Long Clawson CofE Primary School

Attendance Policy 2026-2027

The Governing Body of Long Clawson CofE Primary School adopted this policy Summer Term 2026

Review August 2027

Signed by Chair of Governors

Mrs C Brown

Long Clawson CofE Primary School, School Lane, Long Clawson, Leicestershire LE14 4PB

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Attendance Policy

At Long Clawson CofE Primary School we expect all pupils to attend school every day – the more pupils attend the more they learn. Good attendance has a direct impact on achievement. We expect pupils to arrive on time and to strive for 100% attendance. Using the DfE 'Working Together To Improve School Attendance' August 2024, we have developed our policy to ensure that communication about the expectations of parents, schools, our governing body and the local authority is shared and understood. We aim to promote, among parents/carers and children, a high level of awareness and the need for regular and prompt attendance. The school is required by law to record lateness, authorised and unauthorised absences. These are all monitored carefully to ensure the best possible attendance is achieved for all children.

Punctuality

Our gate opens at 8:40 am and all children are expected to arrive by this time. When children arrive late to school, they can miss important information and introductions to lessons, they may also feel embarrassed to enter the classroom late. Parents/carers have a legal responsibility to ensure that their child arrives at school on time. Repeated lateness can also amount to a failure to attend school regularly and may be marked as an unauthorised absence. We monitor all attendance is carefully.

- Parents/carers must notify school if they know their child is going to be late, preferably by phoning the school office or by email if this is not possible.
- Registers are closed at 9.00 am each morning and children who do not arrive by this time will be marked as absent.
- Children who come into school via the office between 8.50am and 9.00am will be marked as late before registers close. They must be signed in by the adult responsible for bringing them in.
- Lateness is monitored and if it becomes persistent then parents will be invited into school to discuss the issues and find strategies to resolve them.
- Persistent lateness can be reported to, and supported by, the Local Authority Attendance Team.

Reporting absence

Parents/carers are requested to notify the school, no later than 8.40am, that their child will be absent. This can be done via email to the school office, telephone call / message on the answerphone, message left or in person to the school office if dropping off a sibling.

Messages must not be given via the school gate as these cannot be guaranteed to be checked or passed on in a timely manner to enable appropriate safeguarding protocols in school to be followed.

A child's absence will be recorded as **authorised** if they are ill. We expect parents/carers to contact the school office, on a daily basis, for the duration of the illness to keep us informed and so we can offer support as appropriate.

A child's absence will be recorded as **unauthorised** if the school considers the information received is not an acceptable reason for absence.

Absences will be monitored by the school. Where a pupil has frequent absences and the school is concerned, or attendance drops below 96%, the school may write to parents/carers or invite them into school for a meeting to discuss and offer support.

If there is a continued pattern of unauthorised absence or attendance does not improve, despite support from school, the Local Authority Attendance Team may become involved to offer further support.

Attendance figures will be reported as part of a child's annual report in the summer term.

We welcome all pupils. Where pupils have long term medical conditions that impact on absences this information will be shared with the school so that appropriate support can be given. This may involve shared care plans and medical recommendations as appropriate.

Where pupils are absent and we have received no message, we will ring all contact numbers given for the child and email parents. If we have not received any response, despite messaging in all ways available, we may then complete a home visit or take any other action deemed appropriate by the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead as part of our legal safeguarding duties.

Medical Appointments and Evidence

We understand that on occasions, non-routine medical appointments, particularly hospital appointments, may have to be attended during school time. Where possible, appointments should be made at times that limit disruption to your child's education.

Routine medical appointments, such as an eye test, dental or doctor appointments should be made outside of school hours when possible. We understand that this may not be possible in an emergency situation.

Most medical appointments take no longer than an hour or two, therefore we would expect children to only be absent for part of the day. ***For all medical appointments, parents are to provide a copy of the appointment card/ hospital letter for our records.***

Acceptable medical evidence could be (this list is not exhaustive as we realise that some appointments come electronically these days):

- Prescribed medication (must have label displaying pupil's name and date)
- A copy of a prescription
- An appointment card showing the child's name, date, surgery stamp
- Hospital appointment letters
- Doctor signed medical certificate or a Doctor's letter.

Where pupils are required to take medication to support any illness or condition, but they are well enough to attend school, the school will be happy to support. ***Please see our medication and management procedures policy for further details or contact the school office and we will be happy to help***.

Holidays During Term Time

The law states that holidays cannot be authorised under any circumstances, holiday absences will therefore be marked as unauthorised.

Parents/carers will be issued with a Penalty Notice of £160 per parent/carer per child (discounted to £80 if paid within 28 days) for unauthorised leave of absence as follows:

a) 5 Consecutive Days or more of Term Time Leave
b) 10 sessions of Unauthorised absence in a 10-week period (this can include late after register closes).

A clear guide, produced by Leicestershire County Council, about the consequences of taking unauthorised absences can be seen in Appendix 2 and on our school website. Please note that repeated absences can result in different actions being taken i.e the fine going up and not being reduced for early payment or the case proceeding to the Magistrates' Court.

The school regards the regular attendance of children at school as being of utmost importance to each child's education and development. It is for this reason that non-attendances are treated seriously. There are 190 days in a school year, leaving 175 non-school days for family holidays.

Absence Request Forms

For all absences that are not illness, an absence request form must be completed (see Appendix 1). These can be downloaded from our website or a paper copy can be collected from the school office.

Responsibilities

The table below shows the summary of responsibilities for parents, schools governing bodies and the local authority in relation to attendance for all pupils.

All pupils

Parents are expected to:	Schools are expected to:	Academy trustees and governing bodies are expected to:	Local authorities are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies. Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness). Only request leave of absence in exceptional circumstances and do so in advance. Book any medical appointments around the school day where possible.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand. Develop and maintain a whole school culture that promotes the benefits of good attendance. Accurately complete admission and attendance registers. Have robust daily processes to follow up absence. Have a dedicated senior leader with overall responsibility for championing and improving attendance.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures. Ensure school leaders fulfil expectations and statutory duties. Ensure school staff receive training on attendance.	Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services. Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance. Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice. Offer opportunities for all schools in the area to share effective practice.

The designated senior leader for attendance is the Head Teacher and the designated governor is Mrs Carole Brown, Chair of Governors.

The school will work with the Local Authority and engage with their Targeted Support Meetings during the academic year to support and monitor attendance in schools.

This policy will be reviewed in Autumn 2026.

APPENDIX 1

ABSENCE REQUEST FORM

To be completed and returned, at least ONE WEEK in advance of the absence, to the Head Teacher:

I wish to apply for:

NAME(S) OF CHILD(REN): _____ CLASS: _____

_____ CLASS: _____

_____ CLASS: _____

TO BE AUTHORISED AS BEING ABSENT FROM SCHOOL FROM _____

TO _____ INCLUSIVE (please give date & time).

PLEASE STATE EXCEPTIONAL CIRCUMSTANCES FOR WHICH THE REQUEST IS BEING MADE. PLEASE PROVIDE A COPY OF MEDICAL APPOINTMENTS WITH THIS REQUEST FOR OUR RECORDS.

Signature of Parent/Carer: _____ Date: _____

Please Print Name: _____

☐ AUTHORISED The school agrees to pupil being absent from school on the dates above.

☐ UNAUTHORISED The School does not authorise the above request for leave in term time.

Signed : _____ Executive Head Teacher Date: _____

Appendix 2

Penalty Notices for unauthorised absences: What you need to know about the changes.

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for unauthorised absences that occur after 19th August 2024.

5 Consecutive Days of Term Time Leave.

Penalty Notice fines will be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

10 Sessions of Unauthorised Absence in a 10-week period.

Penalty Notice fines will be considered when there have been 10 sessions of absence in a 10-week period.

Per Parent, Per Child

Penalty Notice fines will be issued to each parent, for each child who was absent.

For example: 3 siblings absent for term time leave will result in each parent receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or irregular attendance the amount will be:

£160 per parent, per child when paid within 28 days.

(No option to pay at £80 level)

Third offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or irregular attendance a Penalty Notice will not be issued. The case will proceed to the Magistrates' court.

Magistrate's fines can be up to £2,500 per parent, per child.



Please consult your school's attendance policy and speak with your school if you are thinking of taking your child out of school during term-time. It is likely you will need to make a written request to take your child out of school and any leave of absence will need to be agreed by your Headteacher before it is taken.

Leicestershire County Council

Date	Page	Change	Amend/Approver
13/8/25	1	JD to KL Date changes No other changes due to no updates LA policy	KL - FPP
30/8/26	1	Date changes LA policy – no changes	KL - FPP