

HORIZONS EDUCATION TRUST

Attendance Policy

Prestley Wood Academy
March 2025

POLICY ISSUE CONTROL

POLICY TYPE:	Statutory, Mandatory, HEdT Template Adopted
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TRUST BOARD APPROVAL:	Teaching, Learning & Welfare
RELEASE DATE:	February 2025
REVIEW:	February 2025

Document Control	
February 2025	SM – Policy Rewrite

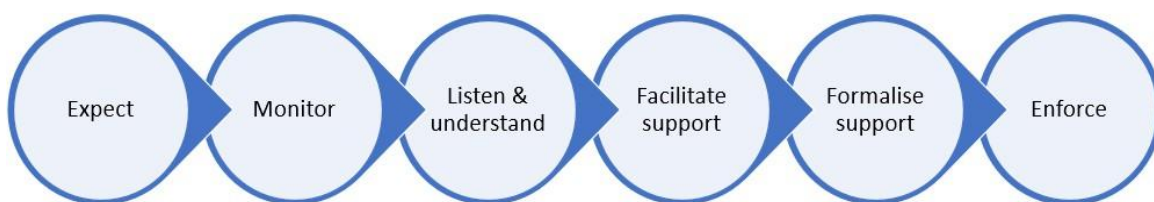
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1.0 INTRODUCTION

The word 'parent' is used throughout to refer to, 'parent, carer or guardian'.

- 1.1 Improving attendance is everyone's business. Every child of compulsory academy age is entitled, by law, to receive full time education and it is the legal responsibility of every parent to make sure their child attends school. Attending school regularly is not only essential for them to achieve well in their learning but it also helps them with their social and emotional development and overall well-being. Attending school regularly gives children the best opportunity to have wider and better life chances.
- 1.2 The academy recognises that some children find it harder than others to attend school. The academy will always seek to work in partnership with parents to understand any barriers to attendance and provide support to address these. Small dips in attendance can lead to more significant attendance difficulties that are harder to overcome. Therefore, the academy will always intervene early to understand the needs of children and families and put the right support in place as soon as attendance falls below the expected standard.
- 1.3 Pupils who have long term physical or mental health conditions or who have special educational needs and/or disabilities (SEND), have the same right to an education as any other pupil and therefore the attendance ambition for these pupils should be the same as it is for any other pupil, recognising that additional support may need to be provided, and reasonable adjustments made.
- 1.4 The academy will **expect** high standards of attendance, **monitor** attendance data, **listen** to children and parents to **understand** barriers, provide **support**, formalising it when necessary, and **enforce** attendance through statutory intervention, only when all other avenues have been exhausted.



2.0 LEGISLATION & GUIDANCE

- 2.1 This policy meets the requirements of the Department for Education's (DfE) statutory guidance on attendance: [Working Together to Improve School Attendance](#) (WTTISA). Links to other relevant legislation and guidance can be found at Section 20.
- 2.2 A child must start full time education once they reach **compulsory school age**. This is on the 31st December, 31st March or 31st August following their fifth birthday – whichever comes first. A child can leave full time education on the last Friday in June if they will be 16 by the end of the school summer holidays. They must then do one of the following until they are 18:
- Stay in full-time education, for example at a college.
 - Start an apprenticeship or traineeship.
 - Spend 20 hours or more a week working or volunteering, while in part-time education or training.

3.0 ATTENDANCE & PUNCTUALITY EXPECTATIONS

3.1 This academy expects children to be in school, on time, every day unless they are ill or have an authorised absence. Attendance is often reported as a percentage. The following table shows how percentages equate to the number of days and lessons lost each year and how this would be graded:

Equivalent to 0 days off	=	100%	=	Perfection
Equivalent to 2 days off	=	99%	=	Excellent
Equivalent to 5 days off (1 week)	=	97%	=	Good
Equivalent to 10 days off (2 weeks)	=	95%	=	Slight Concern
Equivalent to 20 days off (4 weeks)	=	90%	=	Concerned
Equivalent 30 days off (6 weeks)	=	85%	=	Very Concerned

- 3.2 When a child arrives late to an academy, even by a few minutes, they miss an important part of the academy day, which can include learning time, assemblies and teacher instructions. Children can feel embarrassed or become dysregulated at having to enter the classroom late and it can disrupt the learning of others.
- 3.3 While the academy recognises that most children use Local Authority transport and that occasional delays may occur due to circumstances beyond control, it maintains high expectations for punctuality. The academy will work closely with the Local Authority to promptly resolve transportation issues, proactively addressing recurring problems to minimise disruptions to pupils' education.

4.0 THE ACADEMY DAY

4.1 The following table sets out the times of the academy day:

Be on the playground/premises by	845	Child should wait with Carer in taxi on turning circle or in front of reception doors until staff collect
Start of the academy day	900	
Morning register begins at	905	Child receives a 'late' (L) mark if absent when the register starts but arrives before the register closes
Morning register closes	930	Child receives an 'unauthorised absence' (U) mark if they arrive after the register closes
Afternoon register begins at	1300	Child receives a 'late' mark if absent when the register starts but arrives before the register closes
Afternoon register closes	1330	Child receives an 'unauthorised absence' mark if they arrive after the register closes
End of the academy day	1505	

5.0 AUTHORISED & UNAUTHORISED ABSENCES

5.1 An absence is 'authorised' when the academy has either given permission in advance for the child to be absent or when the reason given for an absence is accepted as satisfactory.

5.2 In general, absence may be authorised for the following reasons:

- Illness, medical or dental appointments ([see section 7.0](#)).
- Religious observance, where the session or day is exclusively set apart for religious observance by the religious body to which the child's parents belong. The academy may seek confirmation of this from the religious body.
- Parent travelling for occupational purposes where the parent is travelling in the course of their trade or business and the child is travelling with them. The academy may ask for proof that the family is required to travel for occupational purposes and if attendance falls below an acceptable level, the academy may consider attendance enforcement.
- Unavoidable cause when an emergency has prevented the child from attending. The unavoidable cause must be something that affects the child, not the parent.

5.3 An absence is 'unauthorised' when either no explanation has been given for a child's absence or when the explanation offered is not considered acceptable by the academy. This includes:

- Taking day trips or holidays ([see 8.3](#)).
- Absence to assist parents with caring responsibilities or assisting with translation.
- Absence when the reason is not considered acceptable or has not yet been established.
- Arriving late after the register has closed ([see section 4.1](#)).
- Leaving the academy during the academy day without permission (truancy).

6.0 REPORTING A CHILD'S UNPLANNED ABSENCE

6.1 If a child is absent, parents must:

- Contact the academy as early as possible, but before 8am, on the first day of absence, either by telephone or in person. The telephone number to report an absence is: 01480 710036
- Call every day thereafter to advise the academy of the child's progress.

6.2 Absence due to physical or mental illness will be marked as authorised unless the academy has a genuine concern about the authenticity of the illness. Where the absence is longer than 3 days or there are doubts about the authenticity of the illness, the academy will ask for medical evidence, such as a doctor's note, prescription or note from a pharmacist, appointment card or other appropriate form of evidence. The academy will not ask for medical evidence without good reason.

6.3 If the academy is not satisfied about the authenticity of illness, the absence will be recorded as unauthorised and parents notified of this.

7.0 REPORTING A CHILD'S PLANNED ABSENCE

- 7.1 Wherever possible, all appointments should be made outside of the academy day. If this is not possible, parents should ensure that children are out of school for the minimum amount of time necessary e.g. if an appointment can only be arranged for 11am, a child should be in the academy both before and after the appointment, unless there are exceptional circumstances such as, Local Authority arranged transport is unavailable.
- 7.2 Planned absences for appointments should be reported to the academy as far in advance as possible by person or email.

8.0 LEAVE OF ABSENCE DURING TERM TIME

8.1 In accordance with the DfE's [Working together to improve school attendance](#), there are very limited circumstances where the academy will grant a leave of absence during term time. These are:

- Taking part in a regulated performance or employment abroad.
- Attending an interview.
- A temporary, time limited part-time timetable ([see section 18](#)).

8.2 Exceptional circumstances: the academy may grant a leave of absence for exceptional circumstances at their discretion. This must be requested in advance by a parent who the child normally lives with. The academy will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the academy to determine the length of time the child can be away from the academy.

8.3 The need or desire for a holiday or other absence for the purpose of leisure or recreation is not an exceptional circumstance and will not be authorised. Leave of absence will not be granted for a child to take part in protest activity during academy hours.

9.0 KEY CONTACTS FOR ATTENDANCE

9.1 All academy staff are responsible for monitoring and supporting good attendance. However, the following members of staff provide specific oversight of attendance and/or can provide support to parents and children:

Role	Name	Can support with:	Contact details
Headteacher	Caroline Place	Leave applications	Via main switchboard/reception or email
Attendance Champion	Tom Dougherty: KS3/4 Mandy Walker: Reception / KS1/ KS2	All aspects	
Designated safeguarding lead (DSL)	Tom Dougherty	For safeguarding concerns	Via main switchboard/reception or email
Senior mental health lead	Mandy Walker	Mental health related	Via main switchboard/reception or email

10.0 FOLLOWING UP UNEXPLAINED ABSENCE

10.1 Where any child the academy expects to attend does not, or stops attending, without reason, the academy will:

- Call and email the child's parent on the first morning of the first day of unexplained absence to find out the reason. **At least two points of contact must be given to the academy for this purpose.** If the academy cannot reach any of the child's emergency contacts, the academy will continue to try.
- If after three days of absence the child has not been seen and contact has not been made with the academy, all reasonable enquiries will be made by the academy to establish contact with the parent of the child, including making enquiries to known friends and extended family. In addition, a home visit will be made, by senior leadership and any external professionals as appropriate e.g. social worker. to check the safety and wellbeing of the child and to find out the reason for absence.
- Children whom the academy assesses as being at greater risk of harm will receive safe and well checks on each day of absence. If a child has a social worker, the academy will notify them on the same day of any absence.
- Where a child has not returned to the academy for ten days after an authorised absence or is absent without authorisation for twenty consecutive academy days, they are considered to be 'Children Missing Education (CME)' (see [Children Missing Education](#)). The child may be removed from the academy admission register when the academy and Local Authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child.

11.0 SAFEGUARDING

- 11.1 Lack of consistent or regular attendance, erratic attendance or persistent and severe absence or children missing education (CME) are safeguarding issues and must act as a warning sign to a range of possible concerns including neglect, sexual abuse or child criminal exploitation (CCE) and serious violence. They may also be an indication of child-on-child abuse including bullying and sexual harassment or significant mental ill health concerns. They must not be seen as purely isolated attendance concerns.
- 11.2 Where children have or have had a social worker or need safeguarding, this will inform decisions about safeguarding support.
- 11.3 The academy remains responsible for the monitoring of safeguarding and attendance of all children placed in alternative provision.

12.0 PROMOTING AND REWARDING GOOD ATTENDANCE

- 12.1 The academy has high standards of attendance and will work together with children and families to build a culture where children want to be in school, ready to learn. Improving attendance will always be a high priority of the academy.
- 12.2 The academy promotes good attendance to children through:
- assembly programme, Class time and wellbeing focus, attendance records and daily and weekly monitoring of data
- 12.3 The academy promotes good attendance to parents by:
- letters, phone calls home, induction information, newsletters, policy, website, regular opportunities to meet face to face on site such as parent evenings, coffee mornings and open class afternoons
- 12.4 The academy expects all children to have good attendance of 96% or better (equivalent to missing 7 academy days per year). It is recognised that some children may struggle to achieve this due to authorised absences e.g. for medical needs. Such absences will be taken into account when celebrating attendance.
- 12.5 Good or above attendance will be celebrated by:
- Certificates and letters home
- 12.6 The academy believes that improvements in attendance should also be recognised. Improving attendance will be celebrated by: certificates, regular meetings and letters home

13.0 ATTENDANCE MONITORING

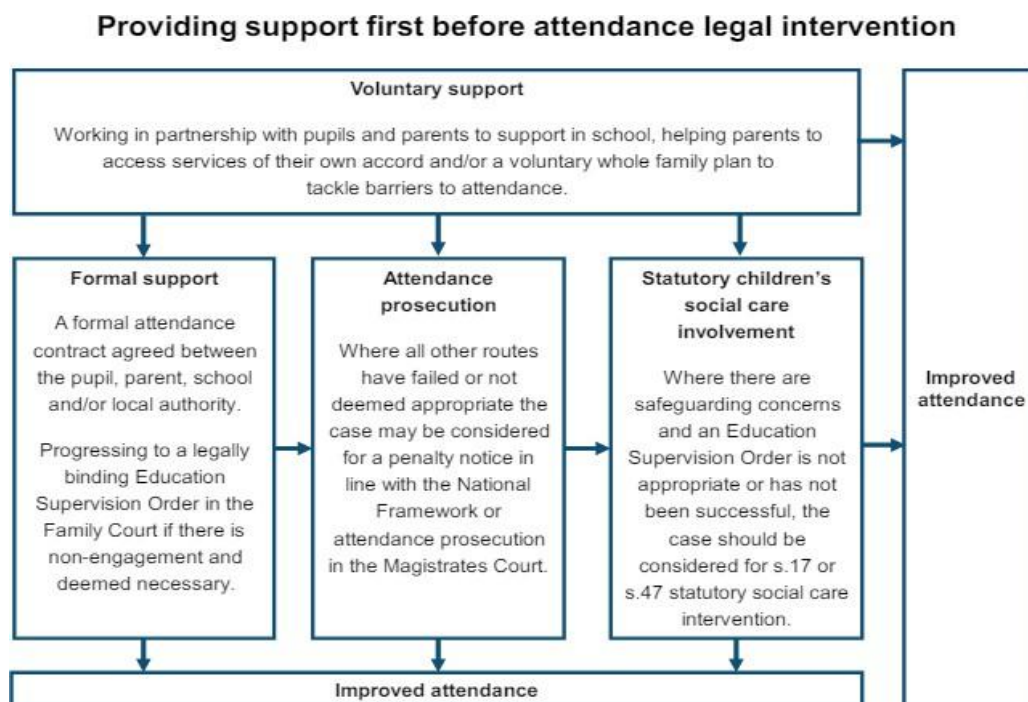
- 13.1 The academy will use attendance data to identify any patterns of poor attendance so that barriers can be identified at the earliest opportunity and support put in place to prevent any issues worsening.
- 13.2 Weekly attendance will be monitored and analysed to see if there are any patterns or trends in the data that need further investigation and targeted support will be provided. The analysis will be shared with relevant staff e.g. class teachers, form tutors, the Attendance Champion, senior leadership team, and/or the designated safeguarding lead who will be expected to explore any issues with individual children and provide appropriate support.
- 13.3 The attendance of groups of children (e.g. year groups, boys and girls, pupil premium/free school meals), will be monitored and analysed by the academy at least half termly, termly and annually across the academy. This data will be compared with local, regional and national levels to identify any areas of focus for improvement, and a report shared with the governance of the trust.

14.0 REDUCING PERSISTENT ABSENCE & SEVERE ABSENCE

- 14.1 Persistent absence (PA) is when a child misses 10% or more of school, and severe absence (SA) is when a child misses 50% or more of school. For both PA and SA, the absence can be for both authorised and unauthorised reasons or a mixture of both.
- 14.2 PA and SA will always be regarded as a significant concern. Absence for whatever reason disadvantages a child by creating gaps in their learning. It also means they miss out on important aspects of social and emotional development that contribute to their overall wellbeing and can be an indication of a safeguarding risk.
- 14.3 The academy will use attendance data to identify those children who are **at risk of becoming PA** and intervene early to identify barriers to good attendance. Strategies may include:
- Daily emails updating attendance champions of attendance data, weekly SLT strategy meetings with accompanying actions, half termly data analysis to find concerns or patterns of low level attendance issues, use of Myconcern to record and alert SLT to challenges inside and outside of school which may have an effect on pupil engagement
- 14.4 If a child meets the threshold for **persistent absence**, the academy will work in partnership with parents and the child to agree a voluntary early help plan. This may include referrals to and support from external services. Strategies may include:
- Working with the child and their family. Referrals can be made using early help system in the local authority to access family support workers, social workers, Nursing service, Educational psychologist or therapists such as speech and language or occupational health. Referrals to local authority transport service.
- 14.5 If a child meets the threshold for **severe absence**, the academy will intensify its support strategies. This will include referrals to and support from external services. Strategies may include:
- As above, in addition scheduling an emergency annual review to adapt provision as named on EHCP or increase in funding to provide increased resource support at school or off site as appropriate in partnership with the local authority.
- 14.6 Children who are persistently or severely absent will be prioritised for support. The academy understands that absence is often a symptom of wider issues a family is facing and will always seek to understand these barriers and provide support. Where that is not successful, or is not engaged with, the law protects children's right to an education and provides a range of legal interventions to formalise attendance improvement efforts. In addition, individual cases may be referred to Children's Social Care. Attendance legal intervention will only be used as a last resort and after all other avenues have been exhausted.

15.0 LEGAL INTERVENTION

- 15.1 This diagram sets out how the academy may progress to legal interventions once all other support strategies have been exhausted. In making any decision to use legal interventions, the academy will always consider the individual circumstances of a family on a case-by-case basis.



- 15.2 In some circumstances, the academy may feel it is appropriate to use an attendance contract. An attendance contract is a formal written agreement between a parent and either the academy or the local authority. It is not legally binding but allows a more formal written agreement to support where a voluntary early help plan has not worked. An attendance contract is intended to provide support and offer an alternative to prosecution. Further details on attendance contracts can be found in [Working together to improve school attendance](#).
- 15.3 If an attendance contract is agreed but the parent does not comply with its contents, the academy and Local Authority may proceed to an alternative course of action including legally binding interventions and ultimately a prosecution. Again, this will always be a last resort after every attempt has been made to secure engagement.

16.0 NATIONAL FRAMEWORK FOR PENALTY NOTICES

- 16.1 Penalty notices can be issued to parents as an alternative to prosecution where a child's absence is recorded as unauthorised and that absence(s) constitutes an offence. Penalty notices will only be used as a last resort and can only be issued by the Headteacher or someone authorised by them, a Local Authority officer or the police.
- 16.2 While there is a national threshold for when it is appropriate to issue a penalty notice, the academy has a duty to consider each case individually in deciding whether this is an appropriate course of action.
- 16.3 The national threshold is 10 sessions of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be met with any combination of unauthorised absence (e.g. 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks). These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term).
- 16.4 A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion.
- 16.5 In deciding whether to issue a penalty notice, the academy will consider, on a case-by-case basis, whether this is the best tool to improve attendance or whether alternatives may be more appropriate. They will also consider any obligations under the Equality Act 2010 such as when the child has a disability.

17.0 SUPPORTING CHILDREN WITH SPECIFIC NEEDS

- 17.1 Many children will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, schoolwork, examinations or variable moods. It is important to note that these children are still expected to attend school regularly - in many instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it, and a prolonged period of absence may heighten anxious feelings about attending in future.
- 17.2 However, some children face more complex barriers to attendance. All children who attend HEdT have SEND. Some children also have long term physical or mental health conditions. Their right to an education is the same as any other child and therefore the attendance ambition for these children is the same as it is for any other child, but additional support and reasonable adjustments may need to be provided.
- 17.3 This support will include:
- Understanding the individual needs of the child and family.
 - Working in partnership with the child and family to put in-school support in place and working with the Local Authority and other agencies e.g. nursing services and mental health support teams services, where external support is needed (and available).
 - Regularly reviewing and updating the support approach to make sure it continues to meet individual needs.
- 17.4 A sickness return to the Local Authority will be made for any child recorded in the attendance register as unable to attend because of sickness **and** there are reasonable grounds to believe the child will have to miss 15 consecutive school days or more for illness or the child's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.
- 17.5 In some cases it may be appropriate to consider whether a time-limited phased return to the academy should be used to support children who are affected by anxious feelings about school attendance (see section 18)
- 17.6 Almost all children at HEdT have an Education, Health and Care plan (EHCP). The academy has a duty to communicate with the Local Authority where a child's attendance becomes a concern or they become aware of barriers to attendance that relate to the child's needs (see 17.8).
- 17.7 Children with other vulnerabilities, such as those who have the involvement of a social worker, are looked after or previously looked after, are young carers or who are experiencing social barriers such as lack of housing and poverty, will also be provided with additional support that may include the assistance of a range of external agencies. The academy will work in partnership with the child and families to agree the package of support that is most helpful.

17.8 **Children with an EHCP**

If the child has an Education Health and Care Plan (EHCP), academy staff should:

- Communicate with the Local Authority where a pupil's attendance falls or they become aware of barriers to attendance that relate to the pupil's needs.
- Where possible agree adjustments to its policies and practices that are consistent with the special educational provision set out in the EHCP in collaboration with parents.
- Where needed, work with the Local Authority to review and amend the EHCP to incorporate the additional or different attendance support identified.

17.9 **Supporting attendance for children with medical conditions:**

Medical evidence for recording absences should only be needed and requested in a minority of cases. Where a pupil's health needs means they need reasonable adjustments or support because it is complex or long term, academies can and are advised to seek medical evidence to better understand the needs of the pupil and identify the most suitable provision, again working in partnership with families and external agencies. In some cases this will require flexibility and involve, for example, programmes of study that rely on part-time attendance at school in combination with alternative provision arranged by the Local Authority. Consideration should also be given to how children will be reintegrated back into school after periods of absence.

18.0 PART-TIME TIMETABLES

- 18.1 In very exceptional circumstances, where it is in a child's best interests, there may be a need for the academy to provide a child of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a child from attending school or another setting full-time and a part-time timetable is used to help the child access as much education as possible.
- 18.2 A part-time timetable will not be used to manage a child's behaviour.
- 18.3 Only the headteacher can propose a part-time timetable, which then must be authorised by the Local Authority, and agreed by parents.
- 18.4 Part-time timetables will be in place for the shortest time necessary and, unless there are exceptional circumstances, last no longer than 6 weeks. Exceptional circumstances must be discussed with the Director of Safeguarding and Attendance before a part-time timetable is extended beyond 6 weeks.
- 18.5 A written plan between the academy, the child and the parent will be drawn up, in agreement with the Local Authority. It will record the details of the timetable including the proposed end date, and responsibilities for safeguarding.
- 18.6 A lead member of staff with responsibility for monitoring the part-time timetable will be appointed, and they will provide information and updates to other relevant members of staff in the academy e.g. teachers, DSL, pastoral team, as well as liaising closely with parents and the child.
- The academy will carry out reviews at least fortnightly, and will include the child, parents and other professionals as appropriate. Records of all review meetings will be added to the plan.
- 18.7 Where the child has a social worker, the academy will keep them informed and involved in the process.

19.0 ROLES & RESPONSIBILITIES

19.1 The Board of Trustees are responsible for:

- Promoting the importance of school attendance across the trust and academy policies and ethos
- Making sure academy leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole trust and academy
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy
- Monitoring of pupil attendance will be formally reviewed in the Teaching Learning and Welfare trustee sub-committee

19.2 The headteacher is responsible for:

- Implementation of this policy at the academy
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual children
- Monitoring the impact of any implemented attendance strategies
- Issuing penalty notices, where necessary

19.3 The senior attendance champion is responsible for:

- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Establishing and maintaining effective systems for tackling absence
- Using absence data to track and monitor whole school attendance and identify children or cohorts that require support
- Devising strategies to address poor attendance and remove any barriers
- Building relationship with parents and external agencies to discuss and address attendance issues
- Creating intervention and reintegration plans in partnership with children, parents and external agencies
- Delivering targeted intervention and support to children and families

19.4 The attendance officer is responsible for:

- Carrying out first day calls and subsequent daily absence calls
- Co-ordinating safe and well checks and home visits
- Monitoring and analysing attendance data
- Benchmarking attendance data against local, regional and national data to identify areas of focus for improvements
- Providing regular attendance reports to academy staff and reporting concerns to the senior attendance champion and headteacher
- Working with the Local Authority to address persistent or severe absence
- Advising the Headteacher or other authorised leader when to issue penalty notices

19.5 Class teachers/form tutors are responsible for:

- Recording attendance on a daily basis
- Regularly reviewing attendance data and implementing any agreed strategies when there is a concern
- Recording and reporting any concerns which may be a factor in low attendance, however minor, using the systems of the school e.g. MyConcern

19.6 Admin/office staff are responsible for:

- Taking calls from parents about absence on a daily basis and recording it on the academy system
- Transferring calls from parents to an appropriate member of staff who can provide them with more detailed support on attendance
- Daily emails to SLT detailing pupil's absence, reasons and percentage

19.7 Parents/Carers are responsible for:

- Making sure their child attends the academy every day on time
- Calling the academy to report their child's absence before 8am on the day of absence and each subsequent day of absence
- Providing the academy with at least 2 emergency contact numbers for their child
- Ensuring that, wherever possible, appointments for their child are made outside of the academy day
- Only requesting a leave of absence in advance and only for exceptional circumstances
- If appropriate, inform and work with the academy to address any issues with attendance at the earliest opportunity

19.8 Children, where appropriate, are responsible for:

- Attending school every day on time

20.0 ADDITIONAL GUIDANCE AND LEGISLATION

20.1 Relevant legislation

[The Education Act 1996 and 2002](#)

[The Children Act 1989](#)

[The Education and Inspections Act 2006](#)

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2004](#)

[The Education \(Parenting Contracts and Parenting Orders\) \(England\) Regulations 2007](#)

[The Education \(Penalty notices\) \(England\) Regulations 2007, as amended](#)

[The Education \(Information about individual pupils\) \(England\) Regulations 2013](#)

[The Children and Young Persons Act 1933](#) and [1963](#)

[The Equality Act 2010](#)

20.2 Relevant government guidance

[Children Missing Education](#)

[Keeping children safe in education](#) and [Working together to safeguard children](#)

[Special educational needs and disability code of practice: 0 to 25 years](#)

[Elective Home Education](#)

[Alternative provision: statutory guidance for local authorities](#)

[Exclusion from maintained schools, academies and pupil referral units in England](#)

[Supporting pupils at school with medical conditions](#)

[Arranging education for children who cannot attend school because of health needs](#)

[Promoting and supporting mental health and wellbeing in schools and colleges](#)

[Preventing and tackling bullying](#)

[Providing remote education](#)