POLICY: WHOLE SCHOOL ATTENDANCE

Policy Owner:	DSL
Approved / Last Reviewed:	August 2026
Approved / Last Reviewed by:	Gabrielle Pinnock
Next Review:	August 2027
Policy basis	Independent School Standards, KCSIE

VERSION CONTROL

Version	Date	Author	Notes
1.0			Historic
2.0	August 2026	Gabrielle Pinnock	Reviewed / Revised - Compliance

Contents

POLICY: WHOLE SCHOOL ATTENDANCE 1

VERSION CONTROL 1

INTRODUCTION 3

PROMOTING REGULAR ATTENDANCE 4

ROLES AND RESPONSIBILITIES 5

UNDERSTANDING TYPES OF ABSENCE 8

PERSISTENT AND SEVERE ABSENCE 9

LEAVE OF ABSENCE 10

MEDICAL APPOINTMENTS AND ABSENCE DUE TO ILLNESS 10

PUPIL ABSENCE FOR THE PURPOSES OF RELIGIOUS OBSERVANCE 11

GYPSY, ROMA AND TRAVELLER PUPILS 11

OUR PROCEDURES 12

Register Keeping and Recording 12
Expected absence procedure for parents: 13
Late Arrival at School 13
Support Systems 14
Part-time timetables 15
SCHOOL ATTENDANCE AND THE LAW 15
DELETIONS FROM THE REGISTER 16
RELATED POLICIES 16
STATUTORY FRAMEWORK 17
APPENDICES 17
Appendix 1: Norfolk County Council: Penalty Notices regarding school absence – Guidance for parents ... 17
Appendix 2: Example leave of absence request form 19
Appendix 3: Attendance Policy Quick Guide for Parents 22
POLICY CONSULTATION & REVIEW 23
MONITORING, AUDIT AND GOVERNANCE 24

INTRODUCTION

At **Norwich Steiner School** we recognise that positive behaviour and good school attendance are essential in order for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.

This policy applies to all pupils of compulsory school age, and as such includes kindergarten children after they have reached the age of 5 as well as pupils in lower and upper school.

Regular and punctual school attendance is key to social development as well as educational achievement, and the school works with the expectation that all families will support our target of 100% attendance for their children.

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to:

1. [a] their age, ability and aptitude and
2. [b] any special needs they may have.

either by regular attendance at school or otherwise.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

A child is of "compulsory school age" on the 1st January, 1st April or 1st September following their 5th birthday. Children becoming **5** years old between 1st January and 31st March are of compulsory school age at the beginning of the term after 1st April.

In England, school- leaving age depends on when a child was born. Children can leave school on the last Friday in June as long as they will be 16 by the end of that year's summer holidays. **However,** children must stay in some form of education or training until their **18th** birthday.

School attendance is subject to various education laws and this policy reflects these laws and guidance produced by the Department for Education (see appendix).

The Department for Education (DfE) has produced statutory guidance for maintained schools, academies, independent schools, and local authorities. It is called "Working together to improve school attendance" (2026) and it includes a National Framework in relation to absence and the use of legal sanctions. Our School Attendance Policy reflects the requirements and principles of that guidance including the importance of understanding the potential vulnerabilities of children who are missing education or absent from school.

This policy is written with the above guidance in mind and underpins our school ethos to:

- Work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity.
- Promote children's welfare and safeguarding.

- Ensure every pupil has access to the suitable, full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

Our policy outlines the school's commitment to attendance. Our policy aims to provide clear guidance to all staff, parents & carers, pupils and governors/trustees about the responsibilities and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
- Raising and maintaining a whole school awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and on time, every day the school is open unless the reason for the absence is unavoidable.

We 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, anti-bullying, behaviour, and inclusive learning. This policy also considers the Human Rights Act 1998, the Equality Act 2010, UN Convention on the Rights of the Child, and other relevant legislation.

PROMOTING REGULAR ATTENDANCE

At **Norwich Steiner School**, we believe in developing good patterns of attendance and set high expectations for the attendance and punctuality for all our pupils from the outset. It is a central part of our school's vision, values, ethos, and day to day life. We recognise the strong connections between attendance, attainment, safeguarding and wellbeing.

Role	Name	Contact details
Senior Attendance Champion	Kelly Bird	kelly.bird@norwichsteinerschool.co.uk 01603 611175
Attendance Officer	Kelly Bird	kelly.bird@norwichsteinerschool.co.uk 01603 611175

Improving school attendance is a shared responsibility by all school staff, trustees, parents, pupils, and the wider school community. Helping to create a pattern of regular attendance is the responsibility of parents, pupils and all members of school staff.

To help us all to focus on this, we will:

- Build strong relationships and work jointly with families.
- Give parents/carers information about attendance in our newsletters.
- Promote the benefits of high attendance.
- Accurately complete admission and attendance registers and have effective day to day processes in place to follow-up absence as required by law.
- Report to parents/ carers regularly on their child's attendance and the impact on their progress.
- Contact parents/ carers should their child's attendance fall below the school's target for attendance.

Roles and Responsibilities

The Trustee Board of Norwich Steiner School recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, pupils, and parents so that children attend school every day and are safeguarded from harm.
- Identifying a member of staff to lead on attendance matters and ensuring that there is a named senior attendance champion who is a part of the school management team.
- Ensuring the school management team fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all pupils.
- Ensuring the school engages and works effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual pupils who need it most.
- Ensuring high aspirations are maintained for all pupils and processes for support are adapted to the individual needs of pupils including those with long term illnesses, special educational needs and disabilities and pupils with a social worker or youth justice worker.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.

- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

The School Management Team (including the senior attendance champion) at Norwich Steiner School will:

- Actively promote the importance and value of good attendance to **all** pupils and their parents.
- Form positive relationships with pupils and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all pupils to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.
- Ensure that there is a named senior attendance champion to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Ensure that systems to report, record and monitor the attendance of all pupils, are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response 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.

All staff at Norwich Steiner School will:

- Actively promote the importance and value of good attendance to **all** pupils and their parents/ carers.

- Form positive relationships with pupils and parents/ carers.
- Contribute 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.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all pupils
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support pupils and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing pupil attendance data.
- Undertaking regular attendance meetings with the Senior Attendance Champion, Designated Safeguarding Lead/ deputy DSL's, Inclusion Co-Ordinator, and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling low attendance.
- Managing individual pupil casework files.
- Coordinating individual action plans for pupils causing concern including the instigation of an Early Help Assessment Plan and/ or the implementation of an attendance contract.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Making referrals to appropriate external agencies.

Norwich Steiner School requests that parents:

- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life so that we can offer support at the earliest opportunity.
- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.

- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Pupils will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents/ carer's and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn and be on time to lessons.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

Understanding Types of Absence

Any absence affects the routine of a child's schooling and regular absence will seriously affect their learning journey and ability to progress. Any pupil's absence or late arrival also disrupts teaching routines and may affect the learning of other pupils. Ensuring a child's regular attendance at school is a parental responsibility and allowing absence from school, without a good reason, is an offence and may result in prosecution.

Every half-day absence from school has to be classified by the school (not by the parent), as either **authorised** or **unauthorised**. This is why information about the cause of any absence is always required. Each half-day is known as a 'session'. Absence will not be authorised unless parents have provided a satisfactory explanation, and it is accepted as such by the school. The decision to authorise absences is at the discretion of the **school management team**.

For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed (after 9:30am or 14:30pm)
- Not attending school for any reason

"Regular" attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised

Authorised absences are morning or afternoon sessions away from school for a genuine reason such as:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency or unavoidable cause

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been granted such as:

- Parents keeping children off school unnecessarily or without reason e.g., because they had a late night or for non-infectious illness or injury that would not affect their ability to learn;
- Absences which have not been properly explained
- Arrival at school after the register has closed
- Shopping, looking after other children or birthdays
- Day trips and holidays taken during term-time, not deemed 'for exceptional purposes' by the **school management team**, including any arranged by other family members or friends.
- Leaving school without reason during the day.
- Any other absence in term time which has not been agreed.

This type of absence can lead to the school referring to the Local Authority for legal proceedings.

Persistent and Severe Absence

A pupil is defined by the Government as a **'persistent absentee' (PA)** when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Over a full academic year this would be 19 school days (38 sessions) missed. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents/ carers to resolve this.

A pupil who has missed 50% or more schooling is defined by the Government as '**severely absent' (SA)**. Pupils within this cohort 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.

The attendance of all pupils at our school is monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in our policy. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings.

Parents found guilty in a Magistrates' Court of failing to secure their child's regular attendance at school under the provisions of the Education Act 1996, will receive a criminal record and a maximum penalty of a £1000 fine under a Section 444 (1) offence or a £2500 fine or up to a 3-month prison sentence, under a Section 444 (1a) offence.

Leave of Absence

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. At **Norwich Steiner School,** leave of absence is only granted at the discretion of the **school management team** and shall not be granted unless there are 'exceptional circumstances'. **Norwich Steiner School** will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the school at least a month before the planned leave (see Appendix 2). **Norwich Steiner School** will treat each application individually and discuss with you the circumstances of the application before a decision is made. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, it will be marked as unauthorised. Retrospective requests will not be considered and will also result in the absence being categorised as unauthorised. In such cases the school may make a referral to the Local Authority wo may consider prosecution.

When absence is granted by the, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible 'children missing from education' procedures being instigated.

Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. Pupil's will be required to sign out at main reception where they do leave part way through the school day for an appointment. No pupil, under the age of 18 will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we will speak to parents/ carers regarding our concerns and look at what support can be put in place to ensure their child's regular attendance at school. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging pattern of non-attendance, we will discuss the reasons for absence with the child's parent/ carer. We will invite parents to attend a meeting to discuss attendance as an appropriate early intervention strategy. As part of this support, we may seek consent from parents and the pupil as appropriate to make a referral to the 5-19 Healthy Child Programme team and/ or to liaise with the child's healthcare professional.[1]

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils with medical conditions at school and Norfolk County Council policies via the Medical Needs Service. We will also consider whether an Individual Healthcare Plan is required.

Pupil Absence for the purposes of Religious Observance

Norwich Steiner 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 is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

Gypsy, Roma and Traveller pupils

Gypsy, Roma and Traveller (GRT) pupils are among the lowest achieving groups of pupils at every key stage in education, although some GRT pupils achieve very well at school. We recognise that there are many complex and interwoven factors that may influence the educational attainment of GRT pupils. At our school, we have high expectations of all pupils, regardless of their background whilst recognising the lifestyle and cultural traditions of GRT communities. In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a pupil who is a mobile child[2] and is unable to attend school because:

[1] This is in accordance with the NSCP Joint Protocol between Health Services & Schools in respect of the management of pupil absence from school when medical reasons are cited

[2] A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
- that the child has attended at a school as a registered pupil as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that they have made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted

This provision applies *only* when the family has no fixed abode and 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. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

When a family is trading or otherwise conducting their business in or around Norfolk, if they can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time. **Norwich Steiner School** will be regarded as the base school if it is the school where the child normally attends when he or she is not travelling. However, the pupil must have attended **Norwich Steiner School** in the last 18 months. Parents can register their children at other schools temporarily while away from their base school; in such cases, the pupil's school place at **Norwich Steiner 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.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

OUR PROCEDURES

Register Keeping and Recording

The School Attendance (Pupil Registration) (England) Regulations found in the Working Together 2026 document, 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 register must record whether the pupil was:

- Present;
- Absent;
- Present at approved educational activity; or
- Unable to attend due to exceptional circumstances

Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school parents are expected to contact school by telephone call on the morning of the first day of absence and on each subsequent day, identifying the reason for absence and the expected date of return. If no contact is received, then absence protocols will be instigated.

If a child is absent from school the parent must follow these procedures:

- Contact the school on the first day of absence before **9:00am** when our register closes.
- Please contact the school either via telephone on **01603 611175** or via email at reception@norwichsteinerschool.co.uk if your child is going to be absent from school
- Contact the school on every further day of absence, again before **9:00am**.
- Ensure that your child returns to school as soon as they are well enough to do so.

If your child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at **9:30am** and where no reason for absence is known. We will telephone you on the first, and every subsequent day of absence, if we have not heard from you. However, it is your responsibility to contact us;
- If we are unable to make contact with parents by telephone, we will telephone emergency contact numbers, send letters home and a home visit may be made, in the interests of safeguarding.

We will also inform a pupil's social worker and/ or youth offending team worker if there are unexplained absences from school in line with statutory requirements. We will also inform a pupil's social worker and/ or youth offending team worker if their name is to be deleted from the school register.

Late Arrival at School

Poor punctuality can lead to irregular school attendance patterns. Pupils who arrive late disrupt lessons and, if a child misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

At **Norwich Steiner School** all pupils are expected to arrive on time for every day of the school year. The school day begins at **9:00am**. We advise all parents to ensure their child is on site prior to this. Pupils should be in school by **8:45am** The school register will be taken at **9:00am**. All pupils arriving after this time are required to report to the main office and provide a reason for their absence. If their arrival is before **9:30am,** it will be recorded as late - L code (Late before the close of register).

The school register will officially close at **9:30am**. All pupils arriving on or after this time will be marked as having an unauthorised absence for the morning session - U code (Late after the close of register). This is categorised as an unauthorised absence for the session. Unauthorised lateness could result in the school referring to the Local Authority for legal proceedings. If your child has a persistent lateness record, you may be asked to meet with **Kelly Bird** but you can approach us at any time if you are having difficulties getting your child to school on time. We expect parents and staff to encourage good punctuality by being good role models to our pupils.

Please note: L or U codes will be used if a pupil arrives after the close of the afternoon register for the PM session.

Support Systems

At **Norwich Steiner School** we recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and/ or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/ separation, emerging health concerns. This will help the school identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Writing to you if your child's attendance is causing a concern and/ or where punctuality is a concern;
- Arrange a meeting so that you may discuss the situation with our Senior Attendance Champion or class guardian
- Create a personalised action/ support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of your child;
- Offer signposting support to other agencies or services, if appropriate or undertake an Early Help Assessment & Plan with you;
- Refer the matter to an external agency for multi-agency support, or consult with the Children's Advice and Duty Service (CADS) or the police, where there are safeguarding concerns.

- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through Children Missing Education procedures if no contact has been made with parents by the 10th day of absence (or sooner if deemed appropriate).
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

At **Norwich Steiner School** we will investigate and offer support to any pupils who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

Part-time timetables

All schools have a statutory duty to provide full-time education for all pupils and we are committed to every child's right to a suitable, full-time education offer. In very exceptional circumstances, we may decide to implement a temporary, reduced timetable where a pupil's individual needs indicate they cannot currently access a full-time education and it would not be in their best interest to do so. We will not use a part-time timetable to manage a pupil's behaviour. A part-time timetable will not be treated as a long-term solution and will have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. We will never put a part-time timetable in place without written agreement from parent/carer and/or other professionals working with the family as appropriate. This intervention will only be used as part of a comprehensive package of support for the pupil where it is safe to do so; it will be reviewed regularly in partnership with the child, parent and any other relevant professionals working with the family.

In line with Norfolk County Council guidance, we will notify the Attendance Team of all part-time timetables as soon as a plan has been agreed.

School Attendance and the Law

The School Attendance (Pupil Registration) (England) Regulations 2024 introduced a National Framework in England. By law all children of compulsory school age must receive an appropriate full-time education (Education Act 1996). Parents have a legal duty to ensure their child attends school regularly at the school at which they are registered.

Parents may be recognised differently under education law, than under family law. Section 576 of the Education Act 1996 states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Deletions from the Register

At **Norwich Steiner School** we will add and will only delete pupils from our school roll in line with the Pupil Registration Regulations. In most circumstances, we will know in advance about pupils leaving our school; this will be planned and discussed with the parent in advance of the pupil leaving. At **Norwich Steiner School** we will always work with families to gain information about the pupil's next school and/ or address before the pupil leaves to reduce the risk of pupils becoming a child missing education through lack of shared information.

We follow Norfolk County Council's Child Missing Education procedures and will inform the Children Missing Education Team of all removals from our school roll no later than the date the child is removed in line with statutory responsibilities.

If a child is removed from roll to home educate, we can only de-register the child if we receive, in writing, the parent's intention to educate their child other than at school. The pupil will be de-registered on receipt of such a letter and Norfolk County Council will be informed of the removal from roll as outlined above.

Norwich Steiner School will follow Norfolk County Council's Children Missing Education procedures when a pupil's whereabouts is unknown, the school will carry out joint enquiries with Norfolk County Council to establish the whereabouts of the child.

Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential the following policies are integral to this approach:

- safeguarding and child protection
- admissions
- anti-bullying
- permanent exclusion procedure
- special educational needs
- behaviour and code of conduct

STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance 2026
- The School Attendance (Pupil Registration) (England) Regulations 2024
- School attendance parental responsibility measures, DfE (January 2015)
- Keeping children safe in education 2026
- Children Missing Education guidance 2025
- Working together to safeguard children 2026

APPENDICES

The following pages contain appendices relevant to this policy.

Appendix 1: Norfolk County Council: Penalty Notices regarding school absence – Guidance for parents

Regular school attendance and parent's legal responsibilities

At **Norwich Steiner School** our aim is to collaborate with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This guidance is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

The important legal information – New from August 19th, 2024

The Government have introduced a single national threshold for when all schools in England must consider referring absences to the Local Authority. This threshold is **10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period**. These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The period of 10 school weeks can span different terms or school years.

In line with national guidance, the Local Authority (LA) retains the discretion to take action before the threshold is met. This might apply for example, where parents have taken several term time holidays below the national threshold.

Requests for leave of absence

Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the school management team to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'

Requests for leave must be made in advance, otherwise schools will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Schools are not obligated to reconsider authorising leave if an application was not made in advance.

Support with ensuring regular school attendance

If you require any support with ensuring your child's attendance, please contact **Kelly Bird** (kelly.bird@norwichsteinerschool.co.uk).

Appendix 2: Example leave of absence request form

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME
Important information for parents – please read before completing this form Working together to improve school attendance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday as the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance'. Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance. Our aim is for every pupil's attendance to be 100% unless there are exceptional or unavoidable reasons for absence. If you require any support with ensuring your child's attendance, please contact [Insert name and contact details].

I have read the above information and wish to apply for leave of absence from school for:		
Child's Full Name:	**Date of Birth:**	**Class:**

Parent/Carer Details (please list all parents)			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			
First Name:		Surname:	
Date of Birth:		Relationship to the child:	
Address and postcode:			
Telephone number:			

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name:	Date of Birth:	School:

Details of the absence			
Date of First day of absence:		Date of last day of absence:	
Total Number of days absent:		Expected date of return to school:	

Please provide the reason for this request including supporting evidence:

Please read the following statement and sign to indicate you understand the this:
I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child. I have read and understood Norfolk County Council's information regarding the action they may take.

Signed:		Full name:		Date:	
Signed:		Full name:		Date:	

To be completed by the school:			
Date request received by the school:		Total number of days requested:	
Child's Name:		Application Authorised or Declined?	
Reason for school's decision:			
In the case of a term time holiday please confirm which parent took the holiday:			
Senior Attendance Champion:			
Signed:		Date:	

Appendix 3: Attendance Policy Quick Guide for Parents

Attendance Policy Quick Guide for Parents

The name and contact details of the school staff member pupils and parents should contact about attendance on a day-to-day basis is:

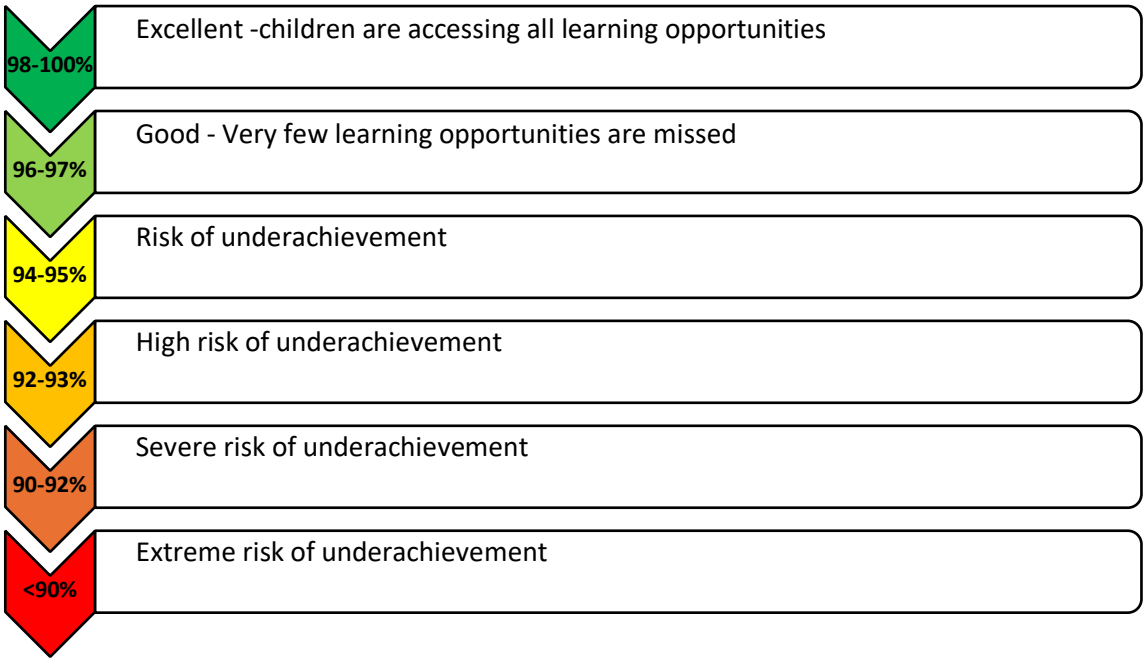
General absence: reception@norwichsteinerschool.co.uk or **01603 611175**

Queries and concerns: **Kelly Bird; kelly.bird@norwichsteinerschool.co.uk or 01603 611175**

We expect pupils to attend school for at least 95% of the academic year. You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8:45am**.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



'On the day' absences: what should I do if my child is not 'fit' to go into school?

On **each day** your child is unfit to come to school, please report this absence using the by calling us on **01603 611175** or emailing us via **reception@norwichsteinerschool.co.uk** to let us know. In the message you must leave your child's **full name and give the specific reason for absence**. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via reception@norwichsteinerschool.co.uk or **in person.** You will receive a letter in response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in school by **9:00am**.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact the **DSL** if you require any support with ensuring your child's regular school attendance.

POLICY CONSULTATION & REVIEW

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

This policy will be reviewed in full on at least an annual basis.

MONITORING, AUDIT AND GOVERNANCE

This policy belongs to Norwich Steiner School, which is the operational name for the Charity the Norfolk Initiative Steiner School, registered charity number 1099377, company number 4815492

Compliance is monitored through internal audits, policy review as part of self-evaluation, and annual reporting to Trustees on concessions awarded, value, and any compliance issues.