Attendance Policy and Procedures 2026-2027

Good attendance is vital.

Attendance Policy

We want to work with parents and carers to ensure all the children achieve their potential. If they are to do this, it is essential that they attend school regularly. The vast majority of parents send their children in on time every day. This leaflet contains information about school policy, which is in line with the 2024 Department for Education expectations. We expect children at this school to have attendance of **at least 97%,** preferably higher. Attendance Certificates will be awarded at the end of the academic year.

Keeping you informed

We have a tiered system to monitor any attendance that falls below 100% and poor punctuality. We might contact you for the following reasons:

· Concerns about lateness
· Letter of concern (children below 97% attendance)
· Invitation to attend a meeting with the Attendance and Welfare Officer and/or the Home Academy Liaison Officer.
· Notification of consideration of legal action.
. Your child's attendance and punctuality can be accessed via the Arbor app.

Please contact us if you have any concerns about attendance or punctuality. We will also contact you if your child is absent and you have not made contact with the school or is late after the registers are officially closed.

Lateness - if a child is late, they **must** report to the office, so that the register can be updated.

	Registration starts and end time	Child recorded as late in the register	Child recorded as unauthorised absence in the register
Ad Astra and Canford Heath Infant Schools	8.30am - 8.45am	8.45am - 8.55am	8.55am onwards
Haymoor and Canford Heath Junior schools	8.30am - 8.40am	8.40am - 8.50am	8.50am onwards
SLCN Bases Pandas and Koalas	8.30am - 9am	9am - 9.10am	9.10am onwards

Absence

If your child is not at school, we have a legal responsibility to find out the reason. We require a quick phone call to the office before 9.00am on **each** day of the absence irrespective of the reason. A specific reason must be given for the absence. It needs to be a reason that is significant and acceptable to the Home Academy Liaison Officer. We may need to record the absence as unauthorised, if the reason is not considered acceptable. It is always the school's decision as to whether the absence is recorded as authorised or unauthorised in the school register. For safeguarding reasons, if we do not hear from you on the day of your child's absence, we will repeatedly try to contact you by telephone/text message. We will also try to contact emergency contacts. If we are unable to secure a reason for your child's absence, a home visit may take place to check on his/her welfare.

Appointments during the day

Please try to avoid arranging appointments for your child during the school day. However, if you are unable to avoid this, please telephone or send a note giving details of the appointment. Medical appointments during the school day must be requested in advance by the parent the child normally lives with. When collecting your child, please bring a copy of the appointment card, letter, text message or email. Your child should only be taken out of school for their own appointment—not because another family member or person has an appointment. This includes collecting your child early so you can attend an appointment for someone else. Children must only be out of school for the minimum amount of time necessary for the appointment.

Leave during term time

The Department for Education, in 2013, stated that the Headteacher may not grant any leave of absence during term time unless there are 'exceptional circumstances'. The back of this booklet gives examples of reasons which are deemed 'exceptional' and 'not exceptional, to help you. There is now no such thing as a 'Holiday Request Form'. Requesting Leave of Absence must be done in writing to the Headteacher, but will only be considered under **exceptional circumstances**. TEACH Trust will only consider requests for Leave of Absence when **the request is made by the parent/carer with whom the pupil normally resides.** If leave of absence is taken without authorisation, it will be recorded as unauthorised absence. Parents may also be subject to a Fixed Penalty Notice by BCP Council Inclusion and Family Services. Fixed Penalty Notices will be issued to each parent for each child. Parents will not have the opportunity to discuss any Fixed Penalty Notice for unauthorised leave of absence in term time, with the BCP Council, once it has been issued. Any queries or discussions should be had prior to, or at the time of, requesting the Leave of Absence. All communication from the school regarding leave of absence will be sent via e-mail. TEACH Trust does not benefit from monies paid to the Council for Fixed Penalty Notice fines. 89% of all Fixed Penalty Notices issued within education are for holidays in term time.

The Law

It is an offence under the 1996 Education Act if a child of compulsory school age fails to attend regularly at a school where they are registered and the parents are at risk of prosecution under the Act unless absences have been authorised. As an alternative to prosecution, parents may be issued with a Fixed Penalty Fine which is issued under the BCP Council's Code of Conduct and is payable to the local authority.

The definition of "parent" under Section 576 of the Education Act 1996 includes all biological parents, whether they are married or not and includes any person who, although not a biological parent, has the parental responsibility and/or any person who, although not a biological parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent.

Fixed Penalty Notice Fines

In August 2024, the Government introduced a National Framework for Fixed Penalty Notices directing schools on the threshold for issuing a Fixed Penalty Notice, a two Fixed Penalty Notice limit and escalation in cases of repeat offences. Fixed Penalty Notices will be issued to each parent for each child. From August 2024 only two Fixed Penalty Notices can be issued to the same parent in respect of the same child within a three-year rolling period. The Fixed Penalty Notice threshold is:

- **ANY 10 sessions (5 days) of unauthorised absence in a rolling 10-week period**.
- A school week is defined as any week that there is 1 school session.
- The 10-week period can span different terms or different school years.
- It can be **ANY** combination of **unauthorised absence**, including holidays in term time, being late after the school register is closed, unacceptable reason given to the school for absence or school not receiving contact from a parent to report an absence.
- Fixed Penalty Notices can be issued before the threshold is met for repeated behaviour below the threshold e.g. term time holidays, birthdays, family events etc.

Fixed Penalty Notice charges are:

- **The FIRST Fixed Penalty Notice issued to a parent in respect of a pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid with 21 days.**
- **A SECOND Fixed Penalty Notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 if paid within 28 days.**
- **A THIRD Fixed Penalty Notice cannot be issued** to the same parent in respect of the same child within three years of the

date of issue of the first Fixed Penalty Notice, therefore, other legal intervention, such as, prosecution will need to be considered.

Further Legal Intervention

Parents can be prosecuted in court by BCP Council for their child not attending school daily and on time to registration. Fixed Penalty Notices can be taken into consideration in a prosecution whether they have been paid or not. An Education Supervision Order and Parenting Order can also be applied for by the court.

What is Authorised Absence?

These are examples of absences we are allowed to authorise, at the school's discretion:

- Absence due to illness or medical treatment
- Absence for approved educational or sporting activities or approved public performance
- Absence for family bereavement
- Absence for approved days of religious observance
- Absence granted in exceptional circumstances

ATTENDANCE COUNTS/MOMENTS MATTER

Why is regular attendance so vital?

In Early Years, 3 in 4 children will meet their expected level of development if they have 90% or above attendance compared with to only 1 in 2 children meeting their expected level of development if they have less than 90% attendance. At 50% or below attendance NO children meet their expected level of development.

Only 40% of children with attendance at 90% or below achieved expected Key Stage 2 standards compared with 84% of children who attended regularly.

In Key Stage 4 only 36% of children with attendance at 90% or below got level 9 to 4 in their English and Maths GCSE's, compared with 84% of regular attenders.

Contact Us

For the full Attendance Policy, please see the school, or TEACH Trust website.
Attendance and punctuality in all TEACH Trust schools can be discussed with:

	Canford Heath Infant School **Headteacher: Mrs Laurin Palmer 01202 380015**
	Ad Astra Infant School **Headteacher: Mrs Emma Walters 01202 602113**
	Canford Heath Junior School **Headteacher: Mr Mark Wilson 01202 676393**
	Haymoor Junior School **Headteacher: Miss Lucy Waterhouse 01202 659290**
TEACH	**Mrs Specterman** **Home Academy Liaison Officer: 01202 380015**
TEACH	**Mrs Bates** **Attendance and Welfare Officer: 01202 380015**

Exceptional Circumstances **(You may be asked to provide written evidence in certain circumstances)**	**<u>Not</u> Exceptional Circumstances** **(These are examples of reasons which are not deemed exceptional)**
Return of parent from active service (Forces)	Cheaper holiday dates
Death or terminal illness of a parent, step-parent, sibling, grandparent, great grandparents, aunts and uncles	Attendance at a wedding or Christening
Young Carers	Visiting relatives either abroad or in the UK
Disability or Respite Leave	Limitations on parents' leave entitlements / dates

THANK YOU FOR YOUR SUPPORT