

Ightenhill Primary School



School Attendance Policy 2026-2027

Our School Attendance and Family Engagement Lead is Miss J Thompson



Please contact Mrs Thompson if you have any questions or would like further information about school attendance or our School Attendance Policy

Details of how to contact school can be found on page 3 of this document.

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1 Introduction

1.1 Promoting positive attendance at Ightenhill.

At Ightenhill our school vision is to work together to encourage and enable all of our children **‘to be the best that we can be’**.

We want our pupils to develop into responsible young people, confident individuals and successful learners who contribute to society. We aim to provide an environment which enables and encourages all pupils to achieve their potential and aspire to excellence.

For our children to gain the greatest benefit from their education it is vital that they **attend regularly and every child should be at school, on time, every day** the school is open unless they have an unavoidable reason to be absent. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

Absence or late arrival also disrupts teaching routines and so may affect the learning of others in the same class.

Government research shows a direct link between attendance and attainment. Good attenders also make better progress socially, learn to work with others, and are better prepared for the transition to secondary school and, eventually, higher education, training and employment.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this. We are aware of the additional importance of positive attendance following the Coronavirus pandemic and strive to ensure future attendance patterns are as positive as possible.

We set **ambitious attendance targets** for all of our pupils.

Our attendance target for 2025-2026 is 96%.

We also have targets to reduce the % of persistent absence rates (PA) across school

Our **School Values** of ambition, co-operation, honesty, kindness, resilience, respect and responsibility also reflect our commitment to our whole school community and support our aspiration for excellent attendance.

We recognise that the most effective way of improving pupil's attendance is by developing secure and positive relationships with our families. Our attendance team are committed to work with parents and children to identify strategies to improve engagement when faced with attendance challenges.

1.2 Rewards and incentives

At Ightenhill we regularly review our procedures for encouraging positive attendance.

We promote positive attendance through our school displays, our school website, weekly newsletters, social media and via Class Dojo.

Displays around the school in classrooms, assembly halls and shared areas promote the message of the importance of school attendance.

We **celebrate positive attendance** in school in weekly assemblies by the use of certificates, weekly prizes, termly celebrations (pizza parties) and by the use of Daley (our school attendance mascot).

We talk to our pupils about our incentives and these are reviewed and revised to reflect feedback from pupils, families and our own staff.

2 Responsibilities and roles

2.1 Families

Parents and carers have a legal duty to ensure that their children attend school regularly, if they are of compulsory school age and registered at a school (see appendix for details of how the law applies to school attendance and how "parent" is defined in law).

Parents and carers must also ensure that school has up-to-date contact information for themselves and emergency contacts.

If your child is going to be absent, parents must inform school as soon as possible and at the latest by 9.10 am on the first day of absence. This can be done by telephoning the school office on 01282 428246 – option 1 or by emailing j.thompson@ighthenhill.lancs.sch.uk

When unexplained absence letters are received by parents these must be completed and returned to school.

Pupils' responsibilities depend upon their age, maturity and capability but we also share the importance and expectation of regular school attendance and punctuality with our pupils.

2.2 School

Mr S Crosier : Head Teacher and Designated Safeguarding Lead
School Attendance Champion

- Lead on giving attendance a high profile.
- Ensure there are designated staff with day-to-day responsibility for attendance matters and protected time allocated to discharge those responsibilities.
- Take overall responsibility for ensuring the school confirms to statutory requirements regarding attendance.
- Consider each request for leave against the school's criteria, decide whether some, all, or none of the leave will be authorised and notify parents of this decision.

- Where there is uncertainty regarding an absence, make the decision whether or not to authorise an absence, or to request further evidence to support the decision-making process.
- Provide regular reports to the governing body on school attendance, including persistent absence and vulnerable groups.

Mrs J Thompson : School attendance and family engagement lead

Mrs L Hitchon : Office administration (telephone contact)

- First day response: contact parents if a reason for absence has not been provided and record this information accordingly. Contact emergency contacts if parents cannot be reached or if the reason received is not sufficient or requires clarification.
- Conduct home visits if no reason for absence has been reported / when required.
- Provide support when required to remove barriers for attendance including support getting children to school.
- Update attendance registers.
- Regularly identify and monitor pupil, class and whole school attendance and punctuality levels, particularly that of vulnerable groups.
- Regularly communicate pupil attendance and punctuality levels to parents.
- Work with children and parents to remove barriers to regular and punctual attendance, using attendance contracts where appropriate.
- Involve external agencies to support children and parents as appropriate to better understand and address the issues causing attendance concerns.
- Promote regular attendance through the school newsletter, website and displays and ensure the school's attendance policy is readily accessible.
- Use projects and strategies to improve attendance and punctuality for groups, classes or the whole school (e.g incentive and reward schemes, certificates, traffic light letters).
- Liaise with outside agencies and if required plan Early Help support for families.

All school staff : Teachers, teaching support staff and non-teaching staff

- Provide a welcoming atmosphere for children and a safe learning environment.
- Be aware of factors that can contribute to poor attendance and punctuality.
- Adhere to the procedures in place within school to promote good attendance.
- Promote the link between attendance and educational attainment to pupils and parents.
- Complete attendance registers in accordance with the legislation and under the direction of the head teacher.
- Discuss attendance concerns at an early stage with children and parents.
- Raise any concerns about attendance with the attendance lead and/or head teacher.

- To encourage pupils to be motivated to attend school regularly by ensuring teaching is engaging and lessons are effectively sequenced and well-delivered.

Governors : Attendance link governor Mrs M Lewis

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended.
- Agree an attendance policy and review it annually.
- Agree targets for attendance at Ightenhill Primary School.
- Where the school is not meeting its attendance targets, or when the governors believe there is cause for concern, instigate a review of school's attendance procedures.
- Authorise the head teacher (or other designated person) to make decisions regarding leave of absence requests.
- Work with the head teacher in establishing equitable and consistent criteria against which leave requests will be considered.

Schools are bound by a range of attendance legislation and guidance; please see the appendix for further details.

2.3 Lancashire County Council (the local authority)

School Attendance Support Team

Each school has a named contact in the School Attendance Support Team who can advise schools on attendance related matters, and with whom termly Targeting Support Meetings will be held.

School Attendance Legal Team (SALT)

Following requests from schools for legal interventions in the event of failure to attend school regularly, SALT undertakes enforcement processes, including penalty notices, prosecutions, parenting orders, education supervision orders and school attendance orders.

Children Missing Education (CME) Team

The CME team ensures the local authority fulfils its statutory duty to identify children in their area who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. For further information see section 7, below, regarding notifications schools must submit.

3 Types of absence

Every half-day absence from school is classified by the school as either authorised or unauthorised. This is why information about the cause of any absence is always required from parents/carers. As a school, we will always work with parents (and other agencies, as appropriate) to understand the reasons underlying absence.

3.1 Authorised absences

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Where possible we encourage parents to arrange medical appointments outside of school hours. We require an appointment card/letter/details to accompany a request for medical absence.

3.2 Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable. If a pupil continues to have unauthorised absences, the school may seek advice from the local authority School Attendance Support Team or request legal interventions from the School Attendance Legal Team. Examples of unauthorised absences are:

- Parents/carers keeping children off school unnecessarily.
- Truancy during the school day.
- Absences which are not explained satisfactorily.
- Children who arrive at school after the register has closed.
- Days off for shopping, birthdays or looking after other children.
- Day trips and holidays in term time which have not been agreed by the head teacher.
- Days that exceed the amount of leave agreed by the head teacher.

It is the head teacher's responsibility to decide if an absence is authorised or unauthorised. Hence, if there is any ambiguity relating to an absence, school may request further evidence from parents before an absence is authorised. This may be in the form of a prescription, appointment card or similar. Parents should not ask their doctor (GP) to provide "sick notes" to excuse absence.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school for other reasons. If your child is reluctant to attend school it is better to speak to school as soon as possible to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. As a school, we will always work with parents (and external agencies as appropriate) to understand and address the reasons behind absence.

3.3 Persistent Absence (PA) and Severe Absence (SA)

Persistent absence is when a child misses 10% or more of their schooling across the school year for whatever reason, authorised and unauthorised (including illness, exclusion, holiday, etc). Absence at this level will damage any child's educational prospects and we expect parents' fullest support and co-operation to address this.

At Ightenhill, we monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be prioritised and parents will be informed of this promptly.

Pupils who are persistent absentees or are at risk of becoming so are tracked and monitored carefully and the attendance procedures below (section 5) will be followed.

Formal communication via model letters (traffic light letters) are sent to parents and communication is tiered through an escalation process which may lead to meetings in school and request for legal interventions.

Severe absence is when a pupil misses 50% or more of their schooling across the school year. Sometimes such absence may be due to, for example, a long-term medical condition preventing full attendance at school, though even in such circumstances the pupil is still entitled to a suitable full-time education. However, absence at this level will usually require more intensive support and intervention by the school and, if required, the local authority.

3.4 Leave during term time

By law, maintained schools cannot authorise any leave in term time other than in exceptional circumstances. Taking a child out of school in term time will affect their education and progress as much as any other absence. If leave is being requested for a holiday or extended leave abroad, approval should be obtained from the head teacher before making any bookings.

Leave of absence in term time **will not** be granted unless:

- a request for leave has been made in advance by a parent with whom the pupil normally resides (using the form available on the school website or from the school office), and
- the head teacher considers that leave of absence should be granted due to the **exceptional circumstances** relating to the request. Each request is considered individually.

Due to the need to evidence exceptional circumstances, parents are advised to provide school with any relevant information / documentary evidence regarding their request at the point of application.

In considering the request school will also consider other factors such as:

- The timing of the requested leave, eg when a pupil is just starting at school or during assessment periods, such as SATs.

- A pupil's attendance record already includes unauthorised absence.
- Attendance is already a concern, or could become a concern, as a result of taking leave.
- Other periods of leave which the pupil may have had, either during the current or previous academic year.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract legal sanctions such as a penalty notice.

In certain circumstances, as outlined in regulation, parents risk losing their child's place on the school roll if leave is taken and the criteria governing removal from roll are met (see appendix).

Penalty notices may be issued for leave which exceeds 4 days.

If school believes that a family has taken a holiday in term time it may be necessary for school to request to see the booking documents in order to ascertain whether it is necessary to process a penalty notice.

If there is evidence that a term time holiday has been taken, but the family are denying this, school will still issue a penalty notice and it will be incumbent on the parents to demonstrate to the local authority that they have not been away.

If a parent claims illness and the ring tone is international when contact is made or school cannot make contact with the family, school will still issue the parent with a penalty notice and the parent will again have to demonstrate to the local authority that they have not been away.

3.5 Religious absence

School will authorise one day of absence per religious festival, eg Eid, and this will be marked as code R in the register. The day authorised will be that set aside by the religious body of which the parent is a member.

Parents must request any additional leave in advance and this can only be authorised if the head teacher agrees that exceptional circumstances apply; this would be marked in the register as code C.

3.6 Participation in sporting events

Parents can request leave of absence for their child to take part in regional, national and international sporting events. However, as always, granting leave is at the head teacher's discretion and she/he will need to discuss with you the length and frequency of the absence(s) requested and how learning will continue if absence occurs.

All such requests will require written evidence from the organiser of the event.

Leave for a sporting activity that has been approved by the school and supervised by someone authorised by the school can be marked in the register as code P.

3.7 Participation in performances (eg theatre, television, modelling)

Parents of a child performer can request leave from school for their child to take part in a performance. A local authority licence must be obtained before a child can take part in a performance. Before a licence is granted, school will be consulted and head teachers must be satisfied that the leave will not have a negative effect on the child's education.

Where the licence specifies the dates that the child is to be away from school, the head teacher should authorise those days. However, where the licence does not specify dates, it is at the discretion of the head teacher to authorise the leave request.

Any absence authorised for the child to take part in a performance will be recorded as code C.

Parents wishing to apply for a performance licence should go to the [Lancashire County Council Child performance licences webpage](#).

Evidence will be required to confirm participation by the event organiser.

4 Registration

4.1 Attendance registration

Morning registration is between 8.50am and 8.55am.

Afternoon registration is between 1.00pm and 1.05pm.

After the attendance register has been taken it remains open until 9.30am in the morning and 1.15pm in the afternoon.

4.2 Late arrival

Pupils who arrive after 9.00am (or 1.05pm) must go straight to the school office at the main entrance to sign in and give a reason for their lateness.

Pupils who arrive after the register has been taken (8.55am or 1.05pm) but before it is closed (9.30am or 1.15pm), will be marked as code L. This is classed as late but present for the session (i.e. the morning or afternoon).

Pupils who arrive after the register has closed and without a valid reason for being late (such as attending a dental or medical appointment) will be marked as code U, which is classed as an unauthorised absence but indicates that the pupil was physically present in school for part of the session.

Records of lateness will be maintained by school and if required logged on CPOMs.

4.3 Punctuality

Poor punctuality is not acceptable. If your child misses the start of the day, they can miss work and do not spend time with their class teacher getting important news and information for the day. Pupils arriving late also disrupt lessons, which can be

embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

If your child is often late you will be asked to meet with the head teacher and/or a member of the pastoral support team to discuss ways to improve punctuality, but you can approach us at any time if you are having problems getting your child to school on time.

Persistent lateness after the register has closed may result in further action (including legal action), as outlined below, under section 5.

5 School attendance procedures

Ensuring children are attending school regularly and on time is part of our **safeguarding responsibility** and therefore it is important that we know why any child is absent from school.

5.1 First day of absence

If your child is absent and we have not heard from you, we will telephone you on the first day of absence to find out what the reason is and when your child is expected to return. If we are unable to contact you, we will approach your emergency contacts and, if necessary, make a home visit.

Home visits may be conducted by any member of our Senior Leadership Team, Safeguarding team, attendance team or Inclusion team as part of our duty to keep children safe.

5.2 Attendance concerns

Parents are expected to contact school at an early stage and to work with us in resolving any attendance problems together; this is nearly always successful. However, if concerns persist, school will use the following procedures and interventions, as required, to support parents in improving their child's attendance and/or punctuality.

- Telephone calls and/or letters to make parents aware of school's concern about their child's attendance.
- Invitation to meetings to discuss concerns with our attendance lead and/or head teacher.
- Use attendance contracts to identify barriers to regular attendance, ways to overcome these and agree targets for improvement.
- Use incentive and reward schemes for individual pupils, if appropriate.
- Use of the Early Help Assessment /or referral to other agencies and services.
- For unauthorised absences, request legal interventions by the local authority, such as penalty notices, prosecution or other attendance-related court orders.

At any stage, we may seek advice from our School Attendance Consultant.

5.3 Pupils with medical needs who have difficulty attending school

Government guidance on supporting pupils at school with medical conditions (see appendix) emphasises the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils, whether their condition is short or long term.

School will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be in the form of specific support or resources used within school or by sourcing appropriate provision at another establishment. When education is to be provided at an alternative location, this should always be done via the use of a direction (please see section 6, below).

When a pupil has been absent from school for an extended period, the head teacher, the class teacher and other support services will work with the family to ensure that a smooth reintegration is achieved.

5.4 Pupils refusing to attend school

At Ightenhill Primary School, we believe that every child has a right to a full-time education, and we would not accept "school refusal" as a reason for non-attendance. In such cases, we will work with parents to identify the reasons why a child may be reluctant to attend school. We may request support from the Pupil Attendance Support Team and, with consent, make referrals to external partners such as the Children and Family Wellbeing Service, Primary Mental Health Workers, etc, as appropriate to try to ensure the correct support is secured for the child and their family.

We use the Lancashire Emotional Based Schools Avoidance (EBSA) toolkit to support pupils who are struggling to attend school for various reasons.

5.5 Use of penalty notices

In accordance with the Lancashire code of conduct, we may request that the local authority issue penalty notices for unauthorised absence. This includes:

- Leave of absence which is taken without a prior request being made.
- Leave taken after a request has been declined.
- Days taken in excess of an agreed period of leave, without good reason.
- Other unauthorised absence that meets the required threshold, including sessions marked as late after the register has closed (code U).

The Department for Education has recently announced national changes to penalty notices issued for unauthorised absence in term time. These changes will come into effect on 19 August 2024. The changes to be aware of are:

- Penalty notices issued for offences that take place after 19 August 2024 will be charged at a new rate of £160 per parent per child. This can be paid at £80 if paid within 21 days.

- Any second penalty notice issued to the same parent for the same child within a rolling 3-year period will be issued at the rate of £160 to be paid within 28 days with no option for a discounted rate.
- The threshold at which a penalty notice must be considered is set at 10 sessions (equivalent to 5 days) of unauthorised absence within a rolling 10- school week period. This may include absences as a result of arriving late after the register closes. The 10 school weeks may span different terms or school years.
- A maximum of 2 penalty notices may be issued to a parent for the same child within a rolling 3-year period, so at the 3rd (or subsequent) offence(s) another course of action will need to be considered (such as prosecution or one of the other attendance legal interventions).
- Only penalty notices issued for absences taking place after 19 August 2024 will count towards the above thresholds.

The code of conduct for penalty notices, including information and FAQs for parents, can be found on the Lancashire County Council education penalty notice webpage.

6 Alternative provision and use of directions

There is a range of circumstances when pupils might be required to access educational provision at a venue other than their main school. The main reasons are:

- Pupils who have been excluded, either for a fixed period of more than 5 days or permanently.
- Pupils unable to access provision at their main school for medical reasons.
- Pupils required to attend another venue for the purpose of improving behaviour, either on a temporary basis or with a view to making a permanent move to the alternative provision (via a managed move).

When a pupil is required to attend alternative provision for the purposes of improving behaviour, the governors of the main school must issue a written direction or notice informing all parents of the alternative provision which their child is required to attend. Where a pupil is required to attend alternative provision for other reasons, the issuing of a written direction is considered best practice.

7 Notifications school must submit to the local authority

7.1 Admissions

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year unless the local authority also requests for such information to be provided (Lancashire currently does not).

7.2 Leavers

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided (Lancashire currently does not).

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the required information as laid out in regulation.

In addition to submitting a notification about removal from roll, some circumstances also require school to make referral to other local authority teams such as the Elective Home Education team or the Children Missing Education team. Schools may also contact their School Attendance Support Team for advice on removing children from roll.

7.3 Pupils who fail to attend

All schools (including academies) must inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more. In Lancashire primary schools, this can be done via a variety of means and school can contact their School Attendance Support Team for further advice.

7.4 Children missing education (CME)

Local authorities have a duty to put in place arrangements for identifying (as far as possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure they receive a full-time education.

If a pupil has stopped attending and her or his location is unknown, schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register. In such cases, school should undertake a home visit themselves, prior to a referral being made to the local authority Children Missing Education team.

7.5 Pupils on a part time timetable

Schools must inform the local authority when a pupil is placed on a part time timetable. In Lancashire, this should be done via the appropriate form available to schools.

Appendix: School attendance and the law

There are many pieces of legislation and government regulations and guidance that are relevant to school attendance and to children and their parents and carers. The list below relates to this policy but is not exhaustive.

Parents and carers

Government expectations

The Department for Education's School attendance guidance states that the government expects:

- *Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.*
- *All pupils to be punctual to their lessons.*

Duty to ensure children receive education

Section 7 of the Education Act 1996 covers the duty of parents to secure the education of children in their care who are of compulsory school age and states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

- (a) to his age, ability and aptitude, and*
- (b) to any special educational needs he may have,*
either by regular attendance at school or otherwise.

Offence if a child does not attend regularly

Under Section 444 of the Education Act 1996, if a child of compulsory school age who is a registered pupil at a school fails to attend regularly, their parent is guilty of an offence.

The offence is absolute as the only defences available to the parent are those statutory defences listed within that section of the Act, ie:

- the child was absent with leave granted by the school;
- the child was prevented from attending by reason of sickness or any unavoidable cause;
- absence was on a day exclusively set apart for religious observance by the religious body to which their parent belongs;
- that the school is not within statutory walking distance and that the local education authority has made no suitable transport arrangements or enabled the pupil to become registered at an alternative nearer school.

Compulsory school age

Section 8 of the Education Act 1996 establishes that a child becomes of compulsory school age on the start date of the term following her/his fifth birthday, or that day if her/his fifth birthday falls on the day term starts.

A child ceases to be of compulsory school age on the last Friday in June in the academic year in which he/she reaches the age of 16 or if he/she reaches 16 after the last Friday in June but before the start of the new school year.

Legal definition of "parent" in relation to attendance

The law requires that all "parents" are held responsible for their child's attendance. This definition can include any person who has care of the child. Section 576 of the Education Act 1996 states:

Meaning of "parent".

(1) In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—

- (a) who is not a parent of his but who has parental responsibility for him, or*
- (b) who has care of him.*

Thus, the definition of "parent" means all natural parents, whether they are married or not, and includes any person who, although not a natural parent, has parental responsibility and/or care for a child or young person.

Schools

Attendance and absence registration codes

School attendance: Guidance for maintained schools, academies, independent schools and local authorities, DfE, regularly updated

This guidance also states that the government expects *schools and local authorities* to:

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

Working together to improve school attendance, DfE statutory guidance 2024, explains which codes schools should use to record attendance in their registers, and specifies the DfE's expectation of schools and local authorities with respect to school attendance.

Data protection

Schools must ensure that personal data is handled in accordance with the Data Protection Act 2018. See Ightenhill Primary School's Privacy Notice for information about how personal data will be used.

Duty for schools to include attendance information in reports for parents

The Education (Pupil Information) (England) Regulations 2005

Duty for schools to notify the local authority when pupils join or leave school

Regulation 13 of The School Attendance (Pupil Registration) (England) Regulations 2024

Duty for schools to report attendance concerns about individual pupils to the local authority

Regulation 13 of The School Attendance (Pupil Registration) (England) Regulations 2024

Duty for schools to safeguard and promote the welfare of children

Keeping children safe in education, DfE statutory guidance, regularly updated

Duty for schools to share attendance data with the Government

Section 537A of the Education Act 1996 and

Share your daily school attendance, DfE guidance 2024

Leave of absence

Regulation 11 of The School Attendance (Pupil Registration) (England) Regulations 2024

Legal interventions

Parents/carers commit an offence if a child who is on a school roll fails to attend regularly and those absences are recorded by the school as unauthorised.

Legal interventions are available under the following Acts, Guidance and Regulations:

- Section 444 of the Education Act 1996
- Section 36 of the Children Act 1989
- Section 23 of the Anti-Social Behaviour Act 2003
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- School attendance parental responsibility measures, DfE guidance 2015

Pupil experiencing social, emotional or mental health issues

Mental health issues affecting a pupil's attendance: guidance for schools, DfE 2023

Mental health and behaviour in schools, DfE 2018

Pupils with health needs who cannot attend school

Arranging education for children who cannot attend school because of health needs, DfE statutory guidance 2023

Supporting pupils at school with medical conditions, DfE statutory guidance 2015

Pupils with individual needs and specific barriers to attendance

When considering the individual needs of pupils and families who have specific barriers to attendance, schools should be mindful of their obligations under the UN Convention on the Rights of the Child and the Equality Act 2010. The Technical Guidance for Schools in England, published by the Equality and Human Rights Commission. Outlines the requirements of the Equality Act 2010 for schools.

Regulations regarding participation in performances

The Children (Performances and Activities) (England) Regulations 2014

Regulations regarding removal from roll

Regulation 9 of The Education (Pupil Registration) (England) Regulations 2024

Regulations regarding the school day and number of sessions.

The Education (School Day and School Year) (England) Regulations 1999

Requirements for mainstream, state-funded schools to deliver a school week of at least 32.5hours by September 2023

Approved by Governors on 24 09 26

To be reviewed Autumn 2027