



Fly high. Soar

Attendance Policy

2026-2027

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Date: July 2026

Last reviewed on: July 2026

Next review due by: July 2027

Attendance Policy

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1. Introduction

This is a successful school, and every child 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.

For our children to gain the greatest benefit from their education it is vital that they attend regularly, and every child 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 child'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. Research shows a direct link between attendance and attainment. Good attenders make better progress socially, learn to work with others, and are better prepared for transition.

Our target for this year is **96%**, but all pupils should strive to achieve **100%** attendance.

2. Responsibilities and Expectations

2.1 Families

- **Legal Duty:** Parents and carers have a legal duty to ensure their children attend school regularly if they are of compulsory school age.
- **Notification:** If your child is going to be absent, parents must inform the school as soon as possible and **at the latest by 9.15am** on the first day of absence via the website form or by calling **01253 891228**.
- **Contact Details:** Parents must ensure school holds up-to-date contact information and emergency numbers.

2.2 School

- **Head Teacher:** Leads on attendance, considers leave requests against criteria, decides on authorisation, and reports to governors.
- **Attendance Lead & Staff:** Follow up on unexcused first-day absences, monitor data, communicate with families, implement parenting contracts, and coordinate support.
- **Governors:** Ensure statutory compliance under current regulations, review the policy annually, and monitor performance against attendance targets.

2.3 Lancashire County Council (The Local Authority)

- **School Attendance Support Team:** Conducts termly Targeting Support Meetings with the school.
- **School Attendance Legal Team (SALT):** Undertakes statutory enforcement processes, including penalty notices, prosecutions, parenting orders, and education supervision orders.
- **Children Missing Education (CME) Team:** Traces children of compulsory school age not receiving suitable education.

3. Types of Absence

3.1 Authorised Absences

Absences authorised for valid reasons, such as genuine illness, unavoidable medical/dental appointments, or emergencies. School may request supporting evidence (e.g., appointment cards or prescriptions) where there is ambiguity.

3.2 Unauthorised Absences

Absences where the school does not consider the reason acceptable. Examples include:

- Keeping children off school unnecessarily or days off for birthdays/shopping.
- Truancy.
- Arriving late after the register has closed (Code U).
- Unauthorised term-time holidays or extended trips.

3.3 Persistent Absence (PA)

A pupil is classed as a Persistent Absentee if they miss **10% or more** of their schooling across the year for any reason (authorised or unauthorised). PA pupils are closely tracked and prioritized for attendance support.

3.4 Leave During Term Time

Head Teachers **cannot** grant leave of absence during term time unless an application is made in advance and there are **exceptional circumstances**. Any period of leave taken without agreement will be classed as unauthorised and will trigger legal sanctions, such as penalty notices issued via Lancashire County Council.

4. Registration & Punctuality

4.1 Registration Times

- **Morning Session:** Register opens at **8.55am** and closes at **9.15am**.
- **Afternoon Session:**
 - EYFS, KS1 & LKS2: **1.00pm – 1.20pm**
 - UKS2: **1.10pm – 1.30pm**
- **End of Day: 3.30pm**

4.2 Lateness

- **Arrival after 9.05am:** Pupils must sign in at the main office.
- **Arrival 9.05am – 9.10am:** Marked as **Code L** (Late before register closed—counted as present).
- **Arrival after 9.10am:** Marked as **Code U** (Late after register closed—counted as an unauthorised absence for the session).

5. School Attendance Procedures

5.1 First Day Response

If a child is absent without notice, school staff will phone parents/emergency contacts or conduct an unannounced home visit.

5.2 Attendance Support

Where attendance falls, school will implement support strategies: internal review meetings, Parenting Contracts, Early Help Assessments (EHA), or referrals to external support agencies.

5.3 Penalty Notices & Legal Fines (LCC Framework)

In line with Lancashire County Council's **Code of Conduct** and the national statutory framework (*Working Together to Improve School Attendance*), penalty notices are requested where threshold limits for unauthorised absence are met.

1. Penalty Notice Threshold

A Penalty Notice will be considered when a pupil has **10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10-school-week period**.

- These 10 sessions do not need to be consecutive.
- The 10-school-week period can span different terms or school years.
- Unauthorised absence includes term-time holidays (Code G) and lateness after register close (Code U).

2. Fine Rates & Structure

Penalty notices are issued to **each parent individually for each child** who has missed school:

Penalty Notice	Payment Timeframe & Amounts
1st Penalty Notice (within 3 years)	£80 per parent, per child if paid within 21 days . Rises to £160 if paid between 22 and 28 days .
2nd Penalty Notice (within 3 years)	£160 per parent, per child payable within 28 days . (No discounted £80 rate is available for a second penalty notice).
3rd Offence (within 3 years)	No Penalty Notice permitted . The case will proceed directly to legal interventions, such as Prosecution under Section 444 of the Education Act 1996.

Note on Prosecution: If prosecuted in the Magistrates' Court for non-attendance, parents can face fines up to **£2,500 per child**, court costs, or a community order / up to 3 months imprisonment.

6. Alternative Provision & Directions

Where a pupil attends off-site provision (e.g., for medical reasons or behaviour management), written directions are issued by governors to set out attendance expectations and monitoring.

7. Notifications to the Local Authority

In accordance with statutory duties, Carleton Green Primary notifies Lancashire County Council of:

- All additions to the admissions register within 5 days.
- All deletions/leavers from the roll as soon as grounds are met.

- Pupils with **10 continuous days** of unauthorised absence.
- Children Missing Education (CME) referrals where a family's whereabouts become unknown.

8. Appendix: School Attendance and the Law

- **Section 7 Education Act 1996:** Duty on parents to secure suitable full-time education.
- **Section 444 Education Act 1996:** Offence where a child fails to attend school regularly.
- **The School Attendance (Pupil Registration) (England) Regulations 2024:** Statutory regulations governing attendance registers, leave of absence, and roll removal.
- **Working Together to Improve School Attendance (DfE):** Guidance setting out the national framework for penalty notices and attendance support.