



St. Mary's C of E Primary Academy
COLLABORATIVE LEARNING TRUST



Leeds
CITY COUNCIL

Attendance Policy

Based on Leeds Children's Services Model Attendance Policy for Schools

Let your light shine before others, that they may see your good deeds and glorify your Father in heaven,

Matthew 5:16



Introduced: January 2022

Approved: January 2022

Reviewed: June 2023

Updated: September 2024

Reviewed: September 2025

Introduction

At St. Mary's C of E Primary Academy, we are committed to promoting a culture of high expectation, achievement and excellence. Our aim is to ensure that all of our children have equal access to opportunities and experiences at school. Alongside this we strive to provide the best support that we can to parents and carers in order for their child to be a regular attender at school and to reach their full potential.

Registration is a legal requirement and it is taken at the beginning of each morning and afternoon session. At St. Mary's C of E Primary Academy, we use an agreed coding for absences in line with the Working Together to Improve Attendance (statutory from 19th August 2024).

Every child should be at school, on time, every day that school is open unless there is a genuine reason for absence. We do all that we can to encourage children to attend and we have put in place appropriate procedures to monitor each child's attendance.

Encouraging good attendance and punctuality is the shared responsibility and St Mary's C of E Primary Academy aims to work in partnership with parents/carers and other agencies to ensure that every child can get the best out of the educational opportunities provided. To do this, we ensure that we have clear and robust strategies in place to manage and promote regular attendance for all children.

This Attendance Policy is part of broader suite of safeguarding policies and should not be viewed in isolation. Other policies include the Safeguarding and Child Protection Policy, Anti-Bullying Policy and Behaviour and Relationships Policy.

Academic Year	Head of School	Senior Attendance Champions (SLT)	Nominated Governor for Attendance	Chair of Governors
2025-2026	Ms Jessica Crisp	Ms Jessica Crisp (Head of School) Mrs Susan Stevenson (Assistant Headteacher)	Jane Ingram (Safeguarding Governor)	Pippa McPherson

Policy review date	Date ratified by governors	Date shared with staff
September 2025	24 th September 2025	1 st September 2025

Attendance Target	97%
School opens at	8:50am
Registers close at	9:15am

Contact List – September 2025

Role / Agency	Name	Contact Details
Head teacher	Ms Jessica Crisp	0113 2717204 Jessica.crisp@hunsletstmarys.co.uk
Senior Attendance Champion SLT	Mrs Susan Stevenson	0113 2717204 Susan.stevenson@hunsletstmarys.co.uk
Chair Of Governors	Pippa PcPherson	0113 2717204 office@hunsletstmarys.co.uk
School Office	Mrs Karen Shields Mrs Debbie Crosthwaite	0113 2717204 office@hunsletstmarys.co.uk
Pastoral / Family Support	Ms Joanne Williamson	0113 2717204 Joanne.williamson@hunsletstmarys.co.uk
School Attendance Service (SAS)	Queries relating to attendance	0113 3785994 Schoolattendanceservice@leeds.gov.uk
Elective Home Education (EHE)	Queries around Elective Home Education	EHE@leeds.gov.uk
Children Missing Education (CME)	Referrals for children missing education	0113 378 9686 CME@leeds.gov.uk
Education Safeguarding Team	Advice / Training / Safeguarding Audit	0113 3789685 estconsultation@leeds.gov.uk

Why is Attendance Important?

Good attendance at school is crucial in ensuring our children receive the very best education and in helping them to reach their potential. St Mary's C of E Primary Academy seeks to ensure that all of its pupils receive an education which enables them to reach their full potential.

Research clearly demonstrates the link between regular school attendance and educational progress and attainment. Pupils who regularly attend school make much better progress socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork, and friendship groups.

It is those children whose attendance is poor, that often fall behind in their learning and struggle to make expected progress in learning or maintain secure friendships.

To illustrate:

- 90% attendance is an average of one day out of school per fortnight over a school year
- 80% attendance over 5 years at high school is the same as one whole school year missed

97 – 100%	Excellent
94 – 97%	Expected
92 – 94%	Satisfactory
90 – 92%	A cause for concern
Below 90%	Persistently absent
Below 80%	A significant cause for concern

Policy Aims

The aims of this policy are:

- ✓ To ensure appropriate action is taken in a timely manner to safeguard children and promote their welfare.
- ✓ To ensure all staff are aware of their responsibilities with respect to attendance and understand the correlation with safeguarding.
- ✓ To ensure parents, carers, and children are informed about the procedures for attendance and take an active role in promoting good attendance and punctuality (including legal responsibilities of parents/carers)
- ✓ To create a culture where good attendance is recognised and celebrated, ensuring children who achieve attendance and punctuality targets throughout the academic year are recognised and rewarded.

Legislation and Guidance

This policy is based on the Department for Education’s guidance

[Working together to improve school attendance \(applies from 19 August 2024\)](https://publishing.service.gov.uk)
(publishing.service.gov.uk)

The Education Act 1996 states that:

- All pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.
- The Local Authority must provide school places to parents who wish their children to be educated at school.
- The school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- The school must report to the Local Authority pupils who are absent for more than ten days without explanation.
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities.
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law.

Key Responsibilities

Governors

Governors are responsible for:

- ❖ ensuring that legal requirements for registration are complied with
- ❖ monitoring overall attendance figures for the school on at least a termly basis
- ❖ holding Senior Leaders to account for the implementation of this policy
- ❖ adopting and reviewing the Attendance Policy on an annual basis

The Head of School and Designated Safeguarding Leader (Ms Jessica Crisp) is responsible for:

- ❖ ensuring every member of staff knows and understands their responsibilities for safeguarding and how this links with poor school attendance – ensuring compliance with keeping children safe in education 2024.
- ❖ developing good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND). ensuring compliance with statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015 - supporting pupils at school with medical conditions.
- ❖ ensuring every member of staff knows and understands their responsibilities for attendance.
- ❖ ensuring accurate completion of admission and attendance registers.
- ❖ ensuring staff are actively working to maximise attendance rates, both in relation to individual pupils and whole school attendance.
- ❖ having clear processes in place to address persistent and severe absence - pupils who are severely absent may be at risk of CCE/CSE/grooming etc. and this cohort must be made the top priority for action and support. ensuring all staff are aware of any potential safeguarding issues, ensuring joint working between the school, children's social work services and other statutory safeguarding partners. often severely absent pupils have additional needs and therefore it is vital that schools ensure all appropriate services are informed and aware of the pupil's absence so suitable support can be considered, and education provided/accessed.
- ❖ ensuring that all staff adopt a consistent approach in dealing with absence and lateness.
- ❖ monitoring and analysing data and trends.
- ❖ reporting to the governing body and trusts the attendance figures and progress to achieving the set targets.
- ❖ reminding parents/carers of their commitment to this policy.
- ❖ building and modelling respectful relationships with staff, children, families, and other stakeholders to secure their trust and engagement. making sure there is a welcoming and positive culture across the school.
- ❖ open and honest communication with staff, children and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- ❖ liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.

- ❖ sharing information on and working collaboratively with other schools in the area/cluster, las, and other partners when absence is at risk of becoming severe or persistent.
- ❖ ensuring the school attendance policy is applied fairly and consistently and recognises the individual needs of pupils and their families who have specific barriers to attendance. schools should consider their obligations under the equality act 2010 and the un convention on the rights of the child.

The Assistant Head teacher and Senior Attendance Champion (Mrs Susan Stevenson) is responsible for:

- ❖ implementing this policy with the Head of School
- ❖ offering a clear vision for attendance improvement
- ❖ championing and improving attendance and ensuring it has a high profile in school
- ❖ ensuring the practice that is in place to address persistent and severe absence is robust
- ❖ evaluating and monitoring expectations and processes
- ❖ overseeing data analysis
- ❖ monitoring and analysing attendance data regularly to allow early intervention to address issues. this includes, raising concerns with other agencies like children's social care and early help services which are working with families
- ❖ ensuring robust school systems are in place which provide useful data at cohort, group, and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as: children who have a social worker including looked-after children, young carers, children who are eligible for free school meals, children who speak English as a second language, children who have special educational needs and disabilities
- ❖ keeping the Head of School and all school staff informed of attendance figures and trends by providing regular reports to enable them to track the attendance of pupils and to implement attendance procedures
- ❖ compiling attendance data for the Head of School, the governing body, the local authority, and the JESS Cluster
- ❖ ensuring a positive working relationship with the school attendance service is fostered, including attending attendance targeted support meetings
- ❖ communicating messages to children and their families
- ❖ if required, holding regular meetings with the parents/carers of children whom the school (and/or local authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school
- ❖ undertaking home visits in line with school's safeguarding responsibilities to engage families and ensure children are safe
- ❖ identifying pupils who need support from wider partners as quickly as possible and make the necessary referrals
- ❖ making sure escalation procedures to address absence are initiated proactively, understood by pupils and families, implemented consistently and their impact reviewed regularly.
- ❖ promoting, recognising and rewarding attendance throughout school
- ❖ developing an attendance plan for children who have frequent absences due to medical conditions

- ❖ keeping parents informed on a regular basis of their child's attendance and absence record (this should be communicated to parents in an easy-to-understand format and percentage headlines should be avoided. for example, concentrate on the amount of time missed and the impact on the pupil's learning)
- ❖ identifying and, where possible, mitigating potential barriers to good attendance in liaison with families and relevant support agencies
- ❖ Implementing children missing education (CME) procedures when appropriate

For pupils at risk of persistent absence

- providing regular attendance reports to facilitate weekly reviews (including special educational needs coordinators, designated safeguarding leads and pupil premium leads) for monitoring and evaluation purposes.
- initiating and overseeing the administration of absence procedures.
This should include:
 - letters home
 - engagement with local authorities and other external agencies and partners
 - working with families and the community to identify which methods of communication work best, recognising potential barriers in hard-to-reach families and finding methods that work and are understood
 - consideration as to whether further interventions are required in line with the statutory guidance on parental responsibility measures
 - providing regular reports on the at-risk cohort
 - providing regular reports/caseloads to local authority attendance team or independent attendance organisations to raise awareness of emerging at-risk pupils

For pupils who are persistently absent

- developing and implementing persistent absence action plans with pupils and families which address barriers and help establish positive attendance routines
- identifying tailored intervention which meets the needs of the pupil
- leading daily or weekly check-ins to review progress and impact of support, make regular contact with families to discuss progress
- coordinating and contributing to multi-agency meetings to review progress and agree on actions
- working in partnership with school attendance service and other agencies to ensure the appropriate use of statutory parental responsibility measures
- providing regular reports on the impact of action plans and interventions

The School Office

The Office Manager (Mrs Karen Shields) and Administrative Assistant (Mrs Debbie Crosthwaite) are responsible for:

- ❖ ensuring the recording of attendance and absence data is accurate.
- ❖ ensuring robust day-to-day processes are in place
- ❖ tracking and following up absence and poor punctuality (implement punctuality routines such as late gate or sign in procedures)
- ❖ providing appropriate support and challenge to establish good registration practice
- ❖ carrying out robust first day calling procedures including priority routines for vulnerable children including children with a social worker
- ❖ identifying any absences that are not explained for each session and contacting parents

Class Teachers are responsible for:

- ❖ ensuring the effective whole school culture of high attendance is underpinned by setting an example of punctuality and good attendance
- ❖ implementing the policy and ensuring it is applied fairly and consistently
- ❖ ensuring that the registers are taken at the start of the morning session (before 9am) and once during the afternoon session (before 1:15pm) and are accurate and up to-date.
- ❖ informing the school's senior attendance champion of any concerns
- ❖ emphasizing with pupils the importance of punctuality and good attendance
- ❖ reporting attendance to parents/carers at Pupil Progress Meetings
- ❖ building respectful relationships with staff, children, families, and other stakeholders in order to secure their trust and engagement - making sure there is a welcoming and positive culture across the school
- ❖ communicating openly and honestly with staff, children, and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- ❖ Modeling respectful relationships and appropriate communication for staff and pupils. This will help relationships between pupils and staff to reflect a positive and respectful culture. All staff members should:
 - ❖ treating pupils with dignity
 - ❖ building relationships rooted in mutual respect and observing proper boundaries
 - ❖ taking into consideration the vulnerability of some pupils and the ways in which this might contribute to absence
 - ❖ handling confidential information sensitively
 - ❖ understanding the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils, particularly for children with a social worker and those who have experienced adversity
 - ❖ communicating effectively with families regarding pupils' attendance and well-being
 - ❖ promoting rewards and celebrating progress
 - ❖ following up on absence and lateness with pupils to identify barriers and reasons for absence
 - ❖ reviewing class attendance regularly to share data, identify issues, intervene early, and help set targets
- ❖ considering the individual needs and vulnerabilities of pupils in their class

Parents / Carers

Parents / Carers are responsible for:

- ❖ ensuring their child/children attend school regularly and punctually – **this is a legal requirement**
- ❖ contacting school each day (before 9:30am) that their child will be absent to explain why
- ❖ avoiding holidays in term time, but applying in advance using the correct form to request a leave of absence in exceptional circumstances
- ❖ attending meetings relating to attendance or punctuality
- ❖ cooperating with interventions offered by school or other agencies to improve attendance or punctuality
- ❖ making sure their child/children are collected from school in time
- ❖ arranging medical appointments, whenever possible, outside of the school day and showing evidence of any appointments that are arranged during the school day
- ❖ ensuring all contact details are up to date, providing two emergency contact details for each child and notifying the school immediately of any changes
- ❖ speaking to members of staff if they know of any problem which may prevent their child/ren from attending
- ❖ ensuring their child arrives at school wearing the correct school uniform
- ❖ providing medical evidence if requested by school

Attendance Procedures

The school external doors are opened at 8:50am and the school day starts at 8:55am. Registration takes place each morning between 8:55am and 9:00am and each afternoon before 1:15pm. Class teachers will enter a present mark (/) on the register for each child present and an absent mark (N) for any child that is absent. Children are expected to be on the playground and ready to enter school at 8:50am so that learning can start promptly at 8:55am.

Responding to Lateness

At St. Mary's C of E Primary Academy, we expect all of our children to be at school, on time, every day. Children who are late miss the start of the school day and can often miss vital information and news which is shared by the class teacher at the start of the day. Children who arrive at school late can also disrupt lessons and this can cause embarrassment for the child.

Being 10 minutes late every day of the school year is the same as missing two weeks of school.

Any children arriving in the classroom after 9:00am when the register has been taken are deemed late and will be marked late on the register (L code). Registers close at 9:15am and any child arriving at school after 9:15am will be recorded as an unauthorised absence (U code).

Our register system Arbor monitors lateness. Letters will be sent home to parents/carers of children who are regularly late and parents/carers may be invited in to a meeting to discuss punctuality.

Responding to Absence

If a child is absent then parents / carers should contact school before 9:30am (or as soon as possible after) on each day that the child is absent to inform us as to why their child is absent. Parents / Carers should, if possible, let school know of the expected day of return for the child.

Please contact school in 0113 2717204 and leave a message on the answerphone or speak to a member of the Office Team. Messages can also be sent using the Arbor app.

Repeated absences will lead to detailed monitoring and clear targets for improvement will be set and communicated to the pupil and their parent or carer. School will meet with parents to review and improve attendance and to arrange support to remove barriers to regular attendance. If attendance does not improve, school will refer to the local authority for legal action. Further details about this can be found in our Attendance Strategy.

Working with the Local Authority School Attendance Service

St Mary's C of E Primary Academy works in partnership with the statutory School Attendance Service to devise a strategic approach to attendance through Register Checks and Targeted Support Meetings. The Senior Attendance Champion will meet with an Attendance Improvement Officer from the School Attendance Service when required, to discuss and improve attendance for persistently absent or severely absent pupils. If parents/carers do not proactively engage with support offered through support meetings and action plans, then formal legal intervention may be requested from the School Attendance Service.

Statutory intervention can include:

- Penalty Notices
- Parenting Order
- Education Supervision Order
- Prosecution

Explaining Absences

Each school day is split into two sessions – morning and afternoon. School has to classify every session where a child is absent as AUTHORISED or UNAUTHORISED. The decision whether to authorise an absence or not rests with the school.

Authorised absences are sessions away from school when the school accepts that there is a good reason for absence and communication from the parent/carers has been received. Authorised absences include when a child is genuinely unwell and unable to attend school, religious observances, urgent medical appointments or bereavement (at the discretion of Senior Leaders).

Unauthorised absences are those which school does not consider to be reasonable or where no contact has been made to school from the parent/carers (see **Appendix 3** for unauthorised absence examples).

Safeguarding

Children may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and at St. Mary's C of E Primary Academy promoting the welfare of our children encompasses attendance, managing behaviour, access to the curriculum, health and safety and anti-bullying.

Failing to attend school on a regular basis will be considered as a safeguarding matter.

First Day of Absence Procedure

When a child is absent from school we will follow our 'First Day of Absence' procedure (see **Appendix 1**) to ensure we systematically check the absence of all children and that the reason for absence is established and recorded correctly on the register. If the authenticity of an illness is in doubt then school may ask for medical evidence such as a doctor's note, prescription or appointment card. St. Mary's has a robust system in place for keeping accurate records of all actions and contact made.

If parents / carers cannot be contacted and the child is absent for a second day, then staff will use all emergency contact details for the child to ascertain the reason for absence. If school cannot verify the whereabouts of a child by day three then they will make a home visit. If school have concerns for the safety of a child, then they will contact Children's Social Work Services or the police.

If a child is absent from school for 10 consecutive days and this is an unauthorised absence then school is legally bound to inform the Local Authority who will issue a fixed penalty notice.

Medical Appointments

We request that parents/carers make medical appointments out of school hours whenever possible. When this is not possible the child should be out of school for the minimum amount of time necessary – children are expected to attend school before or after the appointment, depending on the time of the appointment. Medical appointments can be marked as AUTHORISED absences if evidence of the appointment has been shown to the school office or class teacher.

Holidays

Parents / carers should avoid booking family holidays during term time. From 1st September 2013 the Education (Pupil registration) (England) Amendment Regulations make clear that schools may **not** grant any leave of absence during term time unless there are exceptional circumstances. Only the Executive Headteacher or Head of School can decide if an absence is to be authorised or unauthorised.

In exceptional circumstances when a parent or carer wishes to request a leave of absence (holiday during term time) then they should complete a Leave of Absence form which can be obtained from

the school office. The form should include information to explain the special circumstances why the child needs to be taken out of school and should be completed at least two weeks in advance of the request date. Cheaper holidays during term time or parent/carer leave from work are not recognised as valid reasons for approval of a holiday in term time. Parents / carers will be notified of the decision made and the Head of School's decision is final. If the request has not been authorised but the child is still taken out of school, the absence will be recorded as UNAUTHORISED.

Requests for absence for reasons such as compassionate leave, special family events, sporting or musical competitions etc. should be made in writing to the school.

Taking a holiday in term time may lead to families being issued with a Fixed Penalty Notice.

Persistent Absence

Persistent absence is defined as a child whose attendance is below 90%. Children who fall within this definition of a persistent absentee will be discussed by the school's senior leadership and pastoral team with a view to providing effective support to improve attendance. Details of how this support will be structured can be found in our Attendance Strategy.

Classification of a Persistent Absentee at the end of each half term

Autumn 1 (September to October half term) = 7 sessions or more missed

Autumn 2 (October half term to Christmas) = 14 sessions or more missed since September

Spring 1 (Christmas to February half term) = 20 sessions or more missed since September

Spring 2 (February half term to Easter) = 25 sessions or more missed since September

Summer 1 (Easter to May half term) = 32 sessions or more missed since September

Summer 2 (May half term to Summer holidays) = 38 sessions or more missed since September

Patterns of absence will be monitored and persistent absentees will have an individual action plan.

An Early Help Assessment and Plan may inform actions where applicable.

Interventions to support Persistent Absentees

- Letters to parents/carers
- Home visits
- School Attendance Panel Meetings
- Fast Track
- Early Help Plans
- Individual Attendance Plan
- Referrals to the JESS Cluster
- Parent / Carer support from school (with Ms Williamson)
- Nurture support (with Ms Williamson or Mrs Sebine)
- Rewards and celebrations for attendance

Children Absent from or Missing in Education (CME)

A child who is absent as well as missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in **Children Missing Education – Statutory Guidance for Local Authorities** (DfE September 2016) and follow the Leeds Children's Services Local Authority procedure and contact: cme@leeds.gov.uk. Tel: 0113 3789686 (see **Appendix 2** for Missing from School Response Checklist).

Examples of CME referrals include when a child has been missing from school for 20 days in the following circumstances:

- a child has left the country **regardless** of if a new address and/or new school information has been provided
- a child is rumoured to have moved out of the area
- a child has moved to a different local authority and is not on the roll of a new school **within 20 days** of leaving our school

Children Not Collected at the End of the School Day

The following procedure is followed when children are not collected by an appropriate adult at the end of the school day:

- If not collected at 3.25pm children are kept safe with their class teacher/teaching assistant until 3.30pm.
- At 3.30pm the children are taken to the school office where they will be supervised by a member of staff until they are collected by an appropriate adult. A record of the time they are collected is kept.
- If children are not collected by 3.40pm, the school office will contact parents/carers. Other emergency contact numbers will be called if parents/carers cannot be reached.
- If we are unable to make contact, children will go to our after-school club (there will be a payment attached to this).

Children's Social Work Services or the Police will be contacted if no contact is made by 4.30pm so that the appropriate actions can be taken.

Fast Track and Casework

Attendance will be closely monitored and where it remains unsatisfactory, despite school intervention, it will be escalated for further action. Escalation may be in the form of a referral to the JESS cluster, casework where an individual response is necessary, or fast track.

Fast track

Each half term a list will be generated of all children with 10 or more unauthorised absences in the last 12 weeks and the senior leadership team will consider placing them on either fast track or case work (Appendix 4).

Casework

Where health, financial, housing, mental health, domestic violence, young carers and similar issues are involved school will refer the family to the JESS Cluster for support, involve the school nurse, CSWS, the School Attendance Service or other agencies. Where other agencies are involved, school will regularly liaise and meet with them to support improved attendance.

Penalty Notices (Fines)

Parents/carers can be fined through a Penalty Notice for unauthorised absences from school where their child is of compulsory school age and parents/carers do not proactively engage with intervention and support to improve their child's attendance. From September 2024, fines will be considered if a child has 10 sessions (half days) of unauthorised absence in a period of 10 school weeks. The threshold can be met with any combination of unauthorised absence and the period of 10 weeks can span different terms and school years.

A fixed penalty is payable per adult, per child and is £80 if paid within the first 21 days, or £160 if payment is made within 28 days. The payment must be made directly to the Local Authority.

A second penalty notice issued within a three-year period will be charged at the higher rate of £160 with no reduction for early payment. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If a parent/carer is prosecuted and has to attend court because their child hasn't been attending school, they could get a fine of up to £2,500.

See **Appendix 4** for more information about Penalty Notices.

Rewards for Attendance

Each week in Celebration Worship, the class with the highest attendance for that week will be announced (figures are based on five days from Friday to Thursday). Any class which has 100% attendance for the five days will have a juice and biscuits party.

Each half-term, certificates will be awarded to the three classes with the highest attendance for that half term. The class who has had the highest or most improved attendance will have a pizza and movie party. There will also be a prize draw to winner a Breakfast Hamper for all children who have had 96% or above attendance in that half-term.

Each term, individual certificates will be awarded to children who have had 100% attendance.

In addition to this there may be individual or class rewards given as part of the on-going work to improve attendance.

Appendix 1: First Day of Absence Procedure

Day	Actions
1	<p>Phone calls home will be made before 10:30am. <i>Calls to be made in order of priority: Child Protection Plan, Child in Need Plan, Child Looked After, Persistent Absentees, Early Help Plan, Pupil Premium, SEND</i></p> <p>If there are safeguarding concerns about the child or family, then a home visit will be carried out by a member of the Designated Safeguarding Team. These home visits will be logged on CPOMs and Children's Social Work Services (CSWS) will be contacted where appropriate.</p> <p>Where a valid reason is given by the parent/carer the register will be amended to the relevant code. If no contact is made with the family, then a text message will be sent home to all legal guardians requesting that they contact school to explain their child's absence.</p>
2	<p>Phone calls home will be made before 10:30am. <i>Calls to be made in order of priority: Child Protection Plan, Child in Need Plan, Looked After Children, Persistent Absentees, Early Help Plan, Pupil Premium, SEND</i></p> <p>School will contact all emergency contacts on the child's record to try and establish where the child is if no contact is made with the primary parent/carer.</p> <p>If there are safeguarding concerns about the child or family then CSWS will be contacted, or the police will be contacted and asked to complete a welfare visit. These concerns will be logged on CPOMs.</p> <p>Where a valid reason is given by the parent/carer the register will be amended to the relevant code.</p> <p>If no reason has been established by 3pm a text message will be sent home informing the parent/carer that there is a safeguarding concern for their child's absence and if they do not make contact with school, then CSWS or the police may be contacted.</p>
3	<p>Phone calls home will be made before 10:30am. <i>Calls to be made in order of priority: Child Protection Plan, Child in Need Plan, Looked After Children, Persistent Absentees, Early Help Plan, Pupil Premium, SEND</i></p> <p>School will contact all emergency contacts on the child's record to try and establish where the child is if still no contact is made with the parent/carer.</p> <p>If there are safeguarding concerns about the child or family then CSWS will be contacted again, or the police will be contacted and asked to complete a welfare visit. These concerns will be logged on CPOMs.</p> <p>If the child's whereabouts have not been established, then a home visit will be carried out by a member of the Designated Safeguarding Team. These home visits will be logged on CPOMs.</p> <p>If no contact is made then CSWS will be contacted for advice and guidance. This will be logged on CPOMs.</p> <p>Where a valid reason is given by the parent/carer the register will be amended to the relevant code.</p>

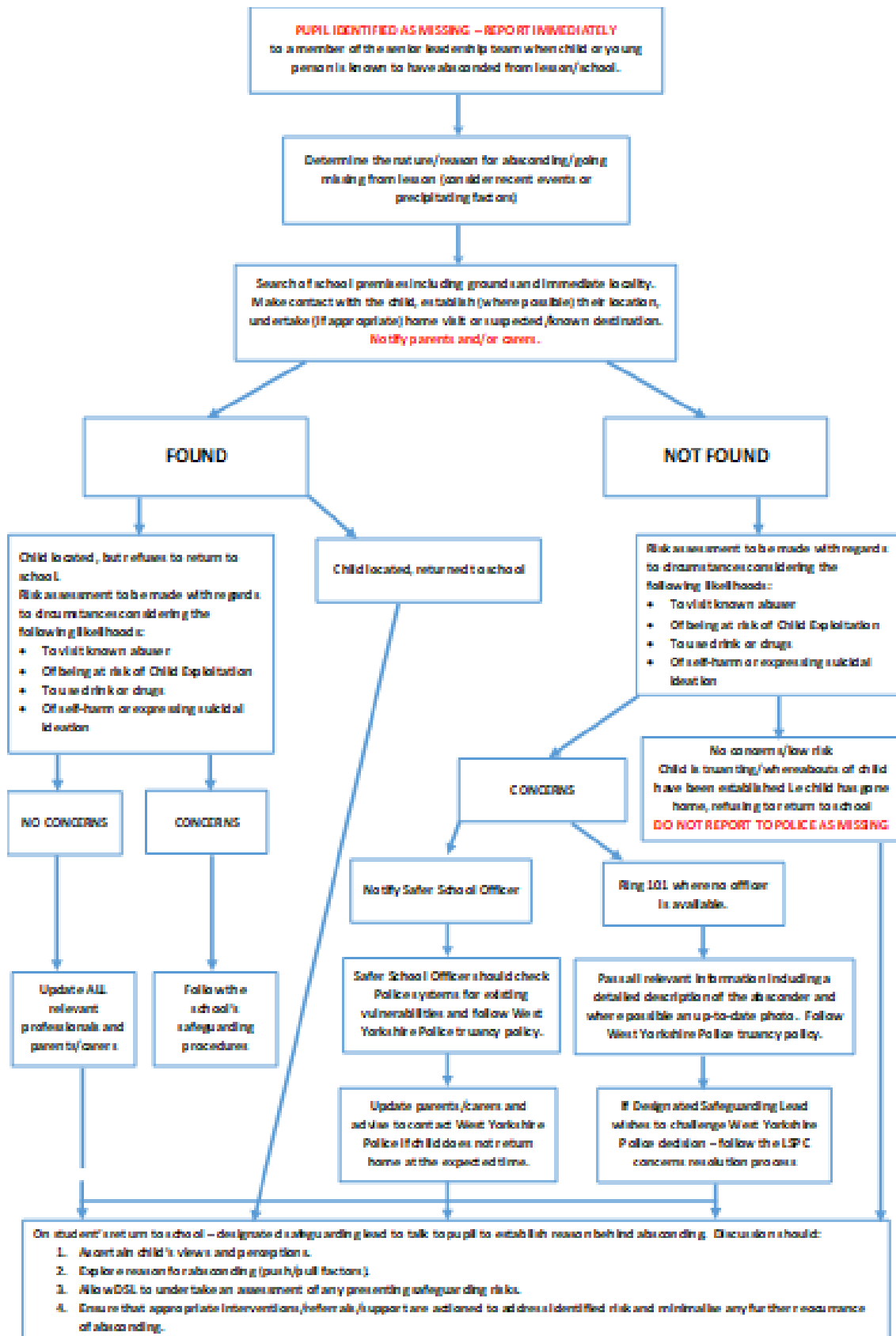
If school do not believe evidence given is truthful, or if a pattern of absence emerges then school will contact the parent/carer and request a signed medical evidence letter.

If school cannot make contact to ascertain the whereabouts of a child then we will report the child as a Child Missing in Education (CME) to the Local Authority within 20 days of the child's last attendance at school.

If a child moves out of Leeds Local Authority and is not registered with another school a CME referral will be made to the Local Authority.

Appendix 2 Missing from School Response Checklist

Referral pathway for reporting children and young people missing /absconded during the school day



Appendix 3: Unauthorised Absences

St. Mary's C of E Primary Academy
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Unauthorised Absences (this list is not exhaustive)

- Taking a holiday which is not agreed by school
- Not letting school know why your child is absent
- Day off to celebrate a Birthday
- Day off because another family member is ill
- Oversleeping
- Shopping trips or day out
- Arriving at school after registers have closed (9:20am)
- Mild illness - headache, cough, sore throat
- Reluctance to attend school
- Illness without medical evidence if persistent absentee
- Taking whole day off for short medical appointment
- Family celebration

Appendix 4: Fines and Penalty Notices

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE

1

First Time

10 unauthorised sessions (5 days) in a 10 week period =
Penalty Notice of
£160 per parent per child
(reduced to £80 if paid in 21 days)

2

Second Time

A second episode (within 3 years) of 10 unauthorised sessions in a 10 week period =
Penalty Notice of
£160 per parent per child
(no reduction).

3


Third Time

The third time a child has 10 or more unauthorised absences within a 10 week period legal interventions will be considered. This could require attendance at the Magistrates Court where fines can be ordered up to £2,500 per parent, per child.

You Should Know

- Offence periods move with children between different school years and different schools.
- Schools do not receive any of the money paid to the Local Authority for Penalty Notices.

- The changes come into force for fines issued after 19th August 2024.
- Penalty Notices are issued per parent, per child e.g. a family with 2 adults and 2 children will receive 4 fines.

 St. Mary's C of E Primary Academy
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