



Attendance Policy

Agreed at (please indicate with a *):

- Full Governing Body Meeting _____*
- Children and Learning Committee Meeting _____
- Resources Committee Meeting _____

Date: 3.12.25

Attendance Policy Contents

Section	Page Number
Introduction	3
Policy	3 - 12
Appendices	13 - 29

Attendance Policy

1. Introduction

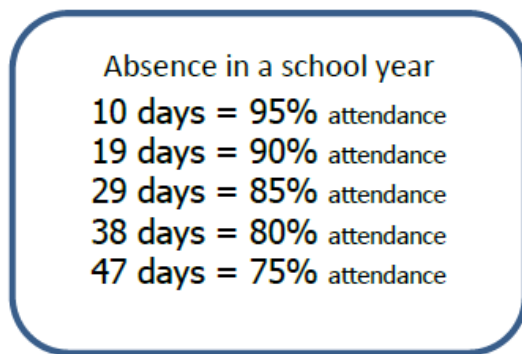
- a) Stamford Green Primary School and Nursery, along with Surrey County Council, firmly believe that all pupils benefit from regular school attendance. Full and regular attendance at school is crucial for a child's future life chances and establishes a positive work ethic early in life. To this end we will do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. Pupils will be expected to achieve 100% attendance but when absence is unavoidable, parents/carers will be required to inform the school at the earliest opportunity.
- b) Parents/Carers, whose children are of compulsory school age and are registered at a school, are responsible for ensuring that their children attend school regularly. If they do not do so they may be committing an offence under the Education Act 1996 and could be liable to prosecution or to be served with a Penalty Notice.

c) Why is attendance important? Our expectations

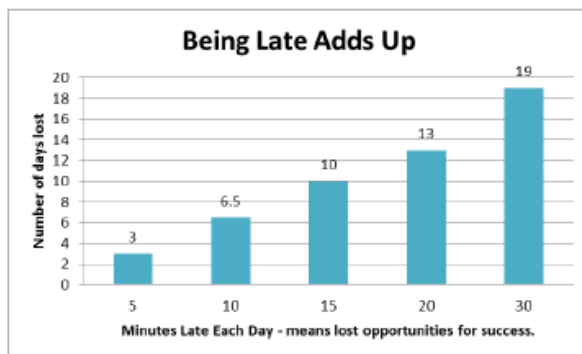
- i. All schools have a continuing responsibility to proactively manage and improve attendance across their school community.
 - ii. Attendance is the essential foundation to positive outcomes for all pupils including their safeguarding and welfare and should therefore be seen as everyone's responsibility in school.
 - iii. Children are entitled to a full-time education.
 - iv. We consistently promote the benefits of good attendance at school, set high expectations for every pupil, communicate those expectations clearly and consistently to pupils and parents, systematically analyse their data to identify patterns to target their improvement efforts, and work effectively with the council and other local partners to overcome barriers to attendance.
 - v. Young children find it very hard to get back into their friendship groups after a period of absence.
 - vi. Children who have poor attendance may find it hard to catch up on work they have missed this may result in gaps in their learning.
 - vii. School ensures that children have the best start in life and that they are equipped for succeeding both academically and socially. This means that they can achieve in their exams and manage relationships.
 - viii. The more school children miss, the harder it is to catch up. Statistics show that 90% of persistent absentees (those with attendance below 90%) fail to achieve five or more good GCSE grades or equivalent.
 - ix. Poor examination results limit young people's options. Good school outcomes are the passport into higher education and more life choices.
 - x. Keeping children away from school for no good reason is a criminal offence.
- d) Attendance cannot be seen in isolation and that the foundation to good attendance is a calm, orderly, safe and supportive environment in which all pupils can learn and thrive. The DfE 'Working Together to Improve School Attendance' guidance is clear that improving attendance must be a collaborative endeavour involving the teaching and non-teaching staff in a school, the governing body, the council and other local partners. To manage and improve attendance effectively, Stamford Green will:
- i. Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and work in partnership with families to remove them.

- ii. Develop and maintain a whole school culture that promotes the benefits of high attendance.
 - iii. Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence.
 - iv. Regularly monitor and analyse attendance and absence data to identify children that require support with their attendance and put effective strategies in place.
 - v. Be particularly mindful of pupils absent from school due to mental or physical ill health or their special educational needs and/or disabilities, and provide them with additional support where possible.
 - vi. Share information and work collaboratively with other schools in the area, the council, and other partners when absence is at risk of becoming persistent or severe.
- e) As absence is so often a symptom of wider issues families face, we try to work with parents/carers to understand the barriers and provide support. Where that is not successful, or is not engaged with, the law protects children's rights to an education and provides a range of legal interventions to formalise attendance improvements.

f)



g)



2. Parental responsibility and the law

- a) Parents/Carers, whose children are of compulsory school age and are registered at a school, are responsible for ensuring that their children attend school regularly. If they do not do so they may be committing an offence and could be liable to prosecution or be served with a penalty notice.
- b) Parents/Carers are responsible:

- i. To ensure that their child attends every day on time.
- ii. To inform the school by 8.30am if a child will be absent for any reason via the following Google Form and the Parent/Carers are asked to complete the form again for every day the child is unable to attend school.
<https://docs.google.com/forms/d/e/1FAIpQLSfH51vWt3MOEtgp4HC1ommqWMshq0kqH3z3qwUk4yosbhP1ZA/viewform> Please note that if the school is not satisfied about the authenticity of the reason for absence, the absence will be recorded as unauthorised.
- iii. Provide the school with more than one emergency contact number for their child and to ensure that any changes of contact details are communicated promptly.
- iv. Where possible, make appointments for their child are made outside of the school day.

3. Roles and Responsibilities

- a) The Data, Welfare and Attendance Officer (parents@stamford-green.surrey.sch.uk) is responsible for;
 - i. Ensuring that the daily registers are complete and accurate.
 - ii. The correct code is used to explain any absence.
 - iii. Identify any absences that are not explained for each session and contact parents (and where appropriate foster carers and/or social workers) to understand why and when the pupil will return. Where absence is recorded as unexplained in the attendance register, the correct code should be inputted as soon as the reason is ascertained, but no later than 5 working days after the session.
 - iv. Statutory data returns to Surrey County Council.
- b) Class teachers are responsible for:
 - i. Recording attendance accurately and punctually both morning and afternoon session on a daily basis.
 - ii. Encouraging good attendance and punctuality:
 - Children are greeted at the East, West and South gates by a member of staff including people from the Extended Leadership Team. Teachers meet the children at the classroom doors to provide a caring and welcoming learning environment.
 - Late and attendance information is reported to Parents/Carers at Consultation events in the termly school report.
 - Fortnightly monitoring of children with low attendance of 94% or below. Staff consider what families need to improve attendance.
 - Termly Targeted Support Meetings between the Attendance, Advice and Inclusion Officer, Deputy Headteacher: Engagement, Inclusion and Achievement and the school's Data, Attendance and Welfare Officer. These meetings aim to identify pupils and cohorts at risk of poor attendance, agree targeted actions, explore access to services for those pupils and advise on legal interventions.
 - Hold Attendance meetings with parent/carers of children who may be vulnerable, or are at risk or persistent absence, those who are already persistently or severely absent to discuss engagement at school.
 - Identify pupils who need support from wider partners as quickly as possible and make the necessary request for support.
 - Support pupils back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps.
 - Awarding 'Annabelle' (the attendance ape) and 'Pepe' (the punctuality puppy) to the class with the least amount of lates and highest attendance during the weekly celebration assembly. The 'winners' will be reported to Parents/Carers in the school newsletter.



- c) The Deputy Headteacher: Engagement, Inclusion and Achievement (parents@stamford-green.surrey.sch.uk) is responsible for;
- i. Leading, championing and improving attendance across the school.
 - ii. Regularly evaluating and monitoring expectations and processes.
 - iii. Establishing and maintaining effective systems for tackling absence, and making sure that they are followed by all staff.
 - iv. Building close and productive relationships with parents/carers to discuss and tackle attendance issues.
 - v. Some children face more complex barriers to attendance. This can include children who have long term physical or mental health conditions. In these situations, please contact Mrs Dray to discuss.
- d) The Headteacher is responsible for:
- i. Monitoring the impact of any implemented attendance strategies.
 - ii. Communicating the schools' high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels.
 - iii. To decide if an absence will be granted for specific circumstances using the [2024 school attendance regulations](#)
- e) The governors are responsible for:
- i. Ensuring that school leaders fulfil expectations and statutory duties;
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority.
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate.
 - ii. Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs.
 - iii. Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance.

4. Registers

- a) Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register.
- b) Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.
- c) Please see Appendix 2 for more information on categorisation of absence.

d) Any amendment to the attendance register will include:

- i. The original entry.
- ii. The amended entry.
- iii. The reason for the amendment.
- iv. The date on which the amendment was made.
- v. The name and position of the person who made the amendment.

5. Registration and Lateness

- a) It is expected that children will arrive at school on time. The school day begins at 8.35am, the attendance register will be closed, in the classroom, at 8.45am. The Lower West Gate and East Gate will close at 8.40am.
- b) Any child arriving at the East Gate or Lower West Gate between 8.45am and 9.15am will be signed in by a member of staff and recorded as late.
- c) The register will be taken at 8.45am. If a child arrives after 9.15am without an exceptional reason (See appendix 7), this will be recorded as an unauthorised absence. The pupil's name, and the time of arrival will be recorded using Inventory.
- d) In cases of persistent late arrival to school, along with advice from the Attendance, Advice and Inclusion Officer, the school will use the improvement system outlined in section 6 of this policy. If there is no improvement parents will be required to attend a panel meeting to explore strategies to improve promptness.
- e) In order to improve punctuality, all lateness will be reviewed at the weekly class teacher meeting.

6. Persistent and Severe Absence

- a) A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% or below for any reason whether the absences are authorised or not. Over a full academic year this would be 38 sessions (19 school days; equivalent to 1 day or more a fortnight across a full school year). Absence at this level is causing considerable damage to a child's educational prospects. It is expected that schools are monitoring the attendance of children at risk of becoming persistently absent and intervening at the earliest point to identify and resolve any barriers.
- b) Severe absence refers to pupils who are absent for 50% or more. Severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners.
- c) All partners should work together to make this group the top priority for support - this may include specific support with attendance or a whole family plan, but it may also include consideration for an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

7. Responding to Unexplained Absences/Non-Attendance/Low attendance

- a) Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best resolved between the school, the Parents/Carers and the child. If a child is reluctant to attend, it is unhelpful to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and can make things worse in the long run.
- b) If absences are due to illness, the school may liaise with the health professionals. The child may require a Health Care Plan.
- c) In line with the Education Regulations (Pupil Registration) 2006, all unexplained absences of 10 days or more are required to be reported to the Local Authority.
- d) In order to improve attendance, the following system will be used:

Universal Offer	<ul style="list-style-type: none">a) We maintain regular contact through calls and emails to build relationships and establish barriers. WE establish what school can support and what families can do to help themselves.b) We acknowledge lived experiences of the parents/carers.c) We agree targets with families to improve attendance and are clear with regards to actions if it doesn't.d) We have a daily robust monitoring of all pupils with clear follow up processes.e) We show empathy and understanding towards families using a supportive approach.f) All our children are welcomed – every day is a 'fresh' start.g) We demonstrate no blame attached to children for absence or lateness.h) We provide a safe, secure environment.i) We have trusted adults who aim to build a trusting relationship with children and their families.j) We provide PSHE/RSE provision.k) When a pupil does not attend school, we will respond by doing one or more of the following:<ul style="list-style-type: none">i. If the absence form has not been received from the Parent/Carer by 8.30am, the school's Data, Attendance and Welfare Officer will contact them or the other emergency contacts held by the school until we get a response and know that the child is safe.ii. If the school is not satisfied about the authenticity of the reason for absence, the absence will be recorded as unauthorised.
------------------------	--

	<ul style="list-style-type: none"> iii. If there is no response from any of the contacts held by the school, the Leadership and Management Team will be informed and this will result in a home visit to ascertain that the child is safe. iv. If there is no response from a home visit, all efforts will be made to establish the safety and wellbeing of the children. This may involve working with other agencies e.g. The police. v. For any children whose families are known, by the school, to be currently working in partnership with Children's Services an additional phone call to the named Social Worker/Family Support Worker will also be made. Equally for any children where the school has significant concerns, that are not currently working in partnership with Children's Services, an additional phone call into Children's Single point of Access (C-Spa) is likely to be made. The School may also seek further advice from the Attendance, Advice and Inclusion Officer and/or any other professional service they feel is appropriate. vi. Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education.
<p>Informal Support</p>	<ul style="list-style-type: none"> a) During fortnightly monitoring, the class teacher may identify a child who is at risk of becoming a persistent absentee, or has become persistently or severely absent and determine relevant actions to improve attendance. b) The class teacher will meet with family and complete an Attendance Assessment to understand what the barriers are and identify any patterns of absence. c) Support will be considered such as reduced timetables, changes in class etc. d) The completed Attendance Assessment will be shared with the Deputy Headteacher: Engagement, Inclusion and Achievement. e) Parents/Carers will be signposted to other agencies as appropriate and any referrals made. f) A letter of expectations regarding attendance will be issued. g) If there are concerns that illness is being used as an excuse, a 'Request for Medical Evidence' letter may be issued. In the absence of medical evidence, any further absences will be recorded as unauthorised.
<p>Formal support through Attendance Agreement</p>	<ul style="list-style-type: none"> a) Parents/Carers will be invited to a school attendance meeting. The purpose of the meeting is to discuss attendance concerns and put in place an Attendance Agreement. b) Key professionals may be invited e.g. health, social care in order

	<p>to ensure any of the school barriers can be addressed.</p> <p>c) Support will be considered such as reduced timetables, changes in class etc.</p> <p>d) A letter of a ' Notice to Improve' will be issued.</p> <p>e) Where Parents/Carers do not attend initial meeting, they should be given at least one further opportunity to meet before issuing a 'Notice to Improve' letter.</p> <p>f) Raise for discussion at Targeted Support Meeting or seek advice from Surrey Attendance Service</p> <p>g) After a monitoring period, if appropriate, a meeting will be arranged to review the Attendance Agreement.</p> <p>h) If there is no improvement in attendance schools should consider requesting either a Penalty Notice be issued, or SAS consider prosecution.</p>
--	---

8. Attendance Assessment (Informal Support)

- a) The Attendance Assessment will support Stamford Green to explore and record family dynamics and who is living in the family home. It will also help schools to investigate barriers to regular attendance and where additional support might be required to address the barriers.

9. Attendance Agreement (Formal Support)

- a) To address irregular attendance, schools can implement an Attendance Agreement under section 19(2) of the Ant-Social Behaviour Act 2003. These are formal written agreements between the school and the parent/carer.
- b) Parents/Carers cannot be compelled to enter an Attendance Agreement. If they decline this should be formally recorded as an intervention by school. Where Parents/Carers do not attend Attendance Agreement meetings without notification or good reason, the school should make further attempts to contact them and arrange another meeting.
- c) Attendance Agreements do not have a minimum or maximum duration. Each individual Attendance Agreement should set out the duration it will be in place, and most are for between 3 and 12 months but can be longer if needed.

10. Pupils with medical conditions or special educational needs and disabilities

- a) Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities.
- b) Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil.
- c) When considering barriers to children accessing their full time education, Stamford Green will:
- i. Make reasonable adjustments where a pupil has a disability or put in place an individual healthcare plan where needed.
 - ii. Work with parents/carers to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed.
 - iii. Help support routines and encourage families to make medical appointments outside of the main school day where possible.

- iv. Establish strategies for removing the in-school barriers these pupils face, including considering support or reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
 - v. Consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance.
 - vi. Ensure data is regularly monitored for these groups including at governing body meetings and in Targeting Support Meetings with the council so that additional support from other partners is accessed where necessary.
- d) Pupils with long term illnesses or other health needs may need additional support to continue their education, such as alternative provision provided by the council.
 - e) The council is responsible for arranging suitable education for children of compulsory school age who, because of health reasons, would otherwise not receive suitable education.
https://www.surreylocaloffer.org.uk/_data/assets/pdf_file/0017/336140/Surrey-Medical-Policy-2022-V2-updated-Dec-2023.pdf

11. Exceptional Leave of Absence

- a) All holiday requests will be considered to be an unauthorised leave of absence by the Headteacher unless there are exceptional circumstances (See appendix 7). Any appeal will be heard by the Governing Body, whose decision will be final.
- b) All other requests for leave will be considered on a case by case basis by the Headteacher and must be exceptional circumstances (See Appendix 7). Again, in the case of an appeal, the decision of the Governing Body will be final.
- c) If a family needs to request a leave of absence in term-time, then a letter must be addressed to the Headteacher (parents@stamford-green.surrey.sch.uk) and preferably with at least two weeks' notice. All adults with parental responsibility must be aware of the request being submitted.

12. Dental and medical treatments

- a) Whilst the school will grant requests for absence for dental and medical treatments, Parents/Carers are encouraged, whenever possible, to book medical and dental appointments outside of the school day. When appointments during school hours are unavoidable, the school office should be notified in advance in writing, of the date and time of the appointment and when the child will be collected and/or returned to school. Evidence of the appointment may be requested.
- b) Please be aware that if appointments fall when the register is due to be taken then this will count as an absence.

13. Attendance, Advice and Inclusion Officer

- a) An Attendance, Advice and Inclusion Officer is provided by the Local Authority and supports schools. The Attendance, Advice and Inclusion Officer monitors the attendance of all children on a regular basis. They will work with school staff to promote good attendance.

14. Penalty Fines

- a) The Penalty Notice fines are as follows:
 - i. First Leave of Absence: £160, with a reduction to £80 if paid within 21 days (See Appendix 1)
 - ii. Second Leave of Absence Offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.

- iii. Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice). A Penalty Notice will not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.
- iv. See National Framework for Penalty Notices (from page 56) with Working Together to Improve School Attendance (<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>)

15. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Managing School Attendance – A practice guide for schools](#)

Appendix 1 – Penalty Notices

The Surrey Attendance Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and require the recipient to pay a fixed amount.

Circumstances when a Penalty Notices may be issued

1. Pupils identified by police and Surrey Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. The Education (Pupil Registration)(England)(Amendment) Regulations 2013, state that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head teacher is required to determine the number of school days a child can be away from school if leave is granted.

Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.

3. The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.
4. Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (Paragraph 2 above), parents/carers will be sent a 'Notice To Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

1. If a Parent/Carer has not incurred a penalty notice relating to the relevant child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per Parent/Carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and

the second penalty notice will be charged at the flat rate of £160.00, **per Parent/Carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per Parent/Carer per child**, in the Magistrates Court under s 444 Education Act 1996.

Appendix 2 – Categorisation of absence and attendance codes

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

a) **Unauthorised absence**

This is for those pupils where no reason has been provided (after a period of 10 school days from the date the absence took place), or whose absence is deemed to be without valid reason. This includes:

- i. Parents/carers keeping children off school unnecessarily
- ii. Absences which have never been properly explained
- iii. Shopping, looking after other children or birthdays
- iv. Excessive illness without medical evidence
- v. Any absence which has not been explained by the parent by 10.00am

b) **Authorised Absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

c) **Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- i. Work experience placements
- ii. Field trips and educational visits
- iii. Sporting activities
- iv. Link courses or approved education off site
- v. Most types of dual registration

Register Completion

All pupils must be given a registration mark each day. There are two sessions that require a registration mark.

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity

		<i>The B code cannot be used for pupils who are receiving online learning within the home.</i>
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
C1*	Leave of absence for a regulated performance or regulated employment abroad.	Authorised absence
C2*	Leave of absence for a child on a part time timetable	Authorised absence. Part time timetables should only be used as temporary measure and parental consent is required. The timetable should be frequently reviewed. Unauthorised sessions should be recorded if the child fails to attend expected sessions.
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview (Pupil has an interview)	Approved Education Activity
K*	Alternative provision arranged by the Local Authority to ensure Section 19 duties met.	Approved alternative provider
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity

Q*	Unable to attend to lack of access arrangements	Authorised absence. Implications for LA as they have responsibility to expedite access and must consider safeguarding risks.
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Y1*	Normal transport arrangements unavailable	Not counted in possible attendances
Y2*	Unable to attend due to widespread travel disruption	Not counted in possible attendances
Y3*	Unable to attend due to part of school premises being closed	Not counted in possible attendances
Y4*	Unable to attend due to whole school unexpectedly being closed	Not counted in possible attendances
Y5*	Unable to attend due to being criminally detained	Not counted in possible attendances
Y6*	Unable to attend in accordance with public health guidance, or law	Not counted in possible attendances
Y7*	Unable to attend because of any other unavoidable cause	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

*Attendance coding changed August 2024



Attendance Assessment

Informal Support

Date Assessment Completed	
Name of staff member completing assessment	

Section 1 - Family details

Child's name		SEND	
Class		Receipt of DLA	

Parent/Carers/Siblings living in the home address:

Full Name	Relationship to Child	DOB	PR	First Language

Parent/Carers not living in the family home

Full name	Relationship to child	DOB	Address	Frequency of contact with child

Who else is working with the family (Please add additional boxes for number of people working with family)

Name		Role	
Name		Role	
Name		Role	
Name		Role	

Summarise the reason for undertaking this assessment.

Current Attendance %	Authorised %	Unauthorised %	PA – Y/N SA – Y/N
Last year's Attendance %			PA – Y/N SA – Y/N
Punctuality	No of lates before the close of registration (L)		No of lates after the close of registration (U)

Health

Name of child's GP		Address of surgery	
Any ongoing health issues			

Section 2 –Assessment/identified barriers to regular school attendance

Child's needs, family and environment factors/ school/ education factors

Barriers to accessing education

Actions to be taken and by whom

ADDITIONAL NOTES

Section 3 – Consent and information sharing

I/we understand that I/we have a legal responsibility to ensure our child(ren) attend school regularly and that legal action may be taken if our child(ren) is absent from school without good reason.

I am/we are aware that registration at Stamford Green is at 8.35am. If my child arrives after 9.15am they are recorded as absent for that session.

Name:	Parent/Carers/Young Person Signature:	Date:

Name:	School Representative Signature	Date:

Appendix 4

Attendance Agreement:

Name	Class	Class Teacher

At Stamford Green, we believe that excellent attendance is essential to a child's success at school. With this in mind, in some cases, where there has been historical low attendance, we specify an attendance contract for parents and children. The aim of the agreement is to:

- Ensure that parents/carers and their children are clear about the expectations for attendance.
- Ensure that parents/carers are clear that Stamford Green takes attendance seriously and will use the full support system, including issuing fixed penalty notices.
- Adhere to our School Attendance Policy
<https://www.stamford-green.surrey.sch.uk/page/?title=Policies+and+Procedures&pid=76>

Parent/Carers

I/we will:

- Ensure that my/our child always arrives to school on time (8.35am to 8.40am)
- Ensure that my/our child achieves a minimum of 97% attendance and support the school with its efforts to improve levels of attendance and punctuality.
- Ensure that I/we inform the school by 8.45am if my/our child will be absent for any reason via the following Google Form and the Parent/Carers are asked to call the absence line every day the child is unable to attend school or include the return date on the Google Form.

<https://docs.google.com/forms/d/e/1FAIpQLSeeQRTatM4vbnP1EzBsawCvvpPJAwEBxPBQinwgX0o-BTRE1w/viewform>

Attendance History

Academic Year	Attendance	Persistent Absentee Yes/No

Chronology Summary:

Date	Attendance Percentage	Attended by	Comments/Record of Meeting

Concerns:

What are the issues preventing the child from attending school regularly?

Medical / Friendships / Academic progress / Transport

Review Meeting:

Date:

Comments:

Attendance Percentage	Detail	Impact
97% - 100% Attendance	Very few days will have been missed.	Excellent attendance. Your child has the best chance of success and making progress academically and socially.
93% - 96.9% Attendance	At the end of the school year your child will have missed nine days learning.	Fair attendance. Your child's school will be worried as progress might be limited.
85.1% - 92.9% Attendance	Your child is having, on average, one day off every other week.	Poor attendance. Your child's school will be increasingly concerned as progress will be limited due to lessons missed. A referral to Attendance, Advice and Inclusion Officer will be made.
Below 85% Attendance	At the end of the school year, your child will have missed eighteen days of learning. This equates to three days a month.	Very poor attendance. Your child's school will be seriously concerned as progress against the curriculum will be severely limited. A referral to Attendance, Advice and Inclusion Officer will have been made.

I confirm that this Attendance Agreement was agreed by all present.

Signed:

..... Parent/carer
..... Child
..... Class Teacher
..... Member of Extended Leadership Team

Appendix 5

Surrey's Attendance Strategy – 'Attendance is everybody's business'.

The Surrey Attendance Strategy sets out the following 5 key priorities for the council and wider partnership:

1. To improve attendance of our vulnerable groups at the earliest opportunity.
2. To ensure that there is a joined-up partnership response in supporting children experiencing Emotionally Based School Non-Attendance (EBSNA).
3. To ensure that the full range of legal interventions available to the council to improve school attendance are being used.
4. To work with schools to share good practice and develop consistent approaches to improving school attendance.
5. To ensure that children who are Educated Other Than at School are supported to access appropriate school placements as soon as it is possible.

Stamford Green's Attendance Strategy

Key Area	Action
Communications	Every newsletter includes reference expectations of attendance and risk of penalty
	PCTC informs parents of their child's attendance
	Instagram reminders of impact of high attendance on learning
	Immediate letter from data and attendance officer informing parents of unauthorised absence after term time holiday
Monitoring	Weekly Core LMT of whole school, National, Local authority, DFE and comparison with similar schools
	Weekly ELT of PA in their year group
	Fortnightly teacher meeting to review attendance in their class.
Informal Support	Attendance Assessment
	Monitoring period
Formal Support	Attendance Agreement
	Bespoke Arrangements <ul style="list-style-type: none"> • Soft Start • Early Morning Team • Partnership with Parents
	Monitoring period
	Notice to Improve letter issued
	Monitoring period
	Penalty fine issued
PP children focus	Children identified through historic data
	Families allocated to LMT to build relationships
	9.15am daily email to identify target children's attendance
	LMT follow-up actions for any absence <ul style="list-style-type: none"> • Home visit • Use of Bristol stool chart • Strategies going forward
Term time holiday	Weekly review to identify any children with 10 unauthorised sessions in a 10 week rolling period
	Penalty fines requested
Training	Staff induction to ensure culture of vigilance
	Reminders of impact of low attendance shared with staff ahead of PCTC to talk prepare useful conversations with parents/carers.

Appendix 6

Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families.

All partners should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents/carers and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents/carers to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents/carers to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or issue a penalty notice.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Appendix 7

Exceptional circumstances

This information clarifies the meaning of 'exceptional circumstances' at Stamford Green and outlines some principles that are used in the decision making process.

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short' and had to be taken at that particular time rather than during the school holidays.

Guiding principles

1. School days in term times are for education. This is the priority. Children and families have 175 days of holiday to spend time together. The Headteacher will rightly prioritise attendance. The default school policy is that absences will not be granted during term time and will only be authorised in exceptional circumstances.
2. The decision to authorise a pupil's absence is at the Headteacher's discretion based on their assessment and merits of each request.
3. Below are a few examples of where exceptional circumstances may be considered.
 - a) When a family needs to spend time together because of an immediate family members' bereavement, life threatening or serious illness.
 - b) Funeral of a family member or close family friend. One day's travel will also be authorised if the funeral is not local.
 - c) Children of service personnel about to go on deployment.
 - d) Wedding day of an immediate family member.
 - e) Absences for important religious observances are considered, but only for the ceremony and not for extended leave.
4. Below are a few examples of where exceptional circumstances will not be authorised.
 - a) Holidays or other travel, including as a result of parental work commitments.
 - b) Absence which is taken because of the availability of parent/carer annual leave or cheaper fares or other costs are not regarded as exceptional circumstances.
 - c) Claims of illness of the child, as a reason for a delayed return, particularly after normal school holidays.



25 October 2025

Dear ,

Forename's Attendance is Cause for Concern

During a recent review of our registers, it has come to our attention that your child's attendance is falling below the level that we expect. A copy of Forename's Registration Certificate is enclosed.

Our aim is to work with parents to ensure all our pupils receive the most from their education and reach their full potential. We believe that attending school every day and on time is vital in achieving this. Therefore, we are concerned that Forename's attendance is now at X%

In order to promote good attendance, school would expect you to ensure that Forename attends school every day and on time.

Now you have been made aware of the situation, we hope you will make every effort to ensure that Forename attends school regularly and on time.

Please do contact us if you have any queries regarding the contents of this letter or the attendance certificate. If there is a reason for Forename's absences of which the school is unaware, or should you require assistance to resolve the situation, please do not hesitate to contact us via parents@stamford-green.surrey.sch.uk

Yours sincerely,

Class Teacher



25 October 2025

Dear _____,

Re Forename Surname Attendance

Further to my previous letter highlighting **Forename's** attendance, I am disappointed to see that **he/ she** has continued to incur absences.

As you know, our aim is to work with parents to ensure all our pupils receive the most from their education and reach their full potential and this level of attendance is extremely concerning.

We have been monitoring **Forename's** attendance and as there has been no improvement, we would now like to invite you to meet with **Forename's** Class Teacher to complete an Attendance Assessment and discuss any support that may be needed to ensure an improvement in **Forename's** level of attendance. We would like to explore the barriers preventing regular attendance.

The meeting will take place on _____ at _____.

Please do contact us if you have any queries regarding the contents of this letter via email.
parents@stamford-green.surrey.sch.uk

Your sincerely,

Class Teacher



25 October 2025

Dear _____,

Request for Medical Evidence

Further to our meeting on **X** date, there has continued to be an ongoing concern with **Forname's** level of attendance.

As you know, our aim is to work with parents/carers to ensure all our pupils receive the most from their education and reach their full potential and this level of attendance is extremely concerning.

Due to the level of absence, and the lack of improvement despite the support offered by school, we will now require medical evidence to be provided, if **Forname** is absent from school. This does not have to be a medical certificate, it can be a copy of an appointment card, screen shot of a virtual consult, a copy of the child's prescription medicine or an email confirmation of an appointment.

In the no evidence is provided the absence will be unauthorised.

If illness continues to be a reason for absence, then we may request consent to liaise directly with health professionals for advice and guidance about how best to support your child.

Please do contact us if you have any queries regarding the contents of this letter.

Your sincerely,

Class Teacher



Stamford Green

Primary School and Nursery



25 October 2025

Dear ,

Attendance Agreement Meeting

We wrote to you on **X date** raising concern at **Forename's** level of attendance. On **X date**, we met in school to discuss the reasons for absence and any interventions that were required to support an improvement in the level of attendance.

Following the monitoring period, where no improvement was noted, we wrote to you to advise you that we would require medical evidence if **Forename's** was absent from school in order for absences to be authorised. (only use where appropriate)

Having reviewed **Forename's** attendance, we are disappointed that appropriate medical evidence has not been provided and therefore **Forename's** absences have remained unauthorised.

As attendance remains a concern, despite support offered from the school, we would now like to meet with you again to complete a formal Attendance Agreement. If you fail to attend this meeting then we may consider issuing a Penalty notice or a referral to the Local Authority.

Your sincerely,

Class Teacher



25 October 2025

Dear _____,

Notice to Improve

School attendance is hugely important. For **Forename** to gain the full benefit from **his/her** education, for **his/her** learning, wellbeing, and wider development, he needs to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school or fails to attend regularly the child's parent may be guilty of an offence under s.444 Education Act 1996. If your child is a registered pupil at an alternative provision in the circumstances set out in section 444ZA of the Education Act 1996, the child's parent may be guilty of an offence.

The school have offered support to you and your family to try and help improve **Forename's** attendance, including both an initial Attendance Assessment Meeting followed by an Attendance Agreement Meeting.

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern at **X%**

You now have 25 school days (5 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.

A penalty notice is charged at £160 if paid within 28 days. There is usually the opportunity to pay a reduced amount of £80 if paid within 21 days. If this is your second penalty notice in a rolling 3 year period from 19 August 2024, there will be no reduction in the amount payable.

Please attend a review meeting of this notice period **_____**.

Advice and support is available from an Attendance Advice Officer by contacting Surrey Attendance Service as follows :-

North West - Tel: 01483 518130 South West - Tel: 01483 517179
North East - Tel: 01372 833588 South East - Tel: 01737 737777

Yours sincerely,

Class Teacher



Stamford Green

Primary School and Nursery



25 October 2025

Dear _____,

Notification of Referral to the Local Authority.

We have reviewed **Forename's** attendance and remain concerned that there has been little or no improvement, despite the support and interventions offered. Which are as follows:

Insert brief chronology of dates of meetings, phone calls, letters etc.

Therefore we are informing you that we has made a referral to Surrey County Council to consider legal intervention.

Yours sincerely,

Class Teacher