Ravenscote Junior School

ATTENDANCE POLICY

2026 - 2027

Date of Approval		Date of Review	
September 2026		**September 2027**	
Signed	Amy Wells **Headteacher**	**Signed**	Emily Gibson **Chair of Governors**



RAVENSCOTE JUNIOR SCHOOL

ATTENDANCE POLICY

Ravenscote Junior School are committed to developing and implementing policies and practices which support excellent attendance and improved attendance where concerns arise. We recognise that attendance is everyone's responsibility and that securing good attendance requires a whole-school approach involving pupils, parents/carers, school staff, governors, the local authority and other relevant partners.

We firmly believe that all children benefit from regular school attendance. Full and regular attendance at school is crucial for a child's future life chances and establishes a positive work ethic early in life. To this end we will do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. Children will be expected to achieve excellent attendance but when absence is unavoidable through sickness, the school should be notified on each day of absence. Parents/carers will be required to inform the school at the earliest opportunity for any other absence.

We recognise that absence is often a symptom of underlying barriers and that some pupils and families may require additional support to achieve regular attendance. We will work positively and collaboratively with pupils and parents/carers to understand and remove barriers to attendance, including barriers relating to mental or physical health, SEND, wellbeing, family circumstances, bullying, caring responsibilities and other individual circumstances.

Where support does not improve attendance, is not engaged with, or is not appropriate, the school will work with Surrey County Council and other relevant partners to consider formal support and, where appropriate, statutory attendance interventions.

Parents/carers, whose children are of compulsory school age (5 to 16) and are registered at a school, are responsible for ensuring that their children attend school regularly. If they do not do so they may be committing an offence under the Education Act 1996 and could be liable to prosecution or to be served with a penalty notice.

This policy is based on, and aims to show our commitment to meeting, our obligations with regards to school attendance including those set out in Working together to improve school attendance statutory guidance from the Department for Education (DfE) published with effect from July 2026.

It refers to the DfE's statutory guidance on school attendance parental responsibility measures.

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:



- Part 6 of The Education Act 1996.
- Part 3 of The Education Act 2002.
- Part 7 of The Education and Inspections Act 2006.
- School Attendance (Pupil Registration) (England) Regulations 2024
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024.
- The Education (Information About Individual Pupils) (England) (Amendment) Regulations 2024.

It also reflects responsibilities and expectations contained in:

- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools
- Children Missing Education Statutory Guidance
- Working Together to Safeguard Children
- Supporting Pupils at School with Medical Conditions
- SEND Code of Practice
- Alternative Provision Statutory Guidance

Expectations

We expect that all children will:

- Attend school 100% of the time
- Attend school punctually
- Attend school appropriately prepared for the day

We expect that all parents/carers and persons who have day-to-day responsibility for the children will:

- Encourage regular school attendance and to be aware of their legal responsibilities.
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day (including extra-curricular activities) and have completed any homework they have been given.
- Inform the school promptly of any emerging difficulties affecting attendance, including mental health, emotional wellbeing, SEND-related needs or family circumstances, so that support can be provided at the earliest opportunity.
- Contact the school office by 8.30am on the first day of a child's absence, and every day thereafter, giving the reason for the absence.
- Provide the school office with more than 1 emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Discuss with the class teacher or Safeguarding Assistant Headteacher any problems preventing their child/children from attending school.
- Work closely with the school's Family Link Worker when attendance becomes significantly concerning.
- Provide evidence, if required, where the length and frequency of absence through illness is giving cause for concern.
- Keep to any attendance contracts they make with the school.



- Complete a Ravenscote Junior School 'Leave of Absence' form when required.

We expect that the Head Teacher will:

- Adopt the whole policy.
- Implement this policy at school.
- Monitor school-level absence data and report it to the Local Advisory Committee.
- Support staff with monitoring the attendance of individual pupils.
- Monitor the impact of any implemented attendance strategies.
- Issue fixed-penalty notices, where necessary.
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided.
- Appoint a Senior Attendance Champion and Attendance Officer to carry out the expectations as outlined in their roles below.

We expect that the Senior Attendance Champion will:

- Take responsibility for leading, championing and improving attendance across the school.
- Set a clear vision for improving and maintaining good attendance.
- Have a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitor and evaluate progress in attendance.
- Benchmark attendance data to identify areas of focus for improvement.
- Establish and maintain effective systems for tackling absence, and ensure they are followed by all staff.
- Liaise with pupils, parents/carers and external agencies, where needed.
- Initiate a scheme for contacting parents/carers on the first day of absence.
- Build close and productive relationships with parents to discuss and tackle attendance issues.
- Create intervention or reintegration plans in partnership with pupils and their parents/carers.
- Deliver targeted intervention and support to pupils and families, including opportunities to work with the Family Link Work (FLW) and Emotionally Based School Non-Attendance (EBSNA) trained staff.
- Work with the Inclusion Assistant Head to develop specific support approaches for attendance for pupils with SEND where they face in-school barriers and ensure that the local authority is aware when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Ensure attendance information is routinely considered alongside safeguarding information, behaviour information and pastoral concerns.



- Maintain oversight of attendance for vulnerable groups including pupils with social workers, looked after and previously looked after children, pupils in kinship care, pupils with SEND and pupils accessing alternative provision.
- Ensure attendance concerns are escalated appropriately through safeguarding procedures where required.
- Communicate the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.
- Liaise and follow-up with Surrey County Council Attendance Service Team and provide appropriate access to attendance data.
- Consult and liaise closely with Surrey County Council Attendance Service Team on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay.
- Work in close collaboration with Surrey County Council Attendance Service Team during their termly/half termly register analysis.
- Monitor and evaluate attendance with Surrey County Council Attendance Service Team

The designated Senior Attendance Champion with overall responsibility championing and improving attendance is Mrs Natalie Butcher, the Safeguarding Assistant Headteacher and she can be contacted via the school office.

We expect that the Attendance Officer will:

- Oversee the registration process and ensure that registers are completed accurately and punctually.
- Monitor attendance and punctuality daily.
- Record all reasons for absences in the register.
- Contact parents/carers as soon as possible when a child fails to attend and where no message has been received to explain the absence.
- Liaise with the Surrey Attendance Service Team as required to reinforce good practice.
- Share the class teacher's concerns regarding the early identification of disaffection with the Senior Attendance Champion
- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Contact parents/carers as soon as possible when a child fails to attend and where no message has been received to explain the absence.
- Monitor and analyse attendance data.
- Meet monthly with the Senior Attendance Champion to review attendance data and to discuss current concerning patterns of attendance.
- Provide regular attendance reports to school staff.
- Communicate the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels.
- Liaise and follow-up with Surrey County Council Attendance Service Team and provide appropriate access to attendance data.



- Consult and liaise closely with Surrey County Council Attendance Service Team on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay.
- Work in close collaboration with Surrey County Council Attendance Service Team during their termly/half termly register analysis.
- Monitor and evaluate attendance with Surrey County Council Attendance Service Team

The Attendance Officer is Mrs Mandy Markson and she can be contacted via the school office.

We expect that school staff will:

- Keep regular and accurate records of attendance for all children, as required by current legislation.
- Monitor every child's attendance.
- Add attendance concerns to CPOMS.
- Be alert to early signs of disaffection or a child's worries about school which could culminate in non-attendance and report these concerns as soon as possible to the Safeguarding Assistant Headteacher.
- Encourage good attendance.
- Provide a welcoming atmosphere and a safe learning environment for children.
- Make initial enquiries to parents/carers of children who are attending irregularly, expressing the school's concerns and clarifying the school and the local authority's expectations regarding regular school attendance.
- Work collaboratively with pupils and parents/carers to understand and remove barriers to attendance.
- Fulfil, where possible, the requirements of the UN Convention – The Rights of the Child, by ensuring that children are consulted in all decisions that relate to them.

We expect that The Local Advisory Committee will:

- Set high attendance expectations of all school leaders, staff, pupils and parents/carers.
- Promote the importance of school attendance across the school's policies and ethos.
- Ensure that all school leaders fulfil all expectations and statutory duties.
- Ensure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs.
- Regularly review and challenge attendance data and help school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Work with school leaders to set goals or areas of focus for attendance and provide support and challenge.
- Monitor attendance figures for the whole school as part of the Headteacher's half-termly report and repeatedly evaluate the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs.



- If attendance figures were to fall below the national average, work with school leaders to develop a comprehensive action plan to improve attendance.
- Ensure dedicated training is provided to staff with a specific attendance responsibility in their role, including in interpreting and analysing attendance data.
- Hold the Headteacher to account for the implementation of this policy.

In order for this Attendance Policy to be successful, **every** member of staff in every school must make attendance a high priority and convey this to children at all times. Parents/carers also need to support these views in the home to ensure that children are receiving corresponding messages about the value of education.

Recording Attendance

Attendance register

We will keep an electronic attendance register via Arbor, and place all pupils onto this register.

All pupils must be given a registration mark each day. There are two sessions that require a registration mark. Registration will be taken by class teachers during morning and afternoon registration. It will be marked using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024 (See Appendix) whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

We will also record:

- For pupils of compulsory school age whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Unplanned absence



The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30am at the latest via the Arbor Parent App or Portal and every additional day thereafter. (This is a 24-hour service).

Absence due to physical or mental illness will normally be recorded using the appropriate illness code. The school will not routinely require medical evidence to support illness-related absence.

Where there is genuine and reasonable concern about the reason for absence or the nature, frequency or length of illness-related absence, the school may request appropriate evidence. This will be considered on an individual basis and medical evidence will not be requested unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

Where a pupil's attendance is affected by physical or mental ill health, the school will seek to understand the barriers to attendance and consider appropriate support and reasonable adjustments.

Planned absence

Whilst Ravenscote Junior School will grant requests for absence for dental and medical treatments**,** parents/carers are encouraged, whenever possible, to book medical and dental appointments outside of the school day. When appointments during school hours are unavoidable, the Ravenscote School office should be notified of the date and time of the appointment and when the child will be collected and/or returned to school. Evidence of the appointment may be requested.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence by completing a leave of absence application form.

Registration and Lateness

The school day begins at 8.35am with the opening of the gates. Morning registration will take place at 8.45am at which point the registers are closed by the class teachers, they will however remain open in the office until 9.15am.

Any pupil who arrives after the Ravenscote Junior School start time and after the gates close at 8.45am will need to sign in at the school office.

A pupil arriving after 8.45 but before 9.15 will be marked as "present but arriving late before register has closed".

A pupil arriving after 9.15am must still sign in at the school office and will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed.



The child's name will be recorded in-line with school procedures in case of emergency procedures/fire drills etc.

The afternoon registration for years 3 and 6 will be taken at 1.25pm.

The afternoon registration for year 4 and 5 will be taken at 1.05pm.

Persistent lateness before the close of register- and after- will be followed up by the Senior Attendance Champion, School Attendance Officer and where necessary Surrey Attendance Service.

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

Unauthorised absence
This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. This includes:

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays
- Excessive illness without medical evidence
- Holidays taken during term time without the school's permission

Authorised absence
Authorised absence is absence which the school has permitted because the circumstances meet one of the statutory or regulatory grounds for absence, including illness, medical or dental appointments, religious observance, exceptional circumstances and other circumstances specifically provided for in the attendance regulations.

The school will consider the individual circumstances of an absence and record the appropriate national attendance code.

Approved Educational Activity
This covers types of supervised educational activity undertaken off site but with the approval of the school, the appropriate national attendance code will be used.

Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.
This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

Following up Unexplained Absences



Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Send a text asking for the reason for absence.
- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason for the absence.
- If there is no answer, staff will attempt to call the additional emergency contacts.
- We will continue to attempt to contact the parent/carer via text, phone call and e-mail.
- If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home visit or if necessary, call the police.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session for which the pupil was absent.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Surrey Attendance Officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance.
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with issue a notice to improve, penalty notice or other legal intervention as appropriate.

Children leaving during the school day

- Children are not permitted to leave the Ravenscote Junior School site during the day without prior permission from the school and then must be accompanied off site with a parent/carer.
- Children must be signed out by a parent or carer when leaving the school and sign back in on return.
- Parents must let the school know in advance of any appointments.
- Where a pupil leaves school during the school day, the school will ensure that the attendance register and signing-in/signing-out records accurately reflect the pupil's attendance and whereabouts.

Children Missing Education (CME)

Children missing education (CME) are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at school.



A child who is absent from education for prolonged periods or on repeat occasions may be at increased risk of harm. Persistent or severe absence and repeated unexplained absence may be indicators of safeguarding concerns, including neglect, exploitation or other forms of harm.

The school will monitor attendance and admissions information closely and will take proactive action to prevent pupils becoming missing from education.

The school will:

- Follow up unexplained and prolonged absence promptly;
- Monitor patterns of absence, including absence during the school day;
- Consider safeguarding concerns where attendance patterns change or deteriorate;
- Make appropriate referrals to the local authority, social care or other agencies where necessary;
- Work with Surrey County Council where a pupil is at risk of becoming missing from education;
- Follow the statutory requirements for removing a pupil from the admission register;
- Provide the local authority with the information required when a pupil's name is added to or removed from the admission register;
- Ensure that information is shared with relevant agencies where this is necessary to safeguard a child or identify a child missing education;
- Ensure that pupils who leave the school are appropriately tracked and that the school has reasonable evidence of their next educational provision wherever required.

Attendance concerns will be considered alongside safeguarding, pastoral, SEND and family information.

Persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. The school recognises that persistent and severe absence can have a significant impact on educational outcomes, wellbeing and safeguarding.

The school will identify pupils who are persistently or severely absent, or at risk of becoming persistently or severely absent, at the earliest opportunity and will work with parents/carers to improve attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education and our Safeguarding policy.
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to:
    - Discuss attendance and engagement at school.
    - Listen, and understand barriers to attendance
    - Explain the early help that is available



  - Explain the potential consequences of, and sanctions for, persistent and severe absence
  - Review any existing actions or interventions
- Support families with attendance issues via school based universal support and/or the Surrey Attendance Service as appropriate.
- Provide access to wider support services to remove the barriers to attendance.
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Notify parents by a letter if their child becomes a persistent absentee and be invited to a meeting where an action plan will be drawn up to address the issues identified.
- Implement sanctions, where necessary.

Severe absence

Particular focus will be given by all staff to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils 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 across a range of partners.

The school will monitor and target these children and work with these families. The school may also look at the needs of the children for example if they have an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.

Requests for leave of absence during term time

The headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people,



bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school.
- Attending another school at which the pupil is also registered (dual registration).
- Attending provision arranged by the local authority.

- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed.

The school holiday dates are published a year in advance to ensure child/ren do not miss out on their education during term time. We ask parents to take due consideration of these prior to booking a holiday. We expect that pupils attend 100% of the time as per Surrey County Council's guidelines, unless the absence is authorised by the Head teacher.

Exceptional Leave of Absence

Parents are not entitled to leave of absence for their child/ren as a right and this will only be granted in exceptional circumstances, including the length of time the pupil is authorised to be absent for, e.g. for compassionate reasons, and once the **Head Teacher has considered:**

- The child's record of attendance.
- *If* leave of Absence is granted *it shall not exceed five school days* in any one year, as agreed by the school's governing body.
- The time of the leave, ensuring that it would not prevent the child from missing any important examinations/assessments/school events.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Leave of absence, for exceptional circumstances, **will not be granted if additional leave is taken either side of this time without previous approval. Proof of flights or other documentation supporting the request must be produced if asked for.**

Any savings that you think you may make by taking a holiday in school time are offset by the cost to your child's education. It is widely known that the link between a pupil's attendance and attainment is irrefutable.



Where a parent wishes to **request a leave of absence**, a formal request must be made as far in advance as possible, but where possible, at least 2 weeks prior to the leave date, in writing by completing a leave of absence application form, to the Head Teacher who will consider the application on behalf of the Local Advisory Committee.

If a leave of absence is taken without prior authorisation by the school, it will be recorded as an unauthorised absence.

Absences during mock SATS and SATS examinations *will not be authorised*.

Any request should be submitted as soon as it is anticipated. The headteacher may require evidence to support any request for leave of absence.

Sanctions

Ravenscote Junior School will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Notice to improve

With the exception of unauthorised leave of absence taken in term time, parents will be sent a 'Notice To Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.

The Notice will include:

- Details of the pupil's attendance record and of the offences.
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996.
- Details of the support provided so far.
- Opportunities for further support, or to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis.
- A clear timeframe of between 3 and 6 weeks for the improvement period.
- The grounds on which a penalty notice may be issued before the end of the improvement period.

In the case of unauthorised leave of absence during term time, a specific Penalty Notice warning will not be given where it can be shown that parents/carers have previously been warned through school newsletters; parent mail; or booklets, policies etc. available on the school website, that such absences would not be authorised, and that they would be liable to receive a Penalty Notice if they persisted with any such unauthorised leave of absence.

Attendance Letters



Attendance letters are produced and sent to all parents whose children are demonstrating a pattern of lateness. Attendance letters will be sent to all parents whose children have an attendance below 90% and for those with attendance between 91% and 94% when we have noticed a specific pattern of absence.

Penalty Notices

The Surrey Attendance Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and require the recipient to pay a fixed amount.

Circumstances when a Penalty Notices may be issued

- Pupils identified by police and Surrey Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
- The School Attendance (pupil Registration) (England) Regulations 2024 state that Headteachers may not grant any leave of absence during term unless there are exceptional circumstances.
- Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.
- The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.
- Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

With the exception of unauthorised leave of absence taken in term time (Paragraph 2 above) parents will be sent a 'Notice To Improve' their child's attendance, warning them of their liability to receive such a notice before it is issued.



Amount Payable Under a Penalty Notice: The Education (Penalty Notices) (England) (Amendment) Regulations 2024

If a parent/carer has not incurred a penalty notice relating to the relevant child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against you in the Magistrates Court.

If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under section 444 Education Act 1996.

Surrey County Council Attendance Advice Officer

The Surrey Attendance Service monitors the attendance of all children on a regular basis. The Surrey County Council Attendance Advice Officer will work with school staff and parents/carers to promote good attendance.

The Surrey County Council Attendance Officer may contact parents if children are consistently late or there are concerns about attendance.

Failure to ensure regular school attendance, under section 444 of the Education Act 1996, could, following prosecution, result in a community order, a fine not exceeding £2500 per parent/carer and/or imprisonment for up to three months.

Encouraging and promoting Attendance

Ravenscote Junior School encourages regular attendance in the following ways:

- By marking registers accurately and punctually during morning and afternoon registration. Late pupils are recorded in the office Inventry system in case of a fire drill.
- By publishing attendance statistics and celebrating good attendance in newsletters.
- By celebrating attendance within year group newsletters.
- By celebrating good and attendance through termly attendance certificates for those with 100% attendance.
- By celebrating 100% across the year through awarding pin badges.



- By sending “well done” letters to recognise an improvement in attendance.
- By monitoring pupils, informing parents/carers, in writing, of irregular attendance, arranging meetings with them if necessary.

Responding to Non-Attendance

When a pupil does not attend school, we will respond in the following manner:

Unexplained absences

- On the first day of absence, if no app message or telephone call is received from the parent/carer by 8.30am, the school will endeavour to contact them immediately by telephone, email or text. If there is no response, the school will attempt to contact the additional emergency contacts provided. Following this, the Senior Attendance Champion and Family Link Worker will visit the home to carry out a welfare check.
  If the family are not on the telephone and have not provided an email address a letter will be sent.
- **Two Days Absence**: If there is no response, the school will continue to try to contact the parent/carer plus any additional contacts the school has been given. If there has still been no contact made, the school will make another welfare check, if that visit is unsuccessful we will call the C-SPA consultation line and proceed in accordance with advice received. The Local Authority Attendance Service and Police will also be notified if appropriate.
- **Twenty Days Absence -** If a child is missing from school for twenty school days, they may be taken off the school role and it will be necessary to reapply for a school place through Surrey County Council.

Persistent Absentees (under 91%)

The Attendance Champion and the Attendance Officer will meet each half term and analyse the previous half term’s attendance data. Children whose attendance is less than 91% or/and have had ten unauthorised absences in ten school weeks will be identified during this meeting and the steps below followed.



Persistent Absentees Flowchart

Children with 10 unauthorised absences within 10 school weeks

Attendance Tracked and Monitored. Any concerns and teacher to make welfare call. (Teacher to also make a call for any child who has been absent for 4 days+ due to illness)

Attendance continues to be a concern (especially if it drops below 91%)

An Attendance Letter of Concern (letter 1) will be sent to inform parents/carers that the absences have been noticed and child's attendance will be monitored. Is there anything we can put in place to support? An improvement to attendance is now expected.

Attendance continues to be a concern

A second letter (letter 2) will be sent to parents/carers informing that absences will no longer be authorised without medical evidence.

Attendance continues to be a concern (If after 2 weeks there have been further absences.)

Parents will be invited to an Attendance Assessment Meeting (AAM) with the Senior Attendance Champion, to discuss the issue causing absences, and discuss support (including internal support and outside agencies). Where possible the class teacher and year lead will attend.

Attendance continues to be a concern (If after 2 weeks there have been further absences.)

Parents will be invited to a formal School Attendance Meeting (SAM) with the Senior Attendance Champion, class teacher and year lead, to discuss the issue causing absences, and discuss support (including internal support and outside agencies.) Attendance Contract to be put in place. The Inclusion Officer from SCC will also be invited. Possibility of a penalty notice will be discussed.

Following the SAM, if there are 10 unauthorised sessions in 10 weeks.

A Notice to Improve letter will be issued to parent/carer.

Monitor for 25 school days. If attendance doesn't increase.

A fixed term penalty notice; Surrey Attendance Service involved.

A fixed term penalty notice may be requested from SCC.

Possible contact with GP to see if there are any medical reasons why child is not attending school regularly.



Changing Schools

It is important that if a family decides to send their child to a different school, they inform Ravenscote Junior School in writing as soon as possible prior to the move. The student will not be removed from the Ravenscote Junior School roll until the following information has been received and investigated:

- Date the child will leave the school to start the next
- Address of the new school
- New home address if appropriate

An in-year transfer form is available to download though the Surrey County Council website and should be completed by the parent and Headteacher prior to transfer.

Children's school records will then be sent to the new school. In the event that the school has not been informed of the above, the family will be referred to Surrey County Council's tracking officer and Attendance Officer.

Elective Home Education (EHE)

The process is as follows if a parent decides to Home Educate their child.

- Parent is to contact the school to advise that the child will be leaving as parents have decided to home educate. Parent to send a letter/email to the headteacher stating the child's last day at Ravenscote and that parents have decided to educate outside of school and wish to de-register their child.
- Meeting arranged between parent and headteacher to discuss arrangements (optional.)
- Ravenscote contacts the EHE department at Surrey County Council.
- Surrey County Council to contact parent to arrange a meeting.
- Surrey County Council contacts Ravenscote with decision and informs the school to remove the child from school roll.
- Surrey County Council arranges a home visit with 6-8 weeks, with the purpose to ensure that EHE is still parents preference and to evaluate how EHE will be delivered and that EHE process will be followed.

The purpose of the contact with Surrey County Council is to enable and ensure parents are supported in making informed choices and decisions to avoid inappropriate registrations of EHE, whilst continuing to support every parents' right to choose to electively home educate their child.

Monitoring attendance

The school will:

- Monitor attendance and absence data continually across the school and at an individual pupil level.



- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.
- Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases.
- The underlying school-level absence data is published alongside the national statistics. The school will compare/bench mark attendance data to local, regional and national levels to identify areas of focus for improvement and share this with the Local Advisory Committee.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance,
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis.
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severed absence, and their families.
- Provide regular attendance reports to class teachers using Arbor, and other school leaders, to facilitate discussions with pupils and families and to the Local Advisory committee and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads).
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate.



Supporting pupils who are absent or returning to school

We are aware that some pupils may be absent due to complex barriers to attendance, or due to mental or physical health or SEND. We are also aware that some pupils may have lengthy or unavoidable periods of absence.

We work hard with our parent / carer community to put in place strategies and support in place to ensure good attendance, including the following (this is not an exhaustive list):

- If the school have not been informed of a child's absence via Arbor Parent App or Portal, parents will receive a phone call before 10am.
- The school may carry out home door stop visits, make a C-SPA referral and/ or Police Welfare checks if parent are uncontactable.
- Attendance letters are generated and sent for "Persistent Absenteeism" and when we spot patterns in poor attendance and lateness.
- The school liaises with other services for support such as Social Care/ Family Support to provide Early Help.
- We track where pupils go who leave us (We know where pupils go onto before taking them off roll.)
- We offer support to parents to discuss any concerns, supporting them through signposting and referrals.
- Bespoke activities for reluctant children are provided to support them coming into school, e.g. an allocated adult to meet them on entry to school.
- Alternative access arrangements.
- Our monthly Safeguarding and Well-being newsletter highlights online safety considerations for parents and parenting courses (school based and local community).
- 100% attendance certificate termly.
- Children with SEMH anxieties receive targeted support at lunch/ break times/ transition times e.g. use of the Lavender Room and Lunch time club.

We have thorough systems in place to ensure high attendance is encouraged and we have procedures and policies in place to manage the absence of children. Off-rolling of children does not take place at our school. Any child that leaves the school outside the normal times is reviewed by the Surrey Attendance Service Team and with the local authority, if required.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.



Appendix – Attendance Codes

All pupils must be given a registration mark each day. There are two sessions that require a registration mark. Registration will be taken by class teachers twice a day, once in the morning and once in the afternoon.

The following national codes will be used to record attendance information.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment



J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency



Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

