authorised and unauthorised (including illness, suspension, holiday, etc). Absence at this level will damage any child's educational prospects and we expect parents' fullest support and co-operation to address this.

At St Augustine's we monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be prioritised and parents will be informed of this promptly.

We will take a stepped approach to ensure excellent attendance for all pupils, as follows:

- Early intervention has been shown to be vital to maintain excellent attendance. We will usually notify parents/carers and pupils when attendance drops below 97%, taking into account a child's historical attendance.
- A child whose attendance falls below 95% will miss 2 weeks of school over the year. For this reason, we will communicate further with parents/carers to share our concerns and offer support.
- A pupil whose attendance falls below 92% is at risk of being considered persistently absent. In this circumstance we will hold a discussion with parents/carers to agree a plan to improve attendance and prevent the child from falling into persistent absence.
- All pupils falling **below a 90% attendance level are classed as persistent absentees**. Parents/carers will be contacted and expected to attend a meeting. Parents/carers and pupils will need to sign an agreement/contract to improve attendance to school. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services. Specific support is provided for pupils with significant medical conditions in line with the Supporting Pupils with Medical Conditions Policy.
- Failure to improve attendance will lead to a fixed penalty notice. Parents/carers will be informed of these measures through letters sent from school. Parents/carers must act on the information in the letters to ensure they are not subjected to fixed penalty notices or prosecution. 10 unauthorised absences (10 half days) can lead to a fixed penalty notice. This can include being late to school after the register closes.
- Section 444 (1) of the Education Act 1996 states: If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence. Section 444 (1A) goes on to state: If in the circumstances mentioned in subsection (1) the parent knows that their child is failing to attend regularly at the school and fails to cause them to do so, they are guilty of an offence.

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, progress will be carefully monitored and where engagement strategies have not had the desired effect, the attendance officer will consider:

- Holding a formal meeting with parents
- Working with external agencies where appropriate
- Engaging children’s social care where there are safeguarding concerns.

We work closely with the Local Authority, who support us with strategies to manage individual cases. There is an expectation in Lancashire that we tackle attendance concerns robustly. Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the Local Authority’s code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the Local Authority to take forward attendance prosecution as a last resort.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Head teachers have a duty to do everything possible to support excellent attendance, including the use of penalty notices where all measures to support families have failed or where parents/carers taken a child out of school for unauthorised leave of absence.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

Pupils who are persistent absentees are tracked and monitored carefully and the attendance procedures below will be followed.

### **3.4 Leave during term time**

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their education and progress as much as any other absence. If leave is being requested for a holiday or extended leave abroad, approval should be obtained from the head teacher before making any bookings.

Leave of absence in term time **will not** be granted unless:

- a request for leave has been made in advance by a parent with whom the pupil normally resides (using the form available on the school website or from the school office), **and**
- the head teacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to the request.

Due to the need to evidence exceptional circumstances, parents are advised to provide school with any relevant information regarding their request at the point of application if they believe the circumstances are exceptional.

In considering the request school will also consider other factors such as:

- The timing of the requested leave, eg when a pupil is just starting at school or during assessment periods, such as GCSE' s.
- A pupil's attendance record already includes unauthorised absence.
- Attendance is already a concern, or could become a concern, as a result of taking leave.
- Other periods of leave which the pupil may have had, either during the current or previous academic year.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract legal sanctions such as a penalty notice.

In certain circumstances, as outlined in regulation, parents risk losing their child's place on the school roll if leave is taken and the criteria governing removal from roll are met (see appendix).

### **3.5 Religious absence**

School will authorise one day of absence per religious festival, eg Eid, and this will be marked as code R in the register. The day authorised will be that set aside by the religious body of which the parent is a member.

Parents must request any additional leave in advance and this can only be authorised if the head teacher agrees that exceptional circumstances apply; this would be marked in the register as code C.

### **3.6 Participation in sporting events**

Parents can request leave of absence for their child to take part in regional, national and international sporting events. However, as always, granting leave is at the head teacher's discretion and he will need to discuss with you the length and frequency of the absence(s) requested and how learning will continue if absence occurs, eg the sports club or association providing an approved education tutor.

Leave for a sporting activity that has been approved by the school and supervised by someone authorised by the school can be marked in the register as code P.

Permission for your child to leave early or arrive late in order to attend coaching and training sessions is also at the discretion of the head teacher and is unlikely to be approved if it would occur regularly.

### **3.7 Participation in performances (eg theatre, television, modelling)**

Parents of a child performer can request leave from school for their child to take part in a performance. A local authority licence must be obtained before a child can take part in a performance. Before a licence is granted, school will be consulted and head teachers must be satisfied that the leave will not have a negative effect on the child's education.

Where the licence specifies the dates that the child is to be away from school, the head teacher should authorise those days. However, where the licence does not specify dates, it is at the discretion of the head teacher to authorise the leave request.

Any absence authorised for the child to take part in a performance will be recorded as code C.

Parents wishing to apply for a performance licence should go to the Lancashire County Council [Child performance licences webpage](#).

## **4 Registration**

### **4.1 Attendance registration**

Morning registration at St Augustine's is between 8.45am and 9.05am – Monday to Thursday and 8.45am and 8.55am on a Friday.

Afternoon registration is between 1.15pm and 1.20pm – Monday to Thursday and 1.25pm and 1.30pm on a Friday.

The school day starts at 8.45am. Pupils are expected to be on the premises at that time and that is when the registration period starts (ie when the register is taken and remains open). When the attendance register has been taken it remains open until 9.30 am in the morning and 1.30pm in the afternoon. School finishes at 3.15pm and at 2.25pm on a Friday.

### **4.2 Late arrival**

Pupils who arrive after 9.05am (or 1.15pm) must go straight to the school office at the main entrance to sign in and give a reason for their lateness.

Pupils who arrive after the register has been taken (9.00am or 1.05pm) but before it is closed (9.15am or 1.30pm), will be marked as code L. This is classed as late but present for the session (ie the morning or afternoon).

Pupils who arrive after the register has closed and without a valid reason for being late (such as attending a dental or medical appointment) will be marked as code U, which is classed as an unauthorised absence but indicates that the pupil was physically present in school for part of the session.



### 4.3 Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting important news and information for the day. Pupils arriving late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing six and a half days of school. If your child is often late you will be asked to meet with the deputy head teacher and/or a member of the pastoral team to discuss ways to improve punctuality, but you can approach us at any time if you are having problems getting your child to school on time. Persistent lateness after the register has closed may result in further action, as outlined below, under section 5.

## 5 School attendance procedures

### 5.1 First day of absence

If your child is absent and we have not heard from you, we will telephone you on the first day of absence to find out what the reason is and when your child is expected to return. If we are unable to contact you, we will approach your emergency contacts and, if necessary, make a home visit. Please note that such home visits may be unannounced.

## **5.2 Attendance concerns**

Parents are expected to contact school at an early stage and to work with us in resolving any attendance problems together; this is nearly always successful. However, if concerns persist, school will use the following procedures and interventions, as required, to support parents in improving their child's attendance and/or punctuality:

- Telephone calls and/or letters to make parents aware of school's concern about their child's attendance.
- Invitation to meetings to discuss concerns with our attendance lead and/or deputy head teacher.
- Parenting contracts to identify barriers to regular attendance, ways to overcome these and agree targets for improvement.
- Incentive and reward schemes for individual pupils, if appropriate.
- The Early Help Assessment (EHA) process and/or referral to other agencies and services, including School Nurses, if appropriate.
- For unauthorised absences, request legal interventions by the local authority, such as penalty notices, prosecution or other attendance-related court orders.

At any stage, we may seek advice from our School Attendance Consultant.

## **5.3 Pupils with medical needs who have difficulty attending school**

Government guidance on supporting pupils at school with medical conditions (see appendix) emphasises the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils, whether their condition is short or long term.

School will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be in the form of specific support or resources used within school or by sourcing appropriate provision at another establishment. When education is to be provided at an alternative location, this should always be done via the use of a direction (please see section 6, below).

When a pupil has been absent from school for an extended period, the head teacher, the class teacher and other support services will work with the family to ensure that a smooth reintegration is achieved.

## **5.4 Pupils refusing to attend school**

At St Augustine's, we believe that every child has a right to a full-time education, and we would not accept "school refusal" as a reason for non-attendance. In such cases, we will work with parents to identify the reasons why a child may be reluctant to attend school. We may, with consent, make referrals to external partners such as the Children and Family Wellbeing Service, Primary Mental Health Workers, etc, as appropriate to try to ensure the correct support is secured for the child and their family.

## **5.5 Promotion of good attendance**

School will promote and incentivise attendance by acknowledging and rewarding good attendance by all pupils and efforts to improve attendance by individual pupils who have additional needs or challenging circumstances. We celebrate those pupils whose attendance is excellent by celebrating this at our end of term assemblies. Each month pupils with 100/% attendance are allocated reward points. Attendance is also taken into consideration when pupils are invited on whole school reward trips and the Year 11 Leavers Ball. Poor attendance may result in a pupil not being given an invitation to these events. We will also send out letters where pupils have improved their attendance.

## **5.6 Use of penalty notices**

In accordance with the Lancashire code of conduct, we may request that the local authority issue penalty notices for unauthorised absence. This includes:

- Leave of absence which is taken without a prior request being made.
- Leave taken after a request has been declined.
- Days taken in excess of an agreed period of leave, without good reason.
- Other unauthorised absence that meets the required threshold, including sessions marked as late after the register has closed (code U).

The code of conduct for penalty notices and information and FAQs for parents can be found on the Lancashire County Council [education penalty notice webpage](#).

## **6 Alternative provision and use of directions**

There is a range of circumstances when pupils might be required to access educational provision at a venue other than their main school. The main reasons are:

- Pupils who have been excluded, either for a fixed period of more than 5 days or permanently.
- Pupils unable to access provision at their main school for medical reasons.
- Pupils required to attend another venue for the purpose of improving behaviour, either on a temporary basis or with a view to making a permanent move to the alternative provision (could be via a managed move).

When a pupil is required to attend alternative provision for the purposes of improving behaviour, the governors of the main school must issue a written direction or notice informing all parents of the alternative provision which their child is required to attend. Where a pupil is required to attend alternative provision for other reasons, the issuing of a written direction is considered best practice.

## **7 Notifications school must submit to the local authority**

### **7.1 Admissions**



All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year unless the local authority also requests for such information to be provided (currently Lancashire does not).

## **7.2 Leavers**

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided (Lancashire currently does not).

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the required information as laid out in regulation.

In addition to submitting a notification about removal from roll, some circumstances also require school to make referral to other local authority teams such as the Elective Home Education team or the Children Missing Education team. Schools may also contact their School Attendance Consultant for advice on removing children from roll.

## **7.3 Pupils who fail to attend**

All schools (including academies) must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

## **7.4 Children missing education (CME)**

Local authorities have a duty to put in place arrangements for identifying (as far as possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure they receive a full-time education.

If a pupil has stopped attending and his/her location is unknown, schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register. In such cases, school should undertake a home visit, prior to a referral being made to the local authority Children Missing Education team.

## **Appendix: School attendance and the law**

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents and carers. The list below relates to this attendance policy but is not exhaustive.

### **Parents and carers**

#### **Duty to ensure children receive education**

Section 7 of the Education Act 1996 covers the duty of parents to secure the education of children in their care who are of compulsory school age and states:

*The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—*

- (a) to his age, ability and aptitude, and*
- (b) to any special educational needs he may have, either by regular attendance at school or otherwise.*

#### **Offence if a child does not attend regularly**

Under Section 444 of the Education Act 1996, if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, their parent is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory defences listed within that section of the Act, ie:

- the child was absent with leave granted by the school;
- the child was prevented from attending by reason of sickness or any unavoidable cause;
- absence was on a day exclusively set apart for religious observance by the religious body to which their parent belongs;
- that the school is not within statutory walking distance and that the local education authority has made no suitable transport arrangements or enabled the pupil to become registered at an alternative nearer school.

#### **Compulsory school age**

Section 8 of the Education Act 1996 establishes that a child becomes of compulsory school age on the start date of the term following her/his fifth birthday, or that day if her/his fifth birthday falls on the day term starts.

A child ceases to be of compulsory school age on the last Friday in June in the academic year in which he/she reaches the age of 16 or if he/she reaches 16 after the last Friday in June but before the start of the new school year.

## Legal definition of "parent" in relation to attendance

The law requires that all "parents" are held responsible for their child's attendance. This definition can include any person who has care of the child. Section 576 of the Education Act 1996 states:

*Meaning of "parent".*

*(1) In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—*

- (a) who is not a parent of his but who has parental responsibility for him, or*
- (b) who has care of him.*

Thus, the definition of "parent" means all natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

## Schools

### Attendance and absence registration codes Definitions and the attendance codes we use.

#### Definitions:

**Persistent absence** is when a pupil enrolment's overall absence equates to 10% or more of their possible sessions.

**Severe absence** is when a pupil enrolment's overall absence equates to 35% or more of their possible sessions.

The following codes are taken from the DfE's guidance on school attendance.

Code	When to use
<b>Present codes</b>	
/	Present in school am

\	Present in school pm
L	Late arrival before register is closed
C	Leave of absence granted by the school
<b>Absent codes</b>	
H	Leave of absence for a family holiday granted by school
E	Excluded from school but no alternative provision made
I	Illness
M	Medical or dental appointment
R	Religious observance
S	Study leave (to be used sparingly for Year 11)
T	Traveller absence
<b>Unauthorised absence from school codes</b>	
G	Holiday not granted by school

N	Reason for absence not yet provided
O	Absent without authorisation
U	Arrived in school after registration closed
<b>Attending an approved educational activity</b>	
D	Dual registered at another school
B	Off-site educational activity
J	At an interview with prospective employer or another educational establishment
P	Participating in a supervised sporting activity
V	Educational visit or trip
W	Work experience
Y	Unable to attend due to exceptional circumstances (school closure etc)
<b>Administrative codes</b>	
X	Non-compulsory school age pupil not required to be in school

Z	Prospective pupil not on admission register
#	Planned whole or partial school closure

Working together to improve school attendance, DfE, published May 2022, applies from September 2022 and will become statutory no sooner than September 2023.

### **Data protection**

Schools must ensure that personal data is handled in accordance with the Data Protection Act 2018. See St Augustine’s Privacy Notice for information about how personal data will be used.

### **Duty for schools to include attendance information in reports for parents**

The Education (Pupil Information) (England) Regulations 2005

### **Duty for schools to notify the local authority when pupils join or leave school**

Regulation 12 of The Education (Pupil Registration) (England) Regulations 2006

### **Duty for maintained schools to publish attendance data**

What maintained schools must publish online, DfE guidance

### **Duty for schools to report attendance concerns about individual pupils to the local authority**

Regulation 12 of The Education (Pupil Registration) (England) Regulations 2006

### **Duty for schools to report attendance data to Government**

Section 537A of the Education Act 1996 and

Complete the school census, DfE guidance for schools and local authorities on what data government requires

### **Duty for schools to safeguard and promote the welfare of children**

Keeping children safe in education: Statutory guidance for schools and colleges, DfE, regularly updated

## **Leave in term time \***

September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006

\* This regulation does not apply to academies, though many adopt this as good practice.

## **Legal interventions**

Parents/carers commit an offence if a child who is on a school roll fails to attend regularly and those absences are recorded by the school as unauthorised.

Legal interventions are available under the following Acts, Guidance and Regulations:

- Section 444 of the Education Act 1996
- Section 36 of the Children Act 1989
- Section 23 of the Anti-Social Behaviour Act 2003
- The Education (Penalty Notices) (England) Regulations 2007
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- School attendance parental responsibility measures 2015

## **Pupils with health needs who cannot attend school**

Supporting pupils at school with medical conditions: Statutory guidance, DfE, 2015

## **Pupils with individual needs and specific barriers to attendance**

When considering the individual needs of pupils and families who have specific barriers to attendance, schools should be mindful of their obligations under the UN Convention on the Rights of the Child and the Equality Act 2010. Schools may wish to refer to the Technical Guidance for Schools in England, published by the Equality and Human Rights Commission, which outlines the requirements of the Equality Act 2010 for schools.

## **Regulations regarding participation in performances**

The Children (Performances and Activities) (England) Regulations 2014

## **Regulations regarding removal from roll**

Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006

## **Regulations regarding the school day and number of sessions**

The Education (School Day and School Year) (England) Regulations 1999

