SCHOOL ATTENDANCE POLICY

This policy applies to the whole school

The Policy is available to the school staff on the 'Staff Share'

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Proprietor and Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Policy Agreed: May 2025
Date Published: May 2025
Date Reviewed: November 2026
Next Review: June 2027

Signed:

J. Tranter	A Thompson	K. Thompson
Mr Jody Tranter Headteacher	Mr Andy Thompson Proprietor who is the Chair of the Advisory Board	Katie Thompson Proprietor's agent

Introduction: At Landon School we recognise that positive behaviour and good school attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and on time. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school. This policy is written with the above guidance in mind and underpins our school ethos to:

- work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity;
- promote children's welfare and safeguarding;
- ensure every pupil has access to the suitable, full-time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and Advisory Board about the responsibilities and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:
- promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued;
- raising and maintaining a whole school awareness of the importance of good attendance and punctuality;
- ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable. We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

School targets, projects and special initiatives: The school has targets to improve attendance and each child has an important part to play in meeting these targets. The minimum level of attendance for this school is **96%** attendance and parents are informed annually about progress to this level and how their child's attendance compares.

The school's target is to achieve better than this however because good attendance is the key to successful schooling. Through the school year absences and punctuality are monitored to show where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our newsletters and parents are asked for their full support.

Promoting Regular Attendance: At Landon School we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

'<u>Working together to improve school attendance</u>' ***states this should include the name and contact details of-***
- ***Senior leader responsible for the strategic approach to attendance in school***
- ***School staff who pupils and parents should contact about attendance on a day-to-day basis and***
- ***School staff who pupils and parents should contact for more detailed support on attendance***

Role	Name	Contact details
Senior Attendance Champion	Headteacher	office@landonschool.co.uk
Attendance Officer (day to day contact)	Siobhan Fadden, Family Liaison, Safeguarding and Attendance Officer	office@landonschool.co.uk
Attendance Officer cover (during Siobhan Fadden's maternity leave)	Maya Sekhon, Admin Assistant	office@landonschool.co.uk
Named Advisory Board member for Attendance	Gary Wilkie	

Improving school attendance is everyone's business. It is a shared responsibility by our Advisory Board, all school staff, parents, pupils, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, pupils, and all school staff members.

To help us all focus on this, we will:
- Build strong relationships and work jointly with families, understand barriers to attendance, and support families to overcome them.
- Give parents/carers information about attendance in our newsletters.

- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Celebrate excellent attendance by displaying and reporting individual and class achievements.
- Reward good or improving attendance.
- Report to parents/carers regularly on their child's attendance and the impact on their progress.
- Contact parents/carers should their child's attendance fall below the school's target for attendance.

Roles and Responsibilities: Landon School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm;
- identifying a member of the Advisory Board to lead on attendance matters and ensuring that there is a named senior attendance champion;
- ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils;
- ensuring the school engages and works effectively with each pupil's home local authority attendance team and wider local partners and services to address barriers to school attendance;
- regularly analysing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most and act early with targeted support;
- ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker or youth justice worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals;
- ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools;
- ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time;
- Work collaboratively with partners, local authorities to prevent persistent or severe absence.
- reviewing the School's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Management Team (including senior attendance champion) at Landon School will:

- actively promote the importance and value of good attendance to **all** pupils and their parents;
- form positive relationships with pupils and parents;
- ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually;
- have a clear attendance policy and ensure that all staff are aware of the Policy and adequately trained to address attendance issues;
- ensure that the regulations and other relevant legislation are complied with;
- ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource;
- return school attendance data to the Local Authority and the Department for Education as required and on time;
- report the school's attendance and related issues through termly reporting to the Advisory Board and on a half-termly basis to the designated board member for attendance;
- ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented;
- ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence;
- interpret the data to devise solutions and to evaluate the effectiveness of interventions;
- develop a multi-agency response to improve attendance and support pupils and their families;
- document interventions used to a standard required by the local authority should legal proceedings be instigated;

All staff at Landon School will:

- actively promote the importance and value of good attendance to **all** pupils and their parents;

- form positive relationships with pupils and parents;
- contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve;
- comply with the regulations and other relevant legislation;
- implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site;
- ensure that registers are recorded accurately and in a timely manner;
- contribute to the evaluation of school strategies and interventions;
- work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of a attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

Landon School requests that parents:

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.
- Sign a parent contract.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

Understanding Types of Absence: Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without

a good reason, creates an offence in law and may result in prosecution. Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'. Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher.

For the purpose of this policy, the school defines:
"Absence" as:

- Arrival at school after the register has closed
- Not attending school for any reason

"Regular" attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as:

- An absence for sickness for which the school has granted leave;
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave;
- Religious or cultural observances for which the school has granted leave;
- An absence due to a family emergency or unavoidable cause.

Only the school can make an absence authorised, parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g. because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have never been properly explained;
- Arrival at school after the register has closed;
- Shopping, looking after other children or birthdays;
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the Headteacher, including any arranged by other family members or friends;
- Leaving school for no reason during the day;
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for penalty notices and/or legal proceedings.

Persistent and Severe Absence: A pupil is defined by the Government as a **'persistent absentee' (PA)** when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent' (SA)**. Pupils within this cohort 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.

Initially, the school will try to resolve any problems by asking the parents to visit the school, but in the case of continued absence the school will contact the pupil's home local authority (LA), whose attendance team may work closely with the parents, pupil and school to resolve issues and develop strategies to improve attendance. The school is required to inform the LA if a pupil fails to attend regularly. Independent schools have a legal duty to report certain attendance issues to the local authority: pupils absent for 10 or more consecutive school days without authorisation, pupils who fail to attend regularly, and deletions from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the local authority (LA) in which the pupil lives.

Leave of Absence: We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to

'exceptional circumstances'. At Landon School, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. Landon School will respond to all applications for leave of absence in writing. Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 1). Landon School will treat each application individually and discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a penalty notice fine is issued or consider prosecution. When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

Medical Appointments and Absence Due to Illness: Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must communicate this to the school by email or in any other writing means. No pupil will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend a school-led Attendance Support Panel as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to liaise with the child's healthcare professionals.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with the DfE's Supporting pupils with medical conditions at school and the pupil's home local authority's arrangements for children with health needs. We will also consider whether an Individual Healthcare Plan is required.

Student Absence for the Purposes of Religious Observance: Landon School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

Our Procedures: All registers must be taken between 8:45 and 9:15 in the morning and 1:00 to 1:15 in the afternoon by using the electronic register available. All registers will be checked by the identified admin person and in case they have not been completed, the identified person will communicate this to the teacher

Register Keeping and Recording: The School Attendance (Pupil Registration) (England) Regulations 2024, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Expected first day of attendance: Landon School will enter pupil's names on the admission register on the first day that the school, and the person with control of the pupil's attendance have agreed that the pupil will attend the school. In the case that a pupil fails to attend school on the agreed starting day, we will follow this up and try to establish the reason for absence. Where we cannot locate the pupil, we would notify the local authority.

Expected Absence Procedure for Parents: A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before 9:15 when our register closes using our school number (020 8153 0201) or email (office@landonschool.co.uk)
- Contact the school on every further day of absence, again before 9:15.
- Ensure that your child returns to school as soon as possible.

Senior Attendance Champion	Headteacher	office@landonschool.co.uk
Attendance Officer (day to day contact)	Siobhan Fadden	office@landonschool.co.uk
Attendance Officer cover (during Siobhan Fadden's maternity leave)	Maya Sekhon	office@landonschool.co.uk

If your child is absent, the following actions will be initiated by the school:

- If the child is absent unexpectedly, the class teacher will record the absence in the register and will inform the school office.
- When the child returns to school, a note, email or telephone call to the school office from a parent or guardian should explain the absence. Notes are kept in the school office.
- A note, email or telephone call may be sent/made to the school office prior to the day of absence e.g. if a child has a medical appointment.
- If there is any doubt about the whereabouts of a child, the class teacher will take immediate action by notifying the school office. Landon School will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

We will also inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school in line with statutory requirements. We will also inform a pupil's social worker and/or youth offending team worker if their name is to be deleted from the school register.

Late Arrival at School: Poor punctuality is not acceptable and can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher. At Landon School all pupils are expected to arrive on time for every day of the school year. The school day begins at 8:45am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 8:45am. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to provide a reason for their absence. If their arrival is before **9:15** it will be recorded as late - L code (Late before the close of register).

The school register will officially close at **9:15**. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register).

This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for sanctions and/or legal proceedings. If your child has a persistent lateness record, you may be asked to meet with the Senior Attendance Champion, but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our pupils and, as a school, we celebrate good class and individual punctuality.

Please note: a pupil who arrives after the afternoon register has closed will be recorded as having an unauthorised absence for the afternoon session (U code).

Family Holidays during Term Time:

- Family holidays should not take place during term time due to the impact they have on pupils' learning.
- In exceptional circumstances, if a family holiday is deemed necessary, permission should be sought in writing from the Headteacher.

- Family holidays taken during term time will generally be categorised as an unauthorised absence. However, we recognise that due to the individual needs of our learners, there may be occasions when it is necessary for families to take holidays during term time. In such cases, particularly where external factors such as airport congestion, family wellbeing, or other exceptional circumstances play a role, requests may be considered for authorised leave. Each request will be reviewed on a case-by-case basis, with careful consideration given to the specific needs and best interests of the learner.

Long-term Absence: When children have an illness that means they will be away from our school for over five days, the school will do all it can to share learning materials so that they can keep up with their school work, where appropriate.

Support Systems: At Landon School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required. Each local authority also has an attendance support team, which helps children and young people access their right to full-time education by working with schools and families.

If you are having difficulties ensuring your child is in full-time education, please contact us and we will put you in touch with the attendance support team in your local authority.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child. Strategies we may use to support you include:

- *Write to you if your child's attendance is causing a concern and/or where punctuality is a concern;*
- *Arrange a meeting so that you may discuss the situation with a member of our SLT;*
- *Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;*
- *Offer signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment & Plan with you;*
- *Refer the matter to an external agency for multi-agency support, or consult children's social care in the pupil's home local authority or the police, where there are safeguarding concerns.*
- *Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate).*
- *Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions*

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

Attendance Support and Interventions:

Attendance	School days absent	Staff responsible	Support and intervention
98–100%	0 to 3	Class teacher	• Good attendance is recognised in class and in communication home. • No further action.
96–97.9%	4 to 7	Class teacher	• Class teacher checks that every absence has a recorded reason. • Attendance reviewed at the weekly attendance meeting.
94–95.9%	8 to 11	Attendance Officer	• Letter home setting out the child's attendance and inviting parents to tell us about any barriers. • Attendance Officer phones parents to discuss the reasons for absence. • Attendance monitored weekly.
92–93.9%	12 to 15	Attendance Officer	• Meeting with parents to agree an attendance support plan. • Barriers linked to health, anxiety, transport or the child's needs considered with the class team and therapists. • Plan reviewed every three weeks. • Home local authority (SEN caseworker or attendance team) informed where appropriate.
90–91.9%	16 to 19	Senior Attendance Champion	• Meeting with parents led by the Senior Attendance Champion; support plan reviewed and strengthened. • Concerns discussed with the home local authority and raised at the next EHCP review. • Referral to external agencies, with parents' consent, where appropriate.
Below 90%	20 or more	Senior Attendance Champion	• Persistent absence: formal support plan with a named lead, which may include an attendance contract. • Home local authority attendance team involved; early help or children's social care considered where there are safeguarding concerns. • Where parents do not engage, legal intervention considered in line with the National Framework for penalty notices. • Below 50% (severe absence): support intensified with the home local authority, including children's social care where appropriate, and an early review of the EHCP requested.

School days absent are based on a 190-day school year.

At Landon School we will investigate and offer support to any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

Part-time timetables: All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family. We will notify the pupil's home local authority, including the SEN caseworker for their EHC plan, of all part-time timetables as soon as a plan has been agreed.

Monitoring and Review:

- It is the responsibility of the Headteacher to monitor overall attendance and seek to ensure that the attendance figures are as they should be.
- The school keeps accurate attendance records on file for a minimum period of five years.
- Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way.
- Any ongoing absences, 'lates' or unauthorised absences for holidays are followed up as quickly as possible.
- If there is concern about a child's absence, the teacher will contact the school office and this will immediately be followed up by the Senior Attendance Champion.

School Attendance and the Law: The School Attendance (Pupil Registration) (England) Regulations 2024 came into force on 19 August 2024, alongside a National Framework for penalty notices. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered. Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

National Framework for Penalty Notices: There is now a single consistent national threshold for when a penalty notice must be considered by all schools in England, of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period. The 10 sessions of absence do not have to be consecutive and can be made up of a combination of any type of unauthorised absence (G, O and/or U coded within the school's registers). The 10-school week period can span different terms, school years or education settings. Sanctions may include issuing each parent (for each child) with a Penalty Notice for £160, reduced to £80 if paid within 21 days (for the first offence). A second Penalty Notice issued within a three-year period will result in a fine of £160 per parent, per child. If a third offence is committed the matter may be referred to the local authority for consideration of prosecution via the Magistrates Court. If prosecution is instigated for irregular school attendance, each parent may receive a fine of up to £2,500 and/or up to 3 months in prison. If a parent is found guilty in court, they will receive a criminal conviction. For further information see the London Borough of Hillingdon's code of conduct for issuing penalty notices, as the local authority in which the school is located. **There is no entitlement in law for pupils to take time off during the term to go on holiday or other absence for the purpose of leisure or recreation, or to take part in protest activity in school hours.** In addition, the Supreme Court has ruled that the definition of regular school attendance is "in accordance with the rules prescribed by the school." We will work with parents and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

Deletions from the Register: At Landon School we will add and will only delete pupils from our school roll in line with the School Attendance (Pupil Registration) (England) Regulations 2024. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. At Landon School we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information. We follow the children missing education procedures of the pupil's home local authority and will inform its children missing education team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities. If a child is to be removed from roll to be educated at home, we will only delete their name from the register once the local authority has given its consent. The pupil will be removed from the register on receipt of that consent. When a pupil's whereabouts are unknown, the school will carry out joint enquiries with the pupil's home local authority to establish where the child is.

Children Missing Education: In the DfE's statutory guidance Children missing education, children missing education are defined as those who are not on a school roll or receiving suitable education otherwise than at school. Those who are regularly absent or have missed 10 school days or more without permission may be at risk of becoming 'children missing education'.

There will not always be a safeguarding concern for children and young people who are missing education. Most children and young people are moving schools supported by their parents/carers, schools and local authority admissions services. A smaller number, however, are at risk of dropping out or disengaging from education and being out of school, they are at risk of exploitation, going missing and significant harm

As a result of daily registration, schools are particularly well placed to notice when a child has gone missing. If a member of school becomes aware that a child may have run away or gone missing, they should try to establish with the parents/carers, what has happened. If this is not possible, or the child is missing, the Designated Safeguarding Lead should, together with the class teacher, assess the child's vulnerability.

In the circumstances of a child going missing who is not known to any other agencies, the Headteacher should inform the children missing education (CME) officer in the pupil's home local authority of any child who has not attended for 10 consecutive school days without provision of reasonable explanation. Prior to doing so, the school should have made enquiries to ascertain whether the child is still residing at the home address and is not attending or whether the child is missing.

Equal Opportunities: That every member of the school community experiences equal chances, irrespective of ethnic origin, race, religion, colour, nationality, political beliefs, disability, age, sex or sexual orientation. That every member of the school community is valued as an individual and that everyone understands that stereotyping, discrimination, prejudice and racism will not be tolerated.

Related Policies: To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding including child protection
- medical needs
- admissions
- anti-bullying
- special educational needs
- behaviour and rewards

Statutory Framework: This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE (July 2026)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Children missing education, DfE (last updated September 2025)
- Keeping children safe in education, DfE (September 2026)

The important legal information – penalty notices (in force since 19 August 2024)

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years. In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate. If the absence is reported to the Local Authority, they may well apply the financial penalty cause.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. Where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500. A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence). The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance**. Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

Requests for leave of absence: Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.' Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Support with ensuring regular school attendance: If you require any support with ensuring your child's attendance, please contact the school office at office@landonschool.co.uk / 020 8153 0201

Appendices: The following pages contain the appendices to this policy.

Appendix 1: Leave of absence request form

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Parents have a legal duty to ensure their child's regular attendance at school. The Headteacher / DSL has to consider the reasons for the request, the effect on the continuity of the child's learning and pupil's overall attendance.

Applications should, where possible be made well in advance.

Please provide as much information as possible to allow Headteacher/DSL to make an informed decision regarding your application.

Please feel free to make an appointment to meet with the Headteacher / DSL to discuss your application if you believe that there are special circumstances that you think the school should know about regarding your application.

You will receive written notification of the Headteacher / DSL 's decision.

Any absences not agreed with the school will be recorded as unauthorised and will be referred to the local authority and may result in your child losing their place at the school.

Child's name ……Year …….

I wish to apply for leave of absence for my child(ren) for the purpose of

……

……

Dates for which leave of absence are requested:

From: …… To: …… Number of school days: …….

(First day of absence) (Last day of absence)

Have you previously had leave of absence for a holiday for this child in this school year? YES/NO

(If YES, please give dates: ……)

Date: …….. Signed: ……

Decision of Headteacher/DSL

The period of absence is authorised. ☐

The period of absence is unauthorised and will be referred to the Attendance Support Team. ☐

The period of absence is unauthorised and in consultation with the Attendance Support Team your child(ren) may be removed from the school roll. ☐

Comments…….

Signed _____ Date _____

Appendix 2: Application for leave of absence during term time – School Form

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME – SCHOOL FORM

To be completed by the school			
Date request received by the school:		**Total number of days requested:**	
Child's Name:		**Application Authorised or Declined?**	
Reason for school's decision:			
In the case of a term time holiday please confirm which parent took the holiday:			
Headteacher:			
Signed:		**Date:**	

Appendix 3: Attendance – Quick Guide for Parents

Attendance – Quick Guide for Parents

The member of staff pupils and parents should contact about attendance on a day-to-day basis is:
Name: Siobhan Fadden, Family Liaison, Safeguarding and Attendance Officer
During Siobhan's maternity leave: Maya Sekhon, Admin Assistant
Email address: office@landonschool.co.uk
Telephone number: 020 8153 0201

We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Make sure your child arrives on time every day and is ready to learn. Pupils must be in school by 8:45am. The register closes at 9:15am; arriving after this is recorded as an unauthorised absence.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. Our staff will contact you if their condition deteriorates.
- Book medical appointments outside school hours. If this is unavoidable, book as late in the afternoon as possible and tell the school in advance.
- Send us a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school straight away. We are more likely to be able to solve any problems together if we act early.

98–100%	**Excellent – your child is accessing all learning opportunities** 0 to 3 school days absent in an academic year
96–97.9%	**Good – very few learning opportunities are missed** 4 to 7 school days absent in an academic year
94–95.9%	**Risk of underachievement** 8 to 11 school days absent in an academic year
92–93.9%	**High risk of underachievement** 12 to 15 school days absent in an academic year
90–91.9%	**Severe risk of underachievement** 16 to 19 school days absent in an academic year
Below 90%	**Extreme risk of underachievement – classed by the government as persistent absence** 20 or more school days absent in an academic year

Days absent are based on a 190-day school year.

'On the day' absences: what should I do if my child is not fit to come to school?

On each day your child is not fit to come to school, please report the absence by 9:15am by calling 020 8153 0201 or emailing office@landonschool.co.uk. The information you give will be recorded on our official register.

Leave of Absence: Leave of absence during term time is granted only in exceptional circumstances. To request it, complete the 'Application for Leave of Absence During Term Time' form on our website and email it to office@landonschool.co.uk at least one month before the leave. You will receive a letter telling you whether the request has been granted or declined. Requests made after the absence will not be considered, and the absence will be recorded as unauthorised.

Punctuality: Pupils are expected to arrive on time for school in the morning and for every lesson during the day. The government is clear that no child should miss school apart from in exceptional circumstances, and schools must take steps to reduce absence to support children's attainment. We hope we can work together on this.

Please contact office@landonschool.co.uk if you need any support with your child's regular attendance.