

Falcons Primary School



Attendance Policy

Approved by GB: October 2025

Review Date: October 2027

School Vision and Ethos Statement

We encourage all members of the Falcons Community to respect one another, to know that everyone has an important part to play in making the school as good as it can be, to take responsibility and be responsible, to strive for excellence and to try one's best in everything we do.

Our vision for Falcons Primary School is to be recognised as a school that values uniqueness, where children are provided with the skills to enable them to become:

- * successful learners
- * responsible citizens
- * creative thinkers and
- * reflective individuals.

SIKH ETHOS

The school draws on the teaching of the Sikh faith and is committed to providing not only an academic education, but one that will also encompass an underlying message of unity, equality and respect. High morals, discipline, love, compassion and selfless service towards all regardless of faith, gender or colour. Falcon School will embrace a universal, inclusive approach to spirituality.

AIMS

To achieve our vision, we aim for all pupils, staff, governors and parents to:

- Work in unity to make Falcons School a welcoming, stimulating and successful school. Encourage good manners, self-discipline and the desire to be enthusiastic learners who grow into forward thinking responsible citizens who respect, value and care for themselves and others.
- Provide an ethos with clear boundaries and expectations, enabling all children to succeed and to reach their full potential confidently, in a safe and supportive environment.
- Become excellent lifelong learners who are independent and prepared for the wider world and aim high to achieve aspirational goals.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Falcons Primary School Attendance Policy

Introduction

This is a successful school and you and your child play your part in making it so. We aim for an environment which enables and encourages all members of the community to be the best they can be. For our children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. As a school we will work closely with the Education Welfare Service to support regular school attendance. This school attendance policy is written to reflect the law and also the guidance produced by the Department for Education.

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

Why Regular Attendance is so important:

Any absence (including lateness) affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility; failing to ensure your child's regular attendance and permitting their absence from school without a good reason is an offence in law and may result in a Fixed Penalty Notice (for each parent/carer) and/or prosecution.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility; parents/carers, pupils and all members of school staff.

To help us all to focus on this we will:

- Give you information on attendance in our Newsletters.
- Provide you with your child's attendance report twice a year.
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.
- Run promotional events when parents/carers, pupils and staff can work together on raising attendance levels across the school.

Understanding types of absence:

By law, every half-day absence from school has to be classified by the school (not by the parents/carers), as either **authorised or unauthorised**. This is why information about the reason for any absence is always required.

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

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- parents/carers keeping children off school unnecessarily (i.e. condoned absence)
- truancy during the school day

- absences which have never been properly explained
- children who arrive at school too late to get a mark
- absences linked to shopping, looking after other children, birthdays
- trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance should be addressed by the school, the parents/carers and the child. If your child is reluctant to attend, it is never better 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 usually make things worse.

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% or more of their sessions over the school year for whatever reason. Absence at this level causes considerable damage to any child's educational prospects and we need parents'/carers' full support and co-operation to tackle this. **If a child has less than 100% and there is any unauthorised absence, the position is that the child could have attended more regularly, and this will be a concern.**

We monitor all pupil absence closely and where the school has concerns about your child's attendance, we will be in touch with you about this.

PA pupils are identified and monitored carefully through our pastoral system. All our PA pupils are subject to an action plan. The plan may include: (list) *allocation of additional support through a Mentor, use of circle time, individual incentive programmes and participation in group activities around raising attendance*. All children who fall into the PA category are also automatically made known to the Education Welfare Officer (EWO).

Absence Procedures:

If your child is absent you must:

- Contact us as soon as possible on the first day of absence;
- Send a note in on the first day they return with an explanation of the absence – you must do this even if you have already telephoned us;
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you either then or at a later point.

NB Notes/letters that you send us will be stored on your child's file.

If your child is absent we will:

- Telephone or text you on the first day of absence and on subsequent days, if we have not heard from you;
- Write to you if we are concerned about your child's attendance to alert you to a concerning emerging pattern or level of absence.
- Invite you in to discuss the situation with the Headteacher/Deputy Headteacher if absences persist;
- Refer the matter to the EWO if attendance is a concern.
- In some circumstances, if your child is absent from school and has not been seen, we will arrange for a visit to your home to be undertaken to establish that your child is safe. This visit could be undertaken by a Police Officer.

Telephone Numbers:

There are times when we need to contact parents about a variety of matters, including absence, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we always have an up to date number; if we don't have your contact number, something important may be missed. There will be regular checks on telephone numbers throughout the year. In addition to holding a contact number for parents, we ask for two additional numbers in case of an emergency. Please provide these to the school office.

The Education Welfare Officer:

Parents/carers are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be resolved in this way, the school may refer the child to the EWO from the Local Authority. He/she will also try to resolve the situation by agreement with parents/carers. However, if attempts to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Fixed Penalty Notices or prosecutions in the Magistrates' Court.

Full details of the options to enforce attendance at school are available from the school or the Local Authority. (Please note that Penalty Notices may be issued by the Local Authority immediately following a period of holiday-related leave that has not been authorised by the school, alternatively, court action may be taken)

Parents/carers or children may wish to contact the EWO themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is available from the school office or by contacting the Local Authority on 0116 454 5510. They can also be reached by e-mailing education.welfare@leicester.gov.uk.

Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and they do not spend time with their class teacher getting vital information and news for the day. Pupils arriving late disrupt lessons, it can be embarrassing for the child and this in itself can also encourage absence.

How we manage lateness:

The school day starts at **8.30am** and we expect your child to be in class at that time.

Registers are marked by **8.40am** and your child will receive a late mark if they are not in by that time.

The registers will be closed at **9.30am**. In accordance with the Regulations, if your child arrives after that time, they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice or be prosecuted if the problem persists.

If your child is regularly late, you will be asked to meet with a member of the Leadership Team to resolve the problem. You can approach us at any time if you are having problems getting your child to school on time.

Holidays in Term Time:

Taking holidays in term time will affect your child's schooling as much as any other absence and we

expect parents/carers to help their child by not taking children away in term time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. There is **no automatic entitlement** in law to time off in school time to go on holiday or other trips.

All applications for leave must be made in advance. Parents are required to comply with the school's procedure for requesting leave of absence for their child. In accordance with the law, agreement will only be given where the Head teacher considers the reason for the request to be exceptional in nature.

Full details of our policy and procedures are available from the school office. It is important that all parents/carers are aware that requests for leave should be made prior to making any bookings. Also, that the decision made by the Head teacher will be confirmed in writing and without this written confirmation, it cannot be taken that there is agreement to authorise the absence. Any period of leave taken without the written agreement of the school, or in excess of that agreed, will be classed as unauthorised.

If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £160 per parent per child or, your case could be referred by the Local Authority directly to the Magistrates' Court.

Should a Penalty Notice be issued, failure to pay by the 28th day will usually mean that the Local Authority proceeds to the Magistrates' Court in relation to the failure to ensure regular attendance.

In the event of an extended period of absence we may refer to the Education Welfare Service and direct legal action can be taken. You will be notified if we are considering this action.

Please refer to Appendix 1 for a copy of the leave of absence request form.

School targets, projects and special initiatives:

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The Attendance target for the school for **2025/26 is 95%.**

Throughout the school year, we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our newsletter and we ask for your full support.

The registration system

The school will use a computerised system for keeping school attendance records. The following national codes will be used to record attendance information.

If you would like a copy of your child's attendance record at any point, please ask **at the school office**.

Attendance codes

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip

W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause

Security of registers

By law, registers must be kept for at least 3 years. Electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years. The registers will be safely stored. The school uses ScholarPack which is an electronic system for maintaining pupil registers.

Those people responsible for attendance matters in the school are:

Mrs D. Kaur: Office Manager

Mrs Young: Deputy Head teacher

Miss Southward: Early Years Lead

Mrs Mann: Headteacher



Appendix 1

Application form for pupil's leave of absence

Please read the information overleaf before completing this form.

For your request to be considered, the form must be completed and returned to Falcons Primary School at least two weeks before you plan to leave. Please complete all sections of the form. A copy of this form will be sent to you when the Head Teacher has considered the application to let you know if the absence has been authorised.

Please do not book any flight tickets etc. until you have received confirmation from school that leave has been authorised.

Name of Pupil:	Class:
Address:	
First day of absence:	Date of return to school:

I request authorised absence for my above son/daughter for the following reason/s:

.....
.....

Full Destination Address:

.....

Date you plan to travel: Date you plan to return: Total Number of days

(Please note the application will not be considered without all the above information).

We request details of a friend or relative to be a point of contact. If you do travel, the person will notify us of any changes to your circumstances which may affect the date of your return. We may have to contact them in the event of your child not returning as expected:

Name of contact: Address:

Telephone number: Mobile:

I confirm that I have read and understood the information above and the guidelines (see over).

Signed: parent/guardian Date: Advise decision by: email ☐ paper copy ☐

School to complete Date form received: by (name of staff) Signed (Headteacher): Date: The decision for your request is: Authorised ☐ Not Authorised ☐ *Penalty Notice to be Issued? Yes ☐ No ☐ Parent advised ☐ *If the Local Authority considers that a Penalty Notice is not appropriate due to the level of concern about a child's absence, court action may be taken	No. of days requested Attendance percentage..... Previous leave agreed (H)..... Previous leave not agreed (G).....
---	---

Applications for leave of absence

Guidelines

Falcons Primary School is very reluctant for a pupil to miss any part of his/her education.

1. In line with the Government guidance, the school management and its governors are unable to authorise any term time absence, unless our view is that there are **exceptional circumstances**.
2. If permission is granted, photocopies of airline or travel tickets will be required by the school office **before** you travel. If your request has been agreed, failure to provide this information will mean that the request is no longer agreed and your child's absence will be classed as unauthorised.
3. We may also request copies of other travel related documents from you. We will advise you if this is the case. Where we do not receive copies of documents requested, this is likely to mean that we will not authorize some or all of any absence your child has in relation to this request.
4. If permission is granted, pupils must ensure that they are up to date with their school work before they leave and in addition, it will be parents'/carers' responsibility to ensure that their son/daughter makes up any missed work in his/her **own time** upon return.
5. **The decision made by the school is final.**

Please note

If your child has unauthorised leave of absence you will either be issued with a Penalty Notice of £160 per parent per child or, your case will be referred by the Local Authority directly to the Magistrate.