

# Stocks Lane Primary School

## Attendance and Extended Leave of Absence Policy



To be Reviewed  
September 2026

# Stocks Lane Primary School

## ATTENDANCE AND EXTENDED LEAVE OF ABSENCE POLICY 2025-2026

Stocks Lane aims to provide an environment which is welcoming, friendly and caring, and to maintain high expectations of behaviour and achievement. In order to achieve these aims all school staff will work with pupils and their families to ensure that each pupil attends school regularly and punctually. Through its monitoring procedures, the school will identify and take all steps possible to improve attendance and punctuality. The school adheres to the statutory guidance in 'Working Together to Improve School Attendance 2024.'

All children are **legally required** to attend school for 190 days each academic year from the term following their fifth birthday unless they are unable to attend through illness or other circumstances, some of which may be authorised by the Headteacher.

Continuity of learning is very important to us and for your child's education, therefore the school expects and encourages high attendance for all our pupils. Our whole school target is 97%.

- Arrive every day
- Arrive on time
- Arrive equipped to complete the day

### **Registration Procedures**

- Each day is divided into two sessions and an attendance register is taken at the start of each session. (Education Act 1956, Regulation 3)
- The school gates are opened at 8:40am and staff welcome children into school.
- For Health & Safety reasons all children arriving late, after 8.50am, will be required to enter school by the main entrance and sign in at the office, where a late mark will be recorded.

### Morning Registration

8.50 am

Registers close 9.20am.

### Afternoon Registration

1.00pm EYFS and KS1

1.15pm KS2

Registers close 1.10pm and 1.25pm.

### **Reporting Absence**

It is the Parent/Carer's responsibility to inform school of the reason for a child's absence.

- Parents are expected to contact the school office on the first day of absence **by 8:45am** giving as much information as is available at that time. If the absence is prolonged, interim information will be required.
- Any unexplained absence will be followed up by a text message from school, reminding parents and carers to contact school as soon as possible.
- If a call is not received by 9.30am school will contact parents directly.

- Welfare visits may take place by the Attendance Lead (Mrs Lucy Neal) and Attendance Officer (Miss Lizzy Critchley) if an absence is prolonged and unexplained, or by Mrs Kimberely (SBM) and/or Mrs Whitaker (Pastoral Lead) if staff are unavailable.

### **Late Arrivals**

Where a child is not present at the time the register is taken, they will be marked absent. If a child arrives after this point, they will be given a late mark. A late mark will be given up to 9.20am for the morning session and up to 1:25pm for the afternoon session, pupils arriving late after this time will be recorded as **unauthorised** absence.

Where a child regularly arrives late, after registration, the parent/carer will be contacted by the school. If the situation persists the issue will be referred to the Attendance Lead or Officer.

### **Poor School Attendance**

All attendance is carefully monitored on a daily basis and letters are sent out after each half term:

- If attendance falls below 97% then the parents/carers will receive a phone call from the Attendance Officer or Lead notifying them of this and asking them to improve attendance.
- If attendance then falls to 95% then parents/carers will receive a letter notifying them of this. See Appendix 2.
- If attendance continues to fall and reaches 90%, a child becomes a persistent absentee. Parents/ Carers will receive a letter notifying them of this and are required to attend an attendance meeting with the Attendance Lead and Attendance Officer, where an attendance plan will be actioned. See Appendix 3.
- If such levels of attendance persist, then Parents/ Carers will receive a poor attendance penalty notice and external agencies will be referred to in order to support a child's regular attendance at school. See Appendix 4.
- Following this, parents may be referred to the Attendance Prosecution Team.

### **Leave of absence**

The latest legal pupil registration regulations state that leave of absence may only be granted by the school, and that, except in exceptional circumstances, a pupil shall **not be granted** more than 10 days leave of absence in **any school year**.

**DfE guidance states that schools are not obliged to agree to holidays in term time.**

- The school recognises that there will be exceptional circumstances regarding authorised absence and aim to give clarity to families on what these might be.
- Each request for leave of absence will be treated individually and a decision will be given based on a number of different factors outlined in this policy.

All applications for leave of absence will be considered on their merits in light of the school's responsibility for ensuring continuity of learning. Each request is considered individually with regard to the criteria for authorisation (listed below) and in all cases the attendance record of the child is taken into account before the decision is made.

The school acknowledges that there may be exceptional circumstances where parents/carers may want to take their children out of school for a period of time over and above the normal school holidays. These occasions should be **exceptional**. The school and the parents should carefully consider the necessity, timing and length.

Where possible applications for leave of absence must be made at least **6 weeks in advance** by the parent/carer on a leave of absence request form. The forms are available from the school's website or from the school office. The school will respond in writing to the request and if the absence is authorised, the letter will give a clear expected date of return (see removal from roll).

Time off school for a family holiday is **not a right** and school is **not obliged** to agree holidays and will only be authorised in exceptional circumstances, taking into account the following:

- the amount of time requested;
- age of the pupil;
- the pupil's general absence/attendance record;
- proximity of SATs
- Reason for and length of the proposed leave;
- pupil's ability to catch up the work;
- pupil's educational needs;
- general welfare of the pupil;
- circumstances of the request;
- purpose of the leave;
- frequency of the activity; and
- when the request was made.

Attendance is a key area and **family holidays in term time will no longer be authorised** unless there are **exceptional circumstances**. The Governing Body of Stocks Lane have clarified the circumstances in which leave can be granted. See Appendix 5.

These are:

- Death of a family member – by family member we would include Parents, Carers, Siblings, Grandparents, Aunts & Uncles
- Serious illness of a family member (see above)
- Wedding of an immediate family member (see above)
- Other circumstances deemed as exceptional by the Headteacher who may ask for documentation as proof.

Bradford Council guidelines state that holidays which are taken for the following reasons should not be authorised:

- Availability of cheap holidays;
- Availability of the desired accommodation;
- Poor weather experienced in school holiday periods

A leave of absence will **not** be granted to Year 6 pupils during the months of March, April and May due to statutory end of Key Stage assessments.

A leave of absence will **not** be granted to Year 1 and Year 4 in May or June due to phonics and multiplication tests in early June.

### **Religious Observance**

Where a Religious Observance falls on a school day, then up to a maximum of 3 school days per year will be granted. School can only record authorised absence of the number of days set apart

by the religious body. If in doubt school will seek advice from the religious body. Requests must be made on the leave of absence request form.

### **Fixed Penalty Notices**

Penalty Notices will be issued in accordance with the Bradford Code of Conduct (copies available on request or from Bradford Schools Online).

Under the code Penalty Notices may be issued:

- For a child's poor attendance
- If parents/carers have not sought permission from the Headteacher before taking their child out of school in term time (see appendix 6);
- If the Headteacher has refused the request but the absence occurs anyway;
- If a pupil has not returned to school by the agreed date with no satisfactory explanation and the pupil remains on the roll of the school;
- Where the absence has been recorded by the school as unauthorised in the attendance register on at least **10 sessions** (5 school days or 10 lates after registration closes) or more in a **10-week rolling period**. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).

Penalty Notices are fines imposed to parents as an alternative to prosecution. Prosecution can lead to a fine and a criminal record for parents failing to ensure that their child of compulsory school age, attends school.

The maximum number of Penalty Notices which may be issued by the Local Authority is two in a rolling 36-month period (3 years). If a third offence takes place the Local Authority will use another tool available to them such as prosecution and a fine via the Magistrates Court.

### **Removal from Roll**

The pupil registration regulations 2006 state that schools can delete pupils who fail to return on the date that they were expected back from leave of absence or extended leave of absence if they fail to do so within 10 school days. School will check that the pupils do not have a good reason for their absence, such as disrupted travel arrangements or illness before removing from roll.

Where a child loses their place due to an extended absence, school will notify Parents/Carers in writing that they have been removed from roll. Please be aware that your child may not have a place at Stocks Lane Primary on your return.

The school can also delete pupils from roll if a pupil has an unauthorised absence for a continuous 20 school days and there were no reasonable grounds to believe the pupils attend again.

All children who have failed to return from holiday or are continuously absent for 20 days will be referred to the Education Safeguarding Services, in line with the Children Missing in Education guidance, who will make additional enquiries to attempt to locate the child.

### **Using Attendance Data**

Attendance data is collected daily and analysed in order to be able to ensure that the safety and welfare of our pupils is being met. It is also shared with the DfE. Targeted support for the most vulnerable pupils can be requested so that persistent absence (10% absence) can be addressed and reduced, as with severe absence (50% absence or more). The data is also used to look at trends and patterns of absence or lates so that Parents/Carers can be contacted and supported in order to remove barriers to their child's attendance at school. If the absences meet the thresholds of 10% or more, then a tailored support plan will be put into place to help support improved attendance.

### **Tailored Support**

For those pupils identified as being at risk of poor attendance, Parents/Carers will be expected to attend a meeting with the Attendance Officer and Attendance Lead in order to identify barriers to attendance and where they are out of school barriers, signpost and support access to any required services in the first instance. An Individual Attendance Plan will be written together.

Where the absence intensifies, then school will work in tandem with the Local Authority and other relevant partners to put formal support in place.

If Parents/Carers do not engage with the formal attendance contract, then an Education Supervision Order (ESO) may be appointed. Non-compliance with the ESO, Parents/Carers may be liable for up to £1,000 fine.

### **Affects of Absence on a child's learning**

#### **Punctuality...School starts at 8.50am...**

<b>Daily lateness</b>	<b>Equates to...</b>
5 minutes late	<b>3</b> days lost per school year
10 minutes late	<b>6.5</b> days lost per school year
15 minutes late	<b>10</b> days lost per school year
20 minutes late	<b>13</b> days lost per school year
30 minutes late	<b>19</b> days lost per school year

## Attendance

Attendance percentage at...	Equates to absence per week/ fortnight	Equates to absence per year	Absence from the school year/ s over a 5 year period
95%	A half day per fortnight	2 weeks	Quarter of a year
90%	A half day per week	4 weeks	Half a year
85%	One and a half days per fortnight	6 weeks	Three quarters of a year
80%	One day per week	8 weeks	One year
75%	Two and a half days per fortnight	10 weeks	One and a quarter years
70%	1 and a half days per week	12 weeks	One and a half years
65%	3 and a half days per fortnight	14 weeks	One and three quarters of a year
60%	2 days per week	16 weeks	Two years
55%	4 and a half days per fortnight	18 weeks	Two and a quarter years
50%	2 and a half days per week	20 weeks	Two and a half years

Although not relevant to your child's learning journey just yet, research from the Governors Unit into how **attendance affects attainment** in accordance with GCSE results is as follows:

Percentage attendance within a year	How pupils actually perform
0-50%	9 grades <b>below</b> targets
60-70%	8 grades <b>below</b> targets
70-80%	6 grades <b>below</b> targets
80-85%	4 grades <b>below</b> targets
85-92%	3 grades <b>below</b> targets
Over 96%	2 grades <b>are above predicted targets</b>

### Rewarding Attendance

We recognise that school time absence impacts on pupil's attainment and is disruptive to their school routines and therefore we have an established system of rewards and incentives for good attendance. Our weekly attendance trophy recognises classes who have good attendance and classes are rewarded with this. Individual attendance certificates are given to pupils with 100% on a termly basis. This starts with a Bronze award in Autumn term and will build towards a Silver Award if continued through Spring Term and Gold for 100% during the year. Obviously if a child wasn't able to make 100% in one term but does in another term, then they would receive Bronze for 1 term or Silver if it was 2 terms. Excellence attendance during the term of 97% is also rewarded with a white certificate.

All names of pupils who have 100% attendance over the course of the academic year, will be placed in our super prize draw for a chance to win a special prize and two lucky winners (one from EYFS/KS1 and one from KS2) could go home with a brand-new scooter or other selected gift. All names of pupils with 97% attendance throughout the year will also be placed in a special prize draw to win a toy store vouchers for £10.00 each (one from EYFS/KS1 and one from KS2).

Signed Headteacher.....

Signed Chair of Governors.....

Revised: September 2025

Review Date: September 2026

See also:

DfE Working Together to Improve School Attendance August 2024

DfE Summary Table of Responsibilities for School Attendance August 2024

Bradford Metropolitan Council- Penalty Notice Code of Conduct August 2024

DCSF

Guidance on applying the Education Pupil Registration Regulations (2008)