

# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP  
www.nineacrespri.iow.sch.uk 01983 522984  
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

*'Striving for Excellence'*

## Attendance Policy

### Nine Acres Primary School

Approved By:	
Approval Date:	20-3-2025
Review Frequency:	ANNUAL
Next Review Due:	20-3-2026



# **Whole School Attendance Policy**

## **Contents**

Introduction/Aim
Legal Framework
Roles and Responsibilities
Categorising Absence and Attendance
Leave of absence
Medical appointments and absence due to illness
Pupil absence for the purposes of Religious Observance
Gypsy, Roma and Traveller pupils
Unauthorised absence
Our Procedures
Register keeping and recording
Late arrival at school
Expected absence procedure for parents
Attendance Rewards & Interventions
Support Systems
Persistent Absence and the use of legal interventions
Reduced timetables
Deletions from the Register
Related Policies
Statutory Framework
Attendance Interventions Threshold Document

## **Appendices**

Example leave of absence request form letter
School Attendance letters
Medical Evidence letter
Unauthorised absence rep



## 1. Introduction/Aim

At Nine Acres Community Primary School we believe that regular school attendance is essential if children are to achieve their full potential. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. There is a [wide range of evidence](#) as to the health and wellbeing benefits of school-age education. [Research](#) commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity. Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors to:

- Support pupil's achievement by establishing the highest possible levels of attendance and punctuality;
- Recognise the key role of all staff in promoting good attendance;
- Provide a clear framework for monitoring and responding to pupil absences;
- Make parents / carers aware of their legal responsibilities and ensure their children have access to the education to which they are entitled.

We recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, prevention of bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

## 2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability, and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16. The government expects all schools and local authorities to:

- Promote good attendance and reduce absence, including persistent and severe absence;
- Ensure every pupil has access to full-time education to which they are entitled;
- and act early to address patterns of absence.

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

In accordance with the Education Act 1996, we will work with parents and carers and the Local Authority to ensure that parents are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures. A "Parent" is defined as:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person
- Any person who, although not a natural parent, has care of a child or young person

## 3. Roles and Responsibilities

At Nine Acres Community Primary School, we believe that improving school attendance is everyone's business. That it is a shared responsibility by governors, all school staff, parents, pupils, and the wider school community.

<b>Role</b>	<b>Name</b>	<b>Contact details</b>
<b>Senior Attendance Lead</b>	<b>Beth Dyer (Headteacher)</b>	<b>Tel: 01983 522984 Email: office@nineacrespri.co.uk</b>
<b>Attendance Officer</b>	<b>Michaela Colenutt (Attendance and Behaviour Leader)</b>	<b>Tel: 01983 522984 Email: office@nineacrespri.co.uk</b>
<b>Named Governor/Trustee for Attendance</b>	<b>Lisa Vis – Governor</b>	<b>Contact via Clerk to Governors Tel: 01983 522984 Email: office@nineacrespri.co.uk</b>

The Local Governing Board of Nine Acres Community Primary School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of the governing body to lead on attendance matters and ensuring that there is a named senior manager to lead on attendance.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and work effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils or cohorts who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities, pupils with a social worker and pupils from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The Senior Leadership Team at Nine Acres Community Primary School will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.



- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors and on a half-termly basis to the lead governor for attendance.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support pupils and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.
- Set out how Pupil Premium will be used to support pupils with irregular attendance.

All staff at Nine Acres Community Primary School will:

- Actively promote the importance and value of good attendance to pupils and their parents.
- Form positive relationships with pupils and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking weekly attendance meetings with the Designated Safeguarding Lead and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of a parenting contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

Nine Acres Community Primary School requests that parents:

- Take a positive interest in their child's work and educational progress.

- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Bring a note of explanation from their parents or guardians to explain an absence that has happened or is foreseen.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

#### 4. Categorising Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

##### 4.1 Leave of Absence

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority and be issued with a penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At Nine Acres Community Primary School, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. Nine Acres Community Primary School will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave (see Appendix 2). If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered



by the Headteacher, and it will be marked as unauthorised. Nine Acres Community Primary School will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority to request that a fixed penalty notice is issued or consider prosecution.

A penalty notice request or a referral for prosecution may be submitted to the Local Authority should: -

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

The Isle of Wight Council can give each parent a fine of £60, rising to £120 if you do not pay within 21 days. Each parent will only get up to 2 fines for the same child in a 3-year period. If you get a second fine in 3 years it will be £160. If you do not pay the fine in 28 days you may be taken to court for keeping your child out of school. If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

#### **4.2 Medical Appointments and absence due to illness**

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, parents must notify the school in advance and will be required to collect their child and sign them out in reception. No pupil will be allowed to leave the school site unaccompanied.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend an Education Support Meeting as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the School Nursing Team and/or to liaise with the child's healthcare professional.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with [Supporting pupils with medical conditions at school](#) and Isle of Wight Council policies regarding supporting children with health issues.

We will also consider whether an Individual Healthcare Plan is required.

Please also see Nine Acres Community Primary School's Supporting Children with Medical Conditions Policy.

#### **4.3 Pupil Absence for the purposes of Religious Observance**



Nine Acres Community Primary School acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil's absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

#### 4.4 Gypsy, Roma and Traveller pupils

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. There are many complex and interwoven factors that may influence the educational attainment of GRT pupils. Schools and Local Authorities can make a big difference to their life chances through:

- Clear high expectation of all pupils, regardless of their background
- An inclusive culture that welcomes all communities
- Strong engagement from parents

In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil of no fixed abode who is unable to attend school because:

- the parent is engaged in a trade or business of such a nature as to require him/her to travel from place to place,
- that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted.

This provision applies *only* when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business on the Isle of Wight, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. Nine Acres Community Primary School will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended Nine Acres Community Primary School in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at Nine Acres Community Primary School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

#### 4.5 Unauthorised Absence

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A pupil's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the pupil's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation

- A refusal to attend school on health grounds but where the pupil is considered well enough to attend
- Holidays taken without the authorisation of the school

## 5. Our Procedures

Nine Acres Primary School will undertake the following procedures to support good attendance:

- Maintain appropriate registration processes.
- Maintain appropriate attendance data
- Communicate clearly the attendance procedures and expectations to all staff, Governors, parents/carers and pupils.
- Have consistent and systematic daily records which give detail of any absence and lateness.
- Follow up absences and persistent lateness if parents/carers have not communicated with the school. Phone calls to be made to parents before 09:00.
- Inform parents/carers what constitutes as an authorised and unauthorised absence.
- Strongly discourage unnecessary absence (e.g. holidays taken during term time)
- Work with parents/carers to improve individual pupil's attendance and punctuality.
- Refer to the Education and Inclusion service any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- Report attendance statistics to the LA and the DfE when requested.
- All staff raise any attendance or punctuality concerns to the Headteacher.

### 5.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances.

For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed
- Not attending school for any reason

"Regular" attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

An "authorised absence" as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

An "unauthorised absence" as:



- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

## 5.2 Late Arrival at School

Nine Acres Primary School will undertake the following procedures to support good all pupils are expected to arrive on time for every day of the school year. The school day begins at 08.30 in KS2 and 8:45 in EYFS, Y1 and Y2. We advise all parents to ensure their child is on site prior to this. The school register will be taken at 08.45. All pupils arriving after this time are required to report to the main office with their parents, who will be expected to sign in and provide a reason for their absence. If their arrival is after 9:00 but before 9:15 it will be recorded as late - L code (Late before the close of register).

The school register will officially close at 9:15. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in appropriate interventions being instigated and may also result in a penalty notice being issued or prosecution.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

## 5.3 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at 9.15am and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned
- If school cannot contact a parent and are concerned about a pupil, a home visit may be carried out
- School will telephone home if a pupil leaves the school without permission

In certain circumstances the School may also:

- Visit the home of the pupil
- Write to the parents of a pupil to highlight attendance or punctuality issues
- Invite parents to discuss how school can support the family to make improvement
- Refer to Education Inclusion Service to offer support, guidance, and advice
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through the Isle of Wight CME Policy (see link below).
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken



- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

#### **5.4 Attendance Rewards & Interventions**

At Nine Acres Community Primary school we want to ensure our attendance as a school stays above 97%.

Each week we reward the class with the highest attendance with many different treats and rewards.. The children with 100% attendance at the end of the year also receive a certificate.

If we have any concerns regarding attendance we shall start by contacting the parents to see whether they need any support getting the child into school, if no improvement is made we would then we follow our school procedures as well as liaising with Educational Welfare Officer for the Local Authority.. This could be a home visit, a letter stating the attendance % of the child/children informing them what legal steps can and will be taken if the attendance does not improve, or this could also result in a court summons and fine.

#### **5.5 Support Systems**

At Nine Acres Community Primary School we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child. Strategies we may use to support you include:

Contact the school - By contacting the school each day your child isn't in school or is refusing school will enable them to support you, this could include meetings in school to discuss with your child why they do not want to be attending school, home visits to ensure home life is ok with no problems causing the child not to come to school.

Isle of Wight Council - The council can put you in touch with the schools attendance officer who will be able to work alongside you to ensure your child's attendance improves with a positive attitude and outcome.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

#### **5.6 Persistent Absence, Severe Absence and the use of legal interventions**

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could cause considerable damage to a child's educational prospects.

A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 90 sessions (45 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings either through a



penalty notice, consideration of an Education Supervision Order or prosecution via the Magistrates' Court.

Parents found guilty of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3month prison sentence, under a Section 444 (1a) offence.

### **5.7 Reduced timetables**

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable to meet a pupil's individual needs and only where it is safe to do so. We will not use a reduced timetable to manage a pupil's behaviour. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a reduced timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

In line with Isle of Wight Council guidance, we will notify the Education & Inclusion Service of all reduced timetables as soon as a plan has been agreed.

### **6. Deletions from the Register**

At Nine Acres Community Primary School we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. At Nine Acres Community Primary School we will always work with families to gain information about the pupil's next school and/or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

We follow Isle of Wight Council's Child Missing in Education procedures and will inform the Education & Inclusion Service of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Isle of Wight Council will be informed of the removal from roll as outlined above.

Nine Acres Community Primary School will follow Isle of Wight Council's CME Policy when a pupil's whereabouts is unknown, and the school will carry out joint enquiries with Isle of Wight Council to establish the whereabouts of the child.

### **7. Related Policies**

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

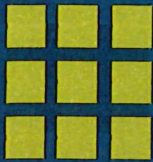
- safeguarding including child protection
- supporting children with medical conditions
- admissions
- anti-bullying
- behaviour
- special educational needs

### **8. Statutory Framework**

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE, (September 2023)
- School attendance parental responsibility measures, DfE (January 2015)
- Children missing education, DfE (September 2016)
- Keeping children safe in education, DfE (September 2024)
- Working together to safeguard children, DfE (July 2018)





# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP  
www.nineacrespri.iow.sch.uk 01983 522984  
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

**'Striving for Excellence'**

## APPLICATION FOR LEAVE OF ABSENCE

As parents, you have the legal responsibility to ensure your child has regular attendance at school. Applications for leave of absence will only be granted in exceptional circumstances and the number of days given is determined by the Headteacher.

If you wish to apply for a leave of absence for your child in term time, you will need to complete this form and return it to the school office no later than 14 days before the requested date.

Any leave of absence during term time which is not applied for or agreed to by the school will be recorded as unauthorised and will be referred to the Local Authority. (See back of form for more information)

Name of Child:	Class:	
I am applying for leave of absence for my child on these dates:	From: ...../...../.....	To: ...../...../.....
Number of school days that will be missed:		
Reason for absence:		
Full names of Parent and/or Carers:		
Home address of Parent and/or Carers:		

### **This Leave cannot be taken during the school holidays because:**

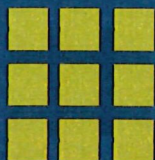
I have requested leave of absence previously this academic year:	YES / NO
I have requested leave of absence last academic year:	YES / NO
I also have children at (please name school/s):	
Parent/Carer signature:	
Date of request:	

### **OFFICE USE**

Having considered your request carefully, my decision is:	Authorised / Unauthorised
Comment	
Attendance for the academic year 2024-2025:	
Signed:	
Date:	







# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP  
www.nineacrespri.iow.sch.uk 01983 522984  
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

*'Striving for Excellence'*

## TRUANCY PENALTY NOTICES (TPN)

Please note that unauthorised absence and persistent lateness may result in the issue of a Truancy Penalty Notice by the Local Authority to each parent/carer for each child taken out of school. A Truancy Penalty Notice is £160 which is reduced to £80 if paid within the first 21 days for an initial period of unauthorised absence. A second Truancy Penalty Notice issued within three years is not eligible for the reduction to £80 (from August 2024). Thereafter if the Truancy Penalty Notice remains unpaid after 28 days this may result in legal action being taken against you.

Please note that for absences in excess of 15 days (30 sessions) prosecution under Section 444 Education Act 1996 may be considered, in accordance with the IW Council's Code of Conduct which can be found at:

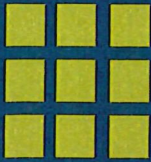
<https://www.iow.gov.uk/schools-and-education/school-attendance/family-holidays-and-school-holidays/>

Failure to pay the Penalty Notice within the specified time will result in its withdrawal and will result in a prosecution under Section 444 Education Act for the non-attendance where the maximum fine is £2,500 and up to 3 months' imprisonment.

**Please note there is no provision for payment of the penalty notice in instalments.**







# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP  
www.nineacrespri.iow.sch.uk 01983 522984  
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

**'Striving for Excellence'**

Dear Parent/Carer of

## This letter is for your information

As part of our duty of care, I am writing to keep you up to date on your child's current attendance which is **82.4%** as of **7<sup>th</sup> November 2024**.

If your child's attendance falls below 90% they will be classed as persistently absent.

## What does this mean?

In total, this actually means they have missed **11** days of school, learning and opportunities since September. Your child's attendance will be monitored as along with you, their parent/carers, we have a legal obligation to ensure they have their full educational entitlement.

## Why might my child's attendance be dropping?

We know that viruses and illnesses continue to be present in our community all year round and that children have been poorly and we are grateful to see them well again and back in school.

Sometimes the odd day off here and there adds up and has a knock on effect on your child's learning. This can cause gaps in their knowledge and skills, as the curriculum is taught with new concepts added daily.

As you know holidays during term time will be unauthorised and you may be subject to further penalties.

## How can I help as a parent?

We do not want your child to fall behind their friends in their learning because of these absences. It is important to us that we continue to work with you to do all we can to support them academically, socially and emotionally leading to their future success and sense of achievement alongside successful friendships.

If you do need any further support with morning routines, absences or medical needs then please do not hesitate to get in touch.

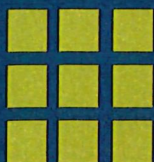
Kind thanks

Miss Colenutt

Attendance & Behaviour worker







# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP  
www.nineacrespri.iow.sch.uk 01983 522984  
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

**'Striving for Excellence'**

Dear Parent/Carer of

## This letter is for your information

As part of our duty of care, I am writing to update you that your child's current attendance for this academic year up until **16<sup>th</sup> November 2024** is **90.1%**.

Your child is at risk of becoming classed as a **Persistent Absentee** in education as a result and we would like to see this improve during this terms monitoring.

## What does this mean?

**"Persistently Absent Pupils have an absence rate of 10% or more in an academic year." (DFE)**

This means they have missed days of school, learning and opportunities since September. Your child's attendance will be monitored as we have a legal obligation to ensure they have their full educational entitlement.

## Why might my child's attendance be so low?

We know that viruses and illnesses are continuing to be highly present in our community both locally and nationally and this has affected families in many absence cases. We know that children have been poorly and we are grateful to see them well again and back in school.

Sometimes the odd day off here and there adds up and has a knock on effect on your child's learning. This can cause gaps in their knowledge and skills, as the curriculum is taught daily with new concepts added.

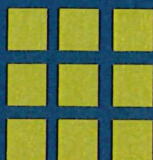
As you know holidays during term time will be unauthorised and you may be subject to further penalties.

## How can I help as a parent?

We do not want your child to fall behind their friends in their learning because of these absences. It is important to us that we continue to work with you to do all we can to support them both academically, socially and emotionally leading to their future success and sense of achievement alongside successful friendships.







# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP

[www.nineacrespri.iow.sch.uk](http://www.nineacrespri.iow.sch.uk) 01983 522984

Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

*'Striving for Excellence'*

If you feel that your child may be unwell please call the school office to discuss this on the morning. We will always contact you should your child be unwell in school and are also able to administer medications as long as it is prescribed and in the correctly named bottle/packet with instructions for administration.

As a school we do our best to catch your child up however if your child is unable to be in school we ask that, once they are well enough, you continue to do daily reading and talk to your child's class teacher about any learning they can do at home to catch up.

## Where can I get support if needed?

If you do need any further support with morning routines, absences, and medical needs then please do not hesitate to get in touch.

We are here to help both you and your children!

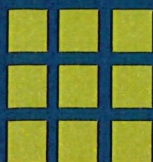
Kind thanks

Miss Colenutt

Attendance & Behaviour worker







# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP  
www.nineacrespri.iow.sch.uk 01983 522984  
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are **Articulate** We are **Passionate** We are **Persuasive** We are **Positively Influencing The World Around Us**

**'Striving for Excellence'**

Dear Parent/Carer of

## This letter is for your information

As part of our duty of care, I am writing to update you that your child's current attendance for this academic year up until **16<sup>th</sup> November 2024** is **88.7%**.

Your child is now classed as a **Persistent Absentee** in education as a result.

## What does this mean?

**"Persistently Absent Pupils have an absence rate of 10% or more in an academic year." (DFE)**

This means they have missed days of school, learning and opportunities since September. Your child's attendance will be monitored as we have a legal obligation to ensure they have their full educational entitlement.

## Why might my child's attendance be so low?

We know that viruses and illnesses are continuing to be highly present in our community both locally and nationally and this has affected families in many absence cases. We know that children have been poorly and we are grateful to see them well again and back in school.

Sometimes the odd day off here and there adds up and has a knock on effect on your child's learning. This can cause gaps in their knowledge and skills, as the curriculum is taught daily with new concepts added.

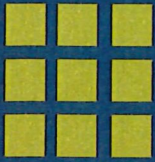
As you know holidays during term time will be unauthorised and you may be subject to further penalties.

## How can I help as a parent?

We do not want your child to fall behind their friends in their learning because of these absences. It is important to us that we continue to work with you to do all we can to support them both academically, socially and emotionally leading to their future success and sense of achievement alongside successful friendships.







# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP  
www.nineacrespri.iow.sch.uk 01983 522984  
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

**'Striving for Excellence'**

If you feel that your child may be unwell please call the school office to discuss this on the morning. We will always contact you should your child be unwell in school and are also able to administer medications as long as it is prescribed and in the correctly named bottle/packet with instructions for administration.

As a school we do our best to catch your child up however if your child is unable to be in school we ask that, once they are well enough, you continue to do daily reading and talk to your child's class teacher about any learning they can do at home to catch up.

## Where can I get support if needed?

If you do need any further support with morning routines, absences, and medical needs then please do not hesitate to get in touch.

We are here to help both you and your children!

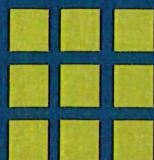
Kind thanks

Miss Colenutt

Attendance & Behaviour worker







# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP  
www.nineacrespri.iow.sch.uk 01983 522984  
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

**'Striving for Excellence'**

Dear Parent/Carer

## This letter is about CHILDS attendance

I am writing to update you on CHILD's current attendance as of ??/??/??, as a result your child remains persistently absent.

Your Child's Current Attendance	Your Child's Lateness	Learning missed	Lessons missed
92.2%	243 minutes late	12 days	60 lessons

### What are the next steps?

In order to support you in ensuring your child's attendance improves I am inviting you to meet with me at school to discuss how we can work together for your child.

**Date of meeting you need to attend at Nine Acres Primary School:** Thursday 6th June 2025

**Time of Meeting at Nine Acres Primary School:** 2.30pm

### What you need to know as a parent?

As parents/carers, it is your legal responsibility to ensure your child attends school regularly and on time. If there is continued non-attendance, this may result in the Local Authority issuing you with a fixed penalty notice of up to **£160** per parent, for each named child.

**If this penalty is not paid, this may result in prosecution under section 444(1) of the Education Act 1996 for failing to secure your child's attendance.**

You can have a big effect on your child's attendance for the next academic year!

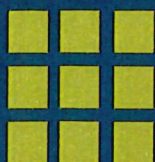
Thank you for your ongoing support.

Miss Colenutt

Attendance & Behaviour Worker







# NINE ACRES COMMUNITY PRIMARY SCHOOL

South View, Newport, Isle of Wight, PO30 1QP  
www.nineacrespri.iow.sch.uk 01983 522984  
Headteacher: Mrs E. Dyer BA Hons QTS, NPQH

We are **Articulate** We are **Passionate** We are **Persuasive** We are **Positively Influencing The World Around Us**

**'Striving for Excellence'**

20/03/2025

Dear Parent/Carer

Your child's current attendance is 89.7%

Total days missed as of 11/10/2025 is 5 days.

We have noticed that there have been days where we have received messages to inform us that CHILD is unwell, however, we have not received medical evidence for these illnesses on every occasion.

As a result of the number of learning days missed, we have taken the decision that unless we see medical evidence of any illness from today, then these absences will be recorded as unauthorised. This is because we are concerned about CHILD falling behind in their education and social development. If these absences continue, a referral will be made to Education welfare to support the school and you in moving forward.

School Actions so far:

- Support conversations with our Family Worker
- Support conversations with our First Aid lead
- Support conversations with the Class Teacher
- Ongoing support for CHILD in school

Yours sincerely

Miss Colenutt

Attendance & Behaviour Worker

