

*'Flying high...creating success together'*

# Crabbs Cross Academy



## ATTENDANCE POLICY & PROCEDURES

*(Short Version)*



POLICY ADOPTED	AUTHOR		REVIEW CYCLE
Autumn 2025 v1	Mrs S Dunstan		Annual
Version	Date	Amendments	
V1	Autumn 2025	This policy is based on the Worcestershire Local Authority's model policy.	
Date ratified by governing Body	12.11 2025		

## KEY CONTACTS

Role	Name	Email address	Contact Number
School Attendance Lead	Mrs Sallyanne Dunstan	<a href="mailto:head@cca.endeavourschools.org">head@cca.endeavourschools.org</a>	01527 543624
School Attendance Assistant	Mrs Fursheen Sajawal	<a href="mailto:office@cca.endeavourschools.org">office@cca.endeavourschools.org</a>	01527 543624
Family Support Worker	Mrs Tabatha Kenny	<a href="mailto:fsw@endeavourschools.org">fsw@endeavourschools.org</a>	
Headteacher	Mrs Sallyanne Dunstan	<a href="mailto:head@cca.endeavourschools.org">head@cca.endeavourschools.org</a>	01527 543624
Governor for Attendance	Mr Ross Harris	<a href="mailto:rharris@cca.endeavourschools.org">rharris@cca.endeavourschools.org</a>	01527 543624
Chair of Governors	Nicola Coleman Hamilton	<a href="mailto:ncolemanhamilton@cca.endeavourschools.org">ncolemanhamilton@cca.endeavourschools.org</a>	01527 543624

At Crabbs Cross Academy we want all students to aim for 100% attendance. We set expectations of excellent attendance for all pupils and expect pupils to be in school every day that school is open unless they are too unwell to attend. This is really important so we can give your children the best education we can, and the education that they are entitled to.

Some pupils find it harder than others to attend school and we will work together with parents/carers, pupils and any relevant partners to remove any barriers getting in the way of pupils attending regularly. Pupils with medical conditions or other circumstances that may at times prevent regular attendance will be fully supported by our school, in partnership, where necessary, with any health or external professionals. Promoting and supporting excellent attendance is everybody's business within our school and community.

By providing a calm, orderly, safe, and supportive school where all pupils want to be is important to us. We will work together with you as parents to explore and support any child who is finding it difficult to attend school regularly.

### Why is Attending School Regularly So Important?

Excellent attendance is important for pupils to feel part of the school community and develop a sense of belonging. This supports each pupil's all-round development, mental health, and well-being.

If attendance over the school year is:	...a pupil will miss this many days:	...and this many lessons:
100%	0	0
95%	10	50
90%	19	95
85%	29	145
80%	39	195
75%	49	245
70%	58	290

### **What to do if my child is unable to attend school:**

Parents are required to contact the school office via telephone or our Arbor parent messaging system by **9:00am** on the first day of their child's absence and every consecutive day of absence until the child returns to school. A clear and precise explanation as to the reason for the absence will need to be given for our monitoring of infectious diseases. An estimation of how long the absence will last will also be required, e.g. one school day.

Where a pupil is absent and the parent has not contacted the school **by the close of the morning register**, to report the absence, our attendance assistant will contact the parent/carer via a text message prompting them to contact the school office by 10:00am.

After this time, if a call has not been received, the school office will contact, contact 1 and then contact make their way through the other contact numbers that we hold on record for your child.

If contact is still not made, by the second day of absence a safe and well check will be undertaken by our Family Support Worker or a member of our senior leadership team, to ensure that the child and family are safe. If there is no answer, a letter will be left requesting immediate contact with school and written notification of absence. If there is no answer, a letter will be left requesting immediate contact with school and written notification of absence.

We will call the parent or carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary and if absence continues, the school will consider involving the local authority, a social worker or the police.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

In the case of PA, arrangements will be made for parents to speak to the attendance officer. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without authorisation, following the local authority missing in education guidance. If the absence continues after a further 10 days this will again be resubmitted to the Worcestershire Children's services.

If a pupil's attendance drops below **90 percent**, a letter will be sent; the attendance officer will be informed, and a formal meeting will be arranged with the pupil's parent. Where a pupil has not returned from an agreed period of extended leave or is absent from school with authorisation for 20 consecutive days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the pupil after making reasonable enquiries.

### **Absence Requests**

**The law does not grant parents the automatic right to take a child out of school during term time for any reason, including a holiday.**

Only in very, very exceptional circumstances will absence requests be authorised.

The school will review each application individually, considering the specific facts and circumstances and relevant background context behind the request and the pupil's previous attendance record will be taken into account. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead and SENCo. If any leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion.

The request must be made by the parent with whom the child normally lives **in writing** to the headteacher at least **two weeks** prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

All term time absence for children in care should be discussed at the child's Personal Education Planning (PEP) meeting, in advance where possible, to be considered alongside social care staff and the Virtual School. This permission should be gained before school is approached for approval. The school will contact social care/ the Virtual School in relation to any requests made for term time absence for a child in care.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

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, the attendance officer will consider:

- Holding a formal meeting with parents 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.

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

### **Unauthorised Absence**

An absence will be unauthorised if your child is absent from school without the permission of the school. Whilst as parents you can provide explanations for absence, it remains the school's decision whether to authorise an absence or not. Unauthorised absences may include:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Absences for shopping, birthdays, day trips, errands
- Absences whereby parents are stating they are waiting at home for a washing machine to be mended, or a parcel to be delivered

- Long weekends and holidays in term time (unless in very, very exceptional circumstances as agreed in advance by the school)
- If a pupil is kept away from school longer than has been agreed, any additional absence will be unauthorised.
- Unauthorised absences may result in the use of penalty notices or prosecution.

### **Support for School Attendance**

Sometimes your child may not want to attend school. We encourage parents and pupils to be open and honest with us about the reasons for absence. If your child does not want to attend school, it is never better to cover up their absence or give in to pressure to let your child stay at home. This can give the impression to your child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why your child may not want to attend school so we can support you and your child in the best way possible.

If your child does not want to attend school, please speak to the class teacher or the headteacher. We can then support you to get your child into school.

For pupils with medical conditions or other circumstances that may at times prevent regular attendance we will fully support each pupil to be able to attend as much as possible. Our school will use an individual health care plan and we will work alongside other relevant professionals such as health colleagues, and yourselves, to best support this.

If your child requires an individual health care plan, it is the Special Educational needs and Disability co-ordinator (SENDCo) that you would meet alongside the headteacher and any other professional pertinent to your child's needs.

If our school is unable to work in partnership with you as parents, we may refer to the Local Authority. We will only ever do this if everything else has failed. We hope as parents you will work with us to best support your child so this does not need to happen.

If our school has any safeguarding concerns about a pupil who is absent, we will share information with other agencies as we deem necessary to ensure a child's safety and well-being

### **Penalty Notice Procedure**

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold for a penalty notice to the Local Authority for legal action unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a penalty notice or prosecution.

Penalty notices are intended as a sanction for low level offences and a tool to support improved school attendance, for example in circumstances associated with an unauthorised holiday taken during term time. They are an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.