



Otley All Saints CofE Primary School

Academic Year 2024 – 25

Attendance Policy

‘Learning, Love and Laughter every day’

Version: 1

Date created: June 2025

Reviewed: June 2025

Next review date: May 2026

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This attendance policy is available on the school website and is reviewed and ratified annually by the governing body of trustees or as events or legislation requires. Any deficiencies or weaknesses identified will be remedied without delay.

Academic Year	Headteacher	Nominated Governor	Chair of Governors
2024-25	Luisa Di Palma Heath	Margaret Shippey	Allan Body

Policy Review Date	Date ratified by governors	Date shared with staff
May 2026	9/6/25	16/6/25

<b>School name</b>	Otley All Saints C of E Primary School
<b>Individual Attendance Target</b>	96%
<b>School opens at</b>	08:50
<b>Registers close at</b>	09:00

## 1. Contact details

<b>Role/Agency</b>	<b>Name</b>	<b>Contact Details</b>
<b>Head Teacher</b>	Mrs Luisa Di Palma Heath	01943 464703
<b>Attendance Officer/Champion</b>	Mrs Jane Scott	01943 464703
<b>Governor with responsibility for attendance</b>	Mrs Margaret Shippey	Margaret.shippey@otleyallsaints.co.uk
<b>Chair of Governors</b>	Mr Allan Body	Allan.body@otleyallsaints.co.uk
<b>School Office</b>	Mrs Calder Miss Miller Mrs Johnson (AM)	01943 464703 office@otleyallsaints.co.uk
<b>Learning Mentor</b>	Mrs Jane Scott	01943 464703 <a href="mailto:Jane.scott@otleyallsaints.co.uk">Jane.scott@otleyallsaints.co.uk</a>
<b>School Attendance Service (SAS)</b>	Queries relating to attendance	0113 3785994 <a href="mailto:Schoolattendanceservice@leeds.gov.uk">Schoolattendanceservice@leeds.gov.uk</a>
<b>Elective Home Education (EHE)</b>	Queries around Elective Home Education	<a href="mailto:EHE@leeds.gov.uk">EHE@leeds.gov.uk</a>
<b>Children Missing Education (CME)</b>	Referrals for children missing education	0113 378 9686 <a href="mailto:estconsulation@leeds.gov.uk">estconsulation@leeds.gov.uk</a>

## 2. Policy Statement

Otley All Saints C of E Primary School seeks to ensure that all its pupils receive an education which enables them to reach their full potential. There is a strong link between good attendance and increased attainment. Pupils who regularly attend school make much better progress socially and academically. Regular attendance enables pupils to adapt better to routines, schoolwork and friendships.

We aim to work in partnership with parents and other agencies to ensure that every child can get the best out of the educational opportunities provided.

By working in partnership with parents and other agencies, we ensure that we have clear and robust strategies in place to manage and promote regular attendance for all students.

We are committed to a whole school approach to attendance and a partnership relationship with parents and carers.

This attendance policy is part of a broader suite of safeguarding policies and should not be viewed in isolation. Safeguarding policies include the Child Protection Policy, Anti-bullying Policy and Behaviour Policy.

The school will use the following DfE guidance to support parents with attendance:

- 1a) [Working Together To Improve School Attendance](#)
- 1b) [Summary Table of Responsibilities](#)
- 1c) [Toolkit for Schools - Communicating with Families to Support Attendance](#)
- 1d) [Guidance for Parents on School Attendance - Office of the Children's Commissioner](#)
- 1e) [Attendance Toolkit for Schools - To Support Schools to Identify the Drivers of Absence and Adopt Effective Practice to Improve Attendance](#)

### **3. Aims**

#### **3.1 The school aims to ensure that:**

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of their responsibilities with respect to attendance and understand the correlation with safeguarding.
- Parents, carers and pupils are informed about the procedures for attendance and take an active role in promoting good attendance and punctuality.

**3.2** The responsibilities set out in this policy apply (as appropriate) to all members of the school community including pupils, parents/carers, staff and governors. It is fully incorporated into the whole school ethos and culture.

## 4. Legislation and Guidance

4.1: This policy is based on the Department for Education's guidance, Working together to improve school attendance (applies from 19<sup>th</sup> August 2024 ([Working Together to Improve School Attendance](#)))

4.2: The Education Act 1996 states that:

- All pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.
- The Local Authority must provide school places to parents who wish their children to be educated at school.
- The school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- The school must report to the Local Authority pupils who are absent for more than ten days without explanation.
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities.
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law.

[Education Act 1996 \(legislation.gov.uk\)](#) – Part 6

[Education Act 2002 \(legislation.gov.uk\)](#) – Part 3

## 5. Partnership Expectations

### What the school expects of our pupils:

- That pupils attend regularly on time and ready to learn
- Pupils are prepared for the day with appropriate equipment
- Pupils who arrive after registration time report to the office
- Pupils tell a member of staff if there is any problem which may prevent them from attending school

### What the school expects of parents/carers:

- Ensure that their children attend school regularly and on time to fulfil their legal responsibility
- Notify school on the first day of absence and provide a reason for absence
- Complete a request form for absence in term time for **exceptional** circumstances
- Supply medical evidence when required
- Ensure all parental and child contact details are up to date
- Provide school with two emergency contact details
- Speak to relevant members of staff if they know of any problem which may prevent their child/ren from attending school

### What the parents/carers can expect from us (the school):

- A broad and balanced education
- Encouragement and support to attain good attendance and punctuality
- Prompt action when a problem has been identified
- Efficient and accurate recording and monitoring of attendance
- Contact with parents/carers on the first day when absence is unexplained
- Contact with parents/carers by 09:30am should your child/ren not be in school
- Liaison with officers from the Local Authority from a variety of teams to assist and support families where needed
- At least half termly communication with parents/carers should school feel a need to discuss their child/ren's attendance

## 6. Roles and Responsibilities

### 6.1 Headteacher

The Head is responsible for:

- Ensuring every member of staff knows and understands their responsibilities for safeguarding and how this links with poor school attendance – ensuring compliance with Keeping Children Safe in Education 2024. (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)
- Developing good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special education needs (SEND). Ensuring compliance with Statutory Guidance for governing bodies of maintained schools and proprietors of academies in England December 2015 – Supporting pupils at school with medical conditions [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Ensuring every member of staff knows and understands their responsibilities for attendance.
- Ensuring accurate completion of admission and attendance registers.
- Ensuring staff are actively working to maximise attendance rates, both in relation to individual pupils and whole school attendance.
- Having clear processes in place to address persistent and severe absence – pupils who are severely absent may be at risk of CCE/CSE/grooming etc. and this cohort must be made the top priority for action and support. Ensuring all staff are aware of any potential safeguarding issues, ensuring joint working between the school, Children’s Social Work Services and other statutory safeguarding partners. Often severely absent pupils have additional needs and therefore it is vital that schools ensure all appropriate services are informed and aware of the pupil’s absence so suitable support can be considered, and education provided/accessed.
- Ensuring that all staff adopt a consistent approach in dealing with absence and lateness.
- Monitoring and analysing data and trends.
- Reporting to the Governing Body and Trusts the attendance figures and progress to achieving the set targets.
- Reminding parents of their commitment to this policy.
- Building and modelling respectful relationships with staff, pupils, families, and other stakeholders to secure their trust and engagement. Making sure there is a welcoming and positive culture across the school.
- Open and honest communication with staff, pupils, and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
- Sharing information on and working collaboratively with other schools in the area/cluster, LAs, and other partners when absence is at risk of becoming severe or persistent.

- Ensuring the school attendance policy is applied fairly and consistently and recognises the individual needs of pupils and their families who have specific barriers to attendance. Schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

## 6.2 The School Attendance Officer/Champion

The School Attendance Champion is responsible for:

- Implementing the policy with the Head.
- Offering a clear vision for attendance improvement.
- Championing and improving attendance.
- Ensuring the recording of attendance and absence data is accurate.
- Ensuring robust day-to-day processes are in place.
- Ensuring the practice that is in place to address persistent and severe absence is robust.
- Evaluating and monitoring expectations and processes
- Tracking and following up absence and poor punctuality (implement punctuality routines such as late gate or sign in procedures).
- Identifying pupils who need support from wider partners as quickly as possible and making the necessary referrals.
- Undertaking home visits in line with safeguarding responsibilities to engage families and ensure children are safe.
- Identifying and, where possible, mitigating potential barriers to good attendance in liaison with class teacher, families and relevant support agencies.
- If required, holding regular meetings with the parents and class teacher of pupils whom the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Identifying pupils who need support from wider partners as quickly as possible and making the necessary referrals.
- Where pupils have additional vulnerabilities, which may require multi-agency meetings trying to arrange those meetings outside of lesson time, where possible.
- Oversight of data analysis -
  - Monitoring and analyse attendance data regularly (every two weeks) to allow early intervention and address issues. This includes raising concerns with other agencies like children's social care and early help services which are working with families.
  - Robust school systems are in place which provide useful data at cohort, group, and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as:
    - children who have a social worker including looked-after children
    - young carers

- children who are eligible for free school meals
- children who speak English as a second language
- children who have special educational needs and disabilities
- Keeping the Head and all school staff informed of attendance figures and trends by providing regular reports to enable them to track the attendance of pupils and to implement attendance procedures.
- Compiling attendance data for the Head, the Governing Body and the Local Authority.
- Ensuring a positive working relationship with the School Attendance Service is fostered, including attending Attendance Targeted Support Meetings.
- Communicating messages to pupils and parents.
- Making sure escalation procedures to address absence are initiated proactively, understood by pupils and families, implemented consistently and their impact reviewed regularly.

### **6.3 The School Office**

- Carrying out robust first day calling procedures including priority routines for vulnerable children including children with a social worker. If absence continues without explanation, further contact should be made to ensure safeguarding.
- Identifying any absences that are not explained for each session and contacting parents to understand why, and when the pupil will return to school.
- Where absences are recorded as unexplained in the attendance register, input the correct code as soon as the reason is ascertained, but no later than 5 school days after the session.
- Implementing children missing education (CME) procedures when appropriate (See Appendix A)

### **6.4 Teaching staff**

Teaching staff are responsible for:

- Ensuring the effective whole school culture of high attendance is underpinned by setting an example of punctuality and good attendance.
- Implementing the policy and ensuring it is applied fairly and consistently.
- Ensuring that the registers are taken at the start of the morning session and once during the afternoon session and are accurate and up to-date.
- Reviewing class and individual attendance patterns.
- Informing the school attendance champion/line manager of any concerns.

- Emphasising with pupils the importance of punctuality and good attendance.
- Reminding parents of their commitment to this policy.
- Building respectful relationships with staff, pupils, families, and other stakeholders to secure their trust and engagement. Making sure there is a welcoming and positive culture across the school.
- Communicating openly and honestly with staff, pupils, and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- Holding regular meetings with the parents of pupils whom the school (and/or Local Authority) consider to be vulnerable or who are persistently or severely absent to discuss attendance and engagement at school.
- Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
- Modeling respectful relationships and appropriate communication for staff and pupils. This will help relationships between pupils and staff to reflect a positive and respectful culture. All staff members should:
  - treat pupils with dignity
  - build relationships rooted in mutual respect and observe proper boundaries
  - Take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence
  - Handle confidential information sensitively
  - Understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils, particularly for children with a social worker and those who have experienced adversity
  - Communicate effectively with families regarding pupils' attendance and well-being
- Reinforce attendance and punctuality expectations continually.
- Emphasize the importance of attendance and its impact on attainment.
- Promote the next lesson and the sequence of the lesson to motivate pupils to be in the classroom.
- Follow up on absence and lateness with pupils to identify barriers and reasons for absence.
- Contact parents and carers regarding absence and punctuality.
- Discuss any attendance concerns with the school's Attendance Champion/Officer and/or Head Teacher as appropriate.
- Review class or tutor group attendance weekly to identify issues, intervene early, and help set targets.
- Periodically review practice and consistency across the school.
- Proactively promote attendance practice as part of staff induction.
- Consider the individual needs and vulnerabilities of pupils.

### **For pupils at risk of persistent absence (90 – 94%)**

**Definition: Persistent is when a pupil has missed 10% or more of school sessions (school sessions = morning and afternoon registration = 2 sessions per day).**

- Providing regular attendance reports to facilitate weekly reviews with leaders/class teachers (including special educational needs coordinators, designated safeguarding leads and pupil premium leads) for monitoring and evaluation purposes.
- Initiating and overseeing the administration of absence procedures.  
This should include:
  - letters home
  - attendance clinics
  - engagement with local authorities and other external agencies and partners
  - working with families and the community to identify which methods of communication work best, recognising potential barriers in hard-to-reach families and finding methods that work and are understood
  - consideration as to whether further interventions are required in line with the statutory guidance on parental responsibility measures
  - providing regular reports to leaders on the at-risk cohort/individuals
  - providing regular reports/caseloads to local authority attendance team or independent attendance organisations to raise awareness of emerging at-risk pupils
  - The school will formalize support if absence shows no sign of improvement.

### **For pupils who are persistently absent (50 – 89%) and severely absent (0-49%)**

**(school sessions = morning and afternoon registration = 2 sessions per day).**

Developing and implementing absence action plans with pupils and families which address barriers and help establish positive attendance routines.

- Identifying tailored intervention which meets the needs of the pupil.
- Leading daily or weekly check-ins to review progress and impact of support, make regular contact with families to discuss progress.

- Liaising with school leaders and class teachers (designated safeguarding, SENDco and pastoral leads) on referrals to external agencies and multi-agency assessments.
- Coordinating and contributing to multi-agency meetings to review progress and agree on actions.
- Working in partnership with School Attendance Service and other agencies to ensure the appropriate use of statutory parental responsibility measures.
- Providing regular reports to leaders on the impact of action plans and interventions.
- The school will formalize support if absence shows no sign of improvement.

**Categories for attendance percentages:**

	0-50% (severely absent)
	50-89% (persistently absent)
	90-94% (at risk of persistently absent)
	95-100%

**7. Attendance procedures**

**7.1 Registration**

- Registration takes place each morning at 8.50 – 09:00.
- Registration takes place each afternoon at 13:00 for EYFS & KS1 and 13:15 for KS2.
- Class teachers will enter a present mark (/) on the register for each pupil present and an absent mark for any pupil that is absent.

## 7.2 Responding to lateness

- Pupils arriving in the classroom after 9.00am when the register has been taken are deemed to be late and will be marked as L code.
- After 9.15am and 1:15pm the pupil is deemed to be late/absent. Any pupil arriving in school after these times will be marked U. In case of emergency the register shows the pupil is on the premises, but they will not receive a present mark toward their overall attendance.
- Parents/carers will be contacted by school if their child is persistently late.

## 7.3 Responding to absence - Monitoring Attendance Procedures - see Appendix A, B & C for supporting letters.

The school target for attendance is 96% for the academic year.

**Ongoing:** The office and the Attendance Officer to have daily discussions in relation to pupil lateness and absence.

**1st Half-Term (Oct):** the Attendance Officer and Head Teacher will meet and discuss individual children's attendance. Any families that are of concern (below monitoring threshold of 95%), the Attendance Officer may carry out a well-being phone call to discuss potential attendance difficulties. Registration certificate to be sent home.

**End of 1st Term-:** the Attendance Officer will monitor individual children's attendance. If a child continues to fall below the monitoring threshold of 95%, parents may be issued with attendance letter 1 (appendix B). The letter is a reminder of attendance expectations. A copy of the registration certificate will be enclosed. If a parent wishes to discuss this or requires external support, an appointment with the Attendance Officer and Class Teacher can be made.

**At Feb Half-Term:** for families that continue to fall below the monitoring threshold of 95%, letter 1 will be issued. For Persistent absence families (monitoring threshold of 90% or below), letter 2 (appendix C) may be issued. This letter requests a meeting with school and a referral to the attendance improvement officer. Following the referral, a further meeting will take place with the attendance improvement team. They will then work to support the family with improving attendance. The above procedures will continue to be used to monitor attendance throughout the remainder of the school year (Feb-July).

Repeated absences will lead to detailed monitoring by the school attendance staff.

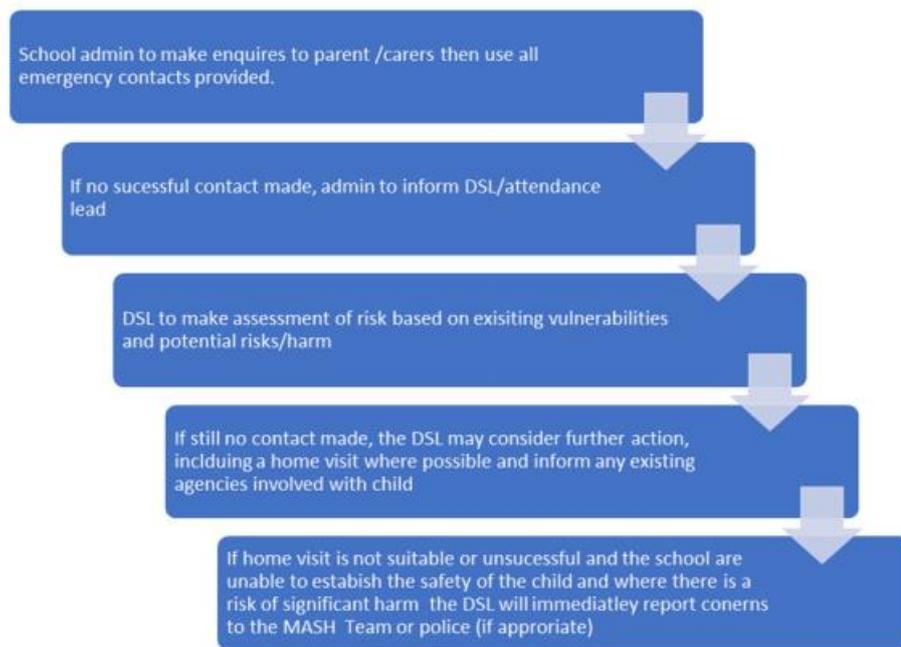
Targets for improvement will be clear and communicated to pupil and parent or carer.  
Leeds Children's Services Attendance Policy 2023-2024 12

School will organise support to remove barriers to regular attendance.

School will organise meetings with parents or carers to review and improve attendance. If attendance does not improve, school will refer to the local authority for legal action.

#### 7.4 First Day Procedures for Non-Attendance

- Registration is from 8.45 to 9:55am. If a child fails to attend within this period the school must establish the reason for the absence and mark the attendance register accordingly. Therefore, parents/carers must inform school of their child's non-attendance by 8.45am via telephone/text/email.
- If school is not informed of the reason for absence within the specified timescale the office staff will follow up via text, telephone or email, using all emergency contact details available if necessary.
- If the office is unable to contact parents/carers or establish the reason for absence the office will contact the attendance officer/Designated Safeguarding Lead (DSL). Continued attempts will be made to contact the parents/carers.
- The attendance officer/DSL will review the non-attendance along with any other relevant information to consider any further action. If there are concerns about the welfare of the child a home visit may be used to verify the safety of the child. This will be based on the known and potential risks for that individual. These risks could include previous concerns, information gathered from other sources, patterns of non-attendance and existing vulnerabilities.
- Contact should continue be sought via telephone alongside a home visit.
- For children who are already working with other professionals, contact may be made with the case worker, social worker or family worker prior to a home visit where possible to establish any additional information or risks.
- If contact at the home visit is unsuccessful, and there are increased concerns for the child's welfare, the DSL may consider requesting another agency, or the police in an emergency, to do a welfare check, if it is felt that a child is at significant risk of harm the DSL will make a referral to the local authority Multi agency screening team/hub (Leeds Front Door Safeguarding Hub)



## 7.5 Working with the Local Authorities School Attendance Service

- School works in partnership with the Statutory School Attendance Service to devise a strategic approach to attendance through Register Checks and Targeted Support Meetings.
- The Headteacher/Attendance Officer/Champion (SLT) and the Attendance school staff will meet with an Attendance Improvement Officer from the School Attendance Service when required, to discuss and improve attendance for persistently absent or severely absent pupils.
- Action plans will be developed for persistent and severely absent pupils.
- If parents/carers do not proactively engage with support offered through the action plan, then formal legal intervention may be requested from the School Attendance Service.

Statutory intervention can include:

- Penalty Notices
- Parenting Order
- Education Supervision Order
- Prosecution

## 8. Authorised and unauthorised and absence

### 8.1 Authorised absence

Authorised absence is defined as:

- Genuine illness
- Medical or dental appointment (where possible routine appointments should be arranged out of school time)
- Bereavement – (Headteacher's discretion)
- Religious observance (The day must be exclusively set apart for religious observance by the religious body to which the parents belong)
- Approved leave in term time where there are exceptional circumstances, as agreed by the Headteacher.
- The pupil has a local authority licence to take part in a public performance and the school has granted leave of absence
- If your child is too ill to attend school, we will record these absences as authorised. In the majority of cases medical evidence is not needed, but we may ask you for evidence where:
  - your child is regularly absent because of illness, to assess how we can help your child by putting the right support in place.
  - in a small number of cases we have reason to believe your child was not too ill to attend and a conversation has not resolved the issue.

If you are asked to provide evidence this does not need to be a letter from your doctor or consultant, and doctors will not usually provide such letters. It can, instead, be appointment cards, prescriptions, or notes of previous consultations (including from the NHS App). A lack of written evidence must not prevent the right support being put in place or the absence being authorised if you can demonstrate your child was, or is, unable to attend, or is awaiting treatment. If you are asked for evidence you cannot provide, a conversation with the school can help to resolve the issue.

### 8.2 Absences for Illness or Medical Appointments

- Parents are encouraged to book medical appointments outside of school hours where possible. The formal end of the school day is 3:15pm providing adequate time for medical appointments after this time. If this is not possible, parents are asked to notify school before the appointment so that the attendance register can be amended to show why the child is not in school and to provide a scanned copy of the medical appointment letter.
- Parents know to contact school on the first day of absence through illness. They should also contact school every day following this, if their child remains absent. The administrator will ask the parent to describe the symptoms, and these will be noted on our register. If pupils have experienced any vomiting or diarrhoea, they cannot return to school for 48 hours – **see NHS link is my child too ill for school:**
- ([https://r.search.yahoo.com/\\_ylt=Awr.jvZnmitnCQIA\\_NYM34IQ;\\_ylu=Y29sbwNp\\_cjlEcG9zAzEEdnRpZAMEc2VjA3Ny/RV=2/RE=1732120424/RO=10/RU=https%3a%2f%2fwww.nhs.uk%2flive-well%2fis-my-child-too-ill-for-school%2f/RK=2/RS=6OwYJklfTVfeICFV0eiiycO\\_uLI-](https://r.search.yahoo.com/_ylt=Awr.jvZnmitnCQIA_NYM34IQ;_ylu=Y29sbwNp_cjlEcG9zAzEEdnRpZAMEc2VjA3Ny/RV=2/RE=1732120424/RO=10/RU=https%3a%2f%2fwww.nhs.uk%2flive-well%2fis-my-child-too-ill-for-school%2f/RK=2/RS=6OwYJklfTVfeICFV0eiiycO_uLI-))

### **8.3 Unauthorised absence**

Unauthorised absence is defined as:

- Being late after the registers have closed – U code
- Staying at home to care for younger children or sick relatives
- Going shopping or having a haircut
- Where no explanation is offered by the parent or carer
- Where the school is not satisfied with an explanation offered
- Special occasions e.g. birthdays/weddings
- Holidays/leave in term time
- Taking the rest of the day off before or after a medical appointment
- Translating for family members
- Visiting sick relatives
- Exceptional term time leave longer than agreed by the Headteacher

### **8.4 Procedures for recording unauthorised absence**

- Messages that are taken via the school office relating to pupil absence are If your child is too ill to attend school, schools must record these absences as authorised. In the majority of cases medical evidence is not needed, but schools may ask you for evidence where: - Your child is regularly absent because of illness, to assess how they can help your child by putting the right support in place. - In a small number of cases where they have reason to believe your child was not too ill to attend and a conversation cannot resolve the issue. If you are asked to provide evidence this does not need to be a letter from your doctor or consultant, and doctors will not usually provide such letters. It can, instead, be appointment cards, prescriptions, or notes of previous consultations (including from the NHS App). A lack of written evidence must not prevent the right support being put in place or the absence being authorised if you can demonstrate your child was, or is, unable to attend, or is awaiting treatment. If you are asked for evidence you cannot provide, a conversation with the school can help to resolve the issue. onto the system as quickly as possible so that teachers can see why a pupil is absent. If no reason has been given for absence, then this will show up as 'N'.
- Admin staff will phone all parents if we have no reason for the absence. If no reason is provided for the absence or there is not a legitimate reason provided, then the absence will be recorded as unauthorised. The DSL/DDSL/head teacher will be informed of any unauthorised absence by 9.30 am. If there are significant concerns about a child's attendance through persistent illness, then the school reserves the right to request medical evidence.

## 8.5 Monitoring of Attendance

- The attendance of children from Nursery to Year 6 is monitored weekly.
- Class staff, Attendance Officer or the Head Teacher may contact you by telephone if they spot patterns which raise concerns around your child's attendance and the impact on their learning. The following systems are in place for addressing attendance (see information in DfE [Working Together to Improve School Attendance](#) - Policy statement 1A) :
  - Attendance is monitored every week for all pupils. An attendance tracker is produced and the school may share relevant attendance reports with key staff to aid discussions with families.
  - The DSL/DDSL/head teacher will meet each half term and discuss attendance with particular focus on those children under 96%. Parents may be contacted either by letter or phone informing them that their child's attendance and/or punctuality is low, and a meeting may be requested. **(See Appendix A, B, C, D, E & F).**
  - The school's attendance report is updated termly. This document is shared with governors throughout the year. Comparisons are made with national data.
  - Individual high attendance is acknowledged. Although Otley All Saints School does not routinely award certificates for high attendance, we are appreciative of the effort parents make to ensure their children attend school.
  - Positive communication to parents may be made for persistently absent pupils' whose attendance is showing improvement.

## 9. Children Missing Education (CME) (See Appendix G)

A child who is absent as well as missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in [Children Missing Education – Statutory guidance for local authorities \(DfE September 2016\)](#) and follow the **Leeds Children's Services LA procedure** and contact: [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk). Tel: 0113 3789686.

### Appendix A:

**Otley All Saints CE Primary School**

Lisker Drive, Otley, West Yorkshire LS21 1DF  
 Tel: 01943 464703  
 e-mail: [office@otleyallsaints.co.uk](mailto:office@otleyallsaints.co.uk)  
 Website: [www.otleyallsaints.co.uk](http://www.otleyallsaints.co.uk)

Headteacher **Mrs Luisa Di Palma-Heath**  
 Deputy Headteacher: Mrs Jessica Sutton



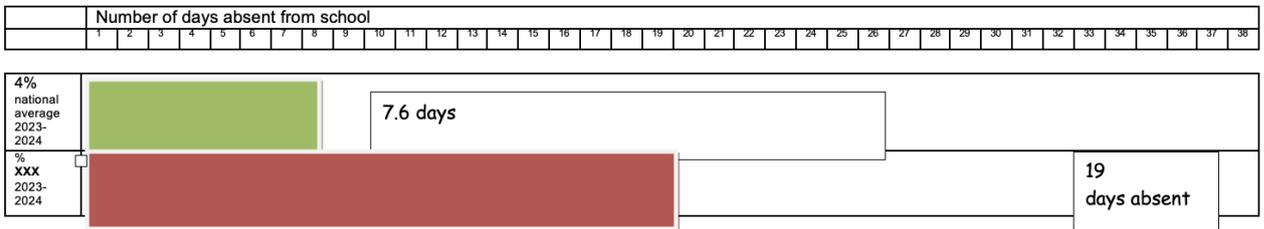
**ABSENCES MATTER AND YOU CAN HELP**

Date  
 Dear XXX

XX has missed more school than her peers. XX was absent for XX days last school year. Children fall behind when they miss school, whether for authorised or unauthorised reasons. You can impact XX's absences this term, and we appreciate your help and support.

Should XX's attendance not improve this academic year, then you will be requested to attend a meeting to discuss this further.

Yours sincerely,



## Appendix B:

### Otley All Saints CE Primary School

Lisker Drive, Otley, West Yorkshire LS21 1DF  
Tel: 01943 464703  
e-mail: [office@otleyallsaints.co.uk](mailto:office@otleyallsaints.co.uk)  
Website: [www.otleyallsaints.co.uk](http://www.otleyallsaints.co.uk)



Headteacher **Mrs Luisa Di Palma-Heath**  
Deputy Headteacher: Mrs Jessica Sutton

Letter – 96%

Dear Parent and Carers,

I am writing to make you aware that your child (s) attendance since September has fallen below our monitoring threshold of 96%. If your child has 9 days absence over this school year their attendance will fall below 96% overall.

We understand and appreciate that your child may have been ill, and we may have authorised this absence, however we are striving to improve attendance across the whole school. Research clearly shows that children with below average attendance patterns are more likely to struggle at school and achieve less than their potential. This can affect their progress right up to GCSE level, as it is often the case that children who miss basic concepts taught in primary school are left with key gaps in their learning.

Our school is working hard to improve the attendance of our pupils. You should be aware of the following systems which are now in place and may affect your child.

- If your child has had 5 or more day's illness, any further absence may require a doctor's note or proof of prescribed medication.
- If your child has a holiday during term time these will be recorded as unauthorised.
- If your child's attendance falls below 90% (this is classed as a persistent absentee by the local authority), they may be referred to the Attendance Improvement Officer who may prosecute through the courts.

Please support the school by bringing your child to school every day and on time. If you wish to discuss this letter further, please call the school office and arrange a meeting with a member of the attendance team. A copy of your child (s) Attendance Registration Certificate is attached for further information.

## Appendix C:

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### Otley All Saints CE Primary School

Lisker Drive, Otley, West Yorkshire LS21 1DF  
Tel: 01943 464703  
Email: [office@otleyallsaints.co.uk](mailto:office@otleyallsaints.co.uk)  
Website: [www.otleyallsaints.co.uk](http://www.otleyallsaints.co.uk)

Headteacher **Mrs Luisa Di Palma-Heath**  
Deputy Headteacher: Mrs Jessica Sutton



Letter 2- 90%

Dear Parent and Carers,

I am writing to make you aware that your child (s) attendance since September has fallen below our monitoring threshold of 90%. If your child has 19 days absence over this school year their attendance will fall below 90% overall. 90% is well below the school's monitoring threshold for attendance and is below the school's overall target for attendance of 96%.

Our school is working hard to improve the attendance of our pupils. You should be aware of the following systems which are now in place and may affect your child.

- If your child has had 5 or more day's illness, any further absence may require a doctor's note or proof of prescribed medication.
- If your child has a holiday during term time these will be recorded as unauthorised.
- If your child's attendance falls below 90% (this is classed as a persistent absentee by the local authority), they may be referred to the Attendance Improvement Officer who may prosecute through the courts.

It is possible to raise your child's attendance record for the remainder of this year by ensuring they come to school whenever possible. We understand that there are occasions when keeping your child of school is the best option, however, we urge you to seriously consider whether it is necessary for your child to have time off.

We will be contacting you to make an appointment to discuss your child(s) attendance and to discuss options of support the school can offer. Following this meeting we may make a referral to the Local Authority Attendance Improvement Officer.

I am obliged to inform you that under the provision of Section 444 of the Education Act 1996, parents/carers are legally responsible for ensuring their children attend school regularly and on time. Failure to do so could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Authority.

Your sincerely

## Appendix D

### Otley All Saints CE Primary School

Lisker Drive, Otley, West Yorkshire LS21 1DF  
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e-mail: [office@otleyallsaints.co.uk](mailto:office@otleyallsaints.co.uk)  
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Headteacher **Mrs Luisa Di Palma-Heath**  
Deputy Headteacher: Mrs Jessica Sutton



### Attendance Autumn first half term 2024

XXXXX

I am writing to say thank you for ensuring XXX has had improved attendance last half term with XX% compared to xx% for the year 2023-2024. It is such a good start to the academic year and means that he/she is not vulnerable to being below 90% at the end of the academic year which the Department for Education deem as persistent absence.

Yours sincerely

## Appendix E:

### Otley All Saints CE Primary School

Lisker Drive, Otley, West Yorkshire LS21 1DF  
Tel: 01943 464703  
Email: [office@otleyallsaints.co.uk](mailto:office@otleyallsaints.co.uk)  
Website: [www.otleyallsaints.co.uk](http://www.otleyallsaints.co.uk)

Headteacher Mrs Luisa Di Palma-Heath  
Deputy Headteacher: Mrs Jessica Sutton



#### Attendance Autumn first half term 2024 Dear XXXX

XX's attendance has been XX% last half term from XX%-XX%. At the end of the academic year, any percentage attendance below 90% is deemed by the Department of Education as persistent absence. Although this is an improvement on last academic year (XX%), this is only just above that worrying threshold.

We still have 153 more school days until the end of the academic year. If XX's attendance improves, that percentage of absence can move further from the worrying category. I would like us to continue to work together to ensure this happens.

If you have any worries, please ring school to talk to XX.

Yours sincerely

## Appendix F: Deleting from School Register

Grounds for deleting a pupil from the school admission register (CME 2019)

1 Where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.

2 That the child has been registered as a pupil at another school - except where it has been agreed by the proprietor that the pupil should be registered at more than one school.

3 Where a pupil is registered at more than one school that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.

4 Where the child has ceased to attend the school, and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.

5 That child has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.

6 In the case of a pupil granted leave of absence in accordance with regulation that (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

7 Where the child is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.

8 Where the child has been continuously absent from the school for a period of not less than twenty school days and — at no time was his absence during that period authorised by the proprietor (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

9 That the child is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.

10 The pupil has died.

11 That the pupil will cease to be of compulsory school age before the school next meets

12 That the child has been permanently excluded from the school. 13 Where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher class at the school.