



Attendance Information for Parents/carers

Why Attendance Matters

At All Saints Bedworth, we believe in *"learning and growing together to be the best that we can be."*

Children thrive when they feel safe, valued and connected to school. One of the most important factors in helping children flourish is regular attendance.

Being in school every day allows children to:

- build strong friendships;
- develop confidence and resilience;
- participate fully in lessons and wider school experiences;
- develop positive routines and habits;
- fulfil their academic potential;
- enjoy all aspects of school life.

Regular attendance is therefore one of the most powerful ways we can work together to support your child's success.

Working Together

We recognise that attendance can sometimes be challenging for families and that every family's circumstances are different.

We are committed to working alongside parents and carers to understand any barriers that may affect attendance and to provide support wherever possible.

If you have concerns about your child's attendance, we encourage you to contact us as early as possible. In many cases, early conversations can prevent difficulties from becoming longer-term challenges.

Our aim is always to:

- Listen.
- Understand.
- Support.
- Work together to improve attendance.

Alongside this supportive approach, we continue to have high expectations because we know how important attendance is for children's learning, wellbeing and future opportunities.

Attendance Expectations

Children should attend school every day unless they are genuinely too unwell to do so or there is another valid reason for absence.

The Government classifies attendance below 90% as **persistent absence**.

Attendance below this level means a significant amount of learning and important school experiences have been missed, which can affect:

- Academic progress.
- Confidence and wellbeing.
- Friendships.
- Participation in wider school life.
- Future educational outcomes.

We want every child to have the opportunity to access everything school has to offer.

What You Can Do

There are many simple ways you can help support excellent attendance:

- Avoid taking holidays during term time.
- Plan family visits outside school holidays wherever possible.
- Encourage attendance where children have minor illnesses such as coughs, colds, headaches or tiredness.
- Book medical and dental appointments outside school hours whenever possible.
- Ensure children attend before or after appointments where possible.
- Encourage part-day attendance if your child is able to attend for some of the day.
- Seek support from school early if attendance becomes difficult.

Attendance Support and Improvement

We regularly monitor attendance so that we can identify concerns early and provide support before attendance difficulties become more significant.

If your child's attendance falls below 90%, or if attendance patterns suggest they may be at risk of becoming persistently absent, we will contact you to discuss attendance and understand whether there are any barriers affecting your child's ability to attend school regularly.

At this stage we will:

- Review attendance patterns.
- Discuss any concerns with you.
- Identify any support that may be helpful.
- Work together to agree next steps.
- Monitor attendance over the following weeks.

Our aim is always to support improvement at the earliest possible stage.

Where attendance concerns continue, the school may implement its Attendance Support and Improvement Process, which includes additional support, attendance planning meetings and, where necessary, involvement from Warwickshire Attendance Service.

We're Here to Help

If you have any concerns about attendance, please contact:

Mrs O'Grady (Headteacher) or **Mrs Greenway (Inclusion Co-ordinator)**

via the school office or via Class Dojo

Please do not wait until you receive a letter from us. We would always rather have an early conversation and work together to support your child.

Leave of absence during term time

Whilst our attendance approach places emphasis on early support and partnership with families, national legislation relating to leave of absence during term time has not changed.

Schools may only authorise leave of absence in exceptional circumstances and requests must always be considered individually.

To ensure families have the most accurate and up-to-date information available, the guidance below reflects Warwickshire Local Authority's expectations and national legislation.

Leave of absence during term time will only be authorised in truly exceptional circumstances. Family holidays and similar requests are, in most cases, not considered exceptional and are unlikely to be approved. Where unauthorised absence occurs, we will consistently follow the referral process to Warwickshire Local Authority, in line with statutory guidance, to ensure a fair and consistent approach for all families.

Below, you will find the most recent information for parents from Warwickshire L.A in relation to leave of absence during term time – please take the time to familiarise yourself with this, should you be considering any leave for your child, such as a family holiday.

Attendance Monitoring (see also 'Attendance Support and Improvement Process' flowchart below)



We monitor attendance carefully and review attendance data regularly so that we can identify concerns early and provide support where needed.

If your child's attendance falls below 90%, or if attendance patterns suggest they may be at risk of becoming persistently absent, we will contact you to discuss attendance and understand whether there are any barriers affecting your child's ability to attend school regularly.

We will work alongside you to identify any support that may help and will continue to monitor attendance closely over the following weeks.

Attendance Rewards and Incentives

More Progress!



Pupils with better attendance, make **more progress** and achieve more. There is no greater reward than meeting your potential; children who are **proud of their work** and efforts, **resilient children entering exams and excelling**, children who have the confidence and skill set to tackle life challenges head on, **children who aspire** to be the best that they can be.

Rewarding good whole class attendance

The class with the best attendance on each site each week is awarded with 10 minutes to use towards a range of rewards – this could be extra playtime, or they can 'bank' the time towards a bigger reward such as a tip to the park.



Awarding individual attendance



Each term, pupil's whose attendance is **over 98%** for that term will be celebrated and receive an '**excellent attendance**' certificate to bring home.

We also recognise that improving attendance can require significant effort from pupils and families. Each term, pupils who have made a significant improvement in their attendance, demonstrated resilience in overcoming barriers, or achieved the greatest attendance improvement within their class may also receive recognition and celebration for their efforts.

Family incentives and rewards

Each term in **every class**, pupil's whose attendance is **over 98%** for that period will go into a raffle to win a **£25.00 voucher** towards something that the whole family can enjoy. The winner from each class will be able to choose a voucher from one of the following places:



N.B. Pupils with an underlying health condition confirmed by a medical professional will not be excluded from this termly class raffle

Getting your child to school really matters. Did you know...		
If your child's attendance during the school year is...	your child would have lost approximately...	or they would have missed approximately...
95%	9 days	50 lessons
90%	19 days	100 lessons
85%	29 days	150 lessons
80%	38 days	200 lessons
75%	48 days	250 lessons
70%	57 days	290 lessons
65%	67 days	340 lessons
You should not take your child on holiday during term time. Please encourage punctuality to maintain school attendance. Remember Absence = Lost Opportunity		

Regular attendance and punctuality to school is essential for all students to make good progress, to have high aspirations and to achieve our vision to 'Learn and grow together to be the best that we can be'

Attendance Support and Improvement Process

The attendance of all pupils is monitored each half term.

If your child's attendance falls below 90%, we will contact you to discuss attendance and understand whether there are any barriers affecting your child's ability to attend school regularly. We will work alongside you to identify any support that may help and will continue to monitor attendance closely over the following weeks.

Attendance is below 90%:

Stage 1: Attendance Support

- Attendance reviewed by school
- Attendance support letter sent
- Named contact identified
- Parents/carers invited to discuss any attendance barriers
- Monitor for another half-term period.

Attendance improved

- Letter sent acknowledging efforts to improve attendance.

Attendance not improved:

Stage 2: Attendance Improvement.

- Attendance reviewed by school
- Parents/carers contacted (phone call) to discuss any attendance barriers
- Attendance improvement letter sent
- **6-week attendance target set** – 96%+ attendance expected for the next 6 weeks.
- Parents/carers invited to discuss any attendance barriers

Target achieved

- Letter sent acknowledging efforts to improve attendance.
- If overall attendance remains below 90%, monitor at Stage 1 for another half term period.

Target not achieved:

Stage 3: Attendance Planning Meeting

- **Formal attendance meeting held**
- **Individual attendance plan agreed**
- Barriers reviewed
- Further support considered
- **Second 6-week attendance target set** – 96%+ attendance expected for the next 6 weeks.
- Where appropriate, Early Support and external agency involvement considered

Target achieved

- Letter sent acknowledging efforts to improve attendance
- If overall attendance remains below 90%, monitor at Stage 1 for another half term period

Target not achieved:

Stage 4: Formal Attendance Intervention

- Refer to Warwickshire Attendance Service
- Consider Attendance Contract
- Consider legal intervention in line with local and national guidance

Every individual case will be considered on its own circumstances.

LEAVE OF ABSENCE DURING TERM TIME

UPDATED INFORMATION FOR PARENTS (from Warwickshire L.A.)

The Supreme Court has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wright 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider Leave of Absence requests which are made by the 'resident' parent ie the parent with whom the child normally resides.

Where applications for leave of absence are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence. Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.

- Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).
 - First Leave of Absence offence: The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.
 - Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted. Where a penalty notice expires unpaid the matter will be referred to Warwickshire County Council's Legal Services to consider criminal prosecution.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): A penalty notices will be not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Your child's progress academically as well as socially is our shared priority.