SEXEY'S SCHOOL

Additional information

SEPTEMBER 2026

Frequent lateness can seriously disadvantage children and disrupt the learning of others:

If a pupil is late each day by…	…they will miss this many days of teaching…	…and this many lessons over a year
5 minutes	3	15
10 minutes	6	30
15 minutes	9	45
20 minutes	12	60
30 minutes	18	90

A pupil becomes **severely absent** when their attendance falls below 50%. Pupils within this group may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

An attendance level of…	…means a pupil will miss this many days…	…and this many lessons
100%	0	0
95%	10	50
90%	19	95

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80%	39	195
50%	95	475

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1.1. Duties and Responsibilities

The duties and responsibilities of parents, schools, governing bodies and local authorities are laid out in the statutory guidance Working Together to Improve School Attendance, which is underpinned by the following legislation:

- The Education Act 1996
- The School Attendance (Pupil Registration) (England) Regulations 2024
- The Children Act 1989
- The Education and Inspections Act 2006
- The Education (Penalty Notices) (England) Regulations 2007

Keeping Children Safe in Education

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A breakdown of these duties can be found here:

Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)
Sexey's School will work continuously with pupils, parents, the local authority and other partners to ensure we all continue to fulfil our statutory duties and support pupils as fully as possible.

1.2. Maintaining the School Admissions Register

The admission register (sometimes referred to as the school roll) must contain specific personal details of every pupil in the school along with the date of admission or re-admission to the school, information regarding parents and carers, and details of the school last attended.

The school will enter pupils on the admission register at the beginning of the first day on which the school has agreed with, or been notified by the parent, that the pupil will attend.

A pupil's name can only lawfully be deleted from the admission register if a reason set out in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006, as amended, applies.

It is vital that the admission register is accurate and up to date. Therefore, we encourage parents to inform the school of any changes whenever they occur and ensure the admission register is amended as soon as possible.

1.3. Using Data to Improve Attendance

Any absence affects the pattern and rhythm of a child's education and regular absence may seriously affect their learning.

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The Department for Education (DfE) defines persistent absence as a pupil missing 10% or more schooling across the school year, for any reason.

Where a pupil misses 50% or more of their schooling, they are severely absent.

Sexey's School will ensure that data is routinely monitored to identify emerging attendance issues and will seek to prevent any pupil becoming persistently or severely absent using a support-first approach. This will include:

- identifying the individual needs of pupils and barriers to attendance,
- working closely with pupils, their families and wider support services to remove barriers to attendance,
- a formalised approach in conjunction with the Local Authority and, where appropriate,
- consideration of statutory frameworks to protect pupils' right to education.

In line with statutory guidance, Sexey's School will regularly monitor attendance data to ensure the following children and groups are identified and appropriately supported:

- Pupils at risk of being persistently absent (attendance is approaching 90%)
- Pupils that are persistently absent (attendance is below 90%)
- Pupils that are severely absent (attendance is below 50%)
- Pupils with lower attendance than their peers
- Pupils with SEND or medical conditions
- Pupils that have a social worker
- Pupils that are, or have been, a Child Looked After (CLA)
- Pupils that have missed more than 15 whole days of attendance

Further information is provided on the table of responsibilities that can be found here: Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

All schools are also required to submit pupils' attendance data to the Local Authority and the DfE on a regular basis. This supports our collective efforts to understand attendance patterns and work together to improve school attendance.

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Appendix A – The QET Support-First Approach to Attendance

Attendance	Level	Days missed in a year	Lessons missed in a year	Intervention	Link to DfE Guidance
97 – 100%	Excellent attendance – all pupils should aim to be in this group	**Up to 5 days**	**Up to 25**	Termly, annual recognition through school systems and processes.	**Expect**
96 – 96.9%	Expected attendance	**Up to 7 days**	**Up to 35**	Improved attendance also recognised.	**Monitor**
94 - 95.9%	Falling below expected attendance	**Up to 11.5 days**	**Up to 57**	School will work with parents to support improved attendance, through the QET Attendance Concerns Pathway.	**Listen and Understand**
90.1 – 93.9%	Below expected attendance – risk of underachievement increases as attendance falls	**Up to 18 days**	**Up to 90**	School will work with parents to support improved attendance, through the QET Attendance Concerns Pathway and may seek to involve external agencies.	**Facilitate Support**
51% - 90%	Attendance below this level is classed as **Persistent Absence** and will seriously increase the risk of underachievement	**19 days or more**	**95 or more**	School will seek to involve external agencies including the Education Engagement Service. Where efforts to improve attendance have not been successful, legal intervention including Penalty Notices and Prosecution will be considered.	**Formalise Support**
50% or below	Attendance below this level is classed as **Severe Absence** and will substantially increase the risk of underachievement. Pupils at this level are more likely to find it difficult to be in, or return to, school.	**95 days or more**	**475 or more**	School will work closely with external agencies including the Education Engagement Service and, where appropriate, Children's Social Care, where ongoing severe unauthorised absence is likely to constitute neglect. Legal intervention including Penalty Notices and Prosecutions will be considered.	**Enforce**

Appendix B – QET Attendance Concerns Pathway

QET Attendance Concerns Pathway

Attendance drops (Expect and Monitor)	Any drop in your child's attendance will be picked up through each school's monitoring systems and may result in a conversation with you. This is a supportive gesture and can be shared with your child to reiterate the importance of excellent attendance. Repeated drops in attendance and any early concerns within the first half term of the academic year will be followed up to identify any potential issues.
Level 1 (Listen and Understand)	You will receive **a letter** if there are concerns and your child's attendance falls below 96% *after the first half term of the academic year.* This is intended as a further supportive gesture providing you with information that can be shared with your child to improve attendance in school.
Level 2 (Facilitate)	If your child's attendance continues to cause concern, you will receive a **second letter**. Over the next two weeks we will expect to see full attendance in school and, thereafter, they will be continually monitored until it is above 96%. **If specific concerns exist or there is a history of poor attendance, this step will be missed and you will be asked to attend a meeting with a senior member of staff.**
Level 3 (Formalise)	Your child's attendance is now becoming a serious cause for concern. You will be invited to an attendance meeting with a senior member of staff via **a third letter**, to discuss how your child's attendance can be improved. This will include an Attendance Contract / Attendance Improvement Plan with specific targets. A review date will be set in order to avoid escalation to Level 4. If your child has periods of unauthorised absence, the school may issue a **Notice to Improve.** If there are no absences during the stated number of weeks, no Penalty Notice will be requested, If there are unauthorised absences in the timeframe stated on the Notice to Improve, a Penalty Notice will be requested.
Level 4 (Enforce)	The school may make a referral to the Education Engagement Service due to one or both of the following: • Failure to engage in attendance meeting/s or relevant contact with a senior member of staff. • Attendance review period failed There are a number of statutory options for Education Engagement involvement. In all cases the parent(s) /carer(s) will be kept informed, usually by a letter from the school outlining the proposed option. These could include: **Penalty Notice (PN)** - The parent(s)/carer(s) responsible for the child's regular school attendance will have 21 days to pay this £80 per parent, per child fine, after which it goes up to £160 per parent, per child. Subsequent fines increase in line with the National Framework for Penalty Notices – please see Appendix D.. **Prosecution** - could lead to fines up to £2,500 and the parent having a criminal record (please see Appendix D for information relating to the National Framework for Penalty Notices. At any point, if there are safeguarding concerns linked to ongoing unauthorised absence, the school will follow the process for referral to wider agencies, including Children's Social Care, to intensify support, where appropriate.

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Appendix C – Term Time Leave Request

Term Time Leave Request Form		
Name of child:	**Class / Tutor:**	
Inclusive Dates of Request for Term Time Leave	**From:**	**To:**
Exceptional Circumstances (please see the guidance document on the back of this form and ensure that supporting evidence is provided).		
Term time leave has also been requested for the following child(ren): **Name:** **School:** **Name:** **School:**		
Signed (Parent / Carer): **Date:**		

Term time leave will only be authorised when an application meets the **Exceptional Circumstances** criteria, outlined in the Attendance Policy and the Guidance Flowchart. **Government guidance states that "As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday."** Further information will be taken into account **if the headteacher agrees that an application meets the Exceptional Circumstances criteria**.

This will include:

- The date of the request and the amount of notice provided
- The overall attendance of the child (ren) and whether this is at or above expected level
- The time / duration of the request and whether it is within the first term of the academic year or of any new school placement, or it affects exams or the period leading up to exams
- Whether the child has had any term time leave within the current or previous academic year

IMPORTANT INFORMATION FOR PARENTS / CARERS:

- Parents / carers whose children are on a school register have a duty to ensure that their children attend regularly and if they fail to do so they may be guilty of an offence under the Education Act, 1993.
- If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. **This may result in a Penalty Notice being issued or legal action taken for poor attendance.**

For school use only:

Current attendance:	97% - 100%	Excellent Attendance	
	96% - 96.9%	Expected Attendance	
	94% - 95.9%	Falling Below Expected	
	90.1% – 93.9%	Below Expected	
	90% or below	Persistent Absence	
	50% or below	Severe Absence	
Attendance history:	Year:	Year:	Year:

Authorised ☐ Unauthorised ☐

We will continue to monitor attendance and may require evidence following any term time absence.

Signed (Headteacher): Date:

Appendix D – Information for Parents About Penalty Notices

Information for Parents about Penalty Notices for Unauthorised Absence from School

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Following the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notices issued for unauthorised absences recorded after 19 August 2024. This information refers to penalty notices that are considered for irregular attendance and unauthorised term-time leave.

All penalty notices are issued within the Somerset Penalty Notice Code of Conduct.

Who can be fined?

Penalty Notices can be issued to each parent/carer of each child whose unauthorised absence meets the national threshold.

For example, in a family with two parents and three children taking unauthorised term-time leave, each parent could receive a penalty notice for each child absent from school, resulting in six penalty notices being issued.

The National Threshold

Schools are required to consider whether a penalty notice is appropriate when a child has 10 sessions of unauthorised absence within a rolling 10 school week period. 10 sessions would typically be the equivalent of five days.

These sessions do not have to be consecutive and can be a combination of any unauthorised absence codes (G, O, N or U).

The rolling ten school week period can span terms, school years and schools.

The First Offence

The first time a parent is issued with a penalty notice in relation to a child's absence, they will be able to pay the reduced amount of £80 if they pay within 21 days, otherwise the full amount of £160 is payable within 28 days.

The Second Offence

If a parent is issued with a second penalty notice within three years the amount payable will be £160 within 28 days. The reduced amount will not be available.

The Third Offence

If a parent becomes eligible for a third (or more) penalty notice within three years of the first being issued, a penalty notice can not be issued and the Local Authority will consider other measures to address attendance concerns. This may include prosecution, which could result in a fine of up to £2,500 and the parent having a criminal record. If convicted, the offence will also show on any future DBS checks.

Not Paying a Penalty Notice

Penalty notices are only issued to parents when they have committed the offence of failing to ensure their child's regular attendance at school.

A penalty notice gives the parent the chance to write the offence off without needing to go to court.

It is not an offence not to pay a penalty notice, but the Local Authority may then prosecute the parent for the original offence.

The Law

Penalty notices are issued in line with Section 444 of the Education Act 1996 when a parent has failed to ensure their child's regular attendance at school.

Penalty notices can only be issued when:

- ✓ A child's absence meets the national threshold
- ✓ Support has been attempted (if appropriate)
- ✓ Issuing a penalty notice is compliant with the Somerset Penalty Notice Code of Conduct

Appendix E – Additional Resources to Support Attendance

Guidance for Parents on School Attendance

Here, the Children's Commissioner provides information and resources to support parents with school attendance and school applications.

Visit the guidance for parents on school attendance website.

Is my Child too ill for School?

This website supports parents to understand whether their child is too unwell to go to school, including things to look out for, basic health advice and links to further information.

Visit Is my Child too ill for School on the NHS website.

Supporting Absence as a Result of Illness

This document outlines how you can work with schools and other agencies to support a child that is absent due to illness.

Open this PDF document on the Children's Commissioner website.

Somerset Early Help Assessment

This document can – and should – be used to support children and families experiencing significant barriers to attendance.

Open this Word document on the Professional Choices website.

Working Together to Improve School Attendance

This statutory guidance outlines how parents, schools and local authorities should work together to support children and their families.

Open this PDF document on the Department for Education website.

Emotionally Based School Avoidance

This website provides support, training and advice for parents whose children are experiencing emotionally based school avoidance.

Visit the Somerset website for Emotionally Based School Avoidance

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Connect Somerset

The Connect Somerset partnership provides a huge amount of information about the support available in your community and how to access it.

Visit the Connect Somerset website for local support and information.

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Appendix F – Attendance Codes and Definitions

The table below shows all attendance and absence codes available to schools. All schools are required to mark every child's register twice a day using the appropriate code.

New codes have been introduced for September 2024, most notably the updated C1 and C2 codes, codes Y1 to Y7 and the K code.

✓ = Yes ✗ = No – = Not applicable (codes that do not count towards a child's attendance)

Code	Definition	Present	Authorised
/	Present (morning session)	✓	✓
\	Present (afternoon session)	✓	✓
B	Attending any other approved educational activity	✓	✓
C	Leave of absence for exceptional circumstance	✗	✓
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	✗	✓
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	✗	✓
D	Dual registered at another school	✓	✓
E	Suspended or permanently excluded and no alternative provision made	✗	✓
G	Holiday not granted by the school	✗	✗
I	Illness	✗	✓
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	✓	✓
K	Attending education provision arranged by the local authority	✓	✓
L	Late arrival before the register is closed	✓	✓
M	Leave of absence for the purpose of attending a medical or dental appointment	✗	✓
N	Reason for absence not yet established	✗	✗
O	Absent in other or unknown circumstances	✗	✗
P	Participating in a sporting activity	✓	✓
Q	Unable to attend the school because of a lack of access arrangements	–	–
R	Religious Observance	✗	✓

Code	Definition	Present	Authorised
S	Leave of absence for the purpose of studying for a public examination	✗	✓
T	Parent travelling for occupational purposes	✗	✓
U	Arrived in school after registration closed	✗	✗
V	Attending an educational visit or trip	✓	✓
W	Attending work experience	✓	✓
X	Non-compulsory school age pupil not required to attend school	–	–
Y1	Unable to attend due to transport normally provided not being available	–	–
Y2	Unable to attend due to widespread disruption to travel	–	–
Y3	Unable to attend due to part of the school premises being closed	–	–
Y4	Unable to attend due to the whole school site being unexpectedly closed	–	–
Y5	Unable to attend as pupil is in criminal justice detention	–	–
Y6	Unable to attend in accordance with public health guidance or law	–	–
Y7	Unable to attend because of any other unavoidable cause	–	–
Z	Prospective pupil not on admission register	–	–
#	Planned whole school closure (e.g. school holidays, INSET days)	–	–

Deleted Codes
From September 2024 the following codes are no longer available and must not be used:

- H code – all authorised term-time must now be coded with the C code
- J code – replaced by J1
- Y code – replaced by Y1 to Y7

Use of the B Code

The Department for Education has clarified that the B code can only be used when a pupil is taking part in an approved educational activity and that they are physically supervised by an adult considered by the school to have the appropriate skills, training and knowledge.

Use of the Q Code
The Q code can only be used when a child is unable to attend because the local authority is responsible for arranging school transport and this has not yet been set up. Where local authority transport has been set up but fails (e.g. a taxi does not arrive or the bus breaks down), the Y1 code must be used.