

NETTLEWORTH INFANT AND NURSERY SCHOOL PUPIL ATTENDANCE POLICY

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NETTLEWORTH SCHOOL
PUPIL ATTENDANCE POLICY

July 2025
Miss N. Riley

Aims of this Policy

We are committed to meeting our obligations concerning school attendance by:

- . Promoting good attendance and reducing absence, including persistent absence
- . Ensuring every pupil has access to full-time education to which they are entitled
- . Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or obtaining permission for an absence in advance from the school.

Legislation and Guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

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

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school [census](#), which explains the persistent absence threshold.

Policy Advice

- Nursery pupils should arrive for a prompt start at 8.40am.
A nursery attendance policy was introduced in January 2016.
- Infant school pupils should arrive for a prompt start at 8.50am.
- Late arrivals should enter school via the main door as classroom doors will be locked.
This enables administrative staff to monitor lateness and provide support for families in difficulty. A record of late arrivals is maintained. Meetings with parents are held to review continuous lateness.
- Parents are informed of the child's attendance record at the parent/pupil information meetings each term. The attendance policy is circulated to all parents annually.

Reporting Absences

- Parents are asked to inform us each day by 9.30am giving the reason their child is absent. The administration staff complete an absence slip, which is given to the class teacher. If a reason for absence has not been received by 9.30am, Miss Riley will follow this up by contacting parents by text or telephone to ask about the absence.

- Some parents come into school when their child returns to school to explain the reason for their child's absence to the class teacher.

- Notes or letters are also accepted.

- A message through a neighbour, older sibling, etc. is accepted.

- The school will decide whether an absence is authorised.

- The registers are examined each Friday afternoon and periodically by the Attendance Officer Miss Riley.

Any unexplained absences are followed up by telephone speaking personally to the parents.

- Any child that the school has concerns about regarding their absence may be targeted to ascertain whether patterns of non-attendance are observed. These children's attendance will be closely monitored and any absence challenged.

In 2024 the school undertook a thorough review of attendance and school procedures. As a result, absence has been highlighted to all pupils and parents. The new model adopted includes: -

- Circulating the attendance policy to all parents annually
- 3 individual attendance reports with discussion with class teacher annually
- Weekly class attendance competitions
- Attendance rewards throughout the year
- Letter from Head Teacher indicating concerns
- Careful monitoring of meetings
- Referrals to Targeted Support.

This model will continue until any amendments are required.

Registration

- Registration takes place, usually, at the beginning of the morning and the beginning of the afternoon session. The children sit quietly on a carpet area or at their tables.
- Staff are responsible for the correct marking and completion of the attendance registers. The guidelines printed inside the front covers are followed.
- The marking of registers can sometimes become so routine that its importance is lost. However, incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school. They may also contribute to pupil's end of term reports and to records of achievement. For these reasons, registers are required to be marked in ink and not easily erased, and all alterations should be visible and explained.

- Red diagonal line to denote presence.
- Black circle with a **C** denotes 'Other authorised absence', **G** – 'Holiday', **I** – 'Illness' or **M** to denote authorised absence for a medical/dental appointment; **L** for lateness before close of registers
- During the coronavirus pandemic the following sub-codes were used:- **I01** - illness; **I02** - illness – confirmed case of Covid-19; **X02** - self-isolating – Covid-19 symptoms; **X03** - self-isolating - Covid-19 contact outside of school; **X04** - self-isolating – Covid-19 contact inside of school; **X05** - quarantine - self-isolating; **X06** - clinical advice not to attend; **X07** - Government advice not to attend
- Insert a black circle with an **O** for unauthorised absence, **U** for lateness after registers have closed.
- No tippex.
- Weekly/termly headings completed.

- Registers are used to indicate future pupil leave of absences – a pencil mark is used by administration to denote a forthcoming planned absence to keep the class teacher fully informed.

Categorising Absence

- Most children between the ages of 3 and 7 have some time off school because of illness.
- Leave for medical and dental appointments is authorised but parents are asked to remove the child from school for the shortest possible time and returned as soon as possible.
- Late arrival is discouraged but account is taken of the individual circumstances. Persistent lateness would be dealt with by the Head Teacher.
- Requests for absence are treated sensitively e.g. family bereavements, religious observance, need for parents to attend court, etc. Permission would be sought from the class or Head Teacher via the 'Withdrawal from Learning' form.
- Special position of Traveller children are recognised, and a sensitive and sympathetic approach is adopted.

Roles

Role of the Class Teacher

- To complete registers in full twice each day.
- To reward good attendance and punctuality.
- To investigate reason for absence where possible.
- To report concerns to the Head Teacher.

Role of the Head Teacher

- To monitor attendance/lateness each half term.
- To report regularly to the Governing Body.
- To feedback regularly to staff.
- To make families more aware of their responsibilities.
- To reward and encourage pupils.
- To organise attendance competitions and highlight these for parents.

Role of the Administrative Staff and Attendance Officer

- To make absence enquiries by phone.
- To pass on absence information to staff.
- To record attendance electronically.
- To send standard letters on request.

Role of the Governing Body

- To monitor the school's authorised and unauthorised absences in comparison with local and national figures.
- To encourage a positive approach to attendance and punctuality.
- To raise awareness of the need for full attendance to achieve high standards for all pupils.

[Summary table of responsibilities for school attendance](#)

This document summarises the attendance responsibilities for parents, schools, academy trusts and governing bodies, and local authorities which are outlined in the Working together to improve school attendance guidance. This is guidance from the Department for Education (DfE).

This guidance is statutory¹, and schools, trusts, governing bodies, and local authorities must have regard to it as part of their efforts to maintain high levels of school attendance.

Rewards and Sanctions

Raising the profile of attendance amongst pupils can be effective.

Whole school competitions are held throughout the year. To date these play a significant role in raising attendance.

Weekly charts examine class by class data and the best attending class receive a class reward of their choice e.g. non-uniform day, and the class is highlighted on the school website.

Individual attendance certificates are posted to pupils with 100% attendance each term.

Information to Parents

Annually a school attendance policy, written especially for parents, is circulated to parents of pupils in the Infant school. Newsletters are used to highlight attendance.

Legal Action

Details of an attendance referral: -

- Details of unauthorised absence and a certificate of registration will be provided to Nottinghamshire County Council along with detailed recording of all actions taken by the school to support parents and the child. Barriers to attendance will be identified along with the views of the parent and the child.

Issuing of Penalty Notices

Although Nettleworth Infant and Nursery school do not currently issue penalty notices, these may in the future come into force and would be as follows:

Parents may discharge potential liability for conviction for an offence under Section 444(1) by paying a penalty.

Nottinghamshire County Council has a code of conduct to enable penalty notices to be applied consistently and fairly.

A Penalty Notice is set at £120 and should be paid within 42 days. If paid within 28 days the sum is reduced to £60.

Persistent Absenteeism

From 2015-2016 (updated August 2024) the DfE defined persistent absenteeism as attendance of less than 90%.

If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee and appropriate actions will be taken to support improvements in the pupil's attendance

Parents are well informed by letter from the Head Teacher if their child is approaching this threshold.

A sensible and empathetic approach is taken if absence is due to unavoidable illness or accidents.

Working together to improve attendance

Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:

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 listen to understand 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 the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.



FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open