

# Attendance Policy

## Aspire Federation

*'Let your light shine!'*



**Reviewed and updated:** November 2023

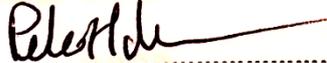
**Next review:** November 2024

**(In partnership with The Deepings Cluster of Primary Schools)**

Signed: 

Name: Laura Martin  
(Executive Headteacher)

Date: .....11.12.23.....

Signed: 

Name: Peter Hilton  
(Chair of Governors)

Date: ...11.12.23.....

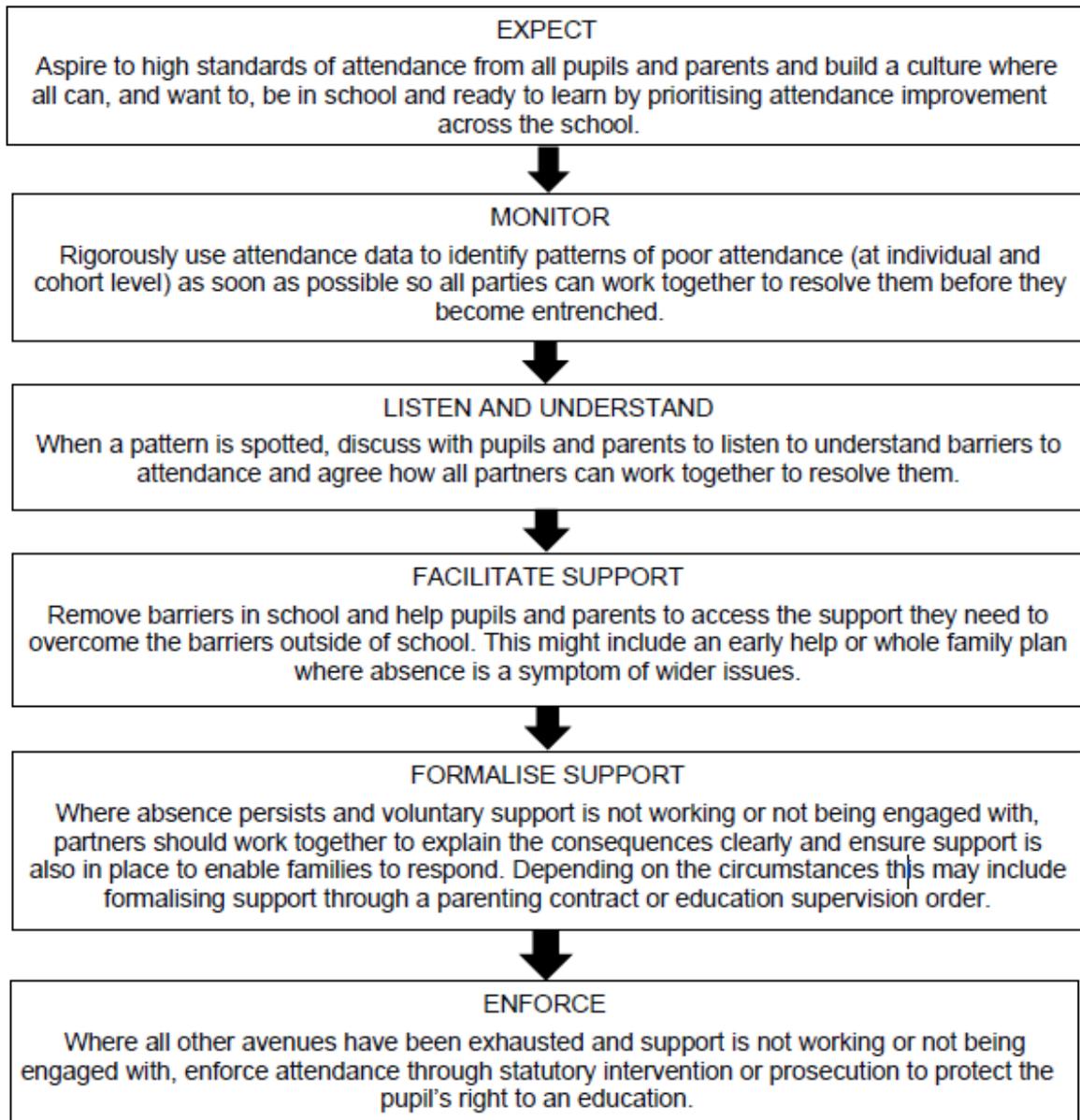
## 1. Introduction

- 1.1 The Deepings Cluster of primary schools have worked together to produce this policy with the aim of having a common and united approach to maximising the attendance of pupils in the Deepings and utilises the Department of Education's **Working together to improve school attendance** document published in May 2022. <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
- 1.2 The Deepings Cluster of primary schools are Baston Church of England Primary School, Deeping St. James Community Primary School, Langtoft Primary School, Market Deeping Community Primary School and William Hildyard Church of England Primary and Nursery School.
- 1.3 As part of the Aspire Federation, St. George's C of E Primary School, Stamford has adopted this policy so that there is consistency across our schools.
- 1.4 The person responsible for attendance at our schools is the Executive Headteacher, Mrs Laura Martin, support by the Heads of Schools and School Administrators.

## 2. Aims and objectives

The Government states that an attendance rate of less than 95% will have a detrimental effect on a child's education. It is therefore the Aspire Federation's aim that each of our pupils should have an attendance rate as high as possible with our target for attendance being at least **97%** each academic year unless there are exceptional circumstances, out of the child's control, that affect their attendance at school. If a pupil's attendance looks like it might fall below **95%** by the end of the academic year, the school will support that child and their family to ensure that their attendance rate is as high as it can possibly be, working in partnership with external agencies to provide support where necessary.

The school and all partners will work together to:



### 3. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2023) Working Together to Improve Attendance
- DfE (2015) Child performance and activities licensing legislation in England
- DfE (2023) Keeping Children Safe in Education
- DfE (2016) Children Missing Education

This policy operates in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Complaints Procedures Policy
- Behaviour Policy
- Home/School Agreement

## **4 Roles and Responsibilities**

### **4.1 The Governing Body is responsible for:**

- Monitoring the implementation of this policy and all relevant procedures across the school
- Ensuring school leaders fulfil expectations and statutory duties
- Regularly reviewing attendance data and help school leaders focus support on the pupils who need it
- Ensuring school staff receive training on attendance

### **4.2 The Executive Headteacher is responsible for:**

- Monitoring of attendance data and patterns and ensuring communication with parents effectively address concerns (Appendix 1 – Attendance Flow Chart, Appendix 5 – Cumulative absence,)
- Ensuring all parents are aware of the school's attendance expectations and procedures (Appendix 4 – Guide to Attendance at Aspire Federation Schools)
- Informing the LA of any pupil being deleted from the admission and attendance registers if they are being educated from home; have an authorised medical note; have been permanently excluded.

### **4.3 The Head of School is responsible for:**

- The day-to-day implementation and management of this policy and all relevant procedures across the school
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

### **4.4 Staff are responsible for:**

- Following this policy and ensuring pupils do so too
- Ensuring this policy is implemented fairly and consistently
- Modelling good attendance behaviour
- Raise concerns they have in relation to a child's attendance with the Attendance leader informing them of any absence which appears irregular, shows regular patterns, is unexplained or unauthorised.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated
- Where designated, taking the attendance register at the relevant times during the school day

### **4.5 Parents are responsible for:**

- Providing accurate and up-to-date contact details and informing school if these change
- Providing the school with more than one emergency contact number
- Ensure their child attends school every day and punctually
- Promoting good attendance with their children

- Notifying the school by **09:00** whenever their child is unable to attend, giving details of the reason for the absence and the expected length of time the child will be away – this should be done by calling the relevant school office (William Hildyard – 01778 343119 and St. George’s – 01780 763654)
- Ensuring that their child arrives well prepared for the school day
- Contacting the school whenever any problem occurs that may affect their child’s attendance in school
- Only requesting leave of absence in exceptional circumstances, using the request form (Appendix 6)
- Book medical appointments around the school day where possible
- Accepting an invitation to meet with a school leader to construct an Attendance Support Plan (see Appendix 1) and proactively engage with the support offered to increase the attendance of children who are persistent absentees.

#### **4.6 The school expects pupils to:**

- Attend school every day unless they are ill
- Arrive on time for the start of the school day
- Tell a member of staff about any problem or reason that is affecting their attendance

### **5 Training of staff**

The school will recognise that early intervention can prevent poor attendance. As such, staff will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.

Teachers and support staff will receive training on this policy as part of their induction. Following this initial training, staff will receive regular and ongoing training as part of their development.

Staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern, and know how such concerns should be managed.

### **6 Pupils at risk of persistent absence**

The school will ensure it provides support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

The School Leadership Team (SLT) will:

- Establish a range of interventions to address barriers to attendance
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work
- Attend or lead attendance reviews in line with escalation procedures
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - sending letters to parents
  - having a weekly attendance review
  - using fixed penalty notices

Where a pupil at risk of persistent absence is also at increased risk of harm, the school will work in conjunction with all relevant authorities e.g. Children's Services, to support the pupil in line with the school's duty of care.

Where a pupil becomes at risk of persistent absence, the school will:

- Welcome pupils back following any absence and provide catch-up support to build confidence and bridge gaps in learning
- Meet with pupils and parents/carers to discuss patterns of absence barriers to attendance and any other problems they may be having
- Establish plans to remove barriers and provide additional support
- Make regular contact with families to discuss progress
- Consider what support for re-engagement might be needed, including for vulnerable groups

The school attendance system will be used to give an accurate and informative view of attendance, reasons for absence and patterns within groups including:

- Children in need
- Looked After Children / Post Looked After Children
- Pupils who are eligible for Free School Meals
- Pupils with English as an Additional Language
- Pupils with Special Educational Needs and/or Disabilities

## **7 Children at risk of missing education**

Schools and their governing bodies must have regard to the statutory guidance [Keeping Children Safe in Education](#) when making arrangements to safeguard and promote the welfare of children.

Schools should put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is

removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

## **8 Admission and Attendance Register**

The law requires that all schools have an admission register and an attendance register. All pupils must be placed on both.

### **8.1 Admission register**

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the last school attended. Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or has been notified, that the pupils will attend the school.

Schools must notify the local authority within five days of adding a pupil to the admission register and must provide the local authority with all the information held with the admission register about the pupil.

Where the parent/carer of a pupil notifies the school that the pupil will live at another address, school must record in the admission register: (a) the full name of the parent/carer with whom the pupil will live; (b) the new address; and (c) the date from it is expected the pupil will live at this address.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

On receipt of written notification to home educate, the school must inform the local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

### **8.2 Attendance Register**

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. These are completed on Integris. This register will record whether pupils are:

- Present
- Absent (authorised or unauthorised)
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way.

A record of the number of pupils present in each class during registration will be kept on a laminated sheet positioned next to the classroom's fire exit. This is taken outside on evacuation and raised only when a head count has been carried out.

## 9 Absence Procedures

Parents/carers are required to contact the school office via email/telephone/in person by **09:00** on the first day of their child's absence (William Hildyard – [enquiriesWH@aspire.school](mailto:enquiriesWH@aspire.school) 01778 343119 and St. George's – [enquiriesSG@aspire.school](mailto:enquiriesSG@aspire.school) 01780 763654)

Parents/carers are required to continue to inform school on **each day** of their child's absence if this exceeds more than 1 day, with the exception of sickness/diarrhoea which requires an absence of 48 hours from the last bout of illness.

### 9.1 Responding to non-attendance

A telephone call will be made by **10:00am** to the parent/carer of any pupil who has not reported their child's absence on the first day that they do not attend school to:

- Ascertain the reason for the absence
- Ensure the proper safeguarding action is taken
- Identify whether the absence is authorised or not
- Identify the correct code to use before entering it on to the school's system

Where there is no response by **12:00** (emergency contact list has been exhausted), there will be a home visit from a member of the school staff in line with our school's safeguarding and child protection policy. If the school are unable to raise any response at the home, they may request the police carry out a 'safe and well check' to the property.

If any pupil is absent for a period of 10 days (particularly when we have had no contact from parents/carers) the absence will be unauthorised and notified to Lincolnshire County Council's Pupils Not Attending Regularly (PNAR) service. <https://www.lincolnshire.gov.uk/school-attendance/pupil-attendance/3>

For pupils where non-attendance continues or irregular patterns of attendance are causing concern, the case will be discussed with the school leadership team and further action planned in line with the Attendance Flow Chart (Appendix 1).

Attendance will be monitored by the school. If a pupil's attendance falls below **90%** for any reason (including illness or holidays), they will be classed as Persistent Absentees (PA). A letter will be sent to parents to make them aware of this. If attendance does not improve within two weeks of a school notifying parents of poor attendance, they will be asked to attend a School Attendance Panel meeting. This meeting will include the appropriate staff, parent/carer and pupil and will aim to identify and solve any problems that are preventing the pupil from attending school. Parent/carers are obliged to attend.

The case will continue to be monitored and if there is no improvement, a penalty warning letter will be issued. Failure to improve attendance will result in a Penalty Fine from the Local Authority under Section 444(b) of the Education Act 1996. If it is felt that the pupil's attendance is not improving due to lack of support or engagement with either the parent/carer or the pupil, consideration will be taken as

to submitting a file to the Local Authority to initiate proceedings before a Magistrates Court.

## 9.2 Reintegration

The return to school for a pupil after long-term absence requires planning. Designated staff will be responsible for deciding on a programme for return and for the management of that programme. Programmes will be tailored to meet individual need and may involve phased, part-time re-entry with support in class as appropriate. Programmes will be reviewed regularly and amended as necessary.

## 9.3 Lateness

The school regards punctuality as of the utmost importance and lateness will not be tolerated.

**At William Hildyard**, the gates open at **8:35am** and pupils should be in their classroom by the start of the school day at **08:45am**. Children arriving at school between **08:45am and 09:15am** will be marked as late. Children arriving after **09:15am** with no specific reason will receive an unauthorised absence mark.

**At St. George's**, the gates open at **08:45am** and pupils should be in their classroom by the start of the school day at **08:55am**. Children arriving at school between **08:55am and 09:25am** will be marked as late. Children arriving after **09:25am** with no specific reason will receive an unauthorised absence mark.

In the event that a child fails to attend punctually on 10 or more occasions, a letter will be sent to parents/carers requesting that they attend a meeting in school to discuss the matter further and to offer support as necessary. Failure to improve punctuality could lead to further action being taken, such as a Penalty Fine being issued from the Local Authority under Section 444(b) of the Education Act 1996.

## 9.4 Term time leave

Only the Executive Headteacher has the authority to authorise an absence and will only be allowed to grant a leave of absence in exceptional circumstances.

Applications should be made in advance and the Executive Headteacher will be satisfied by the evidence which is presented, before authorising term-time leave. It is at the Executive Headteacher's discretion to determine whether the absence will be authorised or not. In such situations, the individual circumstances, previous attendance pattern and frequency of such incidents will be considered.

## 9.5 Family holidays

Parents/carers should not take pupils on holiday during the school term. If a request is not granted and the parent/carer takes the child on holiday, the absence will be recorded as unauthorised and this may be referred to Lincolnshire County Council and could result in a Fixed Penalty Fine under Section 444(b) of the Education Act 1996.

<https://www.lincolnshire.gov.uk/council-business/fixed-penalty-notices-code-conduct/2>

Where a pupil was removed from school for a holiday during the previous academic year, and then is absent due to a holiday in the current year, the case may be automatically be referred to Lincolnshire County Council for a Fixed Penalty fine.

Where a pupil fails to return within 10 school days of a previously notified date schools have the power to remove the child from the school roll and report them to Children Missing Education at Lincolnshire County Council.

## **9.6 Appointments**

As far as possible, parents are encouraged to book medical and dental appointments outside of school hours. Where this is not possible, an appointment card/letter must be shown to the school office.

If the appointment requires the pupil to leave during the school day, they will be signed out at the school office. Pupils will be expected to attend school before and after the appointment wherever possible.

## **9.7 Religious observances**

Parents will be required to inform school in advance if absences are required for days of religious observance.

## **9.8 Sport and other performances/activities**

The school will ensure that all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, understand that they will be required to obtain permission in writing from the headteacher who authorises the school's absence.

## **9.9 Young carers**

The school understands the difficulties that face young carers, and will endeavour to identify young carers at the earliest opportunity, as well as through their time at the school. A caring and flexible approach will be taken to the needs of the young carer and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

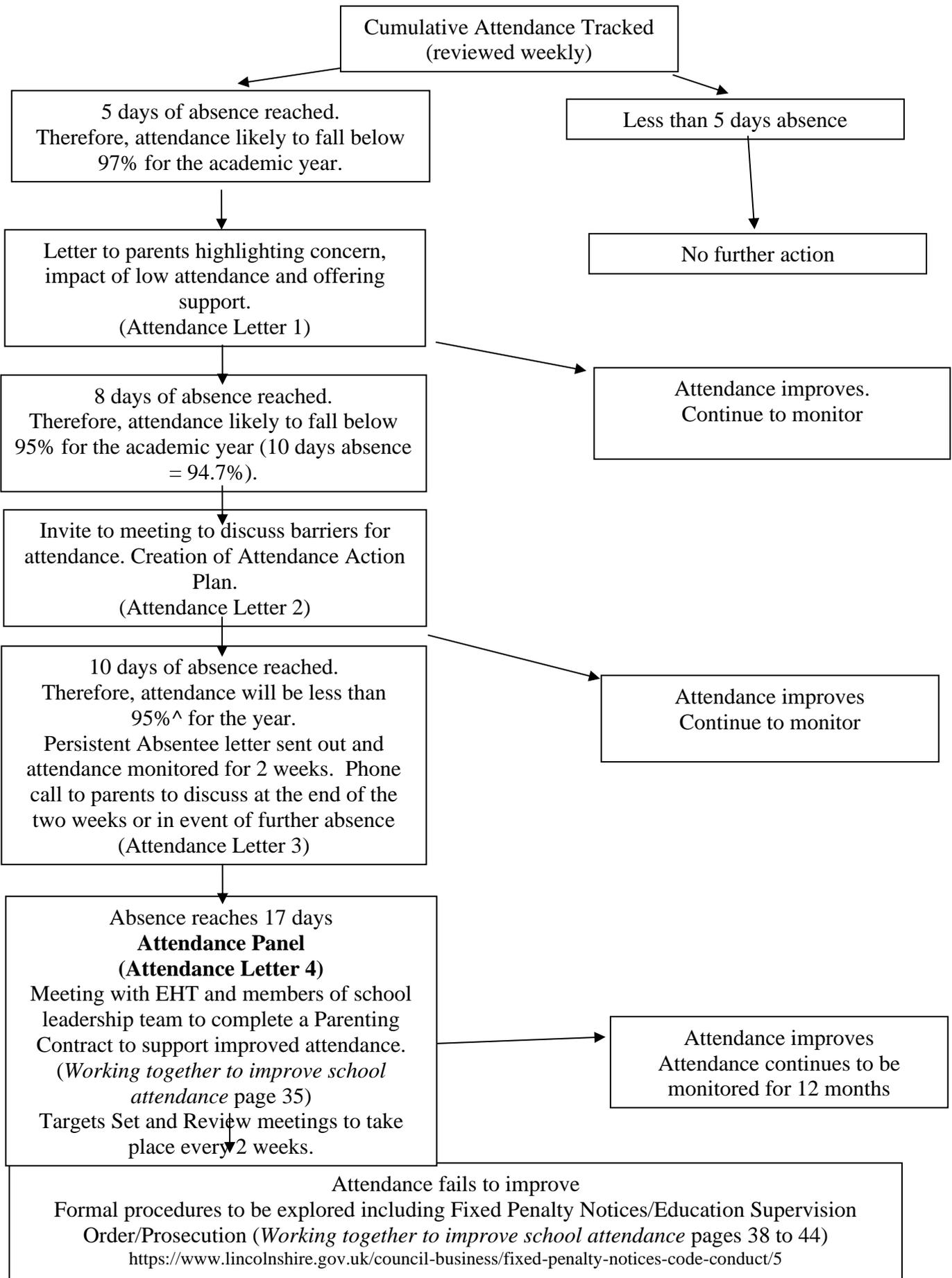
## **10 Encouraging Rewarding good attendance**

Attendance can be encouraged in the following ways:

- accurate completion of the registers within 20 minutes (maximum) of the start of a morning and afternoon session
- Class reward for highest level of attendance each week
- presenting stickers/certificates to children who have above 97% attendance at the end of each term
- identifying and supporting pupils who have attendance problems in advance of the transition between KS2 and KS3 by sharing relevant information with the destination school
- establishing a mechanism for working with those parents/carers who express a concern that their child is experiencing difficulty in attending school
- use of year group, class, identified groups (for example, pupils with Special Educational Needs and/or Disabilities (SEND)) and pupil level attendance data which enables analysis and a timely response by the school

## APPENDIX 1 – Attendance Flow Chart

Each attendance case will be reviewed on its individual merits, along with medical referrals/reports and advice from other professionals involved with the family



## APPENDIX 2

### Aspire Federation

Attendance Support Plan for INSERT NAME, Y123456

Agreed at meeting on INSERT DATE

Historic Attendance data

2018/2019	2019/2020	2020/2021	2021/2022

What is going well? Home/School/Medical etc	What are our main concerns? Home and School	What can be done at school to further support attendance?	What can be done at home to further support attendance?

## Appendix 3 – Attendance Letters

### Attendance Letter 1

#### Absences from school – 5 days

Dear [enter name]

I am writing to express my concern at [name's] high levels of absence from school. So far this academic year, they have had 5 days of absence which means that if they miss one more day they will fall below our expected attendance of 97% for the whole academic year.

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we know that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support their education in the best way possible, including looking into how we can help them to address gaps in learning due to absence.

Please find attached a copy of our Attendance Policy and our *Guide to Attendance at Aspire Federation Schools*. Please also refer to the Department of Education publication *Working together to improve school attendance* which can be found here:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>.

Please contact the school office on 01778 343119/ 01780 763654 [delete as applicable] as soon as you can so we can arrange to discuss this.

Should your child reach 8 days of absence we will write to you again and ask you to a meeting in which we can put together an Attendance Action Plan so we can work closely together to support your child's learning.

Yours sincerely,

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### Attendance Letter 2

#### Absences from school – 8 days

Dear [enter name],

I am writing to express our continued concern that your child's absence has increased to 8 days this academic year. We wrote to you previously to raise our concerns about attendance having reached 5 days absence. They have now had more time off school and reaching 10 days absence will mean they have missed two weeks of school and will have an annual attendance of no more than 94.7%. This is below expectations and is considered as requiring improvement.

We would like to work with you to support their learning by ensuring they are in school. Please call the school office on 01778 343119/ 01780 763654 [delete as applicable] to speak to someone in school about how we can support your child's attendance and have a clear picture of the reasons for their absence.

I also attach our Guide to Attendance at Aspire Federation Schools and you should also refer to the Department of Education publication *Working together to improve school attendance* which can be found here: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>. It is essential that we work together to improve your child's attendance and future opportunities that can be greatly inhibited by missing school.

Yours sincerely,

**Attendance Letter 3**  
**Absences from school – 10 days**

Dear ,

Your child has been absent from school for 10 days this academic year. This means they will have an overall attendance of less than 95% and there is a high risk of them falling behind in their learning and social development.

We would like to work with you to support their learning by ensuring they are in school. Please call to arrange a meeting with myself and our support team to put in place an Attendance Action Plan. The format of this can be found in the attached Attendance Policy document under Appendix 2.

I also attach our Guide to Attendance at Aspire Federation Schools and you should also refer to the Department of Education publication *Working together to improve school attendance* which can be found here: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> .

If we have not already phoned you to arrange a meeting, please contact the school office on **01778 343119/ 01780 763654** [delete as applicable] as soon as you can so we can find a mutually convenient time to meet. It is essential that we work together to improve your child's attendance and future opportunities that can be greatly inhibited by missing school.

Yours sincerely,

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**Attendance Letter 3**  
**Absences from school – 17 days**

Dear,

Your child has now missed 17 days of school which means their overall attendance by the end of the year will be no higher than 90%. This is regarded as 'persistent absence' by the Department for Education.

You are invited to attend an Attendance Panel meeting on ??? at ?? with the school's leadership team and your child's class teacher. At the meeting, a Parenting Contract will be discussed in line with guidance from the Department of Education's publication *Working together to improve school attendance* (page 35) which can be found here: <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance> .

If you would like to be accompanied at the meeting by a representative, supportive family member or friend then please let us know.

We are gravely concerned about the amount of time your child has been off school this year and the effect it is having on their progress and development. Their attendance will be monitored closely and we will continue to communicate with you about what measures we have in place and how things are working at home. Further absences will result in legal

action with the Local Authority – if this has not already been the case. We will confirm your attendance at the Attendance Panel meeting by telephone.

Yours sincerely

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**Template Letter for Unauthorised Holiday Requests**

Dear Parents,

Thank you for informing us that you intend to take your child out of school. We really appreciate your honesty in this matter as it means we can accurately record our absences and understand issues that affect our families.

We are only allowed to authorise absence in exceptional circumstances and unauthorised absences over a number of days may result in a fine from the Local Authority.

Unfortunately, on this occasion we are unable to authorise this absence as it is for a holiday and missing school has a significant impact on children's education. Please see the Guide to Attendance at Aspire Federation attached. So far this year your child's attendance is ??% and in previous years it was ??%, ??%.

Yours sincerely

## Appendix 4 - Guide to Attendance at Aspire Federation Schools

### How can parents help?

- Parents must model the value of education including the importance of regular education and good attendance.
- Arrange family trips, activities and holidays during the school holidays so that children miss as little school as possible.
- Schedule medical appointments in hours either prior to or after school. If an appointment cannot be avoided, ensure your child is in school for as much of the day as possible.
- Establish good routines at home, including good sleep patterns.
- Make sure your child understands that you do not approve of missing school.
- **Contact the school if attendance is becoming a problem - we can work together to improve things.**
- Take an interest in your child's school work and be actively involved in school, Parents Evenings and events.
- Share work and reading from home - engage with children's learning.

### Guide to Attendance at Aspire Federation Schools

*'let your light shine'*



#### Statistics

One day of missed school is equal to as many as 3 days of catch up for a child to learn all the missed knowledge and skills.

Persistent non-attenders (attendance score lower than 90%) on average score 15-20% lower on assessments than pupils who attend school more regularly.

The earlier a pupil begins to have attendance problems, the greater the impact on achievement!

80% attendance over 5 years is the same as missing a whole year of school!

**5 minutes late each day = more than 3 days of school missed.**

Attendance is a priority in our school and is closely monitored.

Good attendance and punctuality is essential for good academic achievement, good social development and good mental health. It ensures children are safe and supported.

Please refer to our Attendance Policy and The Department for Education publication: *Working together to improve school attendance* applied from September 2023.

**All absences must be reported to the school office:**

William Hildyard: 01778 343119  
St. George's: 01780 763654

Requests for absence should be made in writing to the Executive Headteacher using the form (appendix 6 of the Attendance policy)

Email:

William Hildyard:

[enquiriesWH@aspire.school](mailto:enquiriesWH@aspire.school)

St. George's:

[enquiriesSG@aspire.school](mailto:enquiriesSG@aspire.school)



### Aspire Federation Attendance Guide

There are 190 school days in a year. This leaves 175 days for holidays and appointments!

Expected	Your child's attendance is as expected at 96-100% and has reached the school's target which is set to ensure that learning is well supported. They have missed less than 6 days of school.
At risk of persistent absence	Your child's attendance is 91-95%. <b>They have missed over 8 days of school.</b> Your child's attendance is in need of improvement. It is below the school target of 97%. Your child is missing learning and is in danger of falling behind.
Persistent absence	Your child's attendance is 80-90%. They have missed over 15 days (3 weeks) of school. Your child's attendance is poor and causing concern. They are now classed as persistently absent and are missing a significant amount of learning. Your child is missing so much time from school that it will be difficult for them to keep in touch with lessons and learning.
At risk of severe absence	Your child's attendance is 51 to 79% and regarded as persistently absent. This is very poor attendance and is of great concern. There is a risk of Local Authority action e.g. a Fixed Penalty Fine or further legal prosecution if your child's attendance does not improve. Your child is missing so much time from school that it will be exceptionally difficult for them to keep in touch with lessons and learning.
Severe absence	Your child's attendance is 50% or below.

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Friendship	Thankfulness	Respect	Community	Peace	Joy
Generosity	Forgiveness	Courage	Wisdom	Dignity	Hope

### Why is it important to attend school every day?

- Research has proven that high levels of attendance improve academic performance.
- Pupils with the highest attainment at the end of Year 6 and GCSEs have higher rates of attendance.
- At Year 6, pupils not meeting the expected standard in reading, writing and maths had overall absence rates of 4.7% compared to 3.5% among those meeting the expected standard.
- For GCSEs in English and Maths, those not achieving a grade over 4 had double the absence rates as those that achieved grade 9 to 4.
- Regular attendance encourages the development of social and emotional skills that are essential for life.
- Missing learning causes anxiety for absent children and missing playtimes inhibits the development of friendships.
- It is hard for children to develop their core-skills in line with our values if they are not in school.

## Appendix 5

### Cumulative absence example for a school year

	Sessions	68	138	194	254	310	380
Days	Sessions	Term	Term	Term	Term	Term	Term
absent	absent	1	2	3	4	5	6
1	2	97.1	98.6	99.0	99.2	99.4	99.5
2	4	94.1	97.1	97.9	98.4	98.7	98.9
3	6	91.2	95.7	96.9	97.6	98.1	98.4
4	8	88.2	94.2	95.9	96.9	97.4	97.9
5	10	85.3	92.8	94.8	96.1	96.8	97.4
6	12	82.4	91.3	93.8	95.3	96.1	96.8
7	14	79.4	89.9	92.8	94.5	95.5	96.3
8	16	76.5	88.4	91.8	93.7	94.8	95.8
9	18	73.5	87.0	90.7	92.9	94.2	95.3
10	20	70.6	85.5	89.7	92.1	93.5	94.7
11	22	67.6	84.1	88.7	91.3	92.9	94.2
12	24	64.7	82.6	87.6	90.6	92.3	93.7
13	26	61.8	81.2	86.6	89.8	91.6	93.2
14	28	58.8	79.7	85.6	89.0	91.0	92.6
15	30	55.9	78.3	84.5	88.2	90.3	92.1
16	32	50.5	75.6	82.6	86.7	89.1	91.1
17	34	44.4	72.6	80.5	85.1	87.8	90.1
18	36	37.7	69.3	78.2	83.3	86.3	88.9
19	38	30.1	65.6	75.5	81.3	84.7	87.5
20	40	21.6	61.4	72.5	79.0	82.8	86.0

Reaching 6 days absence at any point in the year will mean overall attendance will not be over target of 97%

Reaching 10 days of absence at any point in the year will mean overall attendance will not be over 95%

Reaching 17 days of absence will mean attendance is at 90% - this is 'PERSISTENT ABSENCE'

**Appendix 6**

**Aspire Federation Schools Absence Request Form**

APPLICATION FOR PUPIL'S LEAVE OF ABSENCE

Children should not miss time from school as this may affect their educational achievement, however, we understand there will be instances when this is unavoidable, for example attendance at parents' or older siblings' graduation ceremonies or family funerals.

The Executive Headteacher, acting on behalf of the Governing Body, can authorise leave of absence for exceptional circumstances, but this does not include family holidays. This authorisation is not statutory and is at the Executive Headteacher's discretion.

Unauthorised absence of more than 4 ½ days in any 6 week period could result in a parental fine. If you feel there are exceptional circumstances, please submit further information below.

.....  
.....  
.....

Name of Pupil \_\_\_\_\_ Class \_\_\_\_\_

I wish to apply for leave of absence for my child

from: \_\_\_\_\_ to: \_\_\_\_\_ Total number of days = \_\_\_\_\_

Signed \_\_\_\_\_  
(parent/carer)

This form must be completed and forwarded to the Executive Headteacher of the school at least two weeks in advance of when the period of absence is desired.

Number of days authorised ..... Signed: .....(Executive Headteacher)  
Date: \_\_\_\_\_

Number of days unauthorised ..... Signed: ..... (Executive Headteacher)  
Date: \_\_\_\_\_