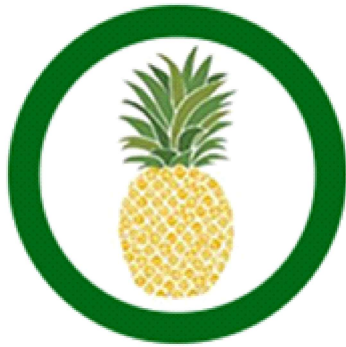




Dorney School

Attendance Policy

2026-27

Respect Collaborate Grow

Policy Type	Statutory
Updated and reviewed by	Sharifah Lee
Updated in	September 2026
Chair of Governors	
Headteacher	 Mrs S Lee
Review	Annually

1. Introduction

Regular school attendance is essential if children are to achieve their full potential.

Dorney School believes that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Dorney School values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

Dorney School recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

2. Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the local authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The teacher must record whether the pupil was present. The Admin Officer will then add further attendance codes as appropriate.

3. Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents should advise the school office (**not individual class teachers or members of staff**) by using the Parentmail Absence line, by telephone, in person or email on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

If the school is not informed of a child's absence by **9.00 am on the first day**, a text will be sent from the school to the main carer asking for confirmation of the child's absence that day. In this way the school ensures the individual safety of every child in its care. If there is no response a phone call is made to the first contact registered in SIMS and so on until a response is received. This procedure is followed until the child returns.

Absence will be categorised as follows:

Illness In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Late Arrival Registration This begins at 9.10 am; pupils arriving after this time enter the school through the main reception area; pupils are signed in on arrival.

On arrival after the close of register at 9.10 am, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school, this will then be recorded as 'late'. This will not be authorised and may count as an absence for that school session, unless in exceptional circumstances.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. Where possible a copy of hospital appointment letters will be taken. (Code M)

The absence will be recorded as **unauthorised** if the pupil has arrived late after the registers close without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry. (Code U)

Unauthorised absence. Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations may include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"

- Illness where the child is considered well enough to attend school
- Holidays taken without the authorisation of school

Leave of Absence and Extended Leave

Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised not to do so. Parents should be aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

The headteacher and governing body do not grant leave of absence unless in exceptional circumstances. An application must be made one month in advance and the headteacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the headteacher's discretion.

Documentary evidence of leave and return dates may be required in order to process your request. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**. Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- Age of the pupil
- The pupil's general absence/attendance record
- Proximity of SAT's and public examinations
- Pupil's ability to catch up on the work missed
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

All requests for leave of absence will be responded to in writing. Where a request has been granted the letter should state:

- The expected date of return
- That parents must contact school should any delays occur

If the permission to take leave is not granted and the pupil is absent, the absence will be **unauthorised**. In such cases the school may refer the matter to the School Attendance Service.

Only in **exceptional circumstances** will absence of more than 10 school days be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases, granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the holiday/period of absence needs to be taken during term time.

Religious Observance Dorney School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. (Code R)

It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body.

Parents are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence may be categorised as unauthorised.

Traveller Absence The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Buckinghamshire, if a family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time.

Dorney School will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the pupil's school place at Dorney School will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Dorney School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

Dorney School will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer-based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Leave during lunchtimes

Parents may wish for their child to be off site during lunch time for a number of reasons, including having lunch at home. The school recognises that for some children, this may be part of an agreed solution to support their additional needs or behaviour for learning. This leave must first be agreed with the headteacher, who reserves the right to withdraw permission for a pupil to be off site if there are welfare concerns, or if there is a possibility of the child missing afternoon registration/lessons.

When agreed, parents may take their child 'off-site' at 12 pm and return the child in time for afternoon registration at 1 pm. An absence will be marked on the register if a child fails to return to school at the agreed time.

Truancy

Truancy will be considered as any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind the absence.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the Headteacher will be notified, and they will contact the parent in order to assess the reasons behind the pupil not attending.

The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken
- If any further truancy occurs, the school will consider seeking advice or make a referral to the relevant authorities
- A penalty notice may be issued if there is persistent truancy and inappropriate parentally-condoned absence

4. Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- When a parent informs the school in writing that the pupil is to be withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

Dorney School will follow Buckinghamshire County Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

5. Roles and Responsibilities

Dorney School believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

The Governing Body has the overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school
- Ensure that this policy, as written, does not discriminate on any grounds, including but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy
- Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children

The Headteacher is responsible for:

- Actively promoting the importance and value of good attendance to pupils and their parents, by highlighting the impact attendance makes to pupil progress
- Form positive relationships with pupils and parents and ensure that all parents are aware of the school's attendance expectations and procedures
- Ensuring that every pupil has access to full time education and will act as early as possible to address patterns of absence
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Work with other agencies to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Staff are responsible for:

- Following and implementing this policy fairly and consistently
- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensuring the headteacher or designated safeguarding lead is informed of any welfare concerns
- Contributing to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Contribute to the evaluation of school strategies and interventions

Parents are responsible for:

- Providing accurate and up to date contact details
- The attendance of their child
- Contacting the school if their child is absent to let the school know the reason why, and the expected date of return. Follow this up with a note where possible
- Informing the school of any change in circumstances that may impact on their child's attendance

We also request that parents:

- Talk to their child about school and what goes on there.
- Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and aspire
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child away from school to go shopping, to help at home or to look after other members of the family

- Avoid taking their child on holiday during term-time. Where this is unavoidable, send a written leave request to the headteacher in advance of booking the holiday.

6. Using Attendance Data

Pupils' attendance will be monitored and will be shared with the Local Authority and other agencies if a pupils' attendance is a cause for concern.

All school attendance will be monitored by the headteacher and designated members of staff.

This pupil level data will be used to trigger school action as set out in the escalation of intervention (**Appendix 1**).

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

Dorney School will share attendance data with the local authority as required. All information shared will be done so in accordance with the Data Protection Act 1998.

7. Support Systems

Dorney School recognise that poor attendance may be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make the school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation. This will help the school identify any additional support that may be required.

Dorney School also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used may include:

- Discussion with parents and pupils
- Referrals to support agencies
- Learning mentors
- Friendship groups
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages

Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

8. Legal Sanctions

Where intervention fails to bring about an improvement in attendance, Dorney School will notify the Buckinghamshire Education Welfare Service of the irregular attendance.

The Education Welfare Service may invite parents to attend a 'Parenting Contract Meeting' which may lead to formal legal action.

Parenting Contracts (Anti-Social Behaviour Act 2003) A 'Parenting Contract' is a voluntary agreement between the local authority, school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should irregular attendance continue.

The school may also request a penalty notice be issued by the local authority In line with our attendance policy, and the local authority's code of practice.

Penalty notice

A penalty notice is used as an early intervention and is an alternative to prosecution for irregular school attendance which is not authorised by the school. Section 444 of the Education Act

The school may request a penalty notice from the council. One will be issued by the council if the request meets the criteria of the code of conduct. There is no right of appeal against the issuing of a penalty notice.

Parents may discharge their potential liability for this absence period by paying the penalty notice. Failure to pay the penalty notice may result in prosecution in the magistrate's court under Section 444 of the Education Act 1996.

Prosecution

The offence under Section 444 (1) of the Education Act 1996 carries a maximum fine of £1000 and the council will also seek to recover costs.

The more serious offence under Section 444 (1a) has a range of sentencing options for the court to impose on each responsible parent, including:

- Fine of up to £2,500
- Community-based sentence
- Three months imprisonment
- Subject to a Parenting order – can be added to other sentences
- Costs may be awarded to the council

Appendix 1

Escalation of Intervention if attendance becomes a concern following conversations/meetings with parent(s):

1. A letter and/or email will be sent to parent(s) notifying them of the child's irregular attendance or if attendance falls below 95%
2. If attendance does not improve, another letter will be sent to parents to meet with the Headteacher or a designated member of staff to discuss ways of supporting the child and their family
3. The child's attendance will be carefully monitored over a period of 4 weeks and further meetings and/or support may be offered
4. If attendance improves over the monitoring period, a letter will be sent acknowledging the improved attendance
5. If attendance does not improve, over this period, or if there are further concerns about the welfare and/or safety of the child/family, the school, further meetings may be organised and/or the school will take advice from the local authority Attendance Service, Family Service, Child Missing in Education Service and/or Children's Services



SCHOOL ATTENDANCE MEETING FORM

Date of Meeting	
Time	

Full Name of Pupil	
Date of Birth	
Year Group	
Attendance%	
Student present – Yes/No	

Special Needs	
CLA/CP/CIN Involvement	
Other Agencies involved (if not present)	

Parent/Carer/Other family representative Present (full name)	Relationship to Child	Present at Meeting Y/N

School concerns for absence

Parent/Carers explanation for absences	
Agreed Action Plan	
Parent/Carers: Will ensure: • The child attends school every day • That contact is made with the school on every occasion that the child is absent • Will provide medical evidence in support of all absences due to illness/medical appointments if deemed appropriate by the school • Will meet with the school as and when necessary In addition, they will:	
Pupil Action Plan	
• The pupil must attend school every day and on time, or as timetabled by the school • Must seek appropriate assistance from school staff as and when required In addition, they will:	
School Action	
• School will continue to monitor attendance closely In addition, they will:	
School Representative Signature	
Parent Signature (if in attendance)	
Date	



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*RESPECT * COLLABORATE * GROW*
Headteacher: Mrs Lee

ABSENCE LETTER 1 AUTUMN TERM

[insert date]

Dear [insert name]

As a school, we have a legal duty to monitor the attendance of our pupils. Each term we carry out a monitoring check and are required to notify parents where attendance is currently below 90%

During the Autumn term in particular, we are keenly aware that just a few days of absence can lead to attendance below 90% as the period being assessed is only one term, however we have a duty to inform all parents where attendance has fallen below this figure.

For the vast majority of cases, we are aware of the reasons behind any absences and ask that all parents continue to inform the school if their child will be away from school for any reason.

In the Autumn term, your child's attendance was [insert percentage %]
All absences affect this figure, whether they are authorised or unauthorised.

The school will continue to monitor the attendance of all pupils and will expect to see that attendance improves over time. Every effort will be made to support families where pupils are experiencing significant difficulties that may impact upon attendance. Should this be the case, please contact me to discuss the matter further.

Yours sincerely,

[insert name]

Headteacher



ABSENCE LETTER 2

[insert date]

Dear [insert name]

As a school, we have a legal duty to monitor the attendance of our pupils. Each term we carry out a monitoring check and are required to notify parents where attendance is currently below 95%

For the vast majority of cases, we are aware of the reasons behind any absences and ask that all parents continue to inform the school if their child will be away from school for any reason.

In the _____ term, your child's attendance was [insert percentage %]

All absences affect this figure, whether they are authorised or unauthorised. Falling below 95% attendance will likely have an impact on [his/her] academic achievement.

The school will continue to monitor the attendance of all pupils and will expect to see that attendance improves over time. Every effort will be made to support families where pupils are experiencing significant difficulties that may impact upon attendance. Should this be the case, please contact me to discuss the matter further.

Yours sincerely,

[insert name]

Headteacher



ABSENCE LETTER 3

[insert date]

Dear [insert name]

Unauthorized absences from school

I'm writing to express my concern at [name's] recent unauthorized [absence/absences] from school.

[Name] has been absent from school for a total of [number] unauthorized sessions ([number] days) on the following dates:

> [date]

> [date]

> [date]

We acknowledge that each family's circumstances are different and we aim to work with parents to provide the best education for every child.

Our pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

Amend the line below based on your local authority's code of conduct for penalty notices:

Please note that unauthorized absences can result in a penalty notice being issued if your child has more than [number] unauthorized absences within [time period]. You can find more information about penalty notices in our school attendance policy. Copies of the policy are on the school website, or available from the school office.

Please contact the school office on [number] as soon as you can so we can arrange to discuss this.

Yours sincerely,

[insert name]

Headteacher



ABSENCE LETTER 4

[insert date]

Dear [insert name]

Unauthorized absence

With reference to our letter dated [date], [name] has now had a total of [number] unauthorized absences within [time period]. These absences occurred on the following dates:

- > [date]
- > [date]
- > [date]

In line with our attendance policy, and the local authority's code of practice, we have to now request a penalty notice be issued by the local authority.

On receipt of the notice, you must pay:

- > £60, if paid within 21 days
- > £120, if paid after 21 days but within 28 days

If payment is not made within 28 days, the local authority may decide to pursue further legal action.

We would like to invite you in for a meeting with [appropriate member of staff], so we can discuss how we can support you to help improve [name's] attendance.

Please contact the school office on [number] urgently so we can arrange this meeting.

Yours sincerely,

[insert name]

Headteacher



**Application for Leave of Absence for Annual Holiday
Regulation 8 – Education (Pupil Registration) Regulations 1995**

PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS

Name of School: DORNEY SCHOOL

Proposed Dates of Absence From: _____ To: _____

I request permission from the school's Governing Body for my child:

Name: _____ Class: _____

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of Parent/Guardian: _____ Date: _____

The completed form should be submitted to the Headteacher of your child's school **not less than one month before the proposed period of absence**. Parents are strongly advised to discuss the application with the class teacher (primary)/form tutor (secondary) before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused any absence for the above period will be recorded at the end of the school year as unauthorized absence.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods. In any case your school will not normally agree to your child missing more than ten school days for family holidays in any one school year.

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

For Office Use:

Academic Year	
No. of sessions (half day) school has been open in year to date	
Total no. of absences to date	
No. of unauthorized absences to date	
No. of absence as authorized holiday to date	



(Insert date)

Dear [insert name]

LEAVE OF ABSENCE REQUEST – [insert name]
[Insert date] – [insert days] LEAVE OF ABSENCE
CURRENT ATTENDANCE: [insert]

I am in receipt of your Leave of Absence Form dated (insert date). Having looked at your application, I feel that your request can be supported in this instance. Therefore, the absence to include the dates requested will be authorised. Our key priority is to ensure that your child(ren) (is/are) as successful as possible and (is/are) able to achieve (his/her) full potential. I would therefore ask that you support your child in catching up on the time they will miss in school.

Please be aware that we are unable to authorise more than 10 days holiday leave each academic year and each request for leave of absence is considered on an individual basis, taking into-account the reason for the proposed leave and your child's attendance record.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely,

[insert name]

Headteacher



(Insert date)

Dear [insert names]

LEAVE OF ABSENCE REQUEST –
[Insert date] – [insert days] LEAVE OF ABSENCE
CURRENT ATTENDANCE: [insert]

I am in receipt of your Leave of Absence Form dated (insert date). I have not made this decision lightly and on this occasion, it has been decided that your request for leave of absence will not be granted. This is in line with national guidance for Headteachers. If taken, the absence will be marked in the register as unauthorised absence.

If you are able to evidence special circumstances for this leave of absence the Governors are more than happy to re-consider the application in light of this. If this is not the case, the request will not meet the criteria for exceptional circumstances and cannot be authorised. Should you wish to take (name of child) out of school without authorisation you will need to consider the implications on both (his/her/their) attendance figures and learning.

Please do not hesitate to contact me should you wish to discuss this matter further.

Yours sincerely,

[insert name]

Headteacher