THE FEDERATION OF NETTLESTONE AND NEWCHURCH PRIMARY SCHOOLS

ATTENDANCE & REGISTRATION POLICY

Revision: 10

Date Agreed: September 2026 **Review Date:** September 2027

Co-Chair of Board of Governors

Executive Headteacher

All the Governors and staff of The Federation of Nettlestone & Newchurch Primary Schools are committed to sharing a common objective to help keep the children and staff of the school community safe. We ensure that consistent effective safeguarding procedures are in place to support families, children, and staff of the school.

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Document Control

Policy Owner: KJH				
Revision No.	Date Issued	Prepared By	Approved	Comments
1	Mar 2018	KJH/JP		Amendments to previous policy – awaiting revised policy from Local Authority
2	Oct 2018	KJH / IW		Amendments following changes to Isle of Wight Council School Attendance Guidance & Legislation Sept 2018 & IOW Code of Conduct updated Sept 2018
3	Nov 2020	KJH		Amendments due to COVID-19 Policy audited by KP Head of Education and Inclusion Service
4	Nov 2021	KJH	PC	Update of amendments due toCOVID-19 Inclusion of staggered start and finish times Policy audited by Dean Thistlewood, Education & Inclusion Service.
5	Nov 2022	KJH	PC	Removal of Appendix linked to COVID-19 Reference to Attendance Champion (p3) Inclusion of reference to Education Support Plans (p3) Inclusion of new Leave of Absence request Form.
6	Sept 2023	RS	PC	New Federation template formatting applied to policy. Change of staffing personnel. Update of start times following changes to school timings in Sept'23.
7	Feb 2024	RS	PC	Adoption of IOW Model Policy (which was revised to reflect changes to statutory guidance '*Working together to Improve School Attendance'*).
8	Sept 2024	KJH/RS	FGB	Updated to reflect changes to the statutory guidance. Working Together to Improve School Attendance
9	Nov 2025 Dec 2025	KJH/E&I	PC FGB	Annual review. Attendance lead personnel updated at Nettlestone. References to guidance and legislation updated.
10	Sept 2026	KJH	PC FGB	• Annual Review • Attendance lead personnel updated at Newchurch • National threshold for unauthorised absence inserted into section 45. • Inclusion of the mandatory precursor to legal action added to section 89 (legal interventions). • Clearer explanation of penalty notice procedure in section

				90. • Updated DfE expectation for N codes to be resolved with 5 days. • Updated clarification about responsibility to alert LA if 15 days missed due to illness – section 55. • Amendment to arrangements for Part-time timetables. • Inclusion of reference for 2 emergency contacts – section 71 • Identification of Young Carers as a vulnerable group Removal of appendix 6

Whole School Attendance Policy

1. This policy is available on both our school websites and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.
2. We recognise the expertise our staff build by managing school attendance daily and we therefore invite staff to contribute to and shape this policy and associated attendance and safeguarding arrangements.
3. This policy will be reviewed in full by the Governing Body on at least an annual basis.

Introduction

4. At the Federation of Nettlestone and Newchurch Primary Schools we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a wide range of evidence as to the health and wellbeing benefits of school-age education. Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
5. Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:
   - Support pupils' achievement by establishing the highest possible levels of attendance and punctuality.
   - Recognise the key role of all staff in promoting good attendance.
   - Provide a clear framework for monitoring and responding to pupil absences.
   - Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.
6. We recognise that attendance is a matter for the whole school community. Our *Attendance Policy* should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the *Human Rights Act 1998*, the *Equality Act 2010*, *UN Convention on the Rights of the Child*, and other relevant legislation.

Legal Framework

7. *Section 7* of the *1996 Education Act* states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational

needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

8. The government expects all schools and Local Authorities (LA) to:
   - Promote good attendance and reduce absence, including persistent and severe absence.
   - Ensure every pupil has access to full-time education to which they are entitled.
   - Act early to address patterns of absence.

9. Parents are expected to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

10. In accordance with the *Education Act 1996*, we will work with parents and carers and the LA to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

11. A "Parent" is defined as:
    - Any natural parent, whether married or not.
    - Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
    - Any person who, although not a natural parent, has care of a child or young person.

Roles and Responsibilities

12. Within the Federation, we believe that improving school attendance is everyone's business. That it is a shared responsibility by governors/trustees, all school staff, parents, pupils, and the wider school community.

Nettlestone Primary School

Role	Name	Contact details
Senior Attendance Lead	Kirsty Howarth	01983 613171
Attendance Officer	Jenny Harris	01983 613171
Named Governor/Trustee for Attendance	Naomi Wrixon	01983 613171
Parental Contact for Support on Attendance	Caroline Martin	01983 613171

Newchurch Primary School

Role	Name	Contact details
Senior Attendance Lead	Kirsty Howarth	01983 865210
Attendance Officer	Lucy Jones	01983 865210
Named Governor/Trustee for Attendance	Naomi Wrixon	01983 865210
Parental Contact for Support on Attendance	Caroline Martin	01983 613171

38. The Federation's Governing Body recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Ensuring that schools work in partnership with families, with children attending school every day so that they are safeguarding from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and works effectively with the Local Authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals and young carers.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

39. The Senior Management Team within the Federation will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors and on a half-termly basis to the lead governor for attendance.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Record interventions appropriately to a standard required by the local authority should legal proceedings be instigated. Use appropriate language and differentiate between fact and opinion.

- Set out how Pupil Premium will be used to support pupils with irregular attendance.

40. All staff at both Nettlestone and Newchurch Primary Schools will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance and with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

41. The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Designated Safeguarding Lead and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of a parenting contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

42. The Federation of Nettlestone and Newchurch Primary Schools requests that parents:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

43. Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Bring a note of explanation from their parents or guardians to explain an absence that has happened or is foreseen.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

Categorising Absence and Attendance

44. When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance. The Federation is committed to resolving all temporary 'N' codes within a maximum of 5 school days. After this period, if no reason is established, the code will be converted to 'O' (unauthorised).

Leave of Absence

45. Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution. The Federation will refer for legal intervention when a pupil reaches the national threshold of 10 unauthorised sessions (where a session is defined as one half-day) within a rolling 10-school-week period.

46. We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Nettlestone and Newchurch Primary Schools, leave of absence is only granted at the discretion of the Executive Headteacher and shall not be granted unless there are 'exceptional circumstances'. We will respond to all applications for leave of absence in writing.

47. Parents wishing to apply for leave of absence during term time must apply in writing to the Executive Headteacher at least a month before the planned leave (see Appendix 1). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Executive Headteacher, and it will be marked as unauthorised. Each school will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a fixed penalty notice is issued or consider prosecution.

48. A penalty notice request or a referral for prosecution may be submitted to the Local Authority should: -

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Executive Headteacher but is still taken.
- A period more than the agreed number of days is taken.

49. When absence is granted by the Executive Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

Medical Appointments and Absence due to Illness

50. Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must sign out and provide evidence such as in the form of an appointment card. No pupil will be allowed to leave the school site without parental confirmation.

51. In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

52. Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend an Education Support Meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

53. Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with the LA's *Supporting Pupils with Medical Conditions at School Policy* and the Isle of Wight Council policies regarding supporting children with health issues.

54. We will also consider whether an Individual Healthcare Plan is required.

55. The Federation will submit a mandatory return to the Local Authority for any pupil who has missed 15 days of school (whether consecutive or cumulative) due to illness.

Pupil Absence for the Purposes of Religious Observance

56. Our Federation acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

Gypsy, Roma and Traveller Pupils

57. Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. There are many complex and interwoven factors that may influence the educational attainment of GRT pupils. Schools and Local Authorities can make a big difference to their life chances through:

- Clear high expectation of all pupils, regardless of their background.
- An inclusive culture that welcomes all communities.

- Strong engagement from parents.

58. In line with the *Education Act 1996, Section 444(6)* the school will authorise the absence of a pupil of no fixed abode who is unable to attend school because:
    - The parent is engaged in a trade or business of such a nature as to require him/her to travel from place to place,
    - That the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted.

59. This provision applies *only* when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

60. When a family is trading or otherwise conducting their business on the Isle of Wight, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Nettlestone/Newchurch will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended Nettlestone/Newchurch in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at Nettlestone/Newchurch will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

61. To ensure we can effectively support all our pupils, we ask that parents:
    - Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
    - Inform the school regarding proposed return dates.

Unauthorised Absence

62. Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:
    - A pupil's/family member's birthday.
    - Shopping for uniforms.
    - Arrangements or appointments for cutting the pupil's hair.
    - Closure of a sibling's school for INSET (or other) purposes.
    - An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation.
    - A refusal to attend school on health grounds but where the pupil is considered well enough to attend.
    - Holidays taken without the authorisation of the school.

Our Procedures

Register Keeping and Recording

63. The Federation of Nettlestone and Newchurch Primary Schools adheres to The School Attendance (Pupil Registration) (England) Regulations 2024 and the July 2026 statutory guidance 'Working Together to Improve School Attendance that require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present.
- Absent.
- Present at approved educational activity.
- Unable to attend due to exceptional circumstances.

64. For the purpose of this policy, the Federation defines "absence" as:

- Arrival at school after the register has closed.
- Not attending school for any reason.

65. For the purpose of this policy, the Federation defines "regular" attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised.

66. For the purpose of this policy, the Federation defines "authorised absence" as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency or unavoidable cause.

67. For the purposes of this policy, the Federation defines "unauthorised absence" as:

- Parents keeping children off school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have never been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term-time which have not been agreed.
- Leaving school for no reason during the day.

Late Arrival at School

68. At Nettlestone and Newchurch Primary Schools all pupils are expected to arrive on time for every day of the school year. The school day begins at 8.30am. We advise all parents to ensure their child is on site prior to this. The school register will be taken at **8.40am** at **Nettlestone** and **8.45am** at **Newchurch**. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to provide a reason for their absence. If their arrival is before **8.50am** at **Nettlestone** or **9am** at **Newchurch** it will be recorded as late - L code (Late before the close of register). If they arrive after **8.50am** at **Nettlestone** or **9am** at **Newchurch** it will be recorded as unauthorized absence – U code.

69. The school register will officially close at **8.50am** at **Nettlestone** and **9am** at **Newchurch**. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

70. Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

Expected Absence Procedures for Parents

71. A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated. To ensure robust safeguarding, the Federation will hold at least two unique emergency contact names and numbers for every registered pupil.

72. If a child is absent, the following actions will be initiated by the school:

    - The first day calling procedures will be activated for all pupils who are not in school after close of register at 8.50am at Nettlestone and 9am at Newchurch and where no reason for absence is known.
    - If there is still no contact made from the pupil's parents, a further telephone call home (supported with a text message) will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
    - If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out.
    - School will telephone home if a pupil leaves the school without permission.

73. In certain circumstances the school may also:

    - Visit the home of the pupil.
    - Write to the parents of a pupil to highlight attendance or punctuality issues.
    - Invite parents to discuss how school can support the family to make improvement.
    - Refer to Education Inclusion Service to offer support, guidance, and advice.
    - Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through the Isle of Wight CME Policy (see link below).
    - Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.
    - Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

Attendance Awards and Interventions

74. Within our Federation we adopt a staged approach to supporting regular attendance.

75. Our attendance target is 96%. Weekly attendance figures are communicated to pupils during assemblies and to parents/carers regularly through our newsletters.

76. Attendance in both of our schools is monitored regularly by our Attendance Champion. Please see Appendix 4 for the Federation's Attendance Protocol and Appendix 5 for our Attendance Monitoring Protocol.

77. Individual attendance records are shared at every mentoring meeting so that the correlation between attendance and attainment can be made explicit.

78. The Federation will investigate any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

79. "Persistent absenteeism" (PA) is classed as:
    - Missing 10% or more of schooling across the year for any reason

80. "Severe absence" (SA) is classed as:
    - Missing 50% or more of schooling across the year for any reason

81. Good attendance is rewarded via schemes such as our 'Bank of Nettlestone' and 'Bank of Newchurch' initiatives where children can earn a £20 deposit into their respective banks on a weekly basis if our weekly attendance target is met at their school. The children can then put the money earned towards new books for their school libraries. Success is shared via school assemblies and in a regular section of the school newsletters.

Support Systems

82. Within the Federation we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

83. We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

84. Strategies we may use to support you include:

- Engagement with parents and other relevant agencies.
- Introduction of a reduced timetable.
- Bespoke attendance interventions.
- Signposting to relevant agency support.
- Early Help.
- Alternative Provision.

85. The Federation is also open to engaging with any newly accredited initiatives which may not be known at time of writing this policy if they are felt to be beneficial to the child and/or family.

86. To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils. Colleagues from Education and Inclusion may be invited to support parent meetings.

Persistent Absence, Severe Absence and the Use of Legal Interventions

87. A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for <u>any</u> reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could cause considerable damage to a child's educational prospects.

88. A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for <u>any</u> reason. Over a full academic year this would be 90 sessions (45 days). Absence at this level is causing considerable damage to a child's educational prospects.

89. The attendance of all pupils at our Federation are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies (such as Education Inclusion Service) for targeted support.

90. If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates' Court. Prior to legal action, the school will issue a formal 'Notice to Improve.' This notice grants a 3-to-6 school week window

during which the school will monitor for improvement and the parent must engage with support before a penalty notice is progressed.

91. Penalty notices are issued at £160, reduced to £80 if paid within 21 days. A second notice within three years is charged at a flat rate of £160. A third instance within the same rolling three-year period will result in immediate progression to prosecution.

Part-time Timetable Timetables

92. All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In exceptional circumstances where a Part-time Timetable is agreed, Code C2 will be used for sessions the pupil is not expected to attend, and Code X for those who are not of compulsory school age.

93. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed at least every 6 weeks in partnership with the child, parent and any other relevant professionals working with the family.

94. In line with Isle of Wight Council guidance, we will notify the Education & Inclusion Service of all reduced timetables as soon as a plan has been agreed.

Deletions from the Register

95. Within the Federation we will add and will only delete pupils from our school roll in line with the *Pupil Registration Regulations*. In most circumstances, we will know in advance about pupils leaving one of our schools; this will be planned and discussed with the parent in advance of the pupil leaving. At both Nettlestone and Newchurch we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

96. We follow the *Isle of Wight Council's Child Missing in Education procedures* and will inform the Education & Inclusion Service of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

97. If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Isle of Wight Council will be informed of the removal from roll as outlined above.

98. The Federation will follow the *Isle of Wight Council's CME Policy* when a pupil's whereabouts is unknown, and the school will carry out joint enquiries with Isle of Wight Council to establish the whereabouts of the child.

Related Policies

To underpin the values and ethos of our Federation and our intent to ensure that pupils at our schools attend school regularly and reach their full potential, the following policies are integral to this approach:

- Safeguarding Policy
- Child Protection Policy
- Supporting Pupils with Medical Needs

- Admissions Policy
- Anti-Bullying Policy
- Exclusion Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Positive Behaviour Policy
- Curriculum Policy

Statutory Framework

99. This policy has been devised in accordance with the following legislation and guidance:

- Keeping Children Safe in Education (September 2025)
- Working Together to Improve School Attendance (August 2024)
- School Attendance Parental Responsibilities, DfE (December 2024)
- Children Missing in Education, DfE (September 2025)
- Working Together to Safeguard Children, DfE (December 2023)

Attendance Interventions Thresholds

Attendance Interventions Threshold Document

Reminder percentages are a guide. Consideration should be given to number of absences from school and reasons given when identifying support for student/family.

Attendance above 96% -	Attendance >95% Up to 10 days absent in an academic year.	Attendance >92% Severe risk of underachievement, upwards of 22 days absent in an academic year.	Attendance >90% Student is recorded as Persistently Absent Extreme risk of underachievement. Upwards of 22 school days absent in the academic year.	Attendance >85% Extreme risk of underachievement.
Schools should promote good attendance in school. Ideas may include: · Attendance displays. · School-wide assemblies · Regular attendance updates in newsletters · Attendance displays in school. · Communication with all stakeholders. Schools should regularly analyse school and student attendance data, and identify any areas of concern. There should be clear systems in place to raise a concern about attendance. Parents should regularly be updated on their child's attendance in school linked to attainment. Schools should communicate the school attendance policy with all stakeholders, and parents and pupils should have an awareness of what is expected of them.	· Class teacher/tutor to discuss attendance with student where age-appropiate, and to discuss concerns with family. · Regular contact with family to update on progress and achievements as well as academic attainment. · Write to parents to explain concerns, linked to attainment, sharing attendance data so parents can see the absence patterns.	· If absences continue calls to the family may require intervention from Year/House Manager at Secondary, Attendance Officer and in some cases Senior Leaders. · As the child is at risk of becoming Persistently Absent the case (including all school actions to date) should be discussed in school attendance meetings. · Regular contact with family to update on progress and achievements as well as academic attainment. · Write to parents to explain concerns, linked to attainment, sharing attendance data so parents can see the absence patterns. · School should consider an Early Help Plan support for the family.* · School should be updating all parents on their child's attendance each half term. · Each child who is Persistently Absent should have an individualised plan to support an improvement in attendance. * · E&I may contact family at this point (for SLA Schools) which often identifies issues impacting on attendance. Additional support offered by E&I for SLA Schools.*	· Student should have an Education Support Plan. Review Actions from this meeting in due course. * · Consider if additional SEN support is needed. · Where a child already has an EHCP an interim review should be held. · Consider a Supporting Families Referral for families on Early Help. (Cases open to E&I can be processed at this stage without an Early Help) · Is there a role for support from the MHST/Wellbeing Service/Youth Trust/ CAMHS due to Mental Health Issues? · Consider if support from Education Psychology Team is required · Is there a need for Speech and Language Support · Regular contact with family to update on progress and achievements as well as academic attainment. · Write to parents to explain concerns, linked to attainment, sharing attendance data so parents can see the absence patterns. · School may wish to consider an Early Help Plan support for the family.* · School should be updating all parents on their child's attendance each half term. · Each child who is Persistently Absent should have an individualised plan to support an improvement in attendance. * · E&I may contact family at this point (for SLA Schools) which often identifies issues impacting on attendance. Additional support offered by E&I for SLA Schools.*	· Social Care intervention if required. · Schools should consider Early Help Assessment to identify need. (E&I will support SLA schools with this). * · Family to be signposted to support by professionals considering Local Offer.* · Consider behaviour plan to reduce suspensions and on-site truancy.* · Is parenting support needed* · Would the student benefit from AP to assist in reengaging with education. · Consider Outreach support. · E&I can access medical advice via school nursing team, or other services such as CAMHS and GP's* · E&I to consider legal options, including Truancy Penalty Notice, Education Supervision Order, or parental prosecution. * · Non-SLA Schools will need to request a place at the School Attendance Enforcement Panel to make a case for legal intervention. Additional support offered by E&I for SLA Schools.*

Appendices

The following pages contain appendices relevant to this policy.

Appendix 1: Leave of Absence Request Form

NETTLESTONE PRIMARY SCHOOL

PUPIL LEAVE OF ABSENCE APPLICATION FORM

Request for leave during term time

IMPORTANT INFORMATION FOR PARENTS – Please read before completing this form

We expect every pupil's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

Parents do not have any legal entitlement to take their child on holiday during term time. It is the Executive Headteacher who decides whether a period of leave during term time will be authorized or not *in line with legislation*. The Education (Pupil Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Headteachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist.

Every request for leave of absence during term time will be reviewed on an individual basis with due consideration of the circumstances but the Executive Headteacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Executive Headteacher will determine the length of absence to be authorised.

All requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the pupil from school during term time. **Failure to make this request in advance will result in the absence taken being recorded as unauthorised.**

I have read the above information and wish to apply for a Leave of Absence from school for:

Child's Full Name		Year		D.O.B.	/ /

If you are applying for an Application Leave for more than one child, please add their details below:

Child's Full Name		Year		D.O.B.	/ /
Child's Full Name		Year		D.O.B.	/ /

Details of Absence

Date of 1st day of absence		Date of last day of absence	
Expected date of return to school		Total number of days absent	
Please provide the reason for this request including any supporting evidence:			

Parent/Carer Details Please list all parents

Requested Information	Parent/Carer 1	Parent/Carer 2
First Name		
Surname		
D.O.B.		
Address (incl postcode)		
Telephone Number		
Relationship to child		

Siblings Please provide the name of any siblings and the school that they attend (unless already stated above)

Child's Full Name	School	D.O.B.

Please read the following statement and sign to indicate you understand this:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a penalty will be payable per child, per parent of £160 if paid with 28 days but reduced to £80 if paid with 28 days. If a parent receives a **second fine** for the same child **within a 3-year period**, **this will be charged at the higher rate of £160**. Fines will be capped to two fines within any three-year period. Once this limit has been reached, other action like a **parenting order** or **prosecution** will be considered by the Local Authority.

Signed (Parent/Carer 1): ..... Full Name: ..... Date: .....

Signed (Parent/Carer 2): ..... Full Name: ..... Date: .....

Office Use Only					
Date request received			Total number of days requested		
Child's Name			Class	Current Attendance	
Authorised	Y / N	Signed		Date	
Comments				TPN	Y / N

Appendix 2: Example Reply to Leave of Absence Request

"Changing Lives for Changing Times" Nettlestone Primary School

Executive Headteacher: Miss K Howarth BA (QTS),NPQH
Head of School: Mrs A Jacobs BA (Hons),PGCE,NPQH
Office Administrator: Mrs R. Speake

DATE

Name: #PUPIL'S NAME
DOB: #PUPIL'S DOB
Current Attendance: #ATTENDANCE %

Dear #Mr and Mrs NAME,

Thank you for completing and returning a leave of absence form for #NAME requesting absence from school from #DATE to #DATE for REASON i.e. a family holiday.

I very much appreciate your honesty and thank you for alerting the school.

As you are aware at Nettlestone and Newchurch Primary Schools the Governors have opted to follow the Isle of Wight Guidance for legislation for attendance which very clearly states that "the Local Authority expects schools not to grant any period of leave during term time unless sufficient evidence to support an exceptional circumstance is provided by the parent".

Unfortunately, as this is a planned holiday, the absence will be recorded as unauthorised. This is in line with both school and Isle of Wight local policies which state that a Headteacher may only authorise absences from school in exceptional circumstances; which would largely be of an unforeseen or emergency nature.

Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. As a family holiday is not an exceptional circumstance it will be referred to the Local Authority as an unauthorised absence, which may result in a Truancy Penalty Notice (TPN) in accordance with the LA procedures in respect of leave during term time.

Please note that a TPN is issued by the Local Authority to each parent/carer for each child taken out of school. A TPN is £160 which is reduced to £80 if paid within the first 21 days for an additional period of an authorised absence. A second TPN issued within 3 years is not eligible for the reduction to £80. Thereafter if the TPN remains unpaid after 28 days this may result in legal action being taken against you.

Please note that for absences in excess of 15 days (30 sessions) prosecution under section 444 of the Education Act 1996 may be considered in accordance with the IOW COUNCIL CODE OF CONDUCT which can be found at https://www.iow.gov.uk/schools-and-education/school-attendance/family-holidays-and-school-holidays/

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Yours sincerely,

Miss K Howarth
Executive Headteacher

Nettlestone Primary School, Seaview. Isle of Wight. UK. PO34 5DY
Telephone: (01983) 613171 | **Email:** admin@nettlestoneprimaryschool.co.uk
www.nettlestoneprimaryschool.co.uk

Appendix 3: Attendance Policy Quick Guide for Parents

Key Information that is shared with parents – via welcome packs, prospectus, newsletter, website.

Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by 8.30 am.

Avoid taking holidays during term time.

If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.

Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.

Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.

98-100%	• Excellent - Children are accessing all learning opportunities
96-97%	• Good - Very few learning opportunities are missed
94-95%	• Risk of underachievement • Up to 10 school days absent in an academic year
92-93%	• High risk of underachievement • Up to 15 school days absent in an academic year
90-92%	• Severe risk of underachievement • Upwards of 22 school days absent in the academic year
< 90%	• Extreme risk of underachievement • Upwards of 22 school days absent in the academic year

'On the day' absences: what should I do if my child is not 'fit' to go into school?

On each day your child is unfit to come to school, please report this absence by telephoning/emailing the school office (Nettlestone: 01983 613171 / Newchurch: 01983 865210 as soon as practically possible to let us know. In the message you must leave your child's full name, year group and give the specific reason (e.g. child has vomitted/sore throat as opposed to unwell) for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via parents@nettlestoneprimaryschool.co.uk or parents@nuwchurchprimaryschool.co.uk . You will receive a letter in response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in the classroom by 8.40 am (Nettlestone) /8.45am (Newchurch).

Our Mission Possibles

Make the healthy choice to...Book any holidays out of term time

Try to secure non-urgent appointments out of school hours

Promote resilience by...Sending your child to school every day

Adhering to daily routines that promote punctuality

Make a difference by...Appreciating that every day counts as adults in school teach the right kids, the right stuff, in the right way...every day!

Understanding that coming to school every day will seriously improve your child's attainment, progress and overall life chances.

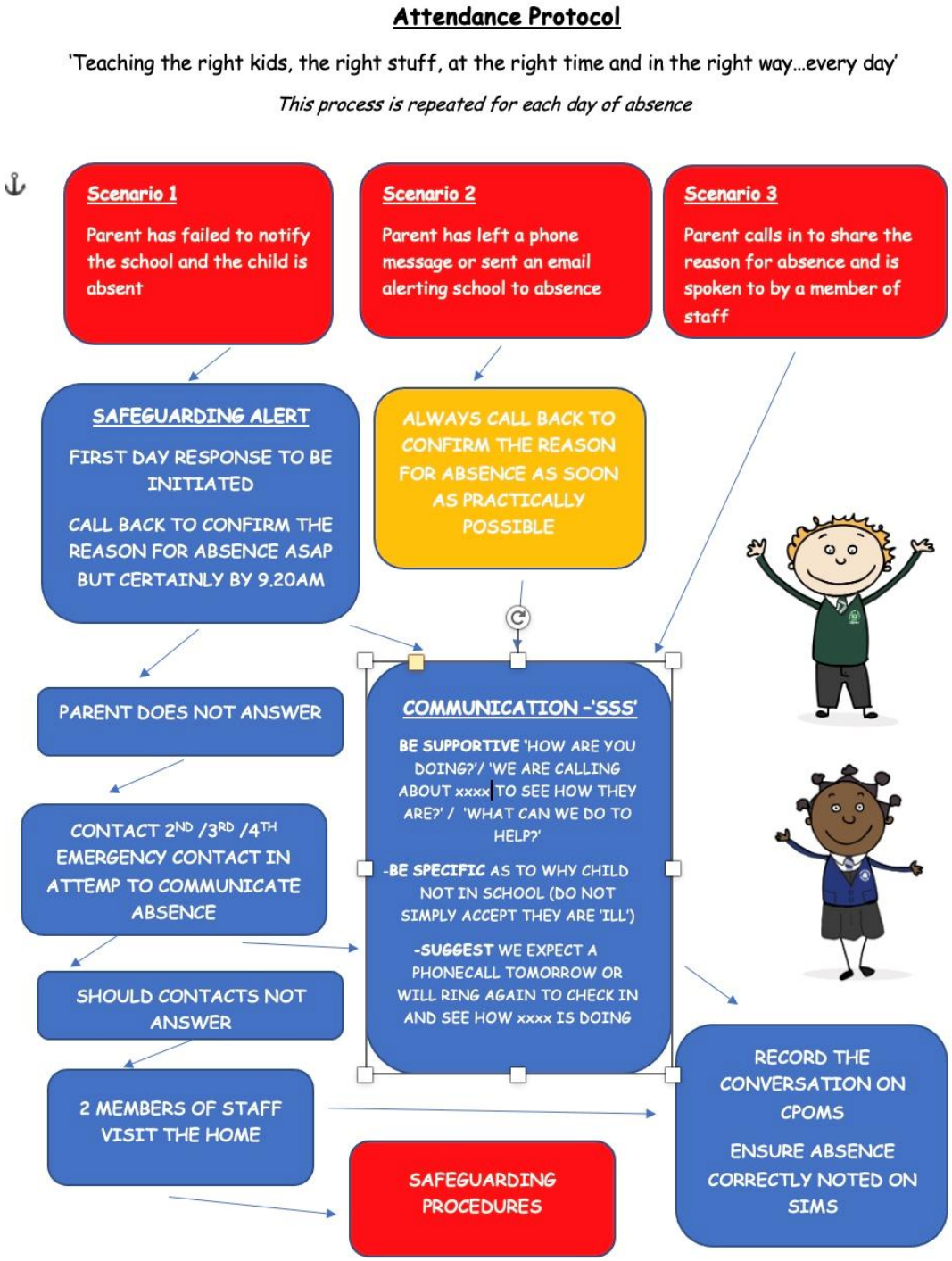
Live respectfully by...Always being honest about any reasons for school absence and alerting the school as soon as possible with any reason for non-attendance.

Make it happen by...Doing all that you can to ensure you child is in school, ready to learn every day!

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact either the Execuitve Headteacher, Miss Howarth or our Federation Family Liaison Officer, Mrs Martin if you require any suport with ensruing your child's regular school attendance.

Appendix 4 – Attendance Protocol



Appendix 5 – Attendance Monitoring Protocol

Attendance Monitoring Protocol – Managing Holiday Absence in Term Time

'Teaching the right kids, the right stuff, at the right time and in the right way…every day'

Holiday request made

Leave of absence form completed by parent

Holiday request shown to Executive Headteacher within 2 school days of application.

Decision made to authorise or unauthorise absence in light of circumstances shared.

Template letter adapted to clarify Headteacher decision and forewarn parent of 'potential legal action' that may be initiated should holiday be taken when unauthorised and shared with parent with 5 school days of initial request being made.

HOLIDAY TAKEN

On the first day the pupil returns to school, if absence unauthorised, TPN online form to be completed and uploaded to Sharepoint with accompanying registration certificate.

Attendance Monitoring Protocol

'Teaching the right kids, the right stuff, at the right time and in the right way…every day'

Attendance Champion to monitor each term according to this schedule.

END OF WEEK 2

Run report of sessions missed.

Highlight any children with 7 sessions missed

- detail reasons for absence and any additional vulnerabilities the children may have.

-alert class teachers to children highlighted as 'of concern' and monitor carefully.

END OF WEEK 4

Re-Run report of sessions missed.

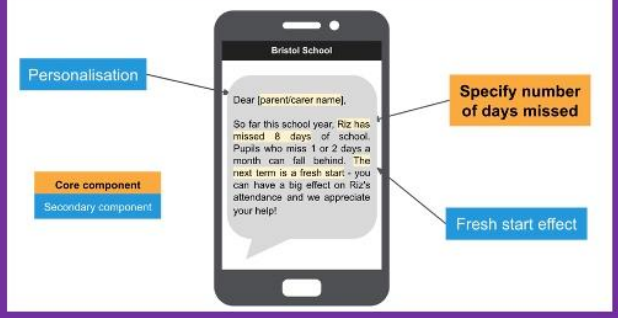
Highlight any children with 7+ sessions missed – if reasons remain of concern Attendance Champion to call parents sharing concern and identify any further support that the school can offer to improve attendance.

Continue to monitor carefully.

END OF WEEK 6

If improvement made Attendance Champion to contact parent to celebrate.

If no improvement made Education Support Meeting offered detailing actions for LA, school, parent and pupil.

END OF COMPLETE TERM

For any pupil falling below 95% - omitting those with extenuating circumstances