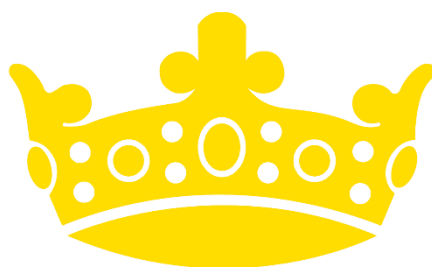


Manorcroft Primary School



Attendance Policy



Attendance Policy

Aims:

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the statutory guidance on [Working Together to Improve School Attendance](#) from the Department of Education (DfE). We aim to achieve this through our whole-school culture and ethos that values good attendance, which includes:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

Legislation & Guidance:

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

- The DfE's statutory guidance on [Working Together to Improve School Attendance](#)
- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)
- The [Equality Act 2010](#)

Parental Responsibility & the Law:

The Education Act 1996 Part 1, Section 7 states:

- The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education, suitable:
 - (a) To his/her age, ability and aptitude, and
 - (b) To any special needs he/she may haveeither by regular attendance at school or otherwise.
- For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day-to-day care of the child.
- The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act. Part VI Section 444 contains the details of when an offence is committed if a child fails to attend school.
- Under the provision of the Education Act 1996 (Ss 434 and 458) and [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#) the school must keep an attendance register.
- Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the Headteacher, or a member of staff acting on their behalf, can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.



Manorcroft Primary School Expectations:

Regular attendance is considered to be attending school on each day the school is open for pupils, unless there is an authorised reason to be absent. Manorcroft Primary School is committed to promoting 100% attendance and understanding and supporting the causes for absence. We aim to remove the barriers to attendance by working collaboratively with families and local partners. To enable us to do this we will:

- **Expect** - aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.
- **Monitor** - rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible, so all parties can work together to resolve them before they become entrenched.
- **Listen and understand** - when a pattern is spotted, discuss with pupils and parents to understand the possible barriers to attendance and agree how all partners can work together to resolve them.
- **Facilitate support** - remove barriers in school and help pupils and parents to access the support they need to overcome any barriers outside of school. This might include an Early Help plan, or a referral to an outside agency where absence is a symptom of wider issues.
- **Formalise support** - where absence persists and voluntary support is not working or not being engaged with, all partners will work together to explain the consequences clearly and ensure support is in place to enable families to respond. Depending on the circumstances, this may include formalising support through an Attendance Contract.
- **Enforce** - where all other avenues have been exhausted and support is not working or not being engaged with, we may enforce attendance through statutory intervention, eg. penalty notices, an Education Supervision Order (ESO) or prosecution.

Definitions:

Absence

- Not attending school for any reason.

Authorised Absence

- An authorised absence is missing part, or all, of the school day for a specific reason.
- Parents/carers will need to provide a clear explanation for the absence, if the school is to authorise it.
- For all illness, parents/carers must contact the school on the first day, either via email or telephone: absence@manorcroft.surrey.sch.uk / absence line: 01784 432155.
- If the illness is prolonged, then parents/carers must contact the school each day of the absence.
- Please note, the school is not obliged to accept the explanation of illness and if there are any doubts, or there is no explanation given, the absence will be treated as unauthorised.
- We expect all routine appointments (eg. medical, dental, opticians) to be made outside of school hours wherever possible. However, it is understood that some specialist hospital or clinic appointments may have to be made during school hours, but the pupil should only be absent for the minimum amount of time necessary.
- The school must be notified in advance of the date and time of the appointment, including when the pupil will be collected and returned to the school office. Evidence of the appointment (screenshot of appointment or copy of appointment letter) may be required.

Approved Educational Activity

- This covers different types of supervised educational activity undertaken off-site, but with the approval of the school.
- Pupils recorded in this category are deemed to be present for attendance purposes.
- Examples include, but are not limited to:
 - School trips and educational visits (including overnight)



- Sporting activities
- Approved education off-site
- Most types of dual registration

Exceptional Leave of Absence

- If a family needs to request absence in term time, then an 'Application for Leave of Absence for Exceptional Circumstances' form should be obtained from the Admin Team or school website, completed and submitted to the Headteacher.
- Permission for absence during term time is at the school's discretion and will only be granted in exceptional circumstances. The Headteacher, who may consult with the Chair of Governors, will then decide whether to authorise the absence request.
- Each request will be considered separately, and a decision made based on the reasons for each request.
- No parent/carer can demand leave of absence during term time for their child as a right and authorisation cannot be given retrospectively.
- If the Headteacher does not authorise the request and the leave is still taken, the absence will be treated as unauthorised.

Unauthorised Absence

- An unauthorised absence is when a pupil has time out of school without explanation, or where the reason for absence is one that the school cannot authorise.
- Examples include, but are not limited to:
 - Birthday celebrations
 - Tiredness
 - Not realising term had started
 - Car has broken down / no means of transport
 - Because other family members are ill
 - Travelling abroad to look after a family member

Persistent Absence (PA)

- A pupil becomes a 'persistent absentee' when they miss 10% or more across the school year, for whatever reason.
- Absence at this level has a considerable impact on a child's learning and is the equivalent to missing half a day of school a week.
- If a pupil is classed as persistently absent (under 90% attendance), the school may ask for medical evidence to authorise all future absences.
- In some situations, a referral will be made by the Headteacher to the Surrey Attendance Service (SAS). Failure to comply with the expectations set out by them may result in further action.

Severe Absence (SA)

- When a pupil's attendance falls below 50%, it will fall into the category of severely absent.

Child Missing in Education (CME)

- When a pupil is not registered at a school and is not receiving suitable education in a setting other than a school.



Roles & Responsibilities:

Pupils

We expect that all pupils will:

- Attend school 100% of the time.
- Arrive at school punctually.
- Be appropriately prepared for the day.

Parents/Carers

We expect that all parents/carers who have day-to-day responsibility for pupils will:

- Ensure regular attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school punctually, prepared for the school day and any additional extra-curricular activities.
- Contact the school whenever their child is unable to attend and keep the school informed in the case of prolonged absence.
- Contact the school promptly (class teacher or senior member of staff) whenever any situation occurs that may keep their child away from school. Additional support can also be sought from the Home School Link Worker (HSLW) - contact details on the school website.
- Provide the school with more than 1 emergency contact number for their child.
- Collect their child promptly at the end of the school day, or agreed time if attending an extra-curricular activity.
- Not take any holidays in school time.
- Make every attempt to arrange dental and medical appointments outside of school hours.

Teaching Staff

All teaching staff will:

- Maintain at least twice daily attendance records (register) for all pupils.
- Monitor attendance of all pupils.
- Encourage good attendance.
- Provide a welcoming and safe learning environment for all pupils.
- Report on attendance at Parents' Evenings and discuss it with parents/carers.
- Report any concerns to the Attendance Officer or the School Attendance Champion.

Attendance Officer (Admin Team)

The Attendance Officer will:

- Oversee the registration process and ensure that registers are completed accurately and punctually.
- Record all reasons for absence in the register.
- Take calls/emails from parents about absence on a day-to-day basis and record as appropriate.
- Follow-up all unexplained absences.
- Share any class teacher concerns regarding attendance with the Senior Attendance Champion.
- Make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school and Local Authority's (LA's) expectations regarding regular school attendance.
- Provide regular attendance reports to school staff.
- Monitor and analyse attendance data - work closely with the Senior Attendance Champion.
- Liaise with the SAS as required, to reinforce good practice.

Senior Attendance Champion

The Senior Attendance Champion is the Headteacher and they are responsible for:

- Leading, championing and improving attendance across the school.
- Setting a clear vision for improving and maintaining good attendance.



- Having a strong grasp of absence data and oversight of absence data analysis.
- Regularly monitoring and evaluating progress in attendance.
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff.
- Liaising with pupils, parents/carers and external agencies, where needed, including the SAS.
- Building close and productive relationships with parents/carers to discuss and tackle attendance issues.
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers.
- Delivering targeted intervention and support to pupils and families in collaboration with the HSLW.

Headteacher

The Headteacher is responsible for:

- The implementation of this policy.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing penalty notices, where necessary, and/or authorising the Attendance Officer to be able to do so.
- Working with the SENCo to support parents/carers of pupils with Special Educational Needs and/or Disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers.
- Communicating with the LA when a pupil with an Education, Health and Care Plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs.
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents/carers through all available channels.
- Sharing information from the school register with the LA and DfE, including:
 - Notifying the LA when a pupil's name is added to or deleted from the school admission register outside of standard transition times
 - Providing the LA with the details of pupils who fail to attend school regularly, or who have been marked with an unauthorised absence for a continuous period of 10 school days
 - Providing the LA with the details of pupils who the school believes will miss 15 days consecutively or cumulatively because of sickness

The Governing Body

The Governing Body are responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents/carers.
- Recognising and promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations, statutory duties and comply with the law on school attendance, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and LA
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources.
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most.
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge.



- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils' needs.
- Making sure all staff receive adequate training on attendance as part of the regular Continued Professional Development (CPD) offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- Holding the Headteacher to account for the implementation of this policy.

Recording Attendance:

Attendance Register

- We will keep an electronic attendance register and place all pupils on this register.
- We take our attendance register at the start of each morning session and once during each afternoon session. It will mark, using the appropriate national attendance and absence codes from [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#), whether every pupil is:
 - Present
 - Attending a place other than school
 - Absent
 - Absent - unable to attend due to unavoidable causes
- Any amendment to the attendance register will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment
- See Appendix 1 for the DfE attendance codes (pg. 12).
- We will also record:
 - Whether the absence is authorised or not
 - The nature of the activity, where a pupil is attending an approved educational activity
 - The nature of the circumstances, where a pupil is unable to attend due to exceptional circumstances

Planned Absence

- Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.
- However, we expect all routine medical and dental appointments to be arranged outside of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.
- The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible by completing an 'Application for Leave of Absence for Exceptional Circumstances' form.

Unplanned Absence

- The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.20am at the latest (via email: absence@manorcroft.surrey.sch.uk, or by leaving a message on the absence line: 01784 432155).
- We will record the absence as authorised, unless the school has a genuine concern about the authenticity of the illness.



- Where there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor’s note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.
- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this.

Punctuality

- Poor punctuality is not acceptable. Arriving late causes disruption to the education of the late child and the rest of the class. School registers are closed 30 minutes after the school start time and pupils arriving after this time will be recorded ‘as late after close of register’ which counts as an unauthorised absence for that session.

Morning Gates Open	Morning Registration	Marked as late (L)	Register closed Marked as unauthorised
8.35am	8.45am	Arriving between 8.45 - 9.20am	9.20am onwards

Responding to Non-Attendance:

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

- On the first day of absence, if a telephone call, email or message has not been received from the parent/carer by 9.20am the Admin Team will endeavour to contact the family using all the available details held on the school MIS (Management Information System).
- If contact cannot be made, the Headteacher will take the appropriate action, possibly carrying out a home visit or contacting the police if this is deemed necessary.
- Once contact has been made, a decision will be made as to whether the absence is approved or not.
- If the absence continues into subsequent days without explanation, the parent/carer will be contacted each day to ensure proper safeguarding action is taken where necessary.
- Where appropriate, support will be offered to the pupil and/or their parents to improve attendance.
- The school will identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals.
- Where support is not appropriate, not successful, or not engaged with, a Notice to Improve may be issued and/or a penalty notice or other legal intervention as appropriate.

Authorised ‘Exceptional Leave of Absence’:

- The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#). These circumstances are:
 - Taking part in a regulated performance, or regulated employment abroad
 - Attending an interview for admission to another educational institution
 - A temporary, time-limited, part-time timetable
 - Exceptional circumstances
- We define ‘exceptional circumstances’ as *‘rare and unexpected circumstance which are unlikely to reoccur’*. Examples include, but are not limited to:
 - Medical emergencies
 - Family emergencies (eg. death of a relative)
- Other valid reasons include, but are not limited to:
 - Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parent(s) belong(s). If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart.



- Parent(s) travelling for occupational purposes - a pupil is a mobile child if their parent is travelling in the course of their trade or business and the pupil is travelling with them. In these circumstances a pupil will be considered as a mobile child, provided they are of compulsory school age and have no fixed abode and whose parent is in a trade or business that requires them to travel from place to place.
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made).
- A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.
- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.
- **Family holidays are not deemed exceptional circumstances.** The school holiday dates are published well in advance and are available from the Admin Team or the school website. There are 190 school days each year and 175 days of holidays/weekends, therefore all family holidays need to be booked within the school holiday dates. Holidays during term time will NOT be authorised.
- If a family needs to request absence in term time, then an 'Application for Leave of Absence for Exceptional Circumstances' form should be obtained from the Admin Team or school website, completed and submitted to the Headteacher.

Changing Schools:

- It is important that if families decide to send their child/children in their care to a different school that they inform school staff as soon as possible. A pupil will not be removed from Manorcroft Primary School roll until the following information has been received and investigated:
 - The date the pupil will be leaving this school and starting the next
 - The address of the new school
 - The new home address, if it is known
- The pupil's school records will then be sent onto the new school as soon as possible.
- If the school has not been informed of the above information, then your child is considered to be CME. This will be reported to the SAS, as the LA has a legal duty to carry out investigations, including liaising with Children's Services, the police and other agencies as appropriate.

Encouraging Attendance:

Manorcroft Primary School encourages regular attendance by:

- Providing a caring and welcoming learning environment.
- Responding promptly to a child or parent's concerns about the school or other pupils.
- Marking registers accurately and punctually at morning and afternoon registration.
- Publishing and displaying attendance statistics (eg. Attendance Cup winner published on the Weekly Bulletin and on the school website).
- Celebrating good and improved attendance and punctuality (eg. awarding the weekly Attendance Cup to the winning class, awarding certificates half termly and annually for 100% attendance).
- Encouraging all children to be part of our 'In it to Win it' Friday celebration of attendance.
- Daily tracking of absent children.
- Same day calling for children/families deemed to be vulnerable (by senior staff).
- Monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the SAS if the irregular attendance continues (eg. half termly letters home to parents/carers whose child's attendance has dropped below 92% or 90%, inviting parents/carers in for a 'School Attendance Meeting').
- Ensuring our HSLW is made aware of, and can support, pupils and families where non-attendance and/or punctuality is an issue.



Monitoring & Analysing Attendance:

- The school will monitor and analyse attendance and absence data (including punctuality) weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.
- Specific pupil information will be shared with the DfE on request.
- Data will be collected each term and published at national and LA level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.
- The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the Governing Body.
- The school will:
 - Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance
 - Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
 - Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
 - Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
 - Provide targeted support to the pupils we have identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families
 - Provide regular attendance reports to class teachers to facilitate discussions with pupils and families, and to the Governing Body and the Senior Leadership Team
 - Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
 - Share information and work collaboratively with other schools in the area, LA and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Surrey Attendance Service (SAS):

- The Surrey Attendance Service from the LA hold termly Targeted Support Meetings with schools to scrutinise attendance data, identify pupils and cohorts at risk of poor attendance, agree targeted actions, explore access to services for those pupils who are struggling and offer advice on legal interventions.
- The school can also make referrals to the SAS when there are considerable concerns regarding the attendance or punctuality of a pupil and the support measures from school have not had the desired impact of improving attendance, or there is unwillingness from the parent/carer to engage with the school.

Improving Attendance & Punctuality:

- Through regular monitoring and analysing of attendance data, children/families will be identified who need support with school attendance.
- Letters will be sent to parents notifying them when their child's attendance has dropped below 92% (Stage 1 letter). The letter will highlight different avenues of support available.
- If attendance doesn't improve the school will consider sending a Stage 2 letter. This will request that families attend a School Attendance Meeting so that strategies and support can be put in place. Parents/carers at this point will have to provide medical evidence for all future absences.
- Separate notifications will also be sent to parents/carers if their child's punctuality is a concern.
- If, after notifying parents, meeting with them and offering support, does not improve attendance, an Attendance Contract will be considered.



Attendance Contract

- This is a formal written agreement between the school and the parent(s). An Attendance Contract is not legally binding, but it provides a more formal route where previous support has not worked or would not have been appropriate.
- Parents cannot be compelled to enter an Attendance Contract, and the school cannot agree an Attendance Contract in a parent's absence.
- Where an Attendance Contract would be an appropriate form of support, the school will arrange a meeting with the parent (and pupil if they are old enough to understand) to discuss how we can work in partnership to improve the pupil's attendance.
- Where parents fail to comply with an agreed Attendance Contract, or decline to have one, this will be formally recorded as an intervention by the school.
- The school may then seek an alternative course of action. In the first instance, this will include discussions with the parents to seek explanations and determine whether the Attendance Contract remains useful. Where there is further non-compliance following these discussions, the school may take further action.

Notice to Improve

- A Notice to Improve is a final opportunity for a parent to engage in support and improve attendance before a penalty notice is issued.
- If the national threshold has been met and support is appropriate, but offers of support have not been engaged with by the parent/carer or have not worked, a Notice to Improve could be sent by the school.
- The Notice to Improve will include:
 - Details of the pupil's attendance record and details of the offences
 - The benefits of regular attendance and parents' duty under section 7 of the Education Act 1996
 - Details of the support provided so far
 - Opportunities for further support and the option to access previously provided support that was not engaged with
 - A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period
 - A clear time frame for the improvement period of between 3 and 6 weeks
 - Details of what sufficient improvement within that time frame will look like
 - The grounds on which a penalty notice may be issued before the end of the improvement period

Penalty Notices:

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

Threshold for a Penalty Notice

- 10 sessions of unauthorised absence in a rolling period of 10 school weeks. Each school day has two sessions and a school week means any week in which there is at least one school session.
- The 10 sessions can be a combination of different unauthorised absences, eg:
 - 4 sessions of holiday plus 6 sessions of arriving late after the register closes
 - Consecutive missed sessions, eg. 10 sessions of holiday in one week
 - Non-consecutive sessions, eg. 6 sessions unauthorised in one week followed by 1 per week for the next 4 weeks
 - The period of 10 school weeks can also span different terms or school years, eg. 2 unauthorised sessions at the end of the Summer Term followed by a further 8 sessions in the Autumn Term of the following academic year



Circumstances for issuing a Penalty Notice

1. Pupils identified by police and Surrey Attendance Advice Officers engaged on Truancy Patrols and who have incurred unauthorised absences.
2. [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#), state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted. Where a child is taken out of school for 10 sessions or more and the 'leave of absence' is without the authority of the Headteacher, each parent is liable to receive a penalty notice for each child who is absent. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a Penalty Notice if the leave of absence is taken.
3. The issue of a Penalty Notice will also be considered where a pupil has incurred 10 or more unauthorised sessions during the preceding 10 school weeks. The parents' failure to engage with supportive measures proposed by the school will be a factor when considering the issue of a Penalty Notice. Unauthorised absence will include late arrival after the close of registration without good reason.

Penalty Notices Relating to Exclusions

Section 103 of the Education and Inspections Act 2006 places a duty on parents to ensure that their child is not in a public place without justifiable cause during school hours when they are excluded from school. This duty applies to the first five days of each exclusion. Failure to do so will render the parent liable to a Penalty Notice. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

Amount Payable

1. If a parent/carer has not incurred a penalty notice relating to this child/children in a rolling 3 year period since 19th August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings against the parent/carer in the Magistrates Court.
2. If a parent/carer has incurred a penalty notice relating to this child/children since 19th August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in Surrey County Council considering legal proceedings in the Magistrates Court.
3. If a parent/carer has incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then the parent/carer will NOT receive a third penalty notice - Surrey County Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

Policy Agreed: April 2026
Review Date: Summer Term 2028

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.



Appendix 1 - DfE Attendance Codes

Attending the School	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent - Leave of Absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent - Other Authorised Reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent - unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent - Unauthorised Absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure