



DIOCESE OF CHICHESTER
ACADEMY TRUST

Attendance and Punctuality Policy

Date Agreed:	September 2025
Review Date:	July 2026
Type of Policy:	DCAT Statutory Policy

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments
1	June 2025	JH	July 2025	STC – June 2025	Added DCAT Front page

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	✓
DCAT Non-statutory Policy	

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

To enable children to achieve all they are capable of, it is essential that they attend regularly and punctually.

All schools are expected to achieve an overall rate of 95% attendance. It is the responsibility of all school staff to be welcoming to children and their parents, creating an atmosphere where they both feel able to raise concerns and share any information that could affect the children's attendance. Due regard will be given to the fact that a register is a legal document and, taking this into account, registers will be marked regularly and conscientiously at the beginning of both the morning and afternoon sessions. The times after which a child is marked late or absent are given in the individual school prospectuses. The local authority recommends that, unless there is prior agreement or good reason, should a pupil arrive more than half an hour late after the registration closes, this should be an unauthorised absence (U). It is important that all children arrive at school punctually. If a child is late, s/he should report to the school office to be marked in and ensure that in case of emergency the school has an accurate headcount. It is most important that parents discuss any problem with either the class teacher or the Headteacher so that appropriate help can be offered. Equally, if a child needs to leave school for a medical appointment during school hours s/he must be signed out, and in again on return, at the office. Parents/carers are asked to make every possible effort to make appointments out of school hours.

If a child is absent for the day, the school expects parents/carers to make contact as early as possible, giving the reason for the absence and the expected day of return. If no word is received from the parent/carer the school will contact the parent/carer on that day. The school follows up absences where no reasons are given. If the reasons for these absences remain unspecified they will be classed as unauthorised.

It is the parents' legal responsibility to ensure their child's good school attendance and punctuality. If attendance or punctuality is persistently unsatisfactory, initially the school will liaise with the parent verbally and/or by letter. If the situation does not improve i.e. the child's unauthorised absences build up to 10 days, the school will consider a referral to Pupil Entitlement: Investigation (PEI) of West Sussex County Council (WSCC). Should a child's attendance/punctuality still not improve, PEI will consider whether legal action should be instigated against the parent/carer under the Education Act 1996. Alternatively, PEI may seek an Education Supervision Order in the family proceedings court.

Parents are legally responsible for their child attending regularly

All children of compulsory school age must receive a suitable full-time education.

Parents:

- Must make sure their child is regularly attending school or 'otherwise' receiving suitable, full-time education
- Are guilty of an offence if their child doesn't regularly attend school (if they're registered at that school)

This is set out in [sections 7 and 444\(1\)](#) of the Education Act (1996).

The DfE reiterates that responsibility for ensuring attendance lies with parents, which includes caregivers or anyone with parental responsibility, in its [school attendance parental responsibility measures guidance](#) (page 5).

A form obtained from the school office must be completed when withdrawal from learning is being requested (see Appendix A).

Parents/carers should be aware that Crawley Schools will follow the WSCC guidelines on issuing FPN and unauthorised absence, i.e. issue a Fixed Penalty Notice (FPN) if a child accrues 10 or more unauthorised absences in a 10-week period (each half day counts as one absence),

- by non-attendance at school
- by arriving persistently late at school (after registration has closed)
- by parents/carers taking their child on an unauthorised holiday during the school term.
 - The FPN is an alternative to prosecution and gives parents/carers an opportunity to discharge their criminal liability by paying a fine of £80 to be paid within 21 days, or
 - £160 if paid after 21 days but within 28 days
 - After 28 days, the [Pupil Entitlement: Investigation](#) (PEI) will consider prosecuting for the original non-attendance, not for the non-payment of the FPN. Further information on legal action can be found on [GOV.UK](#).

In exceptional circumstances a pupil may be granted authorised leave. However, regardless of whether the absence is authorised or unauthorised, if after ten days the pupil fails to return and no contact can be made with the parents/carers, the school will make a referral to PEI which will make reasonable enquiries and consult with the Child Missing Education Team (CME). If the school can contact the parents/carers, it will warn them, if possible in writing, that it will consider taking the pupil off roll if s/he does not return by an agreed date. If the pupil does not return within 20 days and no reasonable explanation is given, the school will consult with CME and, in line with DfE guidance, consider taking the pupil off roll. If taken off roll, parents/carers would need to reapply for a place through West Sussex County Council Admissions (North) on their return. A place cannot be guaranteed at the current school.

Genuine illness will be authorised, although the school reserves the right to ask for medical clarification if a child's medical absences are above the amount expected for

a usually healthy child. If it has been necessary for a child to have extended absence due to illness, the school will work with the child, parents/carers and any other involved agencies to instigate a reintegration programme for that child.

Crawley Schools provide a broad, balanced curriculum but for children to access the many opportunities that are provided, it is necessary for them to attend school regularly and punctually.

Appendix A

Crawley Schools PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN ABSENCE IN EXCEPTIONAL CIRCUMSTANCES (Print back to back)

Child's Name	
Date of birth	
Year Group	
Class/form	
Name of person making request & relationship with child	
Address	
Phone Number	
Dates your child will be absent from school	

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.

The law states that parents must ensure their children regularly attend school to receive their education. The head teacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the head teacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%. The government considers attendance unacceptable below 95%.

The head teacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the head teacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Why is this absence exceptional? (continue on a separate sheet if necessary)

Continued over...

Declaration

I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court.

Signed: Date:
(Parent/Carer)

Full Name:

Unless further information is required, a decision will be sent to you within 5 school days.

SCHOOL USE ONLY

Previous days authorised absence:	<input type="text"/>	Previous sickness days:	<input type="text"/>
Number of days authorised:	<input type="text"/>	Number of days unauthorised:	<input type="text"/>

CRAWLEY PRIMARY SCHOOLS WITHDRAWAL FROM LEARNING

Child's Name: Dates requested as absence from learning:

Has been authorised Has not been authorised

Reason for non-authorisation (to be highlighted):

- There is no legal entitlement to holidays during term time and this should be avoided if at all possible. They will automatically be classed as unauthorised absence.
- Previous/current attendance is less than 95%.
- The 'once in a lifetime' event could have reasonably been scheduled at another time.
- The period of absence requested exceeds that required for the 'unavoidable and exceptional event'.
- The reasons provided do not constitute 'exceptional circumstances'.
- Other:

SIGNED:

DATE: