St Barnabas CE Primary School

"Preparing for a positive future, achieved through faith."
Christian values are central to the life of our school, where we are devoted to inspire our children to succeed, flourish and live life in all its fullness.
"Let your light shine."

Matthew 5:16

School Attendance Policy

Policy Updated:	September 2025
Date reviewed and agreed by Governors:	November 2025
Date of next review:	September 2026
Headteacher:	Miss J Hodgkinson
Chair of Governors:	Dr C Kressel

Policy Responsibilities and Review

Policy type:	School policy
Guidance:	This policy is based on the recommendations of the non-statutory guidance "Working together to improve school attendance" August 2024 and written with due regard to guidance documents and legislation as detailed in Appendix 2 where you will also find reading references.
Related policies:	This policy should be read alongside the following school policies: • Safeguarding policy • SEND policy • Good Behaviour policy
Review frequency:	Annually

Contents

1. Organisation and facilities....4
2. Rationale....4
3. Policy aims (based on DfE guidance and best practice)....4
4. Expected attendance and legalities....5
5. Roles and responsibilities....5
6. First day response and daily absence....5
7. Managing absence....5
8. Recording attendance and authorising absence....6
9. Requesting authorised absence....6
10. Promoting and incentivising good attendance....6
11. The use of data/tracking and monitoring of attendance....6
12. Strong Partnerships and working together....7
13. Training....7
14. CHildren MIssing from Education, Persistent Absentees and Fixed Penalty Notices....7
15. Attendance protocols which form part of this policy....9

Protocol 1 - The School Day and Registration....9

Protocol 2 - Absence Managing Procedure....10

DfE Guidance Documents 12
Legislation 13
Reading References & Research 13
APPENDIX 1 (Definition of exceptional circumstances of absence) 14
APPENDIX 2: (Attendance Coding) 16
APPENDIX 3: (First Attendance Letter for below 95%) 16
APPENDIX 4: (First Attendance Letter for PA Pupils)..... 17
APPENDIX 5: (Second Attendance Letter to Pupils – Medical Evidence).....18
APPENDIX 6: (Third Attendance Letter to Parents-LA Attendance Team).....19
APPENDIX 7 (Letter to Parents regarding Fixed Penalty Notices)

1. Organisation and facilities

1.1. Securing good attendance is not seen in isolation. St Barnabas CE Primary School's effective practices for improvement involve close interaction with curriculum planning, positive behaviour, bullying prevention, safeguarding, special educational needs and medical needs support, mental health and wellbeing, and effective use of resources. School's foundation for securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn.

2. Rationale

2.1. School promotes the benefits of good attendance for all pupils. It sets and expects high standards of attendance for every pupil, communicates those expectations both clearly and consistently to pupils and parents/carers and systematically analyses their data to identify patterns to target their improvement efforts. We are committed to working together with children and parents to promote 100% attendance wherever possible.

2.2. For some pupils the barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Some pupils find it harder than others to attend school and therefore at all stages of improving attendance, School and partners will work with pupils and parents/carers to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

2.3. Improving and supporting attendance is the responsibility of everyone in school. We believe that good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

3. Policy aims (based on DfE guidance and best practice)

3.1. We will ensure:

- a culture of good attendance that reflects school's guiding principle and core values and that is embedded and enacted in everything we do.
- a named Governor responsible for safeguarding and attendance will be in place and knowledgeable about school attendance.
- strong school leadership, where leaders are highly visible and ambitious attendance goals are set.
- attendance and punctuality are set as a priority for all those associated with the school including Governors, pupils, parents/carers and teachers.
- an improved overall percentage of pupils at school.
- accurate admissions and attendance registers in place in all schools.
- there is a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- a first day response in school as part of their robust daily response to absence.
- there is a dedicated senior leader responsible for attendance and championing and improving attendance.
- detailed monitoring reports are completed for SLT and the governing body.
- school staff receive annual attendance training, and that attendance is part of school induction protocols.
- school has a Welfare Team in place and resources to support families at risk of poor attendance.
- work takes place with families to address the reasons for absence including in school barriers.
- vulnerable pupil groups including LAC, receive targeted and bespoke support plans.
- processes for engagement with Local Authority Attendance Team Fast Track Prosecution services are in place (letters to parents requesting holidays in tern

time and Fixed Penalty Notice referral forms included in appendices)

- engagement with multi-agency professionals, early help assessment, whole family support, including special educational needs professionals.
- access to school resources in the first instance where there are out of school barriers for families.
- Children's Social Care are involved where there are safeguarding concerns and build support into attendance planning.

4. Expected attendance and legalities

4.1. 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.

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

5. Roles and responsibilities

5.1. Senior Leadership

- The Headteacher has overall responsibility for attendance in school. School has a senior leader responsible for attendance. They will be the first point of contact should parents/carers have any concerns about their child's absence. The Senior Leader responsible for attendance is Jayne Fisher (DSL/SENCO)
- Responsibilities of the senior leader include championing and improving attendance in school, offering a clear vision for attendance improvement, evaluating and monitoring expectations and processes, oversight of data analysis, and communicating messages to pupils and parents.

6. First day response and daily absence

6.1. School requires first day contact for a child's absence. The procedures for when first day contact is not received are recorded in the attendance protocols.

6.2. All other absences will be marked as unauthorised unless prior arrangement has been agreed with the Headteacher.

6.3. With regards to unexpected absence during term time, parents and carers should contact school daily during any absence. Absence should be reported by 9 am for each day of absence to the school office 01925 633606 or via Class Dojo messaging system. This should clearly state the name of child, child's class, the name of the person reporting the absence and the reason why the child is absent. Alternatively parents and carers can email Office@stbarnabascewarrington.co.uk to report an absence.

7. Managing absence

7.1. Attendance is reviewed by the school attendance officer.

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

7.3. The school is supported by the Attendance Team at the Local Authority and will seek advice and representation from this service to assist in the monitoring of poor attendees. The service will formulate a plan of action with the school to improve pupil attendance and if necessary, can instigate legal proceeding through the fast- track process. Where all other avenues have been exhausted and support is not working or not being engaged with, attendance will be enforced through statutory intervention to protect the pupil's right to an education.

8. Recording attendance and authorising absence

8.1. Reasons for non-attendance should always be provided by parents/carers. If this is not the case the school will continue to contact parent/carer until a reason has been given.

8.2. School has agreed with the Local Authority that the school will not authorise absence except for medical or illness or faith-based holiday. School follows Local Authority guidelines and will not authorise any absence due to holiday unless exceptional circumstances can be proven. Appendix 1

8.3. School can request that any absence due to illness be verified with a doctor's appointment card or medical note if necessary.

8.4. Fixed codes for absence and attendance are used consistently throughout the school and are shared with parents/carers. Appendix 2

9. Requesting authorised absence

9.1. All other planned absences will be marked as unauthorised unless prior arrangement has been agreed with the Headteacher. Any leave of absence should be requested via email/letter addressed to the headteacher.

10. Promoting and incentivising good attendance

10.1. School aims to build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them. They will be provided with support, advice and guidance where required. We will establish an effective and efficient system of communication with pupils, parents/carers and appropriate agencies to provide mutual information, advice and support. We are committed to working together with children and parents to promote 100% attendance wherever possible.

10.2. School visibly demonstrates the benefits of good attendance throughout school life. This may include in displays, assemblies or through curriculum content. This will be done sensitively and without discrimination and may also include praising and rewarding improvements in attendance at whole school, key stage, year group, class and individual level. Praise and rewards systems can be found in the protocols.

10.3. When a pupil has not attended school for a significant period, we will recognise the needs of the individual pupil and carefully plan re-integration.

11. The use of data/tracking and monitoring of attendance

11.1. The Department for Education, Local Authority require school to monitor and report the attendance levels of every pupil. One of the reasons for this is the strong statistical link between attendance and attainment. The higher a pupil's attendance, the higher their levels of achievement. School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their true potential.

11.2. School will rigorously and proactively use attendance data to identify poor patterns of attendance at individual and cohort level as soon as possible so that all parties can work together to resolve them before they become entrenched.

11.3. The admin team will provide monitoring reports for the Attendance Team, SLT and the Governing Body.

12. Strong Partnerships and working together

12.1. School will work collaboratively with external partners to identify and address the root causes of absence and remove barriers to attendance, at home, in school or more broadly. This work may include Early Help assessment, whole family planning and special educational needs assessment. It may also include working with Children's Social Care where there are safeguarding concerns. This support will be built into attendance planning.

12.2. Information will be shared with other schools in the area, Local Authorities, and other partners when absence is at risk of becoming persistent or severe.

12.3. Developing strong relationships and families will result in reduction in persistent and severe absence. These relationships will ensure families are supported to gain access to wider support services and will be provided with support to remove the barriers to attendance. When appropriate support will be formalised in conjunction with the local authority.

13. Training

13.1. All teaching and non-teaching staff will know the importance of good attendance, are consistent in their communication with pupils and parents/carers and receive the training and professional development they need. To ensure this happens all school staff will have received annual attendance training.

13.2. Information regarding attendance is part of school staff induction protocols.

14. Penalty Notices and Legal Intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, we will consider:

• Holding a formal meeting with parents/carers and the school's point of contact in the School Attendance Support Team.

• Working with the LA to put a parenting contract or an education supervision order in place.

• Engaging children's social care where there are safeguarding concerns

. In line with national expectations and Warrington Borough Council's policy, the school is required to monitor attendance closely and take action where there are unauthorised absences. Please see the letter from Warrington Borough Council regarding Fixed Penalty Notices in the appendices. Where a child has 10 or more unauthorised absences (equivalent to 5 full school days) in an academic year, this may result in a Fixed Penalty Notice (FPN) being issued.

Schools are advised not to authorise holidays in term time and parents should be aware that this may result in a FPN being issued if the above criteria are met. The school will monitor each child's attendance, and where appropriate they will refer cases to Warrington Borough Council for consideration of a FPN. The local authority will review each referral and determine whether a FPN should be issued.

Fixed Penalty Notice Charges.

• £80 per parent, per child if paid within 21 days.

• £160 per parent per child if paid within 28 days.

• Failure to pay may lead to prosecution in Magistrates Court. A maximum of two Fixed Penalty Notices can be issued per parent for the same child within a three-year period.

After this, any further unauthorised absence may result in a prosecution. For any further information please use the attached link which gives up to date guidance on school attendance - Working together to improve school attendance (applies from 19 August 2024)

Children Missing from Education

Government guidance can be found at Children Missing Education at Children missing education: statutory guidance for local authorities and schools - GOV.UK

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. We are aware that local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. We recognise that a child going missing from education is a potential indicator of abuse or neglect. When a child is absent from school without authority, we will follow our procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

We have an admission register and an attendance register which supports the school in safeguarding children who may be at risk of missing education.

We will discuss and agree actions with regards to individual cases with the relevant colleagues in safeguarding/education within Warrington Borough Council for pupils who are to be removed from the admission register where the pupil:

- has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education – this will be communicated with the home elective team
- does not arrive at the school as part of an admission process and we are not aware of their whereabouts
- has ceased to attend the school and no longer lives within reasonable distance of the school at which they are registered and has been discussed with the children missing officer (CMO) as they have not been registered at a new school or academy
- has been certified by the school health advisor as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend school after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- has been permanently excluded.

Poor attendance is closely monitored, and rigorous procedures are followed to support families and students to resolve any barriers to regular attendance. These procedures can be found in section 14 of this policy

In response to the guidance in KCSiE (2025) the school has:

- Staff who understand what to do when children do not attend regularly
- Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions)

Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage When a pupil leaves the academy.

We will record the name of the pupil's new school/academy and their expected start date.

Absence

At St. Barnabas CEP, rigorous procedures are followed from the first day of an unexplained absence. (see

section 14 of this policy)
We will ensure that at least two, and preferably 3, emergency contacts are held for each child, parents/carers should inform the school if these change at any time.
Children can register in the morning and then go missing throughout the day without a satisfactory explanation. If a child is 'missing', their whereabouts cannot be established within the school.
As a school we need to identify whether the child is at significant risk. Children are more vulnerable who:
• are on a plan (child protection plan, child in need plan, looked after child, early help)
• have specialist educational needs and or a disability
• are using substances
• have an education health care plan
there are indications that the child is at risk of CSE, grooming, radicalisation etc
There may be other contributing factors that should be taken into consideration when determining if the child is at significant risk such as the child's emotional health, known issues at home etc. Staff will always try to locate the child and attempt to establish the whereabouts of the child. Once a child has been identified as missing and cannot be located within school, the designated safeguarding lead will be informed . Staff will use their professional judgement and risk assess the urgency of the situation to help inform the timeframe required in establishing the child's whereabouts before notifying the police. Parents/carers will always be informed before contact with the police is made, unless a child is at immediate risk of harm and a police response is needed. This will be judged on a case by case basis. When a decision has been made to contact the police, the police will require information from the school to assist in locating the child and returning them to a safe environment. If a child has a social worker or case manager (e.g. early help) then they should also be informed. Where a child is known to regularly go missing from school, a risk assessment for the child will be undertaken. For further guidance please contact David Sampson, 01925 442261 dsampson@warrington.gov.uk

Attendance protocols which form part of this policy

13.3. St Barnabas CE Primary School has the following protocols to support the implementation of this policy. The protocols are intended to support staff and parents/carers by providing guidance in procedures and are based on DfE best practice:

Number	School Protocols
1	The school day and registration
2	Absence managing procedure
3	Daily absence procedure
4	Tiered approach to attendance support
5	Praise and rewards systems

Protocol 1 - The School Day and Registration

All children should enter school between 8:40 and 8:50am

- Registration takes place at 8.50
- Registers are open between 8.50 and 9.20

- All gates are locked at 8:50am and any child who arrives after this time will have to enter school through the main office and be marked as late and recorded in the late book.
- Any child arriving after 9.20 will be marked as U
- Registers must be in the school office by 9.25am
- Parents/carers of children persistently arriving after 8.50am (3x during a 2 week period) will be contacted by school to discuss the lateness and offer support to seek a resolution.
- Parents will be informed of how many minutes of learning time children have lost as a result of lateness.
- The register will be left open in extreme bad weather
- Where school action fails to bring about an improvement, the matter will be discussed with the Local Authority Attendance Team in order to offer further support.

Protocol 2 - Absence Managing Procedure

Every week the following procedure is followed:

Whole school, cohort and individual pupil attendance data is analysed to identify patterns causing concern
Identify at risk children 90 – 95%
Identify reason for absence.

- If appropriate, parents of these pupils may be contacted parents by Dojo or face to face in order to work with them and swiftly understand and address the reasons for absence including any in-school barriers to attendance. Where out of school barriers are identified, signpost and support access to any required services in the first instance.
- If emerging issue is identified, an attendance reward card is put in place

Every 6 weeks and the following procedure is followed:

All pupils whose attendance has dropped below 95% are identified. First attendance letter to be sent to parents of these pupils via Dojo and Email- see appendix 3. This is order to inform parents of the impact of poor attendance and to give them the opportunity to work with school to address this before the pupil potentially becomes a persistent absentee.

Identify PA (90%) children and reason for absence. First attendance letter to be sent to parents of these pupils via Dojo and Email- see appendix 4 This is order to inform parents of the impact of poor attendance and to give them the opportunity to work with school to address this.

In addition to this support, if appropriate, a supportive discussion with a member of the School Welfare Team and the LA Attendance Team may be offered.

Improvements in attendance are acknowledged in a range of ways including b Dojo's, postcards home or verbal praise.

No improvement in attendance from previous 6 weeks, 2nd attendance letter to be sent appendix 5 as attached (parents made aware of the involvement of the LA Attendance Team, medical evidence for any further absences requested and attendance closely monitored over the next 6 weeks)

If still PA over next term 3rd attendance letter sent and potential escalation by the LA Attendance Team, appendix 6 attached. Parents will be invited to a formal meeting with the school and the Attendance Team.

If still PA after receiving support from the LA Attendance Team

A plan of action will be put in place by the LA Attendance Team to improve attendance which could result in prosecution if there is no significant improvement in attendance.

Improvements in attendance are acknowledged in a range of ways including Dojo's, postcards home or verbal praise.

Attendance monitoring reports completed half termly identifying PA (90%) children and reasons for absence

For those children that have achieved over 96% and 100% each term, attendance badges are distributed

Protocol 3 – Daily Absence Procedures

All Pupils		
Action	Who	To be recorded on
All late arrivals recorded in the Late Book and details added to SIMS to complete the morning register by 9.20am.	Office Team	Late Book/Arbor
All messages regarding pupil absence to be received by 9.25am at the latest.	Office Team	Arbor
First response call made to priority 1 contact on child's list and Class Dojo message sent. Reason for absence recorded on SIMS.	Office Team	Arbor
If no response from primary contact, telephone calls made to all contacts on list.	Office Team	Arbor
Safeguarding Officer to review identified absent children and establish if any further response is required.	SLT/Safeguarding Team with Office	CPOMS
Vulnerable Pupils		
Vulnerable list children identified and Social worker/relevant lead professional notified.	SLT/Safeguarding Team	CPOMS/Arbor
Home visit made by 2 members of staff – attendance/ safeguarding team member plus another. If reason for absence is established, update records and reminder to carer of duty to inform school.		CPOMS/Arbor
If child is unaccounted for, given all range of hard and soft data available regarding the family (CPOMS, SIMS, etc.), police welfare check requested via 101 if deemed necessary.		CPOMS/Arbor
Cases identified for discussion/ referral to Local Authority Attendance Team		CPOMS

Protocol 4 – Tiered Approach to Attendance
Universal

Member of SLT at the gate every morning welcoming children and families to school.
Positive Attendance Culture with praise and a wide variety of rewards.
Attendance has a high priority around school and is celebrated weekly in worship.
Accurate attendance registers
First day response as part of robust daily response to attendance.
Dedicated senior leader responsible for championing and improving attendance
Annual attendance training for all school staff and as part of induction protocols
Attendance data is scrutinised by governors termly
Admin team provide weekly monitoring reports for SLT.
Sharing of good practice across Grace schools.
Termly challenge discussion with GB; signpost or provide access to services for pupils who are persistently or severely absent.

Targeted

School Welfare Team support families at risk of poor attendance.
Proactive use of data to identify at risk pupils.
Work takes place with families to address the reasons for absence, including both in and out of school reasons. Where there is a lack of parental engagement, formal conversations identify the potential for legal intervention in the future.
Targeted bespoke support packages for families where required eg funded breakfast/after school club offer, small group/1 to 1 intervention/support

Specialist

Local Authority Attendance Team Fast Track Prosecution service is in place. Fixed Term Penalty Notices can be issued by the local authority for holidays in term time (Fixed Penalty Notice referral form included in appendices)
Early Help Assessments take place. Additional specialist support is sourced including a whole family plan and use of SEND statutory processes.
Active collaboration with multi-agency services and professionals.
Where out of school barriers are identified, bespoke support packages put in place.
Where there are safeguarding concerns, intensive support through statutory children's social care is built into attendance plans.

Protocol 5 – Praise and Reward Systems

- verbal praise for good attendance and punctuality
- 'In it to win it' weekly prize draw for all children with 100% attendance and punctuality each week
- Celebration of class attendance weekly in Celebration Worship
- Dojo Reward system used throughout school. Positive points awarded for good or improved attendance
- Positive postcards sent to parents
- weekly attendance cards with prizes for 100% attendance for at risk pupils
- termly attendance awards – bronze, silver and gold badges
- termly celebration of 100% attendance – 100% attendance awards received

This policy is guided by Warrington Borough Council and Department for Education guidance and best practice

The policy has been written with due regard to the following:

DfE Guidance Documents

- Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities – Published August 2024
- Summary table of responsibilities for school attendance Guidance for maintained schools, academies, independent schools, and local authorities – Published August 2024

Legislation

- Section 175 of the Education Act 2002
- Section 7 and 444 of the Education Act 1996
- The Education (Pupil Registration) (England) (Amendments) Regulations 2013
- The Equality Act 2010
- Working Together to Safeguard Children (2025)
- Keeping Children Safe in Education 2025 (KCSIE)

Reading References & Research

- http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance
- http://www.education.gov.uk/schools/guidanceandadvice/f00221879/advice-on-school- attendance
- https://www.gov.uk/school-attendance-absence/overview

APPENDIX 1

St Barnabas Pupil attendance and planned absence (Appendix to policy).

Definition of “exceptional circumstances” for term time holiday authorisation.

Legislative Framework:
It is a parent’s duty under Section 7 of the Education Act 1996, to ensure that their child of “compulsory school age” is to receive “an efficient, full time education”. A child is of compulsory school age from age five. A child should attend school from the start of term commencing on or after his / her fifth birthday. We encourage good attendance from the day a child joins our school.

Parents of registered pupils have a legal duty under Section 444 of the Education Act 1996 to ensure that children of compulsory school age attend school on a regular and fulltime basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Trust, and other authorities, if problems cannot be resolved by agreement with the school. School policies describe the required levels of attendance and punctuality for good progress to be made at school.

The government expects schools to:

- Promote good attendance and reduce absence.
- Ensure that every child has access to full time education to which they are entitled; and,
- Act early to address patterns of absence.

The government also expects:

- Parents to perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly.

The Education (Pupil Registration) (England) (Amendments) Regulations 2013 have amended Regulation 7 of the 2006 regulations to prohibit the Headteacher of a school from granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating the request. We believe it is necessary to define what we consider to be “exceptional circumstances” to give further structure to the decision to decline authorization of absence.

St Barnabas have four permitted areas of “exceptional circumstance”:

1. The death or terminal illness of an immediate family member, where immediate is defined as the parents / carers and siblings of the child in school.
2. Absence recommended by a health professional.
3. Religious observance.
4. Allowances made for the families of service personnel on active duty.

In addition, we apply a further “threshold test” to the fundamental definition of “exceptional”. We believe that the circumstances must be, rare, significant, and unavoidable to qualify.

Where the Headteacher is satisfied that there are exceptional circumstances to warrant the request for leave of absence but has additional concerns about the timing of the absence, or the pupil’s attendance record, they may request a meeting with the parent / carer; the absence may not be authorised without attendance at this meeting.

If you require any further information or clarification, please refer your request to the school Headteacher via the school office

APPENDIX 2:

ATTENDANCE CODING

CODE	DESCRIPTION
/	Present (AM)
\	Present (PM)
L	Late - Arrived after the register was taken but before the register closed
V	Attendance at an educational visit or trip organised by or for the school and supervised by a member of school staff
Approved educational activity Conditions that apply to these codes: • The place where the pupil is attending is not the school or any other school at which the pupil is registered • The activity is educational in nature (and not arranged by the LA under Section 19 or a trip/visit) • Attendance at this place has been approved by the school • The activity is to be supervised by a person thought by the school to have appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the attendance has been approved.	
P	Participating in a sporting activity approved by the school (NB - this code should only be used on the days of the sporting activity)
W	Participating in work experience approved by the school
B	Approved attendance at a place for any other educational activity. As per above, **the child must be supervised in person** i.e. remote online learning **cannot** be B coded. **ORGANISED BY THE SCHOOL**
K	Approved attendance at a place for any other educational activity. As per above, **the child must be supervised in person** i.e. remote online learning **cannot** be K coded. **ORGANISED BY THE LOCAL AUTHORITY**
Authorised absences:	
C1	Taking part in an approved performance that has been licensed
M	Medical or dental appointment
J1	Approved absence to attend an interview for employment or admission to another educational establishment
S	Study leave in preparation for public examinations *NB This code should not be used for mocks*
C2	Compulsory school age child subject to a part-time timetable

C	Leave of absence for exceptional circumstances *NB A holiday or other absence for leisure or recreation would not constitute exceptional circumstances* *H code has been removed to make clear that it is very, very unlikely that a holiday would be considered exceptional circumstances*
T	Parent travelling for occupational purposes. Family have no fixed abode and child cannot attend as parent is travelling.
R	Child is absent for religious observance on day set aside by religious body the child's parents belong to such that the religious body would expect parents to absent themselves from their own employment to mark the occasion
I	Illness (both physical and mental) Medical evidence would not routinely be expected
E	Suspended or excluded
X	This code is returning to its pre-pandemic use Child is not statutory school aged and is not expected to attend Will most commonly be used in Nursery and Post-16 settings
Q	Absence where the LA has the legal duty to provide the pupil with **transport** and it has not yet been provided *Does **not** include any wider/other barriers to attending school*
Y1	Pupil unable to attend school, which is not within walking distance, and transport that is normally provided is not available *Walking distance: Children under 8 years, 2 miles. Children 8 and above, 3 miles*
Y2	Unable to attend due to widespread travel disruption e.g. school open on a snow day, but buses are unable to run and a group of children do not attend
Y3	**Partial** closure of school site
Y4	Unexpected closure of whole school – e.g. snow day where decision is made to close the entire school
Y5	Child is in criminal justice detention • Police detention • Remanded in youth detention, awaiting trial or sentencing • Detained under a sentence of detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause *The 'cause' must be preventing the child from attending* *Very, very rare that this code will be used e.g. a child who is moved to an immigration detention centre and therefore unable to attend*
Unauthorised absences:	
G	Holiday not granted by the school *Cannot approve holiday retrospectively* *A 'family visit' is a holiday under the definition in new code*
N	Holding code when reason for absence is not known *If reason is not obtainable within 5 days, the code should be changed to O*

	or other appropriate code
O	Absence with no reason given or where school is not satisfied that the reason given can be recorded using one of the other valid codes
U	Arrived after the register has closed *e.g. the register is open 9:00am – 9:30am. Child arrives at 10:00am – U code*
Z	Prospective student, not yet on roll. This code is not collected for statistics.
#	Planned whole school closure *e.g. holidays, INSET days, school being used as a polling station, weekends*

APPENDIX 3

St Barnabas CE Primary School

Preparing for a positive future, achieved through faith

Dear Parent/carer

Child's name:

I am writing concerning your child's attendance at school which currently stands at _____% and the government expectation is that pupils should maintain at least 97% attendance.
Good attendance is vital if pupils are to achieve their full potential. If they are not in school, they are not learning.

Examples of attendance levels and their impact					
100%	95%	90%	85%	80%	75%
No days lost	10 days lost	19 days lost	29 days lost	38 days lost	47 days lost
190 school days each year	180 days at school	171 days at school	161 days at school	152 days at school	143 days at school
Best chance of success!		**Makes it difficult for your child to progress**		**Not fair on your child – possible legal action**	

Whilst I appreciate that there may be genuine medical reasons for your child's absences, patterns of absence are queried by the Local Authority Attendance Team and they may become involved if there is not an improvement. If a child of compulsory school age fails to attend regularly at a school at which they are registered, the parents may be guilty of an offence and can be prosecuted by the local authority

If you are having difficulty getting your child into school I would welcome the opportunity to support you.

My work mobile number is 07308 121116 and I am available most mornings on KS1 or KS2 playgrounds.

Kind Regards,

Mrs J Fisher

APPENDIX 4

St Barnabas CE Primary School

Preparing for a positive future,
achieved through faith

Dear Parent/carer

Child's name:

I am writing concerning your child's attendance at school which currently stands at _____% The Government outlines that any pupil with an attendance level of under 90% will be classed as a 'persistent absentee'

Good attendance is vital if pupils are to achieve their full potential. If they are not in school, they are not learning.

Examples of attendance levels and their impact					
100%	95%	90%	85%	80%	75%
No days lost	10 days lost	19 days lost	29 days lost	38 days lost	47 days lost
190 school days each year	180 days at school	171 days at school	161 days at school	152 days at school	143 days at school
Best chance of success!		**Makes it difficult for your child to progress**		**Not fair on your child – possible legal action**	

Whilst I appreciate that there may be genuine medical reasons for your child's absences, patterns of absence are queried by the Local Authority Attendance Team and they may become involved if there is not an improvement. If a child of compulsory school age fails to attend regularly at a school at which they are registered, the parents may be guilty of an offence and can be prosecuted by the local authority

If you are having difficulty getting your child into school I would welcome the opportunity to support you. My work mobile number is 07308 121116 and I am available most mornings on KS1 or KS2 playgrounds.

Kind Regards,

Mrs J Fisher

St Barnabas CE Primary School, Collin Street, Warrington, WA5 1TG
Headteacher: Miss J Hodgkinson BA(Hons), PGCE, NPQH
Tel: 01925 633606
Email: school@stbarnabascewarrington.co.uk

St Barnabas CE Primary School

Preparing for a positive future,
achieved through faith

Dear Parent/Carer

Child's name:

I am writing concerning your child's attendance at school. As you can see from the enclosed Registration Certificate, currently their attendance stands at _____% and the government expectation is that pupils should maintain at least 97% attendance. Good attendance is vital if pupils are to achieve their full potential. If they are not in school, they are not learning.

I am aware that there may be medical reasons for non-attendance and I am sensitive to this, but I would like to work together with you to ensure your child's attendance increases over the remainder of the year.
Good attendance at school is vital if pupils are to achieve their full potential and make consistently good progress. Your child's attendance has now been noted by the Local Authority Attendance Team as part of our reviews and we now request that any future absences must be accompanied by medical evidence (see examples below), or they will be classed as unauthorised and could result in the Local Authority Attendance Team taking legal action.

Acceptable proof of illness:

- A note from the doctor's receptionist (a stamped, named and dated appointment card)
- Medication prescribed by the doctor (not from over the counter at a pharmacy)
- A copy of the prescription to cover the illness dates

I will continue to closely monitor your child's attendance and expect to see an immediate improvement.

Kind Regards,

Mrs J Fisher

St Barnabas CE Primary School, Collin Street, Warrington, WA5 1TG
Headteacher: Miss J Hodgkinson BA(Hons), PGCE, NPQH
Tel: 01925 633606
Email: school@stbarnabascewarrington.co.uk

APPENDIX 6

St Barnabas CE Primary School

Preparing for a positive future,
achieved through faith

Dear Parent/Carer

Child's name:

Following my previous letters and contacts with you ….....'s attendance remains a cause for concern and is only……%.
As his/her attendance has not significantly improved, I must inform you you're your child's case has been taken on by the Local Authority Attendance Team. Under Section 7 of the Education Act 1996, you are legally responsible for ensuring regular attendance and punctuality of your child at school.

The Government have decreed that any pupil with an attendance level of under 90% will be classed as a 'persistent absentee'. Unfortunately your child is a persistent absentee and as a result are at risk of falling behind in their learning.
A member of the Attendance Team from the Local Authority will be in contact with you and may consider further action.

May I take this opportunity to remind you that the outcome of their involvement will be influenced by an improvement in your child's attendance at school. I would urge you to ensure your child attends school regularly from now on. If they are absent for any reason it is still a requirement that you must provide medical evidence to support their absence.
As always I am willing to discuss this matter with you further either in person or by phone. Thank you in anticipation for your cooperation.

Yours sincerely,

Mrs J Fisher

St Barnabas CE Primary School, Collin Street, Warrington, WA5 1TG
Headteacher: Miss J Hodgkinson BA(Hons), PGCE, NPQH
Tel: 01925 633606
Email: school@stbarnabascewarrington.co.uk

WARRINGTON
Borough Council

Steve Park
Chief Executive
Sharon Cooper
Interim Director of Children's Services
People Directorate

East Annexe
Town Hall
Sankey Street
Warrington
WA1 1UH

September 2025

Dear Parents/Carers

Fixed Penalty Notice update.

I am writing to inform you of the fixed penalty notice procedures for this academic year.

In line with national expectations and Warrington Borough Council's policy, schools are required to monitor attendance closely and take action where there are unauthorised absences.

Where a child has 10 or more unauthorised absences (equivalent to 5 full school days) in an academic year, this may result in a Fixed Penalty Notice (FPN) being issued. Schools are advised **not** to authorise holidays in term time and parents should be aware that this may result in a FPN being issued if the above criteria are met.

Your child's school will monitor attendance, and where appropriate they will refer cases to Warrington Borough Council for consideration of a FPN. The local authority will review each referral and determine whether a FPN should be issued.

Fixed Penalty Notice Charges.

- **£80** per parent, per child if paid within 21 days.
- **£160** per parent per child if paid within 28 days.
- Failure to pay may lead to prosecution in Magistrates Court.

A maximum of two Fixed Penalty Notices can be issued per parent for the same child within a three-year period. After this, any further unauthorised absence may result in a prosecution.

For any further information please use the attached link which gives up to date guidance on school attendance - Working together to Improve School Attendance

Yours sincerely,

DL Parlane

Debbie Parlane
Education Welfare Manager
Email: dparlane@warrington.gov.uk