



**The Park Federation Academy Trust
Iver Village Infants Academy**

Attendance Policy 2025

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of Approval	September 2025
Date of Next Review	September 2026

Version History

Version	Date	Status & purpose	Changes Overview
1	September 2024	Approval	
2	January 2025	Amendment	Review of procedures and rewards for pupils
3	September 2025	Review - Approval	Amended to allow recognition of completed attendance and attendance not at 100% but authorised

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Iver Village Infant Academy

Attendance Policy

2025-2026

Introduction

Iver Village Infants Academy is a successful school in the heart of the community, and parents/carers, and their children play their part in making it so. We aim for an environment which enables and encourages all to reach out for excellence. We recognise that positive behaviour and good attendance are essential in order for pupils to get the most of their school experience, including their attainment, wellbeing and wider life chances. Promoting strong attendance forms part of our commitment for all our children to gain the greatest benefit from their education. It is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.

It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly, on time. 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 being given permission for an absence in advance from the school.

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance.

This policy is written with the above guidance in mind and underpins our school ethos to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full-time education to which they are entitled;
- ensure that pupils succeed whilst at school;
- ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the school's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Section 1 Legislation and guidance

All schools follow the DfE's statutory safeguarding guidance, Keeping Children Safe in Education, which emphasises the importance of understanding the potential vulnerabilities of children who are missing or absent from education. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

This policy meets the requirements of the [working together to improve school attendance](#) 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.

Section 2. Aims

We are committed to meeting our obligation with regards to school attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued;
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality;
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

Why Regular Attendance is so important

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Attendance	Days Absent	Weeks Absent	Lessons Missed
100%	0 days	0 weeks	0 lessons
97%	5 days	1 week	30 lessons
95%	10 days	2 weeks	50 lessons
90%	20 days	4 weeks	100 lessons
85%	30 days	6 weeks	150 lessons
80%	40 days	8 weeks	200 lessons

5 days absence over the whole year

97% - 100%

Why is it so important?

- **Better** attainment
- **Improved** health and well-being
- **Enhanced** wider life opportunities

Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff. To help us all to focus on this we will:

- Give you details on attendance in our newsletters;
- Report to you regularly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Celebrate good attendance by displaying class achievements
- Act early to address patterns of absence
- Reward good or improving attendance through class rewards, prizes, stickers and certificates
- Where absence is causing the school concerns, parents will be informed in writing and in some cases asked to attend a meeting with the school's Attendance Officer and the school Principal.

Section 3. Roles and responsibilities

The governing board:

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfill expectations and statutory duties
- Regularly reviewing and challenging attendance data Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

The Principal:

The Principal is responsible for:

- Implementation of this policy at the school
- 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 fixed-penalty notices, where necessary

The Designated Senior Leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data

The Designated Senior Leader responsible for attendance is **Kelly Wright**

The Attendance Officer:

The school attendance officer is responsible for:

- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Designated Senior Leader responsible for attendance and the Principal
- Working with the Local Authority to tackle persistent absence
- Discussion when to issue fixed-penalty notices

The Attendance Officers are **Corina Constantinescu and Kate Sibley**

Class teachers:

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on the schools Management Information System (MIS) Arbor. Registers will be taken in the mornings and after lunch. If teachers are made aware of a pupil absence this is to be communicated to the office. Class teachers will inform parents when their child's attendance drops below 96%.

School Office staff:

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Follow up poor attendance with parents and outside agencies

Parents and Carers:

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:55am on the day of the absence and each subsequent day of absence and advise when they are expected to return

- Provide the school with 2 or more emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils:

Pupils are expected to:

- Attend school every day on time

Please follow this link for a summary table of responsibilities for school attendance, which includes further information on: 'Support for pupils with medical conditions or SEND with poor attendance', 'Support for pupils with a social worker' and 'Looked after and previously looked after children'. [Further Support for Groups of Children](#)

Role	Name
Designated Senior Lead for Attendance	Kelly Wright
Attendance Improvement Officers	Kelly Wright, Corina Constantinescu, Kate Sibley
Attendance Ambassadors	Tarun Samra, Nichola Brown
Attendance Ambassadors (Pupils)	Appointed on a rota basis

Section 4: Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/ dental appointments, which unavoidably fall in school time, emergencies or other unavoidable causes or taking part in approved religious observance. Please make every effort to take your child to appointments outside of school hours if possible.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority, through its Attendance Service (AS) using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Absences which never have been properly explained
- Children who arrive at school too late to get a mark in the register
- Day trips and holidays in term times
- Excessive illness without medical evidence
- Shopping

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

You can support your child by:

- Ensuring regular and early bedtimes
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly to the school

- Retaining open and honest communication with your child’s school
- Being positive about school (even if your own experience was less than positive)
- Encouraging your child to invite friends home for play dates

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible. To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. Traveller absence (Code T) is acceptable only when the family is engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school. When in or around Buckinghamshire, if a Traveller family can reasonably travel back to their base school then the expectation is that their child will attend full time.

Dual Registration

Some children, for example Gypsy, Roma, Traveller pupils, are registered at more than one school for travelling purposes. Iver Village Infants Academy will be regarded as the ‘base school’ if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily whilst away from their base school. In such cases, the pupil’s school place at Iver Village Infants Academy will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance. Iver Village Infants Academy can operate effectively as the child’s base school only if we are engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority’s Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as for any other pupil.

Persistent Absenteeism (PA)

A pupil is defined by the Department of Education (DfE) as being a persistent absentee, or a child missing education, is any pupil who has missed 19 days (38 sessions) across the school year for whatever reason. The Attendance Services at the Local Authority (Buckinghamshire Council) monitor pupils that are on track to become a PA by the number of sessions (2 sessions = 1 day). The following guidelines are used to help schools identify these pupils at the end of each **half term**.

Identification at the end of each half	Number of sessions of absence, at the term end of the half term, to be on track for persistent absenteeism
Term 1	7 sessions
Term 2	14 sessions
Term 3	20 sessions
Term 4	25 sessions
Term 5	32 sessions
Term 6	38 sessions

Therefore, a child is a persistent absentee as defined by the DfE once they have reached 38 sessions of absence, irrespective of which part of the year we are in at the time, and for whatever reason.

For example, if a child has had a block of illness during half term 1 for 20 days, they would have been absent for 40

sessions which make them a persistent absentee in half term 1 and therefore they will remain a PA for the rest of the academic year.

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately. Absence at this level is doing considerable damage to any child's educational prospects and the school needs parent's fullest support and cooperation to tackle this.

All attendance is discussed weekly in school. If attendance does not improve, we will follow the protocol for PA. (Appendix 1)

Section 5. Absence Procedures

If your child is absent you must:

- contact us by telephone (01753 655104) as soon as possible on the first day of absence and keep the school regularly informed, preferably daily, or, you can come into school and report to reception, who will arrange for a member of staff to speak with you,
- report absence to the school for the first three consecutive days,
- on the fourth day of an absence the school will require medical evidence to support the absence period. This can be in the form of a prescription or appointment card at the very least.

If your child is absent and you have made contact with the school the following will happen:

Day 1

The Attendance Officer will note the absence in the register. However, if we have a safeguarding or welfare concern we will conduct a home visit.

Day 2

The Attendance Officer will note the absence in the register. However, if we have a safeguarding or welfare concern we will conduct a home visit.

Day 3

The Attendance Officer will note the absence and parents will be informed of their child's attendance figure and advised to supply medical evidence on their child's return to school. However, if we have a safeguarding or welfare concern we will conduct a home visit.

Day 4 & 5

If medical evidence has not been provided, parents are still required to call in every day. However, if we have a safeguarding or welfare concern we will conduct a home visit.

Day 6

If no medical evidence has been provided, the Attendance Officer will discuss the absence with the Principal and a keeping in touch call will take place via a member of the Senior Leadership Team. If required, a welfare home visit will be conducted to see if the school can offer any support in aiding the child's return to school.

Further Contact

If no medical evidence is provided and previous attendance is low, a referral will be made to Buckingham Council Attendance Service and a fine may be incurred.

If your child is absent and you have not made contact with the school we will:

Day 1

Telephone or email you on the first day of absence if we have not heard from you. However, if we cannot make contact with you we may make a home visit. If we have a safeguarding or welfare concern we **will** conduct a home visit.

Day 2

If we still have no contact with you a second telephone call will be made, including a call to any emergency contacts. However, if we have a safeguarding or welfare concern we will conduct a home visit.

Day 3

If we still have no contact, a home visit will be carried out. If there is no response from the home visit then the school will contact the Police for a routine welfare check.

After 10 days, we will refer the absence to the Children Missing Education team.

We follow set procedures for when absence falls below the expected level (**Appendix 1**) In addition to these, Buckinghamshire Attendance Service will be informed of any child who has attendance below 90%.

Telephone numbers

Parents are required to provide **three emergency contact details and numbers**. There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year. In the rare event that we cannot contact you to determine an absence we will:

- call the two remaining contact numbers to check everything is ok and ask you to make contact with the school
- email those with parental responsibility and ask you to make contact with the school
- send two members of staff to the family home if we cannot make contact with all three contact numbers held on the school system
- contact the police immediately for a welfare check if we have failed to make contact via telephone, email and a home visit has taken place and been unsuccessful

The Attendance Improvement Officer

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Attendance Improvement Officer (AIO) from the Local Authority. The AIO will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as penalty notices or prosecutions in the Magistrates Court. The legislation is the Education Act 1996 sec. 44.1 and 44.1.a.

“If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence.”

Alternatively, parents or children may wish to contact the Attendance Service themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01296 383954 or [Buckinghamshire School Attendance Guidance](#)

Fixed Penalties Notices

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500. More information from Bucks Council can be found in Appendix 4.

Lateness

Poor punctuality is not acceptable. When pupils arrive late, they miss out on the essential instructions given at the beginning of the lesson; this can significantly reduce achievement regardless of academic ability. Your child may also feel awkward arriving at the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

How we manage lateness

The school day starts at 8:50 am and we expect your child to be in class by that time, not walking through the gates at this time. If your child arrives after the start time, you will be required to sign them in at the office. Your child will receive a late mark if they are not in on time. We operate a 'soft start' to the school day, so the school

gates are open from 8:35 am every day and the children can enter their classrooms from that time. If you bring your child to school late on five occasions within a half term, you will be issued with a warning letter and then lateness will be monitored and supported going forward by the Senior Leadership Team.

At **9.00 am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be informed in writing. If persistent lateness continues you could be asked to meet with a member of the Senior Leadership Team and Attendance Officer to resolve the problem. Please remember you can approach us at any time if you are having problems getting your child to school on time. Should lateness continue a monitoring letter will be sent and advice sought.

The timings for morning only nursery is 8.45am- 11.45a.m. Afternoon nursery finishes at 3.00pm. Please ensure you arrive at the start and finish times as lateness can disrupt our young children. Persistently late children could be off-rolled and their place offered to a child on the waiting list.

Children who are picked up late at the end of the school day will be dealt with following the Children Collected Late Protocol and a late collection fee may be issued. This will be £5 for every 15 minutes of lateness past 3.30pm (**Appendix 3**).

Leave during term time

Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking leave in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off school to go on leave.

- It is widely known that the link between a student's attendance and attainment is irrefutable.
- Early poor attendance habits follow through into secondary school and employment.
- Graduates earn an average of £16.91 per hour. Young people that leave school with no qualifications earn an average of £6.40 per hour.
- All Bucks schools are encouraged to adopt a policy of not authorising leave. The Principal will not grant any leave of absence during term time unless there are exceptional circumstances. You will be asked to provide substantial evidence in support of your request.
- A member of SLT will discuss personally with every family applying for leave where possible to stress the importance of good school attendance habits and links between attendance and attainment.
- Reasons for leave will be logged on the pupil's record and shared as part of the transfer/transition process.
- The Attendance Services from Buckinghamshire Council will issue Notice to Improve and Fixed Penalty Notices (fine) for any unauthorised absence.
- After consultation with the Local Authority, any child on extended leave can be off rolled after 20 days. This means your child will lose their school place.
- Penalty notices will be considered for any 10 sessions of unauthorised absence in 10 weeks.

Any parent wishing to apply for leave is required to submit a request to the Principal using the form found in Appendix 2

Section 6: Recording attendance

Attendance register

We will keep an attendance register, and place all pupils onto this register. We will take our attendance register at the start of the first session of each school day and once during the second session (after lunchtime). It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- unable to attend due to exceptional circumstances

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

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made. The codes used in the register can be found in Appendix 5

Section 7: Monitoring Attendance

The school will:

- Monitor attendance and absence data weekly across the school half-termly, termly and yearly across the school at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority 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 compare attendance data to the national average, and share this with the governing board.

Reporting to parents/carers:

The school will regularly inform parents about their child's attendance and absence levels via half termly and end of year reports.

Analysing attendance:

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance:

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families. This includes both absence and lateness and also targets those falling below 96% attendance.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Special attention will be given to key groups of pupils with historically lower attendance rates, such as disadvantaged pupils or those with special educational needs.
- Personalised attendance improvement plans for pupils with chronic absenteeism, involving teachers, parents/carers, attendance team and senior leaders.

Children absent from Education (CAE)

All children, regardless of their circumstances, are entitled to an efficient, full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Children absent from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable

education otherwise than at a school. Children absent from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

At IVIA, when a child has left the school or not been in school and we have not been able to make contact with parents/carers or received a forwarding address within 10 days, a CAE is completed and sent to the Local Authority. (If we have a safeguarding or welfare concern or if they have a high SEND need then a CAE could be completed prior to 10 days).

Section 8: Academy targets, projects and special initiatives

The school has targets to improve attendance and your child has an important part to play in meeting these targets. The minimum level of attendance for this school is 96% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares. When attendance drops below 96%, an initial discussion will be held between the teacher and parents.

Through the school year we monitor absences and punctuality to show us where improvements need to be made. Weekly meetings are held to analyse and assess all children who are absent, to see if there are patterns to note or children to monitor. We look for ways to ensure that high attendance is supported in school. All children and staff are made aware of the attendance figures in weekly briefings/assemblies.

Attendance is celebrated weekly and half termly:

Weekly Celebrations

- The Principal awards a **weekly trophy to the class with 100%** attendance for the week. The class will be rewarded with an extra 10 minutes play time.
- Weekly attendance is published on our year group displays and the importance of good attendance is discussed regularly with parents.
- Children who have been in school all week (**Mon-Fri**) will receive a **sticker**, presented by the Principal
- Verbal praise to individual pupils when attendance improves

Half Termly Celebrations

- Each half term, pupils with 100% attendance (for the whole half term) will receive a certificate, badge and a prize from the attendance prize trolley
- Pupils with historically low attendance will be recognised by certificates for improvement
- Pupils who have not achieved 100% attendance, due to illness, but have achieved between 96% and 99% **AND** the absences are authorised, will also receive a certificate.

Termly Celebrations

- In addition to the half term certificates, badges and prizes, children who have 100% from the whole term, or have achieved between 96% and 99% **AND** the absences are authorised, will be entered into a draw. 1 child from each year group will win a voucher to take their family to a restaurant.

Yearly Celebrations

In addition to the weekly stickers, half term certificates, badge and prizes, and termly raffle:

- At the end of the academic year, all pupils with 100% attendance, or have achieved between 96% and 99% **AND** the absences are authorised (for the year) will be awarded with a certificate and prize.

Time Scale	Award
Weekly	Class trophy for 100% and extra 10 minutes play time Sticker for all children with 100% attendance that week
Every Half Term	Above, plus, Certificate, badge and prize for children with 100% attendance Certificate for improved attendance for children previously below 90% to above Certificate for attendance for children between 96% and 99% with authorised absence due to illness
Termly	Above plus, Entry to a raffle draw for children with a term attendance of 100% - prize of a voucher for a meal with the family
Yearly	Above plus, A special award for all children with a yearly attendance of 100%
Additional from 2025	For children who do not have 100% attendance but have authorised absences for genuine illness and appointments impossible to book outside school hours, recognition will be made and children rewarded - if achieved between 96% and 99% AND the absences are authorised. WE do not wish to exclude children who are absent through no fault of their own.

Summary

The academy has a legal duty to publish its absence figures and its attendance policy to parents and to promote attendance. School attendance data must be available to the Local Authority and the Department for Education (DfE). Equally, parents have a duty to make sure that their children attend school.

Being in school is important to your child's academic achievement, wellbeing, and wider development. There is evidence to suggest that regular school attendance is a key mechanism to support children and young people's educational, economic and social outcomes. Schools can facilitate positive peer relationships, which contributes to better mental health and wellbeing.

This policy should be read in conjunction with the below school policies (found on our school website)

Child Protection and Safeguarding Policy

Positive Behaviour Policy

Anti-Bullying Policy

Admissions Criteria Policy

Suspensions & Exclusions Policy

Safe Handover Policy

The link below is the latest guidance from the DfE on improving attendance in schools.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

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 in partnership 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 and 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 an attendance 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: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

Term	Actions	When	By who...
Autumn 1	SLT and AO will discuss attendance weekly. Any children with attendance between 96% and 95% will be identified and their teachers informed. Teachers will speak with parents/carers and log it on attendance tracker. In addition, persistently late children will be discussed.	When required - checked weekly	SLT Office AO (Attendance Officer) and Teacher
	Any children with attendance between 94% and 91% will be contacted by the SLT and recorded on attendance tracker. The Principal will write to them via the office. Teachers are notified via CPOMS and letters uploaded so they are aware.	When required - checked weekly	SLT/AO
	Parents of children at 90% and below will be contacted by the principal and a meeting requested. A letter will be given to the parents detailing the contents of the meeting. Attendance tracker will be updated. If no improvements are seen within 4 weeks, they will be reported to the Bucks LA.	When required - checked weekly	SLT/AO
	Late pick up letter sent out to all parents whose children were picked up late 5 or more times	When required - checked weekly	SLT/AO
	If there have been any unexplained absences, parents will receive a letter once resolved, detailing the requirement to inform school of any absences.	When required - checked weekly	SLT/AO

	Any persistently late children, 5 x times, to receive a letter home indicating learning missed (Letter 5)	When required - checked weekly	SLT/AO
Each half term following start autumn 1	Any new children with attendance between 96% and 95% will be identified and their teachers informed. Teachers will speak with parents/carers and log it on attendance tracker. In addition, persistently late children will be discussed.	When required - checked weekly	SLT/AO/Teacher
	Any new children with attendance between 94% and 91% will be contacted by the SLT and recorded on attendance tracker. The Principal will write to them via the office. Teachers are notified via CPOMS and letters uploaded so they are aware.	When required - checked weekly	SLT/AO
	Parents of any new children with attendance at 90% or below will be contacted by the principal and a meeting requested. A letter will be given to the parents detailing the contents of the meeting. Attendance tracker will be updated. If no immediate improvements are seen, they will be reported to the Bucks LA.	When required - checked weekly	SLT/AO
	Principal calls parents of any children whose attendance is still below 90% since last term and has not improved. Discussion about referral to Bucks LA and support from external agencies. Letter to parents detailing the contents of the meeting.	When required - checked weekly	SLT/AO
	Follow up MARF for any persistently absent children where attendance has not improved despite previous letters, referral to Bucks LA and attendance meetings. Logged on CPOMS	When required - checked weekly	SLT/AO
	Late pick up letter sent out to all parents whose children were picked up late 5 or more times	When required - checked weekly	SLT/AO
	If there have been any unexplained absences, parents will receive a letter once resolved, detailing the requirement to inform school of any absences.	When required - checked weekly	SLT/AO
	Any persistently late children, 5 x times, to receive a letter home indicating learning missed (Letter 5)	When required - checked weekly	SLT/AO



Request for Leave of Absence During Term Time
(All Requests will be considered in the Context of Current Directives from the DfE)

I request that leave of absence be granted to:

Name of
Child/Children:.....
.....

Child/children’s home address
.....
.....Post
Code.....

Class:
.....
.....

From:..... To (insert last date of
absence):.....

Reason for Leave of Absence:
.....
.....
.....

Total Number of School Days:

Important Declaration:

The Department for Education has made changes to the regulations that allow schools to grant leave of absence during term time. This means from the *1st September 2024* the school will not grant any holiday or leave during term time, whatever the circumstances. Any requests for very exceptional circumstances will require proof.

As of September 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate. The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

If you need to apply for emergency leave of absence, an appointment must be made with the attendance Officer. Proof of any exceptional circumstances will need to be provided at this meeting. Please contact the school office who will be able to arrange this appointment.

No leave can be authorised after it has been taken.

If the school does agree to an extraordinary leave of absence or you take your child out of school with no permission in term time, it is very important that the child comes back to school on the agreed date. If a child fails to return to school within twenty school days, we will remove the child’s name from the school roll, whatever the circumstances. This will mean your child will no longer have a place at Iver Village Infants Academy and you will need to reapply for their school place upon your return.

I agree to the above declaration: Signed: Parent / Carer Date:
.....

Office Use Only

Previous Holiday Taken: Days Date(s):

Will Incur a Fine from Buckinghamshire Council: YES/NO

For 4 Days Leave or Under Only: If your child leaves before or does not return by This will incur a fine from Buckinghamshire Council

Signature of Principal: Date:

Protocol for Dealing with Children Not Collected at the End of the School Day/Activity

Protocol for dealing with children not collected from school at the end of the school day/activity.

Mission Statement

At Iver Village Infants Academy we aim to provide a welcoming and inclusive environment where everyone feels happy, safe and secure. We promote an atmosphere of respect and honesty in which everyone feels valued and shows respect for each other and their surroundings. As a team, we are committed to high expectations and continuous improvement. We adopt a child centered approach to high quality teaching and learning, inspiring everyone to achieve their full potential.

Introduction:

Under Section 175 of the Education Act 2002, Local Authorities and Schools have a duty to safeguard and promote the welfare of children. This duty should include making arrangements for dealing with children not collected at the end of a school day, or at the end of a school activity which is authorised by the school.

Iver Village Infants Academy recognises that it has a statutory duty to safeguard and promote the welfare of pupils, and that this duty extends to having arrangements in place for dealing with children who are not collected at the end of a school day, or at the end of an authorised activity. The protocol will be brought to the attention of parents, in writing, when their child starts school.

On admission of their child to the school, parents should supply:

- names and full addresses of parents/carers (and confirmation of parental responsibility)
- home and work telephone numbers
- mobile phone numbers where appropriate
- The emergency contact details of three people who may be called in the event of the parents/carers being unobtainable or in the case of an emergency

This information should be updated annually or whenever circumstances change. It is the parent/carer's responsibility to ensure that the pupil is collected by a responsible person. The school must be notified immediately it becomes apparent that the person collecting the child may be late. Iver Village Infants Academy agrees to care for a pupil who has not been collected from school, until such a time as he/she has been collected by a parent/carer, or until appropriate, alternative care arrangements have been made with Social Care, and/or the Police, in order to maintain the child's safety. The school will continue to try to make contact with the parents and if no contact has been made, after trying all the emergency contacts, the school will contact Buckinghamshire Safeguarding Team/police to seek advice.

Parents and carers will be issued with a late collection fee, at the school's discretion.

The School's Designated Safeguarding Lead will keep a record on CPOMs of incidents where parents/carers do not collect a child from school or are late for no explained or good reason, or where there are repeated incidents. If any concerns about the child's safety and welfare result, these will be dealt with in accordance with the School's Child Protection/Safeguarding Policy and Procedures.

Penalty fines for missing school from Bucks LA

Parents and carers are legally responsible for making sure their children go to school every day and on time. The school may ask us to issue a penalty notice if:

- the child does not attend school regularly
- you take your child out of school to go on holiday
- your child is found outside of school more than twice in 12 months
- your child persistently arrives late for school after the register is closed

We recommend contacting the school to find out their own attendance policies.

Read our [school attendance guidance](#) for more information about absences from school.

Paying a penalty notice

Once we're asked by a school to issue a penalty notice, we will send out a letter containing instructions on how and where you can make payment.

If you have lost this letter, contact countyattendanceteam@buckinghamshire.gov.uk.

Appeals

You can not appeal a schools decision to request a penalty fine. Failure to pay and discharge your liability will result in prosecution.

If you feel the penalty notice was wrongly issued, you will need to contact the school. We are unable to overturn a school's decision if they have decided the leave was unauthorised.

View our [code of conduct for issuing penalty notices](#).

Prosecution

The offence under [Section 444 \(1\) of the Education Act 1996](#) carries a maximum fine of £1000 and we'll will also seek to recover costs.

The more serious offence under Section 444 (1a) has a range of legal interventions for the court to impose on each responsible adult, including:

- fine of up to £2,500
- community-based sentence
- 3 months imprisonment
- subject to a Parenting order – can be added to other sentences
- costs may be awarded to us

Contact us

If you have a query regarding payment of the penalty fine email countyattendanceteam@buckinghamshire.gov.uk.



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
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

Unauthorised absence

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school

Effective school attendance improvement and management

