



# Filey Junior School

Widening horizons and reaching our potential. Respecting the world and each other.

A happy, healthy and positive learning community.

## Pupil Attendance Policy

Date this version of policy adopted by Governing Body: Oct 2026

Signed Headteacher: *Michael Taylor*

Signed School Attendance Officer: *Angela Grice*

Signed Chair of Governors: *Lucy Beighton*

### Aims:

Our Schools are committed to providing a full and exciting education to all pupils and embrace the concept of equal opportunities for all. We will endeavor to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential to ensure no pupil is deprived of opportunity through non-attendance. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. Regular attendance means attending **all sessions for the full duration**, except where there is a statutory reason.

School attendance is subject to various Education laws and our schools' attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Skills<sup>1</sup>.

The school regularly examines its attendance figures and reviews attendance / absence targets for both individuals and the school as a whole. These will reflect both national and North Yorkshire attendance targets whilst taking into account individual circumstances.

### Inclusion

Filey Junior School are committed to ensuring that all children have access to high-quality teaching and learning and aim to support families in achieving high-levels of attendance. There will be times where children cannot access school and Filey Junior School will consider attendance case-by-case. We endeavour to provide a range of strategies to support families from all backgrounds including SEND families to provide the best outcomes for children.

## **Summary: Working Together to Improve School Attendance**

Underpinning the many benefits of school for children are aspects such as learning, wellbeing, and overall development. Recognising that daily attendance can be challenging for some, schools and local councils are committed to collaborating with families to address issues and support school attendance.

**Parents' Responsibilities:** Parents are legally responsible for ensuring their child receives a suitable full-time education from ages 5 to 16. Exceptions for absence include illness, approved leave, or religious observance. Collaboration with the school is crucial for addressing unique circumstances, such as lack of transportation or temporary addresses.

**Managing Absences:** Parents should inform the school on the first day of a child's absence and may request a 'leave of absence.' If a child is unwell, providing medical evidence is generally not required, except in specific cases.

**Accessing Support:** Communication with the school is key if a child faces challenges attending due to issues within the school or at home. Support may include action plans, early help plans, or parenting contracts, with regular reviews.

**Long-Term Illness or Special Needs:** Children with long-term illnesses, special needs, or disabilities have the right to a suitable full time education. Schools are expected to make reasonable adjustments, provide pastoral care, and collaborate with other services. The school will seek reasonable evidence only where there is genuine/reasonable doubt or prolonged/repeated illness to be able to support families with adaptations. A conversation with the parent/pupil may sometimes be sufficient. However, prescriptions, appointment evidence or other reasonable evidence where appropriate.

**Anxiety and Mental Health:** Regular school attendance contributes to mental health, but anxiety may be a concern.

- Collaborate with the school to address anxiety issues, involving support services if necessary.

**Challenges with Current School Placement:** If a child's current school placement is unsuitable, collaboration with the school, local council, and application to other schools is recommended.

**Legal Actions:** If support measures fail, parents may be invited to agree to a parenting contract or, in extreme cases, may face legal actions. Legal actions can include education supervision orders or, in severe cases, prosecution.

## **Glossary**

Attendance action plan - an informal agreement between you, your child if they are old enough to understand, their school and sometimes your local council about what actions supporting your child will take to improve their attendance.

---

Community order - an order that can be made by a Court after you have been found guilty of knowingly failing to secure your child's regular attendance rather than sending you to prison. This may include requirements for you to take part in certain activities or observe certain rules.

Early help assessment - a voluntary assessment of what you and your family need help with to allow your child's school and/or your local council to put the right support in place or help you access the right services.

Education supervision order - an order that can be made by the Family Court to require a local council to advise, assist, and direct you and your child so that they receive suitable full-time education. This is not a criminal conviction, but persistently breaching the council's directions can lead to prosecution.

Leave of absence - permission given by your child's school for them to be absent from school for a specified period of time. You should write to the head teacher and ask for a leave of absence before the time your child needs to be absent from school. They will only be agreed to in exceptional circumstances.

Parenting contract - a formal signed agreement between you, and your child's school and/or your local council agreeing what actions you will take to improve your child's attendance and what the school/council will do to support you in this.

Parenting order - an order that can be made by a Court after you have been found guilty of failing to secure your child's regular attendance. You will be required to take part in certain activities or observe certain rules.

Reasonable adjustment - a change made by your child's school to remove or change something that is preventing your child from attending school.

Regular attendance - attending school every day that the school is open in line with the school rules apart from in a small number of allowable circumstances.

School attendance support team - the team in your local council who can help you with your child's attendance.

Special educational needs (SEN) - Children and young people with SEN all have learning difficulties or disabilities that make it harder for them to learn than most children and young people of the same age. These children and young people may need extra or different help from that given to others.

## **School Procedures**

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.

---

## **Safeguarding and children missing education**

Attendance and safeguarding are closely linked.

Unexplained or prolonged absence may be a warning sign that a child is experiencing:

- neglect;
- abuse;
- exploitation;
- bullying;
- domestic abuse;
- mental health difficulties;
- family difficulties;
- difficulties related to SEND or disability; or
- other risks.

Staff must follow the school's safeguarding procedures where absence raises a safeguarding concern.

Where a child is absent and their whereabouts or educational provision becomes a concern, the school will follow its Children Missing Education procedures and work with the local authority as required.

### **Lateness**

Morning registration will take place at the start of school at 8.55am. The afternoon registration will take place at 12:45 pm. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed.

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes as present but will be coded as late before registers close.

### **The school categorises attendance and punctuality into the following groups:**

Exceptional - Attendance is 99% or higher and the child is always in school on time. Good - Attendance is 96% or higher and the child is rarely late to school. Room for improvement - Attendance falls below 96% or the child is occasionally late to school. Cause for Concern - Attendance is below 90% or the child is frequently late to school.

### **First Day Absence**

If a child is absent from school, it is expected that the parent contacts the school either by telephone, letter or in person on that morning – preferably before registration. If a child is absent and no reason is known by the close of registration, the First day response procedure will be triggered.

---

### **First Day Response procedure**

- **The office staff will make telephone contact with the parents to ascertain why the child is absent. The office staff then notify the class teacher, via MIS, as to the reason for absence.**
- **If no contact could be made, then a telephone message will be left and repeated telephone contact will be attempted. If there is still no contact by 9:30am, office staff will attempt to contact the 2nd contact for that child. A message will be left stating that if no contact is made prior to 10am, SLT members will make a home visit to check on the welfare of the child.**
- **If there is no response by 10am, the attendance officer (Mrs Angie Grice) and the Headteacher (Mr Michael Taylor) will be notified and organise for staff to make a home visit to determine the whereabouts of the child.**
- **If NO child/family members are at home, SLT will contact the police 111 (and/or social care 01609 if required) as this child will be deemed to be absent in education.**

9:05am Initial telephone calls

9:30am Second attempt followed by call to second contact

10:00am Attendance officer and Headteacher informed and home visit arranged.

10:30am Phone call to police and social care to report absence in education.

### **Frequent/Persistent Absence**

It is the responsibility of the school admin' staff to note any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s. The schools' PSA will be the first point of contact with the parents to discuss the matter. If she sees that it is necessary, for example with a persistent absentee, then a parenting contract will be issued and requested to be signed. If this is unsuccessful the school will refer to the School Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the school's Prevention Team and the Behaviour and Attendance LA Adviser. Meetings will be arranged to discuss persistent absence between the school, the ESW and the parent(s).

### **Penalty notices**

The school will follow the National Framework for penalty notices and the relevant local authority's arrangements.

---

The national threshold for considering a penalty notice is **10 sessions of unauthorised absence within a rolling period of 10 school weeks**.

A school week is any week in which there is at least one school session.

The 10 sessions may arise from any combination of unauthorised absence, including term-time leave and lateness after the register has closed. The period may span different terms or school years.

Reaching the threshold does **not automatically mean that a penalty notice will be issued**. The school/local authority must consider the individual circumstances, whether support is appropriate, whether it has been provided or engaged with, whether a penalty notice is the most appropriate intervention, and relevant equality considerations.

Where a penalty notice is issued, the current national framework provides:

- **first penalty notice:** £160, reduced to £80 if paid within 21 days;
- **second penalty notice for the same parent and child within a rolling three-year period:** £160 with no reduction;
- **a third penalty notice cannot be issued** to the same parent for the same child within three years of the first; alternative action, which may include prosecution, should then be considered.

The school will work in accordance with the local authority's current Code of Conduct and procedures.

## **Return to School**

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

## **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil that may require further investigation, then the notes may need to be retained for a longer period. All notes will be uploaded onto CPOMs and originals stored in a secure place in the office.

## **Promoting attendance**

The school will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education. This will include a termly letter to inform parents of their child's current attendance level and meeting with parents to discuss and set targets for attendance. Good attendance will be rewarded with Bronze, Silver and Gold Awards, as well as weekly class attendance awards.

## **Reporting attendance**

---

Attendance reports are provided at every Full Governing Body meeting. The school uses **benchmarking, trends, distribution of absence and key cohorts** and benchmarks against local, regional, national and similar-school performance to identify vulnerable groups and trends in attendance.

### **Leave of Absence in term time**

The Filey Cluster of Schools follow an agreed practice towards applications for Leave of Absence during term times. Leave of Absence during term time is to be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will not authorise any Leave of Absence during term time other than in exceptional circumstances at the headteacher's discretion (family holidays are not seen as exceptional circumstances in any instance). A Leave of Absence Request Form can be obtained from the school office and must be received by the headteacher at least 14 days before the requested date of leave. Where parents take children out of school for unauthorised Leave of Absence, the school will request that a fine be issued by NYCC. The school does **not operate blanket policies**, which automatically grant leave because of a particular event/circumstance.

### **Part-time Timetables**

Part-time timetables are strictly limited and intended as temporary. A record is made of the arrangement correctly and a reintegration plan is implemented with actions that are achievable and appropriate for each individual case. All part-time timetables are reported and authorised by the local authority.

### **Flexi-schooling**

Flexi-schooling is an arrangement where a child remains registered at a school but receives part of their education at school and part of their education at home. The home-education element is provided by the parent/carer. The arrangement can be temporary or longer term. The DfE recognises flexi-schooling as a possible arrangement within its elective home education guidance. The child remains registered at the school during the flexi-schooling arrangement.

For example, a child might attend school **Monday, Tuesday, Wednesday and Friday**, and be educated at home on **Thursday**. Another arrangement could involve the child attending school for mornings only on agreed days. The home education is the parent's responsibility. Parents do **not have a legal right to insist** that the school agrees.

### **Dual Registration**

A pupil is dual registered when they are registered at two educational establishments at the same time.

---

Common examples include:

- a mainstream school and a **pupil referral unit (PRU)/alternative provision**
- a mainstream school and a **hospital special school**
- a mainstream school and another school during a period of temporary education elsewhere
- certain arrangements involving a **mobile child** who attends another school while travelling with their parent
- a pupil temporarily attending another school but remaining registered at their original school.

When a pupil is dual-registered, both schools have a registration but divide responsibility for the pupil's sessions.

### **Remote education**

Remote education is not an alternative to regular school attendance. Where appropriate, remote education may be considered as a temporary measure and only as a last resort, including as part of a planned reintegration approach. The school will not routinely provide remote education simply because a pupil is absent from school. This reflects the July 2026 clarification that remote education should only be used as a last resort and as part of a reintegration plan.

### **Attendance Awards**

The school awards certificates to reward pupils who have good or improving attendance. Children can receive a bronze award (for 100% attendance for one term), a silver award (for 100% attendance over two terms) or a gold award (for 100% attendance over three terms). A class attendance award is given with a prize, each week, for the class with the best attendance. Alongside this, pupils with full attendance are entered into a class raffle each week with the chance to win a small prize.

The school have half-termly prize draws to encourage good attendance. Every child with 96%+ attendance at the end of the half term is entered into a prize draw to win a range of prizes to celebrate good attendance.

### **Attendance Targets**

The school will set attendance targets each year. Attendance will be regularly analysed and the parents / carers of pupils causing concern will be notified and targets set. The school has set a whole-school target of 96%. Progress of the school attendance is reported weekly to parents via the newsletter and Class Dojo.

---

## The registration system

The School will use *manual paper registers* for keeping the school attendance records. The following national codes will be used to record attendance information.

| <b>Code</b> | <b>Meaning</b>                                   | <b>Typical primary-school use</b>                                             |
|-------------|--------------------------------------------------|-------------------------------------------------------------------------------|
| <b>/</b>    | Present – morning                                | Pupil present when morning register begins                                    |
| <b>\</b>    | Present – afternoon                              | Pupil present when afternoon register begins                                  |
| <b>L</b>    | Late, before register closes                     | Arrives after register opens but before it closes                             |
| <b>U</b>    | Arrived after register closed                    | Late arrival recorded as absence                                              |
| <b>B</b>    | Approved educational activity                    | Pupil attending an approved educational activity                              |
| <b>C</b>    | Authorised absence – other circumstances         | Exceptional/approved leave                                                    |
| <b>C1</b>   | Authorised absence – regulated performance       | Child participating in a regulated performance                                |
| <b>C2</b>   | Authorised absence – temporary reduced timetable | Pupil not required to attend because of an agreed temporary reduced timetable |
| <b>D</b>    | Dual registered                                  | Attending another school where they are also registered                       |
| <b>E</b>    | Excluded, no alternative provision               | Pupil excluded and no alternative education provided                          |
| <b>G</b>    | Unauthorised holiday                             | Family holiday not granted as exceptional leave                               |
| <b>I</b>    | Illness                                          | Pupil unable to attend because of sickness                                    |
| <b>J1</b>   | Interview                                        | Employment or admission interview                                             |
| <b>K</b>    | LA-arranged educational provision                | Education arranged by the local authority                                     |
| <b>M</b>    | Medical/dental appointment                       | Attending an appointment                                                      |
| <b>N</b>    | Reason not yet established                       | Temporary code while reason for absence is being established                  |

---

|           |                                                        |                                                                                                |
|-----------|--------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>O</b>  | Unauthorised absence – other                           | Absence not covered by another code and not authorised                                         |
| <b>P</b>  | Approved sporting activity                             | Approved educational sporting activity                                                         |
| <b>Q</b>  | Lack of access arrangements                            | Statutory circumstances where required LA transport/access arrangements have not been provided |
| <b>R</b>  | Religious observance                                   | Day exclusively set aside for religious observance                                             |
| <b>S</b>  | Public examination study leave                         | Mainly secondary; generally not relevant to primary                                            |
| <b>T</b>  | Mobile child                                           | Parent travelling for occupational purposes and child travelling with them                     |
| <b>V</b>  | Educational visit/trip                                 | Approved educational visit                                                                     |
| <b>W</b>  | Work experience                                        | Mainly secondary; generally not relevant to primary                                            |
| <b>X</b>  | Non-compulsory school-age pupil not required to attend | Particularly relevant to some Reception-age arrangements                                       |
| <b>Y1</b> | Transport normally provided unavailable                | Pupil unable to attend because normally provided transport is unavailable                      |
| <b>Y2</b> | Widespread travel disruption                           | Emergency causing widespread disruption to travel                                              |
| <b>Y3</b> | Part of premises unavailable                           | School cannot accommodate pupil because part of premises is unusable                           |
| <b>Y4</b> | Whole school unexpectedly closed                       | School was due to open but the session was cancelled                                           |
| <b>Y5</b> | Pupil in detention                                     | Pupil unable to attend because subject to a sentence of detention                              |
| <b>Y6</b> | Public-health restriction                              | Attendance/travel prohibited or contrary to public-health guidance/law                         |
| <b>Y7</b> | Other unavoidable cause                                | Emergency/unavoidable circumstance preventing attendance                                       |
| <b>Z</b>  | Pupil not yet started                                  | Name entered before the pupil's expected start date                                            |

---

|   |                              |                                                       |
|---|------------------------------|-------------------------------------------------------|
| # | Planned whole-school closure | No session takes place – for example, planned closure |
|---|------------------------------|-------------------------------------------------------|

Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes.

(Phoenix report AO2). Alternatively electronic back-ups or micro-fiche copies can be made.

These also need preserving for at least three years.

Entries in paper registers must be in ink.

All corrections must be visible (no correcting fluid)

### ***Register Security***

The registers must be safely stored. Registers are given out before registration every morning and placed in classrooms. They are then returned to the office after registration by monitors from each class where they are kept secure. They are given out before afternoon registration and returned as previously mentioned to the office again. They are kept in the office which is secure and locked out of school hours.

## **Appendices**

### **1 The Law**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

- [a] To his age, ability and aptitude and
  - [b] To any special needs he may have.
- either 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 applies to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:  
The Education [Pupil Registration] (England) Regulations 2006

## **Categorisation of Absence**

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

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

### **1. Unauthorised absence**

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

### **2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

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