



## Yeadon Westfield Infant School

### ATTENDANCE POLICY 2026

Review 2027

*This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.*

All schools across the Aireborough Learning Partnership Trust recognise that good attendance is essential in order to raise standards of pupil attainment and to give every child/young person the best educational experience possible

Each member school within the ALPT has its own Attendance Policy written with the above statement in mind that underpins the Trust ethos and follows these Attendance Principles.

#### Attendance Principles

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

#### Introduction, Ethos and Background

This policy sets out the procedures through which we seek to **raise attendance, improve punctuality** and, as a consequence, **raise levels of achievement**. Parents/Carers are required by law to ensure that their children receive an education.

Research findings and learning from best practice shows that:

- Pupils must attend regularly to achieve their full potential.
- Pupils who miss out on school whether because of regular lateness or lack of attendance can feel vulnerable and left behind.
- Leave in term time is disruptive and can seriously affect your child's education.

- Pupils who consistently miss 17+ days in a school year lose one full grade in their GCSEs.
- Unauthorised absence can lead to prosecution.

The following shows the link between % attendance at school and number of days absent:

- 98% = Fewer than 4 days absent in one school year.
- 95% = Fewer than 10 days absent in one school year.
- 90% = 4 weeks (20 days) absent in one school year.
- 85% = 5½ weeks (28 days) absent in one school year.
- 80% = 7½ weeks (38 days) absent in one school year.

Our aim is to therefore is to encourage full attendance and punctuality for all pupils at Yeadon Westfield Infant School. This policy follows Government legislation and guidelines.

#### **What the school expects of parents/carers:**

- that pupils attend regularly on time and ready to learn.
- pupils who arrive after registration time report to the office.
- ensure that their children attend school regularly and on time to fulfil their legal responsibility.
- notify school on the first day of absence and provide reason for absence.
- complete a request form for absence in term time for exceptional and unavoidable circumstances.
- supply medical evidence when required.
- ensure all parental and child contact details are up to date.
- provide school with two emergency contact details.
- speak to relevant members of staff if they know of any problem which may prevent their child/ren from attending.

#### **What the parents/carers can expect from the school:**

- a broad, balanced education
- every member of staff knows and understands their responsibilities for attendance.
- encouragement of good attendance and punctuality at school
- prompt action when a problem has been identified
- clear processes in place to address persistent and severe absence
- efficient and accurate recording and monitoring of attendance
- contact with parents and carers on the first day when absence is unexplained
- a supportive home visit as part of our wellbeing and safeguarding duty of care if necessary
- developing good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND). Ensuring compliance with Statutory Guidance for governing bodies of maintained schools and proprietors of academies in England December 2015 - Supporting pupils at school with medical conditions - [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- monitoring and analysing data and trends.
- reporting to the Governing Body the attendance figures and progress to achieving the set targets.
- reminding parents of their commitment to this policy.

- building and modelling respectful relationships with staff, pupils, families, and other stakeholders to secure their trust and engagement.
- making sure there is a welcoming and positive culture across the school.
- open and honest communication with staff, pupils, and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.
- liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable.
- the school attendance policy is applied fairly and consistently and recognises the individual needs of pupils and their families who have specific barriers to attendance. Schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

## **Registration**

Registration takes place each morning at 8.40am and each afternoon at 1.00pm in EYFS and 1.10pm in KS1. Class teachers will enter a present mark (/) on the register for each pupil present and an absent mark for any pupil that is absent.

## **Responding to lateness**

Pupils arriving in the classroom after the register has been taken are deemed to be late and will be marked as L code. After 9.20am the pupil is deemed to be late/absent. In case of emergency the register shows the pupil is on the premises, but they will not receive a present mark toward their overall attendance. Parents/carers will be contacted by school if their child is persistently late. After 3 lates in a half term, parent/carers will receive a letter and after 4 lates they will be invited to a support meeting.

Children who are persistently late miss out on key learning.

## **Please see Appendices 1&2**

## **Term Time Absence and Requests for Leave**

Parents/Carers do not have the right to remove their children from school during term time without prior permission and agreement by the Headteacher or those granted that level of authorisation by the Headteacher. In the event of exceptional and unavoidable circumstances parents may request leave during term time in writing and using an Exceptional and Unavoidable Leave of Absence request form available on the school website. Each application will be considered by the Head teacher, who will decide whether or not the absence is to be authorised and the number of days. The head teacher may ask for further information when considering their decision. **Please note leave will not be considered retrospectively.**

In the event that unauthorised leave is taken, then the school will consider a fixed penalty fine.

**Please note, it has been agreed across the Aireborough Trust that we cannot take into consideration the impact of other Local Authority school holidays, continental shift patterns or public service shift patterns when considering holiday and leave requests.**

## Fixed Penalty Fines

Under the latest Government Legislation parents / carers who take their children out of school during term time, without authorisation, may be issued with a fixed penalty fine by the Local Authority and could face possible prosecution in court.

In Leeds, a penalty notice will be issued for unauthorised absences of five days or more within a ten-week rolling period and as an Aireborough Learning Partnership Trust School we are fully committed to this policy.

**Please see appendices 3 & 4**

## Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses: -

- Attendance
- Behaviour Management
- Health & Safety
- Access to the Curriculum
- Anti-bullying

Failing to attend school on a regular basis will be considered as a safeguarding matter. Helping to create a pattern of regular attendance is everybody's responsibility- parents/carers, pupils and all members of school staff.

## School Responses to Absence

At Yeadon Westfield Infant School we value great attendance and work in close partnership with parents and carers to ensure every child is accessing their education. As with every school, and in line with DFE guidance, we make a distinction between 'authorised absence' and 'unauthorised absence'. Below are some examples of both, but please be aware this list is not exhaustive:

Authorised Absence	Unauthorised absence
<ul style="list-style-type: none"><li>• Medical appointment (with letter or text)</li><li>• Illness</li><li>• Family bereavement</li><li>• Religious observance (2 days max)</li></ul>	<ul style="list-style-type: none"><li>• Unexplained absences</li><li>• Family holiday in term time</li><li>• Truancy</li><li>• Birthdays</li></ul>

Our responses to non-attendance are evidence based and intended to be implemented at the point of most impact. Below are the key stages for parents and carers to be aware of:

**97% +** Attendance is positive and a cause of celebration.

**93% -97%** Attendance is reasonable but could be improved. School will monitor.

**90% – 93%** Attendance is becoming a concern. A letter outlining the risk of persistent absence will be issued other than in exceptional and unavoidable circumstances.

**<90%** Absence may no longer be authorised.

**If attendance is 75%-90%, parents/carers may be invited to a meeting to explore how they and school can work together to improve attendance. If attendance does not improve in an agreed period, then the school will explore the following options.**

**75% - 90%** In the event that attendance is between 75% and 90% or if there are ten missed sessions over a ten-week rolling period, the school will undergo a risk assessment and, unless there is absolute satisfaction that the absences were unavoidable, school may undertake the 'FastTrack' initiative in line with DFE guidance. This will then lead to a period of monitoring for twenty days and if there is no immediate improvement, a School Attendance Panel will be convened, and a fixed penalty notice warning letter may be issued. Once a fixed penalty notice is issued, any further unauthorised absence could lead to a fixed penalty fine.

**<75%** Where attendance is below 75% there will be an ongoing risk assessment of whether to recommend a 'FastTrack' process or pursue further levels of prosecution. Only cases that have unavoidable circumstances or those that have shown significant improvement over a six-week period will avoid recommendations for prosecution.

Although we are aware that there are times absence may be inevitable or unavoidable, we commit to undertaking a thorough risk assessment process for cases under 90% to ensure that our decision making is fair and consistent.

**Please see appendices 5-8**

### **Children Missing Education (CME)**

A child who is absent as well as missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements outlined in [Children Missing Education – Statutory guidance for local authorities \(DfE September 2016\)](#) and follow the Leeds Children's Services LA procedure and contact: [cme@leeds.gov.uk](mailto:cme@leeds.gov.uk). Tel: 0113 3789686.

# Appendix 1

## 3 lates in a half term

Yeadon Westfield Infant School  
Westfield Grove  
Yeadon  
Leeds  
LS19 7NQ  
Tel: 01132505449



Head teacher: Ms D Lowry  
E-mail: head@westfieldinfants.co.uk  
www.westfieldinfants.co.uk

«addressee»

«address\_block»

«date\_of\_printing»

Punctuality: «chosen\_forename» «surname»

Dear «salutation»,

We would like to draw to your attention that «forename» has «total\_lates\_both» late marks recorded this half term.

I would like to make you aware that every time they are late, they are missing important work.

Although we appreciate that there are occasionally circumstances which prevent a prompt arrival and that your child may have been late by just a few minutes, late arrivals can make it more difficult for your child to settle into the school day and cause disruption for the class in general.

Please help us to help your child gain the most from their time in school by ensuring that they arrive on time. Our classroom doors are opened at 8.40am for a prompt start.

Thank you for your co-operation.

Yours sincerely

Dawn Lowry  
Headteacher



**Appendix 2**  
**4 lates in a half term**

Yeadon Westfield Infant School  
Westfield Grove  
Yeadon  
Leeds  
LS19 7NQ  
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Head teacher: Ms D Lowry  
E-mail: head@westfieldinfants.co.uk  
www.westfieldinfants.co.uk

«addressee»  
«address\_block»

«date\_of\_printing»

**Punctuality: «chosen\_forename» «surname»**

Dear «salutation»,

Following our letter dated <<date>> regarding punctuality, «forename» was late for school again on <<date>>

As «forename» now has 4 late marks this half term, I would like you to attend a meeting with myself and Mrs Fryer on **date and time** to discuss how we can support you to improve your child's punctuality.

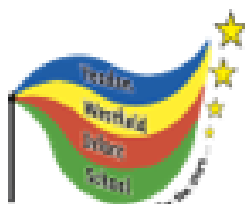
If the date and time is not convenient, please contact the school office on 0113 2505449 to arrange an alternative.

Yours sincerely

Dawn Lowry  
Headteacher



**Appendix 3**  
**Exceptional and Unavoidable Leave of Absence Request Form**



**Exceptional and Unavoidable  
 Leave of Absence Request Form**

<b>SCHOOL:</b> Yeardon Westfield Infant School		<b>DATE OF REQUEST:</b>	
<b>First Name</b>	<b>Surname</b>	<b>Date of Birth</b>	<b>Class</b>
<b>Leaving date:</b>		<b>Date due back in school:</b>	
<b>Length of absence applied for (number of school days only):</b>			<b>days</b>
<b>Siblings in other schools:</b>			
<b>Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend</b>	<b>First Name</b>	<b>Surname</b>	<b>School</b>
<b>Contact Details</b>			
<b>Parents:</b> (eg. Mother, Father, Grandparent, Carer):	<b>First name:</b>	<b>First name:</b>	
	<b>Surname:</b>	<b>Surname:</b>	
	<b>Address:</b>	<b>Address:</b>	
	<b>Postcode:</b>	<b>Postcode:</b>	
	<b>Email:</b>	<b>Email:</b>	
	<b>Home phone number:</b>	<b>Home phone number:</b>	
	<b>Mobile:</b>	<b>Mobile:</b>	
	<b>Alternative number while away:</b>	<b>Alternative number while away:</b>	

<b>Reason for absence including full explanation (use a separate sheet of paper if necessary)</b> The exceptional and unavoidable circumstances are...	
<b>Point of departure (eg. Airport, Coach, Train Station etc.):</b>	<b>Destination:</b>
<b>Time of departure:</b>	<b>Flight numbers and name of airline:</b>
<b>Emergency Contact Details (preferably someone who is staying in Leeds):</b>  <b>First Name:</b>  <b>Surname:</b>  <b>Address:</b>  <b>Postcode:</b>  <b>Relationship to the child:</b>  <b>Contact Number:</b>	<b>*Provide copies of travel plans to support your request.*</b> If child is not leaving with parent(s) who is accompanying them?  Who will be caring/responsible for the child?  Why is/are the parent(s) not leaving with the child?  Name: Relationship to child: Address:  Postcode:

#### **Statutory Declaration**

##### Legal responsibility

*As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority. I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.*

##### Fines

- *First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.*

**School places**

*I am aware that a referral will made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised, and my child hasn't returned to school on the agreed date. This can result in my child losing their school place.*

*I am also aware that there is a shortage of places in the area, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school, being a detriment to their education and causing implications to my own employment.*

Parent's Full Name:

Parent's Signature:

Date:

Parent's Full Name:

Parent's Signature:

Date:

<b><u>School Section</u></b> Any previous request    Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Is the requested absence during exams</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Reason for refusal/Comments</b>				
<b>Authorised</b> <input type="checkbox"/>		<b>Approved</b>		<b>for School days</b>
<b>Unauthorised</b> <input type="checkbox"/>		<b>Not approved</b>		<b>for School days</b>
<b>Headteacher's Signature</b>				

## Appendix 4 Term Time Absence Refusal Letter

Yeadon Westfield Infant School  
Westfield Grove  
Yeadon  
Leeds  
LS19 7NQ  
Tel: 01132505449



Head teacher: Ms D Lowry  
E-mail: [head@westfieldinfants.co.uk](mailto:head@westfieldinfants.co.uk)

[www.westfieldinfants.co.uk](http://www.westfieldinfants.co.uk)

«addressee»  
«address\_block»

«date\_of\_printing»

### Leave of absence holiday request declined: «chosen\_forename» «chosen\_surname»

Please find attached your leave of absence request. Amendments to the Education (Pupil Registration) Regulations in relation to term time holidays on 1st September 2013, make it clear that schools are no longer allowed to authorise holidays during term time. As a result, only exceptional and unavoidable circumstance leave can be authorised by the ~~Headteacher~~ and must be applied for prior to the leave being taken.

This application has been declined because we do not deem holidays to be exceptional and unavoidable circumstances and therefore, this leave if taken will be recorded as unauthorised and **will** incur a penalty notice.

Penalty Notices are issued by Leeds City Council on our behalf.

- *First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £100 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £100 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.*

If you feel that you have further exceptional circumstances that you have not informed us of with regards to your request, I would ask that you submit your reasons to school in writing within the next 5 (school) days from the date of this letter.

Please do not hesitate to contact the school if you have any queries that you would like to discuss about this matter.

Your sincerely,

Dawn Lowry  
~~Headteacher~~



## Appendix 5 Letter when attendance under 93%

Yeadon Westfield Infant School  
Westfield Grove  
Yeadon  
Leeds  
LS19 7NQ  
Tel: 01132505449



Head teacher: Ms D Lowry  
E-mail: [head@westfieldinfants.co.uk](mailto:head@westfieldinfants.co.uk)  
[www.westfieldinfants.co.uk](http://www.westfieldinfants.co.uk)

Date

Student: «Forename» «Surname»

Dear Parent/Carer|

After a recent review of our records, I am writing to express my concern regarding «Forename»'s attendance, which is now at «Attendance» %.

Regular attendance at school is vital to help children achieve and get the best possible start in life. As a school we are keen to make sure that all of our children benefit fully from their education, and to help us achieve this we have an agreed attendance target of 97% for all pupils.

We understand that there are occasions when being absent is unavoidable, for example through illness, but missing school for any other reason is disruptive to children's learning and social development, and can leave them feeling left behind.

We will continue to monitor «Forename»'s attendance and you may be asked to attend a meeting with myself and Mrs Fryer.

If your child's attendance is below 90% they are considered as a persistent absentee. Under advice from the local authority we will no longer be able to authorise any absence without a medical note. Please be aware unauthorised absence can lead to legal action being taken.

Please contact me if you wish to discuss this further.

Yours sincerely

Dawn Lowry  
Headteacher



**Appendix 6  
Invitation to meeting**

Yeadon Westfield Infant School  
Westfield Grove  
Yeadon  
Leeds  
LS19 7NQ  
Tel: 01132505449



Head teacher: Ms D Lowry  
E-mail: [head@westfieldinfants.co.uk](mailto:head@westfieldinfants.co.uk)  
[www.westfieldinfants.co.uk](http://www.westfieldinfants.co.uk)

Date

**Student: «Forename» «Surname»**

Dear Parent/Carer,

After a recent review of our records, I am writing to express my concern regarding «Forename»'s attendance, which is now at **percentage attendance %**.

As «Forename»'s attendance is below 90% he is considered to be a persistent absentee. I would like you to attend a meeting with myself and Mrs Fryer on **date and time** to discuss how we can support you to improve your child's attendance.

If the date and time is not convenient, please contact the school office on 0113 2505449 to arrange an alternative.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Dawn Lowry'.

Dawn Lowry  
Headteacher



Appendix 7  
Record of meeting



## Yeadon Westfield Infant School Record of a Meeting with Parent (s)



<b>Status of Meeting:</b>	School Attendance		
<b>Name of Pupil:</b>			<b>D.O.B.:</b>
<b>Address:</b>			
<b>School:</b>			
<b>Date:</b>			
<b>Present:</b>			
<b>Apologies:</b>			
<b>Summary of the discussion:</b>			
<b>Agencies involved:</b>			
<b>Siblings:</b>		<b>School:</b>	
<b>Support Plan</b>		<b>ACTION BY:</b>	
1.			
2.			
3.			
4.			



## Appendix 8 Notice to Improve

Yeadon Westfield Infant School  
Westfield Grove  
Yeadon  
Leeds  
LS19 7NQ  
Tel: 01132505449



Head teacher: Ms D Lowry  
E-mail: [head@westfieldinfants.co.uk](mailto:head@westfieldinfants.co.uk)  
[www.westfieldinfants.co.uk](http://www.westfieldinfants.co.uk)

«addressee»  
«address\_block»

«date\_of\_printing»

Student: «chosen\_forename» «chosen\_surname»

Dear «salutation»

For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend school on time, every day.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent may be guilty of an offence under s.444 Education Act 1996.

You, «FORENAME» «SURNAME» are a parent/carer of «PUPILS\_Name», who is a registered pupil at «School\_Name». We have offered support to you and your family to try and help improve «Pupils\_Name»'s attendance, including:

### DETAIL ALL SUPPORT OFFERED

Unfortunately, despite the support that was offered to your family, attendance remains a cause for concern. Between «START\_DATE» and «END\_DATE» the pupil failed to attend regularly at «School\_Name», which resulted in 10 sessions (half days) or more of unauthorised absences being recorded. Please see the attached registration certificate for details.

You now have twenty school days (4 school weeks) in which to improve your child's attendance. During this time your child must show significant improvements in attendance and avoid having any unauthorised absences from school during this period. Should we not see sufficient improvement and further unauthorised absences take place during this period, a Penalty Notice may be issued, or legal action may commence.

If you wish to discuss this notice, or discuss what further support is available, please contact school as soon as possible.

Yours sincerely

Dawn Lowry  
Headteacher

