The Park Federation
ACADEMY TRUST

The Park Federation Academy Trust
Iver Village Infants Academy

Attendance Policy 2026

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	**Helen Abell**
Date of Approval	**September 2026**
Date of Next Review	**September 2027**

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	Amended to allow recognition of completed attendance and attendance not at 100% but authorised
4	September 2026	Review	Changes to rewards

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Iver Village Infant Academy

Attendance Policy

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 legislation setting out the legal powers and duties that govern school attendance.

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
- 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

Role	Name
Designated Senior Lead for Attendance	**Kelly Wright**
Attendance Improvement Officers	**Kelly Wright, Nicola Brown**
Attendance Ambassadors (Pupils)	**Appointed on a rota basis**

Role	Responsibility
The Governing board	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	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	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 Attendance Officer	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
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	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	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	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

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. If this is not possible, please complete a request form for time off for an appointment. You may also provide evidence where possible.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been granted by the Principal. This includes:

Birthday celebrations
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 legal action for non-attendance, **Section 444(6) of the Education Act 1996** provides protection from prosecution if the family's trade or business requires them to travel and the child has attended school as regularly as that trade permits.

Traveller absence (recorded under the appropriate national attendance code) is acceptable only when the family is engaged in a trade or business that requires them to travel. It does not relieve parents of their duties to ensure that their children receive a suitable full-time education. When in or around Buckinghamshire, if a Traveller family can reasonably travel back to their base school, the expectation is that the child will attend full-time.

Dual Registration

Some pupils, including Gypsy, Roma, and Traveller pupils, may be registered at more than one school for travelling purposes. Iver Village Infant Academy will act as the "base school" if it is the school the child normally attends when not travelling (provided the pupil has attended within the last 18 months). When travelling, the child's place at Iver Village Infant Academy will be preserved. To operate effectively as the base school, parents must:

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

Where Traveller children are on roll and known to be present at a site or residence but fail to attend school without valid cause, the absence will be investigated in line with standard monitoring procedures.

Persistent Absenteeism (PA)

Under DfE statutory guidance, a pupil is defined as a Persistent Absentee (PA) if their attendance falls to 90% or below (equivalent to 19 days / 38 sessions of absence across the academic year for any reason).

The Local Authority (Buckinghamshire Council) monitors pupils on track to become PA 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 - 3.5 days**
Term 2	**14 sessions - 7 days**
Term 3	**20 sessions - 10 days**
Term 4	**25 sessions - 12.5 days**
Term 5	**32 sessions - 16 days**
Term 6	**38 sessions - 19 days**

Any pupil reaching or at risk of reaching the PA threshold is given priority monitoring. The school will work directly with parents to implement support plans and prevent further educational loss.

<u>Section 5. Absence Procedures</u>

Parent/Carer Reporting Duties

If your child is absent, you must:

Contact the school office by telephone (01753 655104) or via Studybugs before 8:55 AM on the first day of absence, stating the specific reason for absence and expected return date.

Report the absence on each subsequent day of absence.

Where absence extends beyond 3 days and attendance is a cause for concern, the school may request reasonable medical evidence (e.g., appointment card, prescription token, or medication packaging) upon the child's return.

School Action on Day-to-Day Absence

When contact IS made:

Days 1–3: The Attendance Officer records the notification in Arbor. If the child is subject to a social worker or elevated safeguarding concerns, a welfare home visit or multi-agency contact may occur immediately.
Days 4–5: Parents must continue reporting daily. Attendance staff will review pattern history and offer support where required.
Day 6: If absence continues without clear medical explanation, a member of the Senior Leadership Team (SLT) will conduct a welfare call or home visit to offer targeted re-engagement support.

When contact IS NOT made (Unexplained Absence):

Day 1: Telephone/email contacts called by 9:30 AM. If no response and safeguarding risk exists, two staff members may conduct a welfare home visit.
Day 2: Repeat emergency contact calls. Escalation to SLT.
Day 3: Unannounced welfare home visit conducted. If no contact is established and safety cannot be verified, the school may request a routine Police welfare check.
Children Missing Education (CME): If a child is absent for 10 consecutive school days without explanation (or sooner if safeguarding vulnerabilities exist), the school will submit a Children Missing Education (CME) notification to Buckinghamshire Council.

Mandatory Contact Information
Parents must provide a minimum of three emergency contact numbers. It is the parent's duty to inform the school immediately of any changes to contact details.

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 Act1996 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

Lateness and Punctuality
The school gates open at 8:35 AM for a soft start. School starts promptly at **8:50 AM**, and pupils must be in their classroom by this time.

Arriving between 8:50 AM and 9:00 AM: Registered as Late before close (Code L).

Arriving after 9:00 AM: Registers close at 9:00 AM. Arrival after this time is recorded as an **Unauthorised Absence** (Code U). Code U marks count directly toward statutory threshold monitoring for legal intervention.

5 Lates in a Half-Term: This triggers a formal notification letter from the Attendance Officer and review by SLT.

Nursery Punctuality: Persistent lateness in Nursery will be addressed directly through supportive meetings between parents and SLT to establish effective morning routines.

Late Collection: Children collected late at the end of the school day will be supervised under the school's *Late Collection Protocol*. Persistent late collection will trigger a formal safeguarding review with the Senior Leadership Team.

Leave of Absence During Term Time

There is no automatic legal entitlement to term-time leave. In line with national regulations, the Principal **will not grant any leave of absence during term time unless exceptional circumstances apply**.

- Requests must be submitted in advance using the official *Leave of Absence Request Form* (Appendix 2) with supporting documentation.
- Unauthorised term-time leave (including holidays) will be referred to Buckinghamshire Council for legal sanction.
- **Off-Rolling for Extended Unauthorised Absence:** In accordance with Regulation 9 of *The School Attendance (Pupil Registration) (England) Regulations 2024*, a pupil who fails to return after 20 consecutive school days of unauthorised absence can only be removed from the admission register after the school and Buckinghamshire Council have jointly made reasonable enquiries to locate the pupil.

National Framework for Penalty Notices

In accordance with the DfE National Framework (effective August 2024), Fixed Penalty Notices are considered when a pupil accrues **10 sessions (5 school days) of unauthorised absence within a rolling 10-school-week period** (this includes Code U late marks and unauthorised holiday leave).

- **First Penalty Notice:** £80 per parent, per child if paid within 21 days; rising to £160 if paid within 28 days.
- **Second Penalty Notice (same parent, same child within a rolling 3-year period):** Charged at the flat rate of £160 per parent, per child.
- **Third Offence:** Penalty notices are capped at two within a 3-year rolling period. A third escalation leads directly to prosecution under Section 444(1) or 444(1A) of the Education Act 1996, where court fines can reach up to £2,500.

Section 6: Recording attendance

Attendance register

In accordance with **The School Attendance (Pupil Registration) (England) Regulations 2024**, the school maintains an electronic attendance register via Arbor. Registers are taken twice daily: at the start of the morning session (8:50 AM) and at the start of the afternoon session.

For every pupil, the register records whether the pupil is:

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

For all absent pupils, the register explicitly records:

- Whether the absence is authorised or unauthorised
- The exact national statutory attendance code corresponding to the underlying cause of absence

Electronic Data Sharing

In compliance with 2024 statutory duties, the school securely shares daily attendance data electronically with the Department for Education (DfE) and Buckinghamshire Council to support early identification of attendance risks and protect vulnerable children.

Statutory Register Retention

In strict compliance with **Regulation 15 of The School Attendance (Pupil Registration) (England) Regulations 2024**, every entry in the attendance register and admission register will be preserved electronically for a minimum of **6 years** from the date on which the entry was made.

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 Missing from Education (CME)

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 after 10 days, a CME 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 CME could be completed prior to 10 days).

<u>Section 8: Academy targets, projects and special initiatives</u>

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.
- 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
- 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, children who have 100% from the whole term, or have achieved between 96% and 99% **AND** the absences are authorised, will receive a prize for the treat trolley.

Yearly Celebrations

In addition to the certificates and prizes:

- 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.They will also be entered into a raffle with the opportunity to win a restaurant voucher for their family.

Weekly	Class trophy for 100% and extra 10 minutes play time
Every Half Term	Class trophy for 100% and extra 10 minutes play time Certificate 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	Class trophy for 100% and extra 10 minutes play time Certificate 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 All children receiving a certificate will also select a prize from the trolley
Yearly	Certificate Entry to a raffle draw for children with a whole attendance of 100% or 96%- 99% with authorised absences - prize of a voucher for a meal with the family

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

Appendix 1

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. We will 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.

Weekly Attendance Tracking

Monitor Lateness: Track student punctuality regularly.

5 Lates Per Half Term: Contact the parent or carer directly via telephone to discuss the issue, followed by a formal follow-up letter detailing the concerns.

Attendance Drops to 96%: Speak directly with parents/carers to highlight the decline and discuss any underlying issues or support needed.

Continued Decline in Attendance: Issue a formal letter to parents/carers outlining ongoing concerns and offering a face-to-face meeting to agree on an action plan.

Further Attendance Decline: Send a formal warning letter to parents/carers advising that continued non-attendance will result in the involvement of the County Attendance Team (CAT).

Attendance Below 90% (or 10 Unauthorised Absences in 10 Weeks): Formally refer the case to the Local Authority / Council for further intervention or legal action.

Appendix 2

Request for Leave of Absence During Term Time

(All Requests will be considered in the Context of Current Directives from the DfE)

Name of Child	
Home address, incl postcode	
Class	
Reason for Leave of Absence	
Dates From and To	
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 may remove the child's name from the school roll. This will mean your child will no longer have a place at Iver Village Infants Academy. 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

Any previous leave taken: ……. Days Date(s): ……..

Current request for leave of absence approved: YES/NO

Referral to 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: ……

Appendix 3

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 with no explanation 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.

Appendix 4

Penalty fines for missing school from Buckinghamshire Local Authority

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.

Appendix 5: Statutory National Attendance & Absence Register Codes

In accordance with Regulation 10 of The School Attendance (Pupil Registration) (England) Regulations 2024, Iver Village Infant Academy records attendance using the following mandatory national registration codes.

1. Present at School

- **/ — Present in school during the morning session.**
- **\ — Present in school during the afternoon session.**
- **L — Late arrival before the register closes (arriving between 8:50 AM and 9:00 AM).**

2. Approved Educational Activity (Counted as Present)

- **B — Off-site educational activity arranged and approved by the school.**
- **K — Attending off-site Alternative Provision arranged by Buckinghamshire Council.**
- **P — Participating in an approved educational sporting activity.**
- **V — Attending an educational visit or trip organized and supervised by school staff.**
- **W — Approved work experience placement (where applicable).**

3. Authorised Absence

- **C — Leave of absence granted by the Principal for exceptional circumstances.**
- **C1 — Leave of absence granted for participation in a regulated performance or employment abroad.**
- **C2 — Leave of absence granted for a pupil of compulsory school age attending a temporary part-time timetable.**
- **I — Absence due to illness (sickness).**
- **J1 — Leave of absence granted to attend an interview for another educational institution.**
- **M — Leave of absence for a medical or dental appointment.**
- **R — Absence for a day exclusively set apart for religious observance by the family's religious body.**
- **S — Leave of absence to study for a public examination.**
- **T — Traveller pupil travelling with a parent/carer in the course of their trade or business.**
- **E — Suspended or permanently excluded with no alternative provision made.**

4. Unauthorised Absence (Counts Toward Penalty Notices)

- **G — Absent without leave for the purpose of a holiday.**
- **N — Reason for absence not yet established (must be updated within 5 school days or converted to O).**
- **O — Absent without authorisation or reason not accepted by the school.**
- **U — Arrived in school after the register closed at 9:00 AM (counts as unauthorised absence for the session).**

5. Unable to Attend / Not Required to Attend

- **D — Dual registered (pupil scheduled to attend another school where they are registered).**
- **X — Non-compulsory school age pupil not required to attend.**
- **Y1 — Unable to attend due to school transport normally provided by the LA not being available.**
- **Y2 — Unable to attend due to widespread travel disruption.**
- **Y3 — Unable to attend because part of the school premises is unavoidably out of use.**
- **Y4 — Unable to attend because the whole school site is unexpectedly closed.**
- **Y5 — Unable to attend because the pupil is in criminal justice detention.**
- **Y6 — Unable to attend due to statutory public health guidance or legal restrictions.**
- **Y7 — Unable to attend due to another specific, unavoidable cause (cause recorded in register).**
- **Z — Prospective pupil not yet on the admission register.**
- **# — Planned whole-school closure (e.g., term breaks, INSET days).**

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024