



# Greenside Primary School

## Pupil Attendance Policy

**Last reviewed:** July 2024

**To be reviewed:** July 2026

**Written by:** LCC, SLT & Attendance Team

**Ratified by the Governors on:**

**Shared with the Staff on:** 4<sup>th</sup> July 2024

### Introduction

Greenside Primary School is committed to safeguarding and promoting the welfare of all children. This policy works in tandem with Safeguarding and Child Protection Policy and Child Missing Education procedures. Attending school every day is essential if children and young people are to benefit fully from their school life. It is also important that children learn the importance of being punctual as part of their preparations for adult life. The school and parents/carers should work together in order to achieve high standards of attendance and punctuality. If parents/carers are concerned about their child's attendance or need any support in this matter, they are encouraged to contact school and our Family Support Worker will be available, alongside our wider Attendance Team, to help and support.

|                          |                                 |
|--------------------------|---------------------------------|
| <b>School Name</b>       | Pudsey Greenside Primary School |
| <b>Attendance Target</b> | 98%                             |
| <b>School Opens</b>      | 8.40am (doors close at 8.45am)  |
| <b>Registers Close</b>   | 9.15am                          |
| <b>School Closes</b>     | 3.15pm                          |

**This Attendance Policy is available on the school website and is reviewed and ratified annually by the governing body, or as events or legislation requires. Any deficiencies or weaknesses identified will be remedied without delay.**

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### 1. Contact Details

| Role/Agency                         | Name                                     | Contact Details   |
|-------------------------------------|--|---|
| Headteacher                         | Mrs Sarah Fuller                         | 0113 257 4509<br><a href="mailto:admin.info@greenside-sch.org">admin.info@greenside-sch.org</a>                 |
| Senior Attendance Champion (SLT)    | Mrs Emily Hair                           | 0113 257 4509<br><a href="mailto:admin.info@greenside-sch.org">admin.info@greenside-sch.org</a>                 |
| Attendance Officer                  | Mrs Laura Knowles and Mrs Middleton      | 0113 257 4509<br><a href="mailto:admin.info@greenside-sch.org">admin.info@greenside-sch.org</a>                 |
| Governor responsible for attendance | Mrs Kate Ouseph                          | 0113 257 4509<br><a href="mailto:admin.info@greenside-sch.org">admin.info@greenside-sch.org</a>                 |
| Chair Of Governors                  | Mrs Christine Burrell                    | 0113 257 4509<br><a href="mailto:admin.info@greenside-sch.org">admin.info@greenside-sch.org</a>                 |
| School Office                       | Mrs Laura Knowles and Mrs Rachel Scott   | 0113 257 4509<br><a href="mailto:admin.info@greenside-sch.org">admin.info@greenside-sch.org</a>                 |
| Family Liaison Officer              | Mrs Emily Middleton                      | 0113 257 4509<br><a href="mailto:familysupport@greenside-sch.org">familysupport@greenside-sch.org</a>           |
| School Attendance Service (SAS)     | Queries relating to attendance           | 0113 378 5994<br><a href="mailto:schoolattendanceservice@leeds.gov.uk">schoolattendanceservice@leeds.gov.uk</a> |
| Elective Home Education (EHE)       | Queries around Elective Home Education   | <a href="mailto:EHE@leeds.gov.uk">EHE@leeds.gov.uk</a>  |
| Children Missing Education (CME)    | Referrals for children missing education | 0113 378 9686<br><a href="mailto:CME@leeds.gov.uk">CME@leeds.gov.uk</a>   |
| Education Safeguarding Team         | Advice / Training / Safeguarding Audit   | 0113 3789685<br><a href="mailto:estconsultation@leeds.gov.uk">estconsultation@leeds.gov.uk</a>                  |

### 2. Policy Statement

Greenside Primary School seeks to ensure that all its pupils receive an education which enables them to reach their full potential. There is a strong link between good attendance and increased 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.

Greenside Primary School 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.

By working in partnership with parents/carers and other agencies, we ensure that we have clear and robust strategies in place to manage and promote regular attendance for all students at Greenside Primary School.

We are committed to a whole school approach to attendance and a partnership relationship with parents and carers.

This attendance policy is part of broader suite of safeguarding policies and should not be viewed in isolation. Safeguarding policies include the Child Protection Policy, Anti-bullying Policy and Behaviour Policy.

### **3. Aims**

3.1 The school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of their responsibilities with respect to Attendance and understand the correlation with safeguarding.
- Parents, carers and pupils are informed about the procedures for attendance and take an active role in promoting good attendance and punctuality.
- Pupils who achieve attendance and punctuality targets throughout the academic year are recognised and rewarded.

3.2 The responsibilities set out in this policy apply (as appropriate) to all members of the school community including pupils, parents, staff and governors. It is fully incorporated into the whole school ethos and culture.

### **4. Legislation and Guidance**

4.1 This policy is based on the Department for Education's guidance [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/123456/Working_together_to_improve_school_attendance.pdf)

4.2 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/carers 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/carers fulfil their legal responsibilities.
- Failure by parents/carers to ensure the regular attendance at school of a registered pupil is an offence punishable by law.

## 5. Partnership Expectations

|  |
|--|
| <b>What the school expects of our pupils</b>   |
| That pupils attend regularly, on time and ready to learn   |
| Pupils are prepared for the day with appropriate equipment   |
| Pupils who arrive after 8.45am must report to the office with a parent/carer to provide a reason   |
| Pupils know that they can confide in any member of staff if there is any problem which may prevent them from attending school                        |
| <b>What the school expects of parents/carers</b>   |
| Ensure that their children attend school regularly and on time to fulfil their legal responsibility  |
| Notify the school office on the first day of absence, and any subsequent days, providing a reason or update on each occasion                         |
| Complete a request form for absence in term time for <b>exceptional</b> circumstances  |
| Supply medical evidence when required  |
| Ensure all parental and child contact details are up to date   |
| Provide school with at least two emergency contact details   |
| Know they can confide in any relevant members of staff if they know of any problem which may prevent their child/ren from attending                  |
| <b>What the parents/carers can expect from the school</b>  |
| A broad, balanced education  |
| Encouragement and rewards for good attendance and punctuality at school  |
| Prompt action when a problem has been identified   |
| Efficient and accurate recording and monitoring of attendance  |
| Contact with parents and carers on the first day when absence is unexplained   |
| Liaison with officers from the Local Authority from a variety of teams to assist and support families where needed                                   |
| Regular communication with parents and carers via text messages, emails, letters, phone calls, face-to-face meetings, home visits and welfare checks |

## 6 Roles and responsibilities

### 6.1 Headteacher

The Head 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 2023. [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- 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 - [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- 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, pupils, 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, pupils, 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.

## **6.2 The School Senior Attendance Champion (Senior Leadership Team)**

The School Senior Attendance Champion is responsible for:

- Implementing the policy with the Head.
- Offering a clear vision for attendance improvement.
- Championing and improving attendance.
- Ensuring the practice that is in place to address persistent and severe absence is robust.
- Evaluating and monitoring expectations and processes
- Oversight of 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.
  - 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 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, the Governing Body and the Local Authority.
- Ensuring a positive working relationship with the School Attendance Service is fostered, including attending Attendance Targeted Support Meetings.
- Communicating messages to pupils and parents/carers.
- If required, holding regular meetings with the parents of pupils 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.

### **6.3 Teaching staff**

Teaching staff 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 and once during the afternoon session and are accurate and up to-date.
- Reviewing class and individual attendance patterns.
- Informing the school attendance team of any concerns.
- Emphasizing with pupils the importance of punctuality and good attendance.
- Reminding parents/carers of their commitment to this policy.
- Building respectful relationships with staff, pupils, 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, pupils, and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- Holding regular meetings with the parents/carers of pupils whom the school (and/or Local Authority) consider to be vulnerable or who are persistently or severely absent to discuss attendance and engagement at school.
- 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.
- 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:
  - treat pupils with dignity
  - build relationships rooted in mutual respect and observe proper boundaries

- take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence
- handle confidential information sensitively
- understand 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
- communicate effectively with families regarding pupils' attendance and well-being
- Rehearse and reinforce attendance and punctuality expectations continually.
- Emphasize the importance of attendance and its impact on attainment.
- Promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom.
- Promote rewards and celebrate progress but continue to outline sanctions.
- Apply rewards and sanctions consistently.
- Follow up on absence and lateness with pupils to identify barriers and reasons for absence.
- Contact parents and carers regarding absence and punctuality.
- Review form or tutor group attendance weekly to share data, identify issues, intervene early, and help set targets.
- Periodically review practice and consistency both across and between departments.
- Proactively promote attendance practice as part of staff induction.
- Consider the individual needs and vulnerabilities of pupils.

#### **6.4 Attendance and pastoral staff**

Attendance and pastoral staff 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. If absence continues without explanation, further contact should be made to ensure safeguarding.
- Identifying any absences that are not explained for each session and contacting parents/carers to understand why, and when the pupil will return to school.
- Where absences are recorded as unexplained in the attendance inputting the correct code as soon as the reason is ascertained, but no later than 5 school days after the session.
- Keeping parents/carers informed on a regular basis of their child's attendance and absence record (this should be communicated to parents/carers 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).
- Holding regular meetings with the parents/carers of pupils whom the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Identifying pupils who need support from wider partners as quickly as possible and making the necessary referrals.
- Undertaking home visits in line with safeguarding responsibilities to engage families and ensure children are safe.

- 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.
- Where pupils have additional vulnerabilities, which may require multi-agency meetings trying to arrange those meetings outside of lesson time, where possible.

The Attendance Team are Mrs Middleton and Mrs Knowles. If you require any advice or support with regards to your child/ren's attendance, please do not hesitate to contact us on 0113 257 4509. Or, alternatively, email [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org) or [familysupport@greenside-sch.org](mailto:familysupport@greenside-sch.org)

### 6.5 Office Staff

Office staff are responsible for:

- Listening to voicemails from parents/carers about absence on a day-to-day basis
- Monitoring emails from parents/carers about absence on a day-to-day basis
- Transferring calls from parents/carers to the attendance team in order to provide them with more detailed support on attendance.
- Ensuring regular, efficient and accurate recordings of attendance and lateness.

### 6.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends school on time, every day.
- Call or email the school office to report the reason for their child's absence **before 8.45am** on the day of the absence and each subsequent day of absence, giving an update and advising when they are expected to return.
- Complete a request form for absence in term time for **exceptional** circumstances.
- Supply medical evidence when required.
- Ensure all parental and child contact details are up to date.
- Provide the school with at least **two** emergency contact numbers for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Keep the school informed in cases of lengthy absence so that work can be sent home if appropriate and in order for the school to be prepared for the child's return.
- Accompany their child to the school office if they arrive late, providing a reason for lateness.

### 6.7 Pupils

Pupils are expected to:

- Attend school on time, every day and ready to learn.
- Be prepared for the day with the appropriate equipment.
- Report to the school office with a parent/carer, if arriving after 8.45am, to provide a reason.
- Know that they can confide in any member of staff if there is any problem which may prevent them from attending school

### **For pupils at risk of persistent absence**

- Providing regular attendance reports to facilitate weekly reviews with leaders (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:

- text messages
- letters home
- attendance meetings
- 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 to leaders 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.
- Liaising with school leaders (designated safeguarding, SENDco and pastoral leads) on referrals to external agencies and multi-agency assessments.
- 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 to leaders on the impact of action plans and interventions.

## **7 Attendance procedures**

Please be aware that Greenside Primary School views the attendance of **Reception children** with equal importance to the attendance of children throughout the school. Full time education becomes statutory in the term after a child turns five years old. However, in accepting a place in Reception, we expect all children to attend every day, arrive on time and parents/carers to commit themselves fully to the education of their child/ren. Good attendance and punctuality are an integral part of a child's educational development and progress. In that respect, parents/carers and the school enter into an agreement to adhere to the school's attendance policy.

School's expectations with regards to a child's attendance and punctuality are the same as for any child attending Greenside Primary School. The School Attendance Team will monitor attendance in Reception in the same way as the rest of school. We will aim at all times to work positively with families to ensure regular and consistent attendance and to support families in developing a positive approach to attendance from the very beginning of a child's school life. Any child's attendance causing concern will be monitored and addressed in line with the attendance policy.

### 7.1 Registration

- Registration takes place each morning at 8.45am and each afternoon at 1.15pm.
- Class teachers will enter a present mark (/) on the register for each pupil present and an absent mark (N) for any pupil that is absent.

### 7.2 Responding to lateness

- Parent/carers should inform the school office immediately and provide a reason if their child is going to be late.
- Any children who arrive after 8.45am **must** always report to the school office **accompanied by a parent/carer**.
- Pupils arriving after 8.45am are deemed to be late and will be marked as L code with the total number of minutes late being recorded.
- After 9.15am (and after 1.45pm for the afternoon session) the pupil is deemed to be late/absent. Any pupil arriving in school after these times will be signed in at the school office and marked as U code on the register which will affect their attendance percentage.
- Parents/carers will be contacted by a member of the attendance team if their child is persistently late.
  
- While it is important that your child attends school on time in the morning, it is also equally important that they are **collected promptly at the end of the school day**. We understand that unforeseen circumstances can arise, and are sometimes unavoidable, however we are monitoring late collections and our family support team could be in touch if we are concerned.

### 7.3 Responding to absence

- Parent/cares **must** call or email the school office before 8.45am to report their child's absence and provide a reason. This must be done on each day the child is absent.
- If your child is absent and school have not been informed, the attendance team will investigate the reason for your child's absence and you will receive a check in phone call.
- If we are still unaware of your child's whereabouts, we will phone your child's other emergency contacts.
- If this is unsuccessful and we are concerned, we will carry out a welfare check at your home address and may request the support of other agencies (including police, social care, School Attendance Service)
- Repeated absences will lead to detailed monitoring and support being offered by the school attendance staff.
- Targets for improvement will be clear and communicated to pupil and parent/carer.
- School will organise meetings with parents/carers to review and improve attendance.
- If attendance does not improve, school will refer to the local authority for legal action.

### 7.4 Working with the Local Authorities School Attendance Service

- School works in partnership with the statutory School Attendance Service to devise a strategic approach to attendance through Register Checks and Targeted Support Meetings.
- The Headteacher/Senior Attendance Champion (SLT) and the Attendance school staff 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.
- Action plans will be developed for persistently and severely absent pupils.
- If parents/carers do not proactively engage with support offered through the action plan, then formal legal intervention may be requested from the School Attendance Service. Statutory intervention can include

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

## **8 Authorised and unauthorised and absence**

### **8.1 Authorised absence**

Absences can be authorised in some circumstances. Authorised absence is defined as:

- Genuine illness (and medical proof can be provided if requested)
- Medical or dental appointments (where possible routine appointments should be arranged out of school time)
- Bereavement (at the Headteacher's discretion)
- Religious observance (the day must be exclusively set apart for religious observance by the religious body to which the parents/carers belong)
- Approved leave in term time where there are exceptional circumstances, as agreed in advance by the Headteacher
- The pupil has a local authority licence to take part in a public performance and the school has granted leave of absence

### **8.2 Unauthorised absence**

Unauthorised absence is defined as:

- Being late after the registers have closed - 'U' code
- Staying at home to care for younger children or sick relatives
- Going shopping or having a haircut
- Where no explanation is offered by the parent or carer
- Where the school is not satisfied with an explanation offered
- Special occasions e.g. birthdays/weddings
- Holidays/leave in term time
- Taking the rest of the day off before or after a medical appointment
- Translating for family members
- Visiting sick relatives
- Exceptional term time leave longer than agreed by the Headteacher
- Waking up late and not coming to school
- Not attending school due to the weather when school is open
- Staying at home for deliveries or whilst maintenance is carried out
- Any absence where a pupil's attendance is below 90% and no reasonable proof has been provided for their absence

### **8.3 Leave of Absence**

Due to national legislation, by law, schools are not allowed to authorise requests for children to be taken out of school unless there are exceptional circumstances. Greenside Primary School expect parents/carers to take their holidays during the approved school breaks. It should be noted that there

are 175 days each year when your child does not attend school therefore, no child is expected to be absent from school during term time and parents/carers **do not** have the right to take their child/ren out of school.

If you wish to take your child/ren out of school, due to exceptional circumstances, then parents/carers must complete a leave of absence request form **prior to the absence**. This is available from the school office, or on our website, and needs completing and returning to the school office. When considering any request for exceptional leave, the Headteacher will look at the reason for the request and consider each case individually.

If the exceptional leave is **approved** by the Headteacher, a letter and a copy of the leave of absence request form will be sent to parents/carers and leave will be marked as **authorised**.

If the exceptional leave is **not approved** by the Headteacher, a letter and a copy of leave of absence request form will be sent to parents/carers and leave will be marked as **unauthorised**.

If a parent/carer chooses to take their child out of school without permission, the school will inform the local authority of any unauthorised absences that include, and exceed, 5 days (10 school sessions) within a 10-week period. Penalty Notices are issued by Leeds City Council on our behalf.

- *First offence - The first time a Penalty Notice is issued the amount will be £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - The second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. **A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

If a child fails to return to school on the agreed date, following a period of either authorised or unauthorised absence, their absence will be recorded as unauthorised and further proof of absence will be requested.

#### **8.4 Other Exceptional Circumstances**

There may be instances where school is forced to close unexpectedly due to exceptional circumstances. Examples of this include, but are not limited to, adverse weather (e.g. snow, flooding) or if the school is deemed unsuitable due to lack of electricity, running water or other amenities. In these circumstances all pupils will be marked accordingly on the register and this will not affect their overall attendance figures.

### **9 Children Missing 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 LA procedure and contact: [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk). Tel: 0113 3789686.

### **Advice and Support**

If you require any advice or support with regards to your child/ren’s attendance, please do not hesitate to contact Mrs Middleton or Mrs Knowles on 0113 2574509. Or, alternatively, email [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org) or [familysupport@greenside-sch.org](mailto:familysupport@greenside-sch.org)

| <b>Key to Codes</b> |   |
|---------------------|---|
| /                   | Present (AM)  |
| \                   | Present (PM)  |
| B                   | Attending any other Approved Educational Activity             |
| C                   | Other Authorised Circumstances                                |
| C1                  | Leave of absence - regulated performance or employment abroad |
| C2                  | Leave of absence - part-time timetable                        |
| D                   | Dual registration (attending other estab.)                    |
| E                   | Suspended or excluded without alternative provision           |
| G                   | Family holiday (not agreed or days in excess)                 |
| I                   | Illness (not med/dental appointments)                         |
| J1                  | Leave of absence - Interview for employment or transfer       |
| K                   | Attending alternative provision arranged by the LA            |
| L                   | Late (before registers closed)                                |
| M                   | Medical/Dental appointment                                    |
| N                   | No reason yet provided for absence                            |
| O                   | Absent in other or unknown circumstances                      |
| P                   | Participating in a sporting activity                          |
| Q                   | Unable to attend - lack of access arrangement                 |
| R                   | Religious observance  |
| S                   | Study leave for public examination                            |
| T                   | Travelling with parent for occupational purposes              |
| U                   | Late (after registers closed)                                 |
| V                   | Attending an educational visit or trip                        |
| W                   | Attending work experience                                     |
| X                   | Not required to attend - non-compulsory school age pupil      |
| Y1                  | Unable to attend - normal transport not available             |
| Y2                  | Unable to attend - widespread travel disruption               |
| Y3                  | Unable to attend - unavoidable partial closure                |
| Y4                  | Unable to attend - unavoidable full closure                   |
| Y5                  | Unable to attend - criminal justice detention                 |
| Y6                  | Unable to attend - public health Guidance/Law                 |
| Y7                  | Unable to attend - unavoidable other than Y1-Y6               |
| Z                   | Pupil not on roll   |
| 7                   | Illness due to Covid 19                                       |
| 8                   | Self-isolating due to Covid 19                                |
| 9                   | Shielding due to Covid 19                                     |
| -                   | All should attend / No mark recorded                          |
| #                   | Planned whole school closure                                  |

## Appendix 2 – Exceptional Leave



## Leave of Absence Request

|  |                    |  |               |
|--|--------------------|--|---------------|
| <b>SCHOOL:</b>   |                    | <b>DATE OF REQUEST:</b>                    |               |
| <b>First Name</b>  | <b>Surname</b>     | <b>Date of Birth</b>                       | <b>Class</b>  |
|  |                    |  |               |
|  |                    |  |               |
|  |                    |  |               |
| <b>Leaving date:</b>   |                    | <b>Date due back in school:</b>            |               |
| <b>Length of absence applied for (number of school days only):</b>   |                    |  | <b>days</b>   |
| <b>Siblings in other schools: Please note this information may be shared with the attendance lead in the siblings' school.</b> | <b>First Name</b>  | <b>Surname</b>                             | <b>School</b> |
|  |                    |  |               |
|  |                    |  |               |
|  |                    |  |               |
| <b>Contact Details</b>   |                    |  |               |
| <b>Parents: (eg. Mother, Father, Grandparent, Carer):</b>  | <b>First name:</b> | <b>First name:</b>                         |               |
|  | <b>Surname:</b>    | <b>Surname:</b>                            |               |
|  | <b>Address:</b>    | <b>Address:</b>                            |               |
|  | <b>Postcode:</b>   | <b>Postcode:</b>                           |               |
|  | <b>Email:</b>      | <b>Email:</b>                              |               |
|  | <b>Mobile:</b>     | <b>Mobile:</b>                             |               |
| <b>Reason for absence including full explanation (use a separate sheet of paper if necessary)</b>                              |                    |  |               |
| The exceptional circumstances are...   |                    |  |               |
| <b>Point of departure (eg. Airport, Coach, Train Station, etc.):</b>   |                    | <b>Destination:</b>                        |               |
|  |                    |  |               |
| <b>Time of departure:</b>  |                    | <b>Flight numbers and name of airline:</b> |               |
|  |                    |  |               |



## Appendix 3a – Leave of Absence (Not Approved)



Headteacher: Mrs Sarah Fuller  
Co - Deputy Head: Mr Dale Lockwood  
Co - Deputy Head: Mrs Emily Hair  
Greenside Primary School  
Chapeltown  
Pudsey  
Leeds  
LS28 8NZ  
Tel: 0113 257 4509  
Email: [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org)  
Website: <http://www.greenside-sch.org>

Date

Dear Parent/Carer,

Please find attached your leave of absence request. Amendments to the Education (Pupil Registration) Regulations in relation to term time holidays on 1st September 2013, make it clear that schools are no longer allowed to authorise holidays during term time. As a result, only exceptional circumstance leave can be authorised by the Headteacher and must be applied for prior to the leave being taken. This application has been declined because we do not deem holidays to be exceptional circumstances and therefore, this leave if taken will be recorded as unauthorised and could incur a penalty notice.

Penalty Notices are issued by Leeds City Council on our behalf.

- *First offence - The first time a Penalty Notice is issued the amount will be £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - The second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. **A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

If you feel that you have further exceptional circumstances that you have not informed us of with regards to your request, I would ask that you submit your reasons to school in writing within the next 5 (school) days from the date of this letter.

Please do not hesitate to contact the school if you have any queries that you would like to discuss about this matter.

Your sincerely,

Mrs Fuller  
Headteacher

## Appendix 3b – Leave of Absence (Not Requested)



Headteacher: Mrs Sarah Fuller  
Co - Deputy Head: Mr Dale Lockwood  
Co - Deputy Head: Mrs Emily Hair  
Greenside Primary School  
Chapelton  
Pudsey  
Leeds  
LS28 8NZ  
Tel: 0113 257 4509  
Email: [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org)  
Website: <http://www.greenside-sch.org>

Date

Dear Parent/Carer,

We understand that you have recently taken your child out of school for a holiday in term time. We believe this to be the case because *(enter the reason why you believe they have been on holiday i.e. parent or child told the school on their return that they had been on holiday)*

Amendments to the Education (Pupil Registration) Regulations in relation to term time holidays on 1st September 2013 make it clear that schools are no longer allowed to authorise holidays during term time. As a result, only exceptional circumstance leave can be authorised by the Head Teacher and must be applied for prior to the leave being taken.

Your child's leave of absence from school was not requested and we have had no notification of any exceptional circumstances therefore, the absence will be recorded as unauthorised and you could receive a Penalty Notice.

Penalty Notices are issued by Leeds City Council on our behalf.

- *First offence - The first time a Penalty Notice is issued the amount will be £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - The second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. **A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

If you feel that you have exceptional circumstances that you have not informed us of with regards to this holiday, I would ask that you submit your reasons to the school in writing within the next 5 (school) days from the date of this letter.

Please do not hesitate to contact school if you have any queries that you would like to discuss about this matter.

Your sincerely,

Mrs Fuller  
Headteacher

## Appendix 4 - Text Messages

*Thank you for letting us know your child is absent today. We hope #NAME is feeling better soon.*

**(to be sent to parents/carers who have let us know their child is absent)**

*Reminder-You must contact the school office each day your child is absent. Please phone 01132574509 (option 1) or email [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org).*

**(to be sent to parents/carers who have not let us know their child is absent)**

*Our school office has tried to contact you regarding your child's absence. If we do not hear from you it will be recorded as unauthorised. Thank you.*

**(to be sent to parents/carers who have not let us know and who we can't get hold of when we phone)**

*Our school office has tried to contact you. Your child's absence will be unauthorised and a Welfare Check may be undertaken at your home address.*

**(to be sent to parents/carers when we have tried phoning all contacts and still don't have a reason for absence)**

**Attendance Text – Percentage Under 90% (weekly)** #NAME's attendance is XXXXX% which is below our 97% target. Please let us know if we can offer any support. Thank you.

**Attendance Text – Percentage Under 97% (mid-half term)** We need to make you aware #NAME's attendance is XXXXX%. Please let us know if we can offer any support. Kind regards, The Attendance Team.

**Attendance Text – Punctuality (daily)** School starts at 8.45am, doors open at 8.40am. Your child was late today. Please ensure they attend school regularly, on time and ready to learn.

**Attendance Text – Punctuality (weekly)** Your child was late on X occasions last week for a total of X minutes. Please ensure they attend school regularly, on time and ready to learn.

**Attendance Text – Punctuality (half termly)** Due to lateness, #NAME missed XX minutes this half term. Please ensure they attend school regularly, on time and ready to learn.

**Appendix 5a – Under 90% Attendance Letter (half termly)**



**Headteacher: Mrs Sarah Fuller**  
**Deputy Head: Mr Dale Lockwood**  
**Greenside Primary School**  
**Chapeltown**  
**Pudsey**  
**Leeds**  
**LS28 8NZ**  
**Tel: 0113 257 4509**  
**Email: [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org)**  
**Website: <http://www.greenside-sch.org>**

Dear Parent/Carer of **child's first name child's last name**,

As the Attendance Team for Greenside Primary School, one of our roles is to support children and families with their attendance. As a school, we aim for attendance to be above 96%.

Between **date and date**, **name's** attendance was **XXX%**. Whilst we are sure there are clear and valid reasons for this, it is our duty to inform and report on attendance.

In line with our attendance policy, school will not be able to authorise any future absences without valid proof.

If appropriate, we may also contact you to discuss how school can help to improve your child's attendance.

If you feel that we can support with your child's attendance in any way, please do not hesitate to contact us on 0113 2574509. Or, alternatively, email [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org) or [familysupport@greenside-sch.org](mailto:familysupport@greenside-sch.org)

Kind regards,

Miss Brown  
Child and Family Support Worker/Attendance Officer

Mrs Knowles  
Administration Assistant/Attendance Officer

***We are obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Education Authority.***

**Appendix 5b – Under 97% Attendance Letter (half termly)**



**Headteacher: Mrs Sarah Fuller**  
**Deputy Head: Mr Dale Lockwood**  
**Greenside Primary School**  
**Chapeltown**  
**Pudsey**  
**Leeds**  
**LS28 8NZ**  
**Tel: 0113 257 4509**  
**Email: [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org)**  
**Website: <http://www.greenside-sch.org>**

Dear Parent/Carer of **Child's First Name Child's Last Name**,

As the Attendance Team for Greenside Primary School, one of our roles is to support children and families with their attendance. As a school, we aim for attendance to be above 96%.

Between **date and date**, **name's** attendance was **XXX%**. Whilst we are sure there are clear and valid reasons for this, it is our duty to inform and report on attendance.

If you feel that we can support with your child's attendance in any way, please do not hesitate to contact us on 0113 2574509. Or, alternatively, email [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org) or [familysupport@greenside-sch.org](mailto:familysupport@greenside-sch.org)

Kind regards,

Miss Brown  
Child and Family Support Worker/Attendance Officer

Mrs Knowles  
Administration Assistant/Attendance Officer

## Appendix 6 – Letters you may receive if we are/have been concerned about your child’s attendance



Headteacher: Mrs Sarah Fuller  
Co - Deputy Head: Mr Dale Lockwood  
Co - Deputy Head: Mrs Emily Hair  
Greenside Primary School  
Chapelton  
Pudsey  
Leeds  
LS28 8NZ  
Tel: 0113 257 4509  
Email: [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org)  
Website: <http://www.greenside-sch.org>

Date

Dear Parent/Carer of FORENAME SURNAME,

Following on from our letter dated Friday 25<sup>th</sup> October 2024, you will be aware that the role of our school Attendance Team is to support children and families with their attendance.

**Through monitoring we are pleased to inform you that, between 21.10.2024 and 22.11.2024, NAME’s attendance was X% and we would like to thank you for your support in ensuring your child attends school regularly, on time and ready to learn.**

NAME’s overall attendance for this academic year, 02.09.2024 and 22.11.2024, is X%.

We will continue to monitor your child’s attendance and you may still receive our attendance messages. If you feel that we can offer any further support, please do not hesitate to contact us on 0113 2574509 or email [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org) or [familysupport@greenside-sch.org](mailto:familysupport@greenside-sch.org).

[You can also find lots of useful information on the attendance page of our website https://www.greenside-sch.org/attendance-1/](https://www.greenside-sch.org/attendance-1/)

Kind regards,

Miss Brown  
Child and Family Support Worker/Attendance Officer

Mrs Knowles  
Administration Assistant/Attendance Officer

***We are obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Education Authority.***



Headteacher: Mrs Sarah Fuller  
Co - Deputy Head: Mr Dale Lockwood  
Co - Deputy Head: Mrs Emily Hair  
Greenside Primary School  
Chapelton  
Pudsey  
Leeds  
LS28 8NZ  
Tel: 0113 257 4509  
Email: [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org)  
Website: <http://www.greenside-sch.org>

Date

Dear Parent/Carer of FORNAME SURNAME,

Following on from our letter dated Friday 25<sup>th</sup> October 2024, you will be aware that the role of our school Attendance Team is to support children and families with their attendance. As a school, we aim for attendance to be above 96%.

Between 21.10.2024 and 22.11.2024, NAME's attendance was X%. **Unfortunately, we need to inform you that NAME's attendance has not improved and their overall attendance for this academic year, 02.09.2024 to 22.11.2024, is X%. Please see the attached registration certificate for details.**

For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend school regularly, on time and ready to learn.

We would like to invite you to attend a meeting with Miss Brown, our Child and Family Support Worker, to discuss any barriers and pinpoint what support we can offer.

**Your appointment has been made for \_\_\_\_\_ at \_\_\_\_\_.**

This is just an informal chat however, if you do not attend or your child's attendance does not improve, we will have no choice but to issue you with an official "Notice to Improve" letter which could then lead to a Penalty Notice (fine) or subsequent legal action.

If you are unable to make the appointment above, please do not hesitate to contact us on 0113 2574509 or email [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org) or [familysupport@greenside-sch.org](mailto:familysupport@greenside-sch.org) before DATE and TIME to [rearrange](#).

Kind regards,  
Miss Brown  
Child and Family Support Worker/Attendance Officer  
Mrs Knowles  
Administration Assistant/Attendance Officer

***We are obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Education Authority.***



Headteacher: Mrs Sarah Fuller  
Co - Deputy Head: Mr Dale Lockwood  
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LS28 8NZ  
Tel: 0113 257 4509  
Email: [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org)  
Website: <http://www.greenside-sch.org>

Date

Full name of parent/carer(s)  
Address of parent/carer

### **School Attendance Notice to Improve**

RE: **NAME OF PUPIL**  
Dear **(Add FULL name of parent/carer)**

For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend school on time, every day.  
If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent may be guilty of an offence under s.444 Education Act 1996.

You, «**FORENAME**» «**SURNAME**» are a parent/carer of «**PUPILS\_Name**», who is a registered pupil at «**School\_Name**». We have offered support to you and your family to try and help improve «**Pupils\_Name**»'s attendance, including:

#### **DETAIL ALL SUPPORT OFFERED**

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «**START\_DATE**» and «**END\_DATE**» the pupil failed to attend regularly at «**School\_Name**», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have twenty school days (4 school weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued, or legal action may commence.

If you wish to discuss this notice, or discuss what further support is available, please contact school as soon as possible.

Yours sincerely  
Mrs Fuller  
Headteacher



Headteacher: Mrs Sarah Fuller  
Deputy Head: Mr Dale Lockwood  
Greenside Primary School  
Chapelton  
Pudsey  
Leeds  
LS28 8NZ

Tel: 0113 257 4509

Email: [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org)

Website: <http://www.greenside-sch.org>

**Fast Track Letter 1**

Date

Parent/Carer Full Name

Address

City

Postcode

Re: **Pupil Full Name**

**DOB**

As the Attendance Team at Greenside Primary School, one of our roles is to support children and families with their attendance. We monitor our pupils' attendance regularly and follow up on any frequent or unauthorised absences.

Having recently completed a register check, we have noticed that between **date and date**, **name** had **number** unauthorised absences, which qualifies **him/her** for Fast Track. We enclosed an explanation of Fast Track and a copy of **name's** registration certificate for your information.

As a result of these concerns, **name's** attendance will be closely monitored for the next 20 school days (**date to date**), during which time school will only authorise absences if medical verification is provided. If **name's** attendance shows little or no improvement after the monitored period, you will be formally invited to a School Attendance Panel meeting in school to discuss and address the situation.

***We are obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Authority.***

We are here to support you and would like to work together in improving **name's** attendance. If you require any advice or support with regards to your child/ren's attendance, please do not hesitate to contact us on 0113 2574509. Or, alternatively, email [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org) or [familysupport@greenside-sch.org](mailto:familysupport@greenside-sch.org)

Yours sincerely,

Miss Brown (Family Support Worker and Attendance Officer) and  
Mrs Knowles (Attendance Officer)



Headteacher: Mrs Sarah Fuller  
Deputy Head: Mr Dale Lockwood  
Greenside Primary School  
Chapeltown  
Pudsey  
Leeds  
LS28 8NZ

Tel: 0113 257 4509

Email: [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org)

Website: <http://www.greenside-sch.org>

## Fast Track Letter 2

Date

Parent/Carer Full Name

Address

City

Postcode

Re: Pupil Full Name

DOB

Further to our previous letter advising you that Greenside Primary School is currently running Fast Track, and having recently completed a register check, we are concerned to note that **name** has had a further **number** unauthorised absence. We enclose an explanation of Fast Track and a copy of **his/her** registration certificate for your information.

As a result of these concerns and in order to discuss and address the situation, we would like to invite you to a Fast Track School Attendance Panel meeting to be held in school on **date/time**. Failure to provide an acceptable explanation for the absences may result in a Penalty Notice Warning letter being issued immediately following the meeting.

A Penalty Notice gives you the opportunity to discharge any liability to conviction for the offence of failing to ensure the pupil's regular attendance at school during the above period, by paying a penalty. *The amount of the penalty would be £80 or £160 in accordance with the following details: For a first offence if payment is made within 21 days from the date of issue, the amount of the fixed penalty is £80. If paid after 21 days, but within 28 days, the amount of the fixed penalty is £160. For a second offence within three years, the amount of the fixed penalty notice is £160 and there is no reduced early payment period. In the event of any further offence in a three year period of time, a penalty notice will not be issued and the case will be considered for potential legal action. This can result in a criminal record and fines of up to £1,000 plus costs.*

We would really like to work together to support you in improving **name's** attendance. If the above appointment is not convenient, please do not hesitate to contact us on 0113 257 4509 or, alternatively, email [admin.info@greenside-sch.org](mailto:admin.info@greenside-sch.org) or [familysupport@greenside-sch.org](mailto:familysupport@greenside-sch.org) before **date/time** to make an alternative arrangement, as the meeting will go ahead in your absence if you do not attend.

We look forward to meeting with you to discuss and support with **name's** attendance.

Yours sincerely,  
Mrs Fuller  
Headteacher