

William Penn Whole School Attendance Policy

William Penn is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. The school will provide an environment where all pupils feel valued and welcome. For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils, and their parents or carers, the importance of regular and punctual attendance. School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education. Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and county attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Lateness

Morning registration will take place at the start of school at 8.35am – 8.45am. The registers will remain open for 20 minutes (close at 8.55am). If a pupil arrives between 8.45am and 8.55am they will be recorded as being 'late during the time that the register was open (statistical meaning – present)'. Pupils arriving after 8.55am will be recorded as being 'late after the register closed (statistical meaning – unauthorised absence)'. A pupil arriving after 8.55am, should be brought to the school office by the adult responsible for bringing them to school and will be marked as 'unauthorised absent' unless there is a legitimate reason provided, such as severe weather conditions. In cases, for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

The afternoon registration will be at: 1.00pm. The registers will close at: 1.10pm

First Day Absence

It is the responsibility of the parents/carers to inform the school of any absence by telephone, letter or in person (not through sibling word of mouth). In circumstances where no information has been received, a member of the office staff will telephone the daytime contact number for the parents or carers on the closure of registration.

Third Day of Absence/Continuing Absence

If the absence continues to be unexplained, a letter will be sent to the home address.

Fifth Day of Absence

If any pupil is absent without an explanation for 5 consecutive days the school will notify the Educational Welfare Officer.

Frequent Absence

It is the responsibility of the Headteacher to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers. If this is unsuccessful the school will refer to the School Nurse if the problem appears to be a medical one. In other cases, the school will seek advice from the Education Welfare Service.

Return to School

It is important that on return from absence all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Absence Notes

Notes received from parents/carers explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about a pupil, that may require further investigation, then the notes may need to be retained for a longer period.

Promoting Attendance

The school will use the fortnightly newsletter to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

Absence from Learning in Term Time – Authorised and Unauthorised Absence

- In line with national legislation (see Appendix 1), the school is unable to grant authorised absence for the purpose of holidays.
- No absence from school will be authorised unless in exceptional circumstances.
- Authorised absence will be at the discretion of the Headteacher and it should be assumed that absence will not be granted in the majority of cases.
- Absence for medical appointments that cannot be scheduled outside of the school day will be authorised.
- When a pupil has accrued 10 sessions recorded of unauthorised absence in a 10 week period (each day is 2 sessions – AM and PM), a fixed penalty notice will be issued for £160 per child, per parent (reduced to £80 if paid within 21 days). Please see the **Fixed Penalty Notice Leaflet** for more information.

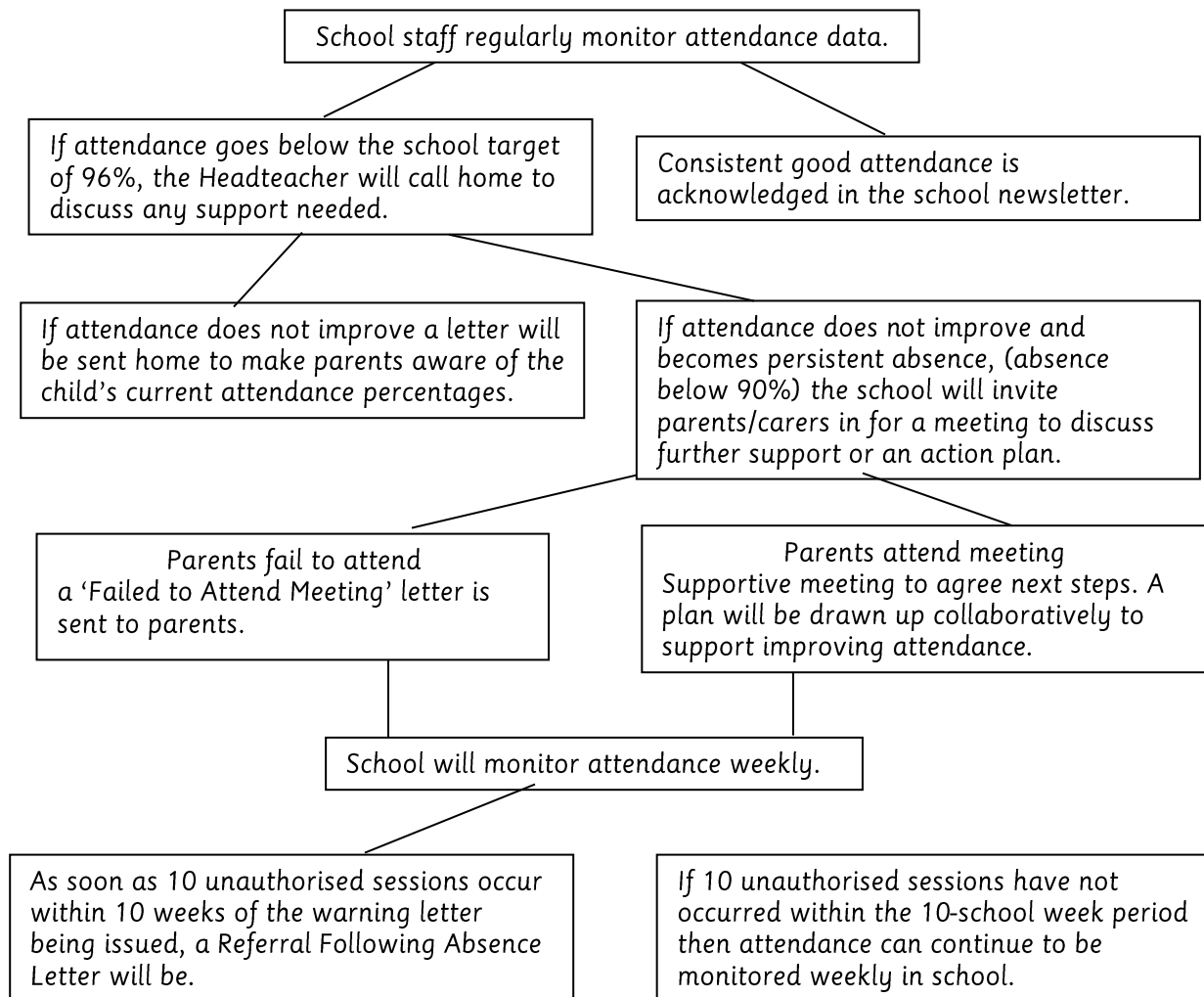
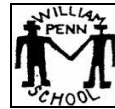
Parents wishing to remove their child from learning during term time must complete the form 'Request for Absence from Learning' available from the school office and website (Appendix 2). This should then be returned to the Headteacher **before** the absence occurs. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

Attendance Targets

These targets are monitored and reported to the Governing Body on a termly basis by the Headteacher.

William Penn Targets:

2024 - 2025: 96% (in line with West Sussex LA pre-Covid)



Signed:

Date: 12.5.25

Next Review: Summer 2026

Appendix 1

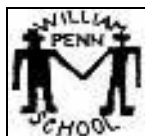
The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the [Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.

Term-time holiday

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow headteachers to grant leave of absence for the purpose of a [family holiday](#) during term time in “special circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.



William Penn Primary School, Coolham

Request for Absence from Learning 2024 – 2025

Pupils are **only** in school for 190 days each year.
There are 175 other days for holidays and other activities.
80% attendance represents one day off every week.
90% attendance represents 1 day off every fortnight.

How to use this form:

- Use for **ALL** absences other than sickness
- Return to the School Office before the date of requested absence
- Use a separate form for each child and each absence

- Headteachers may not grant absences for holidays in term time – ‘any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave’
- If a family choose to take their child/children out of school for a holiday, they will be subject to a Fixed Penalty Notice (FPN). If unauthorised absences reach 10 sessions (1 session is half a day, so 10 = 5 full days) Holidays of any length will not be authorised except in exceptional circumstances.
- You will receive a FPN of £160 (£80 if paid promptly) per parent with Parental Responsibility, per child, if you take your child out of school for an unauthorised holiday; referrals for a FPN are made to West Sussex County Council for all holidays of 5 days or more.

Parent/Guardian to complete this section

Name of Child:	Class:
Is this the first request for absence this academic year? Yes / No	
Absence requested from / / to / /	
No of school days absence requested:	Child will return to school on : / /
Reason for absence:	

Name (please print):	Date:
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School Office to complete this section

Attendance for 2024/25				Green	More than 95%	Satisfactory
				Amber	95% to 90%	Needs improvement
Attendance code:	Green	Amber	Red	Red	Less than 90%	Unsatisfactory

Headteacher to complete this section

- Your request is not approved in line with national legislation and school policy.
- Your request is approved and the absence as set out above is duly authorised.

Headteacher's signature:	Headteacher comments:
Date:	

Time

Research repeatedly shows that the more time pupils spend in lessons, the more they learn! It is for this reason that the length of the school day has increased in the past few years. It is also the reason why the Headteacher takes a great deal of interest in the amount of time that pupils are absent from school, whether through holidays or illness.

- There are thirteen weeks of school holidays for pupils
- The loss of learning due to holidays in term time can add up over the course of a pupil's school career.

The Headteacher will not authorise absence for pupils during the SATs test period.

‘Lost Time’

If pupils were to take two weeks of annual holiday in term time every year, then:

By the end of Key Stage 1 (Year 2) they will have lost over a month of learning.

By the end of Key Stage 2 (Year 6) they will have lost three months of learning.

By the end of Key Stage 3 (Year 9) they will have lost four months of learning.

By their GCSE exams (Year 11) they will have lost more than six months of learning.

THIS WILL AFFECT THEIR RESULTS!

