Hopton Church of England Primary Academy

Attendance Policy

Policy Type:	**Academy Policy**
Approved By:	**Local Governing Body**
Issue date:	**September 2025**
Review Date:	**September 2026**
Person Responsible:	**Executive Headteacher**

General Policy Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Headteacher. The Headteacher of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

Introduction

Hopton Church of England Primary Academy is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. ◆Growing ◆Achieving ◆ Learning ◆ Succeeding. At Hopton, we #CARE.

By attending school every day, and being on time, our pupils can take full advantage of the educational opportunities available to them. As there is a direct correlation between achievement and attendance, we understand that good attendance will help our pupils maximise their learning and fulfil their potential. Research shows that pupils at the end of Key Stage 2 with high rates of attendance throughout the key stage have the higher levels of attainment.

The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

We recognise there is a clear link between attendance and safeguarding. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

This policy applies to all children registered at Hopton Church of England Primary Academy and is based on current government, Local Authority guidance and statutory regulations. These include 'School attendance parental responsibility measures: Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police' (DfE, January 2015) and 'Working together to improve school attendance: Guidance for maintained schools, academies, independent schools, and local authorities' (DfE, August 2024). The school will ensure that all members of the community are aware of this policy and have access to it via the website (paper copies are also available free of charge from the school office).

Aims and Objectives

This policy ensures that all staff and governors in our school are fully aware of, and understand, the importance Hopton Church of England Primary Academy places on good attendance and punctuality. Throughout this policy the school aims to:

- Improve pupils' achievements by promoting high levels of attendance and punctuality;
- Promote good attendance for all pupils in order to promote good habits from an early age;
- Create a positive ethos where good attendance and punctuality are recognised and valued by all members of the school community;
- Raise awareness of parents/ carers and pupils of the importance of uninterrupted attendance and punctuality;
- Ensure that our policy applies to all pupils, including non-statutory school age, in order to promote good habits at an early age.

School's roles and responsibilities

All staff at Hopton Church of England Primary Academy have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

Staff are responsible for ensuring pupils have good attendance by:

- Ensuring that attendance registers are kept accurately;
- Appropriately identifying whether an absence is authorised or unauthorised (providing a reason for absence does not necessarily mean school will authorise an absence);
- Contacting parents when there is a concern about absence and recording this on CPOMS;
- Considering whether any absence gives cause to suspect that a pupil is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff will follow the school's Safeguarding and Child Protection policy and procedures;
- Consulting with the Local Authority if a pupil's attendance continues to give cause for concern;
- Promoting and celebrating regular school attendance including contacting parents/ carers on each day of absence if they have not contacted the school.

The Executive Headteacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school.

Registration

Registration is an important part of the school day. The school is required to mark the attendance register twice each day: once at the start of the day and once during the afternoon session. Morning registration is viewed as a time to welcome pupils into school and help prepare them for the day ahead; an opportunity to share the timetable and any changes to the day's usual routines.

We acknowledge that attendance registers are legal documents and all staff undertake to mark registers accurately at all times. Classroom teachers are responsible for completing the attendance registers using the Local Authority recommended attendance codes (appendix A).

The school's attendance registers are available for inspection by authorised personnel during normal school hours (i.e. Local Authority Attendance Team, OFSTED).

Parents' / carers' responsibilities

We encourage all parents/ carers to work in partnership with the school in order to improve attendance and punctuality. We recognise that "Parents are responsible for making sure that their children of compulsory school age received a suitable full-time education… by regular attendance at school." (under section 7 of the Education Act 1996). This means that a child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given

permission for an absence in advance from school. (Working together to improve school attendance, August 2024).

Hopton Church of England Primary Academy expects parents / carers will:

- ensure their children attend the school regularly and on time;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

Parents will also be expected to:

- notify Hopton Church of England Primary Academy on the first day of absence and every further day thereafter;
- ensure their children arrive at school on time, properly dressed and with the right equipment for the day;
- work in partnership with the school, for example by attending parents' meetings and consultations, signing homework diaries when asked to do so, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives. Hopton Church of England Primary Academy will endeavour to support parents to address their concerns.

It is the parents/ carers responsibility to ensure that their children arrive at school on time.

School Gates open	8:25am
Registration	8:40am
Late mark (L)	Children arriving after 8:40am
Unauthorised absence mark (U)	Children arriving after 9:00am

If a child arrives late, it is the parent/ carer's responsibility to ensure they bring their child to the school office. The parent/ carer will then be asked to complete a late form (appendix B) at the office explaining the reason.

If a pupil (in any year group) does not arrive by 9:00am and the school has not been informed of their absence, then we will contact the parents/carers in order to check on their safety and wellbeing and find out a reason for absence. We may use the other contact numbers we have for your child if we are unable to get hold of the parents/ carers. However, the responsibility remains with the parents/ carers to contact school on each day of a pupil's absence.

Categorising absence

A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked unauthorised absent unless leave has been granted by the school in advance, or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. The final decision about whether the absence should be authorised or unauthorised rests with the Executive Headteacher.

Hopton Church of England Primary Academy recognises the clear links between attendance and attainment, and attendance and safeguarding children. Ensuring our pupils are in school means that we know they are safe. For the most vulnerable pupils, regular attendance is an important protective factor and the best opportunity for needs to be identified and support provided.

It recognises that inappropriate authorisation of absence can be as damaging to a child's education as unauthorised absence, will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm. If absence is frequent or continuous, and except where a child is clearly unwell, staff at Hopton Church of England Primary Academy, in consultation with the Local Authority, will therefore challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school.**

It is the parent's/carer's responsibility to:

- Notify the school on each day of absence before 9:00am. Parents/ carers can report an absence via telephone (01502 730489) by leaving a message (Option1);
- Provide medical evidence, if requested following a child's absence;
- Ensure that, where possible, medical appointments are arranged outside of school hours. Where this is not possible, parents/ carers are expected to provide evidence ahead of the appointment;
- Liaise with school about any factors that might cause absence or lateness;
- Respect the relationships between school and home which is built on mutual trust and honesty about a child's absence i.e. not reporting they are ill when they are on holiday. The school reserves the right to still unauthorise absences if they have information about a child's whereabouts (i.e. they are on a term-time holiday).

Illness/medical absences

If a pupil is absent as a result of illness then absence may be authorised providing that it is reported to the school on each day of absence, either by telephone or in person. When attendance falls below 95%, **ANY** further absence, sickness or otherwise may be recorded as unauthorised and closely monitored following a letter of concern. Medical evidence will need to be provided, i.e. GP appointment card, prescribed medication.

In addition to the points above, if a pupil is repeatedly absent due to illness, the school may request medical evidence when further absences occur. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc.

In the case of a chronic illness or other long-term illness, an official letter will be required from the GP or other health professional to state the pupil is not fit for school and/or stating the times and days each week the pupil will be fit for school. This will give clarity to the parents/carers, pupil and the school.

The school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday, before or after a term-time holiday, or if the authenticity of an illness is in doubt.

Term-time absences

Parents/carers are expected to take their children on holiday during the 14 weeks of school holidays to minimise the impact on their child(ren)'s education.

Holidays in term-time will not be authorised. **This includes those taken by children in Early Years who are not yet compulsory school age, in order to promote good attendance habits from the start of their education.**

It is the responsibility of any parents/carers who still plan to take their child on a term-time holiday to inform the school at least 14 days in advance, using the notification of term-time absence form (appendix C), which is available from the school office. We may also ask for evidence of a holiday booking (prior to the absence starting) to ensure that the absence is coded correctly.

Although the absence will be unauthorised, we still need to know when pupils are going to be absent so we can fulfil our safeguarding duty. The Executive Headteacher has discretionary powers to grant leave of absence in only the most exceptional of circumstances. This does not apply to term-time holidays, as lower costs, simpler and more accessible travel arrangements, parents'/carers' jobs/work commitments and leave entitlement/arrangements do not constitute exceptional circumstances.

DfE guidance (revised August 2024) states that regulations do not allow schools to give retrospective approval for holidays. This means that if parents/ carers did not apply for leave of absence in advance, the absence must be recorded as unauthorised (even if evidence is received later).

Following a first term-time holiday where a Fixed Penalty Notice has been issued, any subsequent term-time holidays will be referred to the Local Authority for legal action.

Absence for other reasons

It is the parent's/carer's responsibility to:

- Inform the office, in writing, of the need for leave in circumstances which are known in advance (on the notification of term-time absence form (Appendix B) available from the school office);
- Inform the school as soon as possible when sudden circumstances occur which prevent a family bringing a pupil to school, so that the appropriate code can be recorded in the register.

When a pupil is repeatedly absent and no satisfactory reason is given, the school will seek advice from the Local Authority. Parents/carers may be liable for prosecution and/or a Fixed Penalty Notice from the Local Authority (for children who are compulsory school age).

Regular monitoring of pupil attendance is carried out by the school and Local Authority. Pupils who have repeated unauthorised absences, holidays or otherwise will be contacted and may be invited to an attendance meeting to discuss absences and to identify any appropriate support that could be offered.

Lateness and punctuality

Pupils are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education and that of others in their class, if they are late. Pupils who arrive after the register closes will be given either a late mark (L code) or a U code, which is the equivalent of an unauthorised session and this will affect pupil attendance figures. A Fixed Penalty Notice fine may be issued to parents/ carers whose children persistently arrive late and therefore receive and U code (for children who are compulsory school age).

Pupils who arrive late for school but before the register closes must report to the school office. Parents will be expected to sign the pupil in and provide a reason for lateness (appendix B).

Pupils who repeatedly attend school late will be discussed with the Local Authority who may invite parents/ carers to attend a meeting in school to discuss persistent lateness. Parents will receive 'Late Letters' sharing our concerns about their punctuality. They may be following, or instead of, the issue of a Fixed Penalty Notice fine (applicable to children who are compulsory school age).

The Role of the Attendance Champion

The school continues to work closely with the Local Authority regarding attendance. The Attendance Champion will regularly complete register checks, and seek further support and guidance on individual cases when required.

It is the Attendance Champion's responsibility to:

- Investigate absence which exceed more than 10% (persistent absenteeism) and to hold meetings with these parents/carers as required;
- Ensure parents/carers are aware of their legal duty under the Education Act to ensure their children attend school. This may take place at new intake meetings, parents' evenings etc.;
- Refer cases to the Local Authority for prosecution where persistent absenteeism has not improved (for children who are compulsory school age), despite thorough intervention and support from the school.

Fixed Penalty Notices

Section 444 of the Education Act 1996 (updated November 2017) empowers the Local Authority to issue Fixed Penalty Notice fines to parents/carers for failure to ensure regular school attendance.

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. **This threshold is 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.** These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used.

Where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child or who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

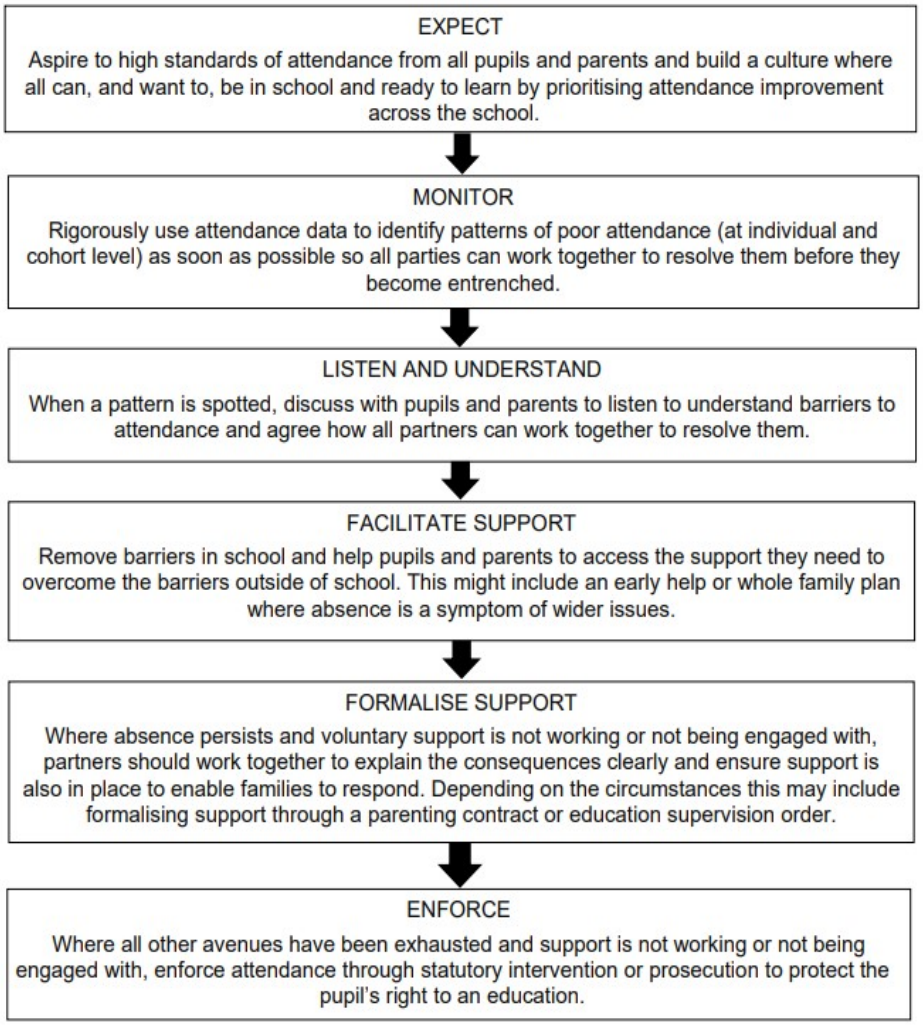
The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance.** Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

Concerns about Attendance

If a child's attendance falls below 95%, parents/carers may receive a letter from the Headteacher informing them of their child's attendance and sharing school's concerns (see appendix F). This will include a herringbone of their attendance with absence codes. Following this letter, particularly if there is no improvement, the school may issue their own letter of concern. This may include a meeting with a member of staff to discuss their child's attendance. If further unauthorised absences occur, this may lead to legal prosecution (for children who are compulsory school age).

Reducing Persistent and Severe Absence

The school will follow the DfE's flowchart model to support good attendance, with the aim of reducing the number of persistent absentees (more than 10% absence).



Children Missing from Education (CME)

The school will follow the procedures set out in Norfolk County Council's Children Missing Education (CME) Policy (revised August 2014).

A child is missing from education if they are of statutory school age (this being the term after the child reaches 5 years old) and they are not on a school roll and no alternative education arrangements have been made for them.

A child is NOT missing from education if they are:

- on a school roll but are not attending regularly;
- they are being home educated to an adequate and suitable standard, as required by their age and aptitude;
- they are in temporary alternative provision such as a Pupil Referral Unit (PRU);
- they attend a specialist provision.

A pupil joining the school will be added to the school roll at the beginning of their first day, on which the school has agreed, or has been notified, that the pupil will attend the school.
This date is the first day the pupil is expected to be present at the school.

From this point onwards, the school will follow this attendance policy for any absence.
The school will treat any non-attendance and non-engagement from the agreed start date as an attendance issue and will follow this attendance policy.

In cases of non-attendance and non-engagement from parents/carers, resulting in a child being absent from school, the school will make all reasonable attempts to contact the parents/carers in order to facilitate the child into school (as set out in this attendance policy).

If, after all reasonable enquiries have been made and the child has not been located, then a 'Possible Pupil Missing from Education referral form' will be completed. This alerts the CME Officer to a child missing from education, allowing for investigations to begin to ensure the wellbeing and safeguarding of the child. This also allows the CME team to engage with the parents/carers and any other LA professional, in working towards finding a suitable and appropriate education for the child.

When removing a child from the school roll, this will be done in accordance with the Pupil Registration Regulations 2012, 8.1 (a) to (o), updated 1st September 2016. It is important that these regulations are followed, as this is a point where children may disappear from education.

When a statutory school age child is removed from roll, or admitted within an academic year, legislation introduced on 1st September 2016 requires that all schools inform the Local Authority. School will complete the relevant form (deletion return form, pupil moving away and leaving school form or a new pupil return) and send to the Norfolk CME team.

When parents/carers inform us that a child is moving to a new school, we will ask for the address the family is moving to, the exact date of the move and the name of the school the child is to attend. We will attempt to acquire an email address from parents and up-to-date telephone numbers.

We will check that a child has arrived at their new school on the date of their planned arrival. At this point, once it has been confirmed, the child will be removed from our school roll. If a child does not arrive at their new school (an no valid reason has been given), we will complete a CME referral within 5 school days.

Systems and strategies for managing and improving attendance

Attendance has a very high profile at Hopton Church of England Primary Academy and is regularly discussed in Collective Worship and in class. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment.

Reward Systems



Hopton Church of England Primary Academy recognises the importance of celebrating good attendance and reinforcing positive attitudes. Timely Ted and Punctual Pip congratulation the EYFS/KS1 and KS2 class who have the best attendance each week. This is celebrated as part of the Hopton Superstar Assembly that takes place every Friday.

Governors' responsibilities

The governing body of an academy shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

Staff training

The School Attendance Champion will ensure that all staff responsible for taking registers, including any temporary or supply staff, receives sufficient training to enable them to perform the task accurately.

Collection and analysis of data

The Attendance Champion will monitor attendance weekly, half-termly and termly in order to identify any patterns and trends (e.g. pupil absences falling on certain days). They will look at individual pupil data and cohort data. Attendance wills be discussed with the Executive Headteacher and then decide on appropriate support or intervention, informed by the DfE flowchart. This may also involve a discussion with the Education Welfare Officer.

The Executive Headteacher will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, parents, the governing body and the trust. The report will include commentary on the trajectory and the school target. It will also include attendance for different vulnerable groups (e.g. SEND, pupils eligible for free school meals, Young Carers). The data will inform the school's future practice to improve attendance and compare against national data.

Attendance will also be monitored by year group and by reasons for absence. Analysis includes a comparison of attendance within different cohort groups.

Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002

- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education

Reviewing the policy

The school will monitor and review this policy annually with their governing body. This will be reviewed sooner if new guidance or advice becomes available, either from the Local Authority or the DfE.

Appendix A – Attendance Codes

Attendance Codes

Code		DfE Description / Explanation
/	Present (AM)	Present for school morning session
\	Present (PM)	Present for school afternoon session
B	Attending any other Approved Education Activity	Attending any other approved educational activity
C	Other authorised circumstances	Leave absence for exceptional circumstance
C1	Leave of absence – regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence – Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered	Dual registered to another school
E	Suspended or excluded without alternative provision	Suspended or permanently excluded and no alternative provision
I	Illness	Illness (not medical or dental appointment)
J1	Leave of absence – Interview for employment or transfer to another educational institution	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the local authority
L	Late (before registers closed)	Late arrival before the register closed
M	Medical or dental appointment	Leave of absence for the purpose of attending a medical or dental appointment
N	No reason yet provided for absence	Reason absence not yet established
O	Absence in other or unknown circumstance	Absence in other or unknown circumstance
P	Participating in sports activity	Participating in sports activity
Q	Unable to attend – lack of access arrangements	Unable to attend the school because of lack of access arrangements
R	Religious observance	Religious observance

S	Study leave for public examination	Study leave for public examination
T	Traveling with parent for occupational purposes	Traveling with parent for occupational purposes
U	Late (after registers closed)	Late (after registers closed)
V	Attending an educational visit or trip	Attending an educational visit or trip
W	Attending work experience	Attending work experience
X	Not required to attend-non-compulsory school age pupil	Not required to attend-non-compulsory school age pupil
Y1	Unable to attend – Transport not available	Unable to attend due to transport normally provided not being provided
Y2	Unable to attend – widespread travel emergency	Unable to attend due to widespread disruption to travel
Y3	Unable to attend – unavoidable partial closure	Unable to attend due to part of the school premises being closed.
Y4	Unable to attend – unavoidable full closure	Unable to attend due to the whole schools' site being unexpectedly closed
Y5	Unable to attend – criminal justice detention	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend – Public Health Guidance / Law	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.
Z	Pupil not on roll	Prospective pupil not on admission requester
#	Planned whole school closure	Planned whole school closure

Executive Headteacher: Miss Kellie Egleton BA (Ed.) Hons. NPQH, FCCT
Coast Road, Hopton-On-Sea, Great Yarmouth, NR31 9BT
Tel: 01502 730489 Email: office@Hopton.norfolk.sch.uk Web: www.Hopton.norfolk.sch.uk

Student Late Arrival

Pupil Name:_____ Class:_____

Date:_____ Time:_____

Reason for being late:_____

_____

_____

Lunch:_____

Name of Parent/Carer:_____

Appendix C

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important information for parents – please read before completing this form

Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the Executive headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance'.

Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Executive Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Our aim is for every pupil's attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child's attendance, please contact the SAFS Team in the first instance.

I have read the above information and wish to apply for leave of absence from school for:

Child's Full Name:	**Date of Birth:**	**Class:**

Parent/Carer Details (please list all parents)

First Name:		**Surname:**	
Date of Birth:		**Relationship to the child:**	
Address and postcode:			
Telephone number:			
First Name:		**Surname:**	
Date of Birth:		**Relationship to the child:**	
Address and postcode:			
Telephone number:			

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name:	**Date of Birth:**	**School:**

Details of the absence

Date of First day of absence:		**Date of last day of absence:**	

Total Number of days absent:		**Expected date of return to school:**	
Please provide the reason for this request including supporting evidence:			

Please read the following statement and sign to indicate you understand the this:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child.

I have read and understood Suffolk County Council's information regarding penalty notices for absence from school and the action they may take.

Signed:		**Full name:**		**Date:**	
Signed:		**Full name:**		**Date:**	

To be completed by the school:			
Date request received by the school:		**Total number of days requested:**	
Child's Name:		**Application Authorised or Declined?**	
Reason for school's decision:			
In the case of a term time holiday please confirm which parent took the holiday:			
Headteacher:			
Signed:		**Date:**	

Norfolk County Council: Penalty Notices regarding school absence - Guidance for parents

Date: **3rd September 2025**

Regular school attendance and parent's legal responsibilities

At **Hopton Church of England Primary Academy** our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate.

A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice. The national framework also sets out the escalation process which applies to such penalty notices. If the national threshold is met for a third time (or subsequent times) within 3 years, another tool should be used. In Norfolk, where a pupil's attendance has met the national threshold for a third time within 3 years and the parent/s have already been issued with 2 penalty notices within that period, consideration will be given to prosecution under section 444 of the Education Act 1996, which can result in a criminal conviction and fine of up to £2,500.

A parent includes any person who is not a natural parent but who has parental responsibility for the child **or** who has care of the child, as set out in section 576 of the Education Act 1996. Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. **There is no reduced sum available in this instance**.

Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

Requests for leave of absence

Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'

Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

Support with ensuring regular school attendance

If you require any support with ensuring your child's attendance, please contact **office@hopton.dneat.org**



School Attendance



EVERY DAY COUNTS!

At Hopton Church of England Primary Academy we value the importance of being an attendance HERO!



Every Friday in our 'Superstar Assembly', Timely Ted and Punctual Pip will celebrate the class in EYFS/KS1 and KS2 with the best attendance!

Attendance Information

2025 - 2026

Help your child to achieve 96%+ attendance at school and give them the best possible start in life.



Attendance Matters

What Difference Does Good Attendance Make?

Every absence leads to a break in learning. Learning depends upon discussion, listening, and practising. Missed work cannot always be caught up.

Good attendance means **good learning**.

- Children are more secure, especially in a routine.
- If everyone is on time, vital information is not missed at the beginning of the day.
- Children do not miss out on learning.
- Statistics show that children achieve more at GCSE level if they have had good attendance throughout their school life.
- It is never too early to learn good habits for life, including regular attendance and punctuality.

Attendance at Hopton

- Regular and punctual attendance at school is the legal responsibility of the parents.
- If your child cannot attend school for any reason, please contact the school before 9:00am, on the first day of absence. Expect a phone call, if we have not heard from you.
- A reason for the absence must be given as we need to know the nature of the illness. Children should not miss school for minor illnesses. The school will always contact you if we are concerned about a child's health during the day.
- Children should remain at home for 48 hours after the last episode of sickness or diarrhoea in line with public health guidelines.

Children in **Years 5 and 6** may walk to school without an adult, providing that permission has been given by a parent to the school office, where a record is held on file.

Hopton Church of England Primary Academy is committed to safeguarding all pupils in our care. In the unlikely event of a child (who is independently walking to school) being absent for morning registration; we will ring the contact provided and emergency numbers by 9:15am. If no response is received, the next step will be to ring the police to report a missing child. This ensures that the appropriate and immediate action is taken to promote the safety of the child.

How You Can Achieve Good Attendance

- Ensure your child/ren are ready to start school at 8.40am, punctually. Arriving late results in missed learning opportunities and can cause disruption and distress to children.
- Bring your child/ren to school every day, unless they are too ill to attend.
- Where possible, make any dental or medical appointments outside of the school day.

Celebrating Good Attendance

Timely Ted and Punctual Pip congratulation the EYFS/KS1 and KS2 class who have the best attendance each week. This is celebrated as part of the Hopton Superstar Assembly that takes place every Friday.

Holidays

- Following Government Guidelines it is Hopton Church of England Primary Academy's policy to refuse to authorise holidays during term time.
- If permission is refused and the pupil is still absent on the dates requested, the Executive Headteacher may request a Fixed Penalty Notice to be issued by the local authority on the pupils return to school.
- Registers are regularly checked by the Executive Headteacher—any patterns of absence are noted and Parents/Carers are contacted via warning letters when absence drops below certain levels in order to discuss the issue.

Every Minute Counts

Did you know that by being 5 minutes late each day, a total of 3 school days will be lost by the end of July?



The Law

At Hopton Church of England Primary Academy, our aim is to collaborate with parents to ensure that all our pupils receive the most from their education. ◆ Growing ◆ Achieving ◆ Learning ◆ Succeeding. At Hopton, we #CARE.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly.

The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information – New from August 2024

The Government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. **This threshold is 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.** These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to issue a penalty notice before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold. The LA also retains the discretion to consider going straight to prosecution where appropriate. A maximum of 2 penalty notices per parent, per child can be issued within a rolling 3-year period. This period will start from the issue of the 1st penalty notice.

Penalty notices will usually be issued to the parent/s with day-to-day responsibility for the child's attendance or the parent/s who have allowed the absence (regardless of which parent has applied for a leave of absence). The first penalty notice issued to a parent for a child will be charged at £160 to be paid within 28 days. This will be reduced to £80 if paid within 21 days. Where it is deemed appropriate to issue a second penalty notice, the second penalty notice to the same parent for the same child within 3 years of the first offence, is charged at a flat rate of £160 and is payable within 28 days. There is no reduced sum available in this instance. Part payments or payment plans are not acceptable, and fines must be paid in full within 21 or 28 days, at the rate specified within the penalty notice. There is no right of appeal against a penalty notice.

Requests for leave of absence

The Government advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the head teacher to determine the length of time the pupil can be away from school.

Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'

Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances and the absence will be recorded as unauthorised.

Head teachers are not obligated to reconsider authorising leave if an application was not made in advance.

Working together to improve attendance

We expect parents/ carers will:

- Ensure their children attend the school regularly and on time;
- Notify school on each day of absence before 9am. Parents/ carers can report an absence via telephone (01502 730489) by leaving a message (option1).
- Provide medical evidence, if requested.
- Support their child's attendance by keeping requests for absence to a minimum;
- Ensure where possible, medical appointments are arranged out of school hours.
- Respect the relationship between school and home which is built on mutual trust and honesty about a child's absence.

Support with ensuring regular school attendance

If you require any support with ensuring your child's attendance, please contact Miss Jo in the first instance.
We encourage all parents/ carers to work in partnership in order to improve attendance and punctuality.

Just One Norfolk, also provide some useful information to support school attendance.
https://www.justonenorfolk.nhs.uk/school-life/resources-for-families/school-attendance/

Appendix F

Insert Date Here

Attendance Autumn Term

Dear Parents / Carers of [insert parents name here],

In line with our Attendance Strategy, we are writing to inform you that your child's attendance has fallen below 95%. This letter serves as a gentle reminder of the importance of good school attendance. Research tells us that children achieve more if they have good attendance throughout their school life.

Your child's attendance up to and including [insert date here] is [insert percentage here %].

We understand that there have been lots of illnesses circulating but your child's attendance is below the national average. If your child's attendance remains a concern and we do not see an improvement in the next few weeks, we will write to you requesting a meeting to discuss your child's attendance with you and the school. This will be a supportive conversation and will enable us to identify anything that can be put in place to support your child's attendance.

In order for any future absences to be authorised, we may ask for further evidence. This may include a GP appointment card or prescribed medication. It is also very important that you continue to call the absence line on 01502 730489 (option 1) on a daily basis, if your child is going to be absent from school. Please note this still may be unauthorised.

I would also like to take this opportunity to remind you that the school day is as follows: Gates open at 8:25am and close promptly at 8:40am. Collection time is 3:15pm. If you are reporting an absence please telephone the school office before 9am to share the reason for your child's absence. Failure to make contact will result in the absence being marked as unauthorised.

The school wants to work closely with you to improve your child's attendance. If you feel there are any issues that may be affecting attendance, please let us know, so that the school can offer support.

Thank you for your continued support.

Kind regards,

Kellie Egleton
Executive Headteacher