



CHRIST CHURCH CHORLEYWOOD



"What we nurture today, flourishes tomorrow."

"I am the vine, and you are the branches. Those who remain in me, and I in them, will bear much fruit; for you can do nothing without me." John 15

love | joy | peace | patience | kindness | goodness | faithfulness | gentleness | self-control

CHRIST CHURCH SCHOOL

ATTENDANCE POLICY

Date: September 2026

Review date: Autumn 2027

Attendance Leadership

Senior Attendance Lead / Senior Attendance Champion:

Mrs Emma Allaway / Mrs Dench

Email: admin@christchurchschool.herts.sch.uk

Day-to-day attendance contact:

The Office Team

Email: admin@christchurchschool.herts.sch.uk

Telephone: 01923 282647

Governor with responsibility for attendance:

Rachael Spiers

Staff consulted: Autumn 2026

Ratified by the Governing Body: Autumn 2026

Review date: Autumn 2027

1. Introduction and Background

Christ Church School recognises that positive behaviour and good attendance are essential for pupils to gain the most from their school experience, including their attainment, wellbeing and wider life chances.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude and any special educational needs they may have. It is the legal responsibility of parents to ensure that their child receives that education either through attendance at school or through education otherwise than at school.

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



Where parents choose to register their child at school, they have an additional legal duty to ensure that their child attends that school regularly. This means attending every session that the school is open, except where absence is permitted by law or authorised by the school.

The Department for Education (DfE) statutory guidance, **Working together to improve school attendance**, sets out expectations for schools, academy trusts, governing bodies and local authorities. This policy reflects that guidance and the requirements of the **School Attendance (Pupil Registration) (England) Regulations 2024**.

This policy also reflects the requirements of **Keeping Children Safe in Education 2026**, which identifies attendance and children missing from education as important safeguarding considerations.

Our attendance approach is based on the principle that **attendance is everyone's responsibility** and that the most effective approach is to work in partnership with pupils, parents, school staff and external agencies to understand and remove barriers to attendance.

This policy aims to:

- promote children's welfare and safeguarding;
- ensure every pupil has access to the full-time education to which they are entitled;
- promote regular attendance and good punctuality;
- support pupils to succeed academically, socially and emotionally;
- identify and address barriers to attendance at the earliest opportunity;
- ensure attendance is accurately recorded and monitored;
- provide appropriate support for pupils and families experiencing barriers to attendance;
- ensure that legal intervention is used appropriately and in accordance with national and local requirements.

2. Promoting Regular Attendance

At Christ Church School, we believe in developing positive patterns of attendance and setting high expectations for attendance and punctuality from the outset.

We recognise the strong connections between attendance, attainment, safeguarding, wellbeing and wider development.

Helping to create a pattern of regular attendance is the responsibility of pupils, parents, carers and all members of school staff.

To promote regular attendance, we will:

- submit required attendance data to the Department for Education and Local Authority in accordance with statutory requirements;
- build strong relationships and work jointly with families;
- communicate regularly with parents and carers about attendance;
- promote the benefits of regular attendance;
- accurately complete admission and attendance registers;
- have effective day-to-day processes for following up absence and lateness;
- celebrate good and improving attendance sensitively and without discrimination;
- report regularly to parents and carers on their child's attendance and the amount of learning missed;
- analyse attendance data regularly to identify pupils and groups requiring support;
- work with the Local Authority and other partners where attendance is at risk of becoming persistent or severe.

The school will avoid presenting attendance percentages in isolation and will help parents understand the amount of education missed and the potential impact on learning.

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



3. Attendance Expectations

For pupils of compulsory school age, parents have a legal responsibility to ensure their child attends school regularly.

Pupils are expected to:

- attend school every day that they are expected to attend;
- arrive on time and be ready to learn;
- attend all timetabled sessions.

Parents and carers are expected to:

- ensure their child attends school regularly and punctually;
- contact the school on the first day of absence and each subsequent day;
- provide an explanation for absence;
- provide information or evidence where reasonably requested by the school;
- work with the school to address any barriers to attendance;
- make requests for leave of absence in advance where appropriate.

For pupils who are not yet of compulsory school age, attendance expectations remain important and parents are expected to support their child's regular attendance in accordance with the sessions for which they are registered.

Legal enforcement measures relating to irregular attendance apply only to pupils of compulsory school age.

4. Start and End of the School Day

The school day for pupils is:

Gates open: 8.40am

Registration starts: 8.40am

Registration closes: 8.50am

End of school day: 3.15pm

The morning attendance register is taken at the start of the school day and remains open for no longer than 30 minutes.

An afternoon attendance register is taken during the afternoon session.

5. Understanding Types of Absence

Every session of absence must be recorded using the appropriate DfE attendance code.

The school, not the parent or carer, determines how an absence is recorded.

Authorised absence

Authorised absence is absence that has been permitted by the school or falls within one of the statutory circumstances for which an absence is authorised.

Examples include:

- illness where the pupil is genuinely unable to attend;

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



- medical or dental appointments where the absence is unavoidable;
- religious observance where the statutory criteria are met;
- exceptional circumstances for which leave has been granted;
- other circumstances covered by the statutory attendance codes.

The school may request medical evidence in a minority of cases where this is appropriate. Medical evidence will not be requested routinely or unnecessarily.

Unauthorised absence

Unauthorised absence is absence which the school does not consider to fall within an authorised category or where leave has not been granted.

Unauthorised absence may include, but is not limited to:

- absence without an adequate explanation;
- holidays or leisure activities during term time where leave has not been granted;
- shopping trips;
- looking after other children;
- accompanying siblings or parents to appointments where this is not unavoidable;
- birthdays or similar family celebrations;
- day trips;
- absence following a refusal of a leave-of-absence request;
- lateness after the register has closed.

Unauthorised absence may result in the school seeking support from the Local Authority and, where appropriate, requesting legal intervention.

6. Illness and Medical Absence

Parents should contact the school before 8.50am on the first day of illness and on each subsequent day of absence.

When considering whether a child is too ill to attend school, parents and school staff should refer to appropriate NHS and DfE guidance.

The school recognises that some pupils have long-term physical or mental health conditions, SEND or other vulnerabilities which may create additional barriers to attendance.

Where health needs affect attendance, the school will:

- work with the pupil and family to understand the individual circumstances;
- consider reasonable adjustments where appropriate;
- work with health professionals and other agencies where necessary;
- consider a time-limited phased or supported return where appropriate;
- regularly review any support provided.

Medical evidence should only be requested where it is appropriate and necessary to understand a pupil's needs or to establish the reason for absence.

The school will make a sickness return to the Local Authority where a pupil is recorded using code I and there are reasonable grounds to believe that the pupil will miss 15 consecutive school days or more because of illness, or their total illness absence during the school year will reach or exceed 15 school days.

7. Absence Procedures

If a child is absent, parents must:

- contact the school before 8.50am on the first day of absence;
- contact the school on every subsequent day of absence;
- provide an explanation for the absence;
- ensure that their child returns to school as soon as they are able to do so;
- provide supporting evidence where reasonably requested.

Parents can report absence by telephone or by leaving a message if the office is unable to answer.

Where a voicemail is left, the school may contact the parent to discuss the absence before deciding how it should be recorded.

If a child is absent, the school will:

- contact parents on the first day of absence where no reason has been provided;
- continue to follow up unexplained absence;
- contact emergency contacts where necessary;
- make a home visit where appropriate and where safeguarding concerns warrant this;
- record the appropriate attendance code once the reason for absence is established;
- follow up unexplained absence promptly;
- involve the DSL where attendance gives rise to safeguarding concerns.

Where an absence remains unexplained, the school will continue to make reasonable enquiries to establish the pupil's circumstances and expected date of return.

Where a pupil has a social worker or youth offending team worker, unexplained absence will be shared with the relevant professional where appropriate.

8. Local Authority Attendance Returns

The school is required to provide the Local Authority with attendance information in accordance with statutory requirements.

The school will provide the Local Authority with the names and addresses of pupils of compulsory school age who:

- fail to attend school regularly; or
- have been absent continuously for a period of 10 school days,

where the absence has been recorded using one or more codes statistically classified as unauthorised: G, N, O and/or U.

These returns will be made in accordance with the arrangements agreed with Hertfordshire County Council and at least as frequently as required by statutory guidance.

The school will also make statutory sickness returns where the relevant 15-day threshold is met.

9. Safeguarding and Attendance

Regular attendance is an important protective factor for children.

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



Repeated or prolonged absence, unexplained absence and children missing from education can be indicators of safeguarding concerns, including neglect, abuse, exploitation or other vulnerabilities.

Attendance information will therefore be considered alongside other safeguarding information.

Staff should report concerns about attendance or a child's circumstances to the Designated Safeguarding Lead (DSL) or Deputy DSL without delay where there is a safeguarding concern.

The school will follow its Child Protection and Safeguarding Policy where attendance concerns indicate that a child may be at risk of harm.

Where appropriate, the school will work with:

- the Local Authority;
- Children's Social Care;
- the School Attendance Support Team;
- health professionals;
- the police;
- social workers;
- youth offending team workers;
- other relevant agencies.

Attendance concerns will never be considered solely as an attendance issue where there are wider safeguarding concerns.

10. Persistent and Severe Absence

A pupil is classified by the Government as a persistent absentee (PA) when they miss 10% or more of their possible sessions for any reason, whether the absence is authorised or unauthorised.

A pupil who has missed 50% or more of their possible sessions is classified as severely absent (SA).

Pupils at risk of becoming persistently or severely absent will be identified and monitored.

The school will seek to understand the reasons for absence and provide appropriate support. As absence becomes more significant, the level and intensity of support will increase.

Severely absent pupils may require more intensive and multi-agency support, particularly where there are safeguarding concerns.

11. Addressing Barriers to Attendance

The school recognises that barriers to attendance can be complex and individual.

Barriers may include:

- physical or mental health;
- SEND;
- anxiety or emotional wellbeing;
- friendship or bullying concerns;
- family circumstances;
- transport difficulties;
- caring responsibilities;
- housing or financial difficulties;

- safeguarding concerns;
- difficulties with routines or school transitions.

The school will work with pupils and parents to understand the underlying barriers and agree appropriate support.

Support may include:

- meetings with the pupil and family;
- reasonable adjustments;
- pastoral support;
- individual attendance support plans;
- an attendance contract;
- a Families First or early help assessment;
- Team Around the Family meetings;
- referrals to health or mental health services;
- support from the Local Authority Attendance Support Team;
- support for pupils with SEND;
- support for young carers;
- support from Children's Social Care where appropriate.

The school will monitor the effectiveness of support and adapt it where necessary.

Where voluntary support has not been effective or has not been engaged with, the school will consider formal support and, where appropriate, legal intervention.

12. Pupils with SEND, Medical Conditions and Other Vulnerabilities

The school has high expectations for the attendance of all pupils.

Pupils with SEND, long-term medical conditions, mental health needs or other vulnerabilities may face additional barriers to attendance.

The school will:

- work with pupils and parents to understand their individual circumstances;
- identify and remove in-school barriers where possible;
- consider reasonable adjustments under the Equality Act 2010 where appropriate;
- ensure relevant provision in an Education, Health and Care Plan is considered;
- work with external agencies where appropriate;
- regularly review support arrangements;
- consider a time-limited phased return where appropriate.

Where a pupil has an EHCP, the school will communicate with the Local Authority where attendance falls or where barriers to attendance relate to the pupil's needs.

13. Part-Time Timetables

All pupils of compulsory school age are entitled to a full-time education.

A temporary part-time timetable will only be used in very exceptional circumstances, where it is in the pupil's best interests and is necessary to meet their individual needs.

A part-time timetable:

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



- must not be used as a behaviour management measure;
- must be agreed with the parent the pupil normally lives with;
- must have a clear purpose and form part of a wider support, health care or reintegration plan;
- must include regular review dates;
- must have a proposed end date;
- should be in place for the shortest time necessary;
- should aim to return the pupil to full-time education as soon as appropriate.

Where a pupil has a social worker, the school will keep the social worker informed and involved.

Where a pupil has an EHCP, the school will discuss the arrangement with the Local Authority where appropriate.

Absence arising from an agreed temporary part-time timetable will be recorded using the appropriate DfE attendance code.

14. Lateness

Good punctuality is an important part of regular attendance.

The school day begins at 8.40am.

Children arriving after 8.40am but before 8.50am will be recorded using the appropriate late-arrival code.

Children arriving after 8.50am must enter through the school office.

The morning register will be closed at 8.50am. A pupil arriving after the register has closed will normally receive a **U code**, unless another attendance code is more appropriate.

A U code records the pupil as being present on the school site but counts as an absence for attendance purposes.

The school will monitor patterns of lateness and work with parents where punctuality becomes a concern.

Parents are encouraged to contact the school if they are experiencing difficulties getting their child to school on time.

15. Religious Observance

Absence for religious observance will be authorised where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent or carer belongs.

Such absence will be recorded using Code R.

The school may seek clarification from the relevant religious body where necessary.

Additional days linked to a religious festival which are not exclusively set apart for religious observance do not automatically qualify for Code R and will be considered under the normal leave-of-absence arrangements.

16. Leave of Absence During Term Time

The law does not provide an entitlement for parents to take their child out of school during term time for holidays or leisure.

Leave of absence during term time may only be granted in the limited circumstances permitted by the School Attendance (Pupil Registration) (England) Regulations 2024.

These include certain circumstances such as:

- participation in a regulated performance or employment where the relevant licence or approval applies;
- attending an interview for entry to another educational institution or future employment;
- study leave for public examinations;
- a temporary, time-limited part-time timetable;
- exceptional circumstances.

A holiday or absence for the purpose of leisure or recreation will not normally constitute an exceptional circumstance.

The school will consider each request for leave of absence individually, taking into account the specific circumstances and relevant background information.

There will be no automatic entitlement to a fixed number of days of term-time holiday.

Applications for leave of absence should be made in advance and in writing, using the school's prescribed form.

Only the Headteacher, or an authorised person acting on the Headteacher's behalf, can authorise leave of absence.

Where leave is refused and the child is subsequently absent, the absence will normally be recorded as unauthorised.

The school may request a penalty notice where the circumstances meet the National Framework and Hertfordshire's local arrangements.

Where leave of absence is authorised, the school will determine the length of the leave. The school will not normally provide work for pupils to complete during an authorised family absence.

Parents are encouraged to maintain reading and other appropriate learning activities during any absence.

17. National Framework for Penalty Notices

There is a national threshold for when a penalty notice must be considered:

10 sessions of unauthorised absence within a rolling 10-school-week period.

The sessions do not need to be consecutive and may comprise a combination of unauthorised absence codes, including G, N, O and U.

The 10-school-week period can span different terms and academic years.

Before legal intervention is considered, the school and Local Authority will consider whether support has been provided, whether it is appropriate, whether it has been engaged with and whether further support is likely to improve attendance.

A penalty notice is not an automatic consequence of reaching the threshold. The individual circumstances of each case and the Hertfordshire Code of Conduct will be considered.

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



18. Notices to Improve

A Notice to Improve is a final opportunity for a parent to engage with support and improve attendance before a penalty notice is issued.

Where the national threshold has been met and support is appropriate but has not been engaged with or has not worked, a Notice to Improve should normally be considered in accordance with Hertfordshire County Council's arrangements.

A Notice to Improve will:

- explain the pupil's attendance record and relevant absence;
- explain the benefits of regular attendance;
- remind parents of their legal responsibility;
- detail support already offered;
- identify further support available;
- explain the potential consequences of failing to improve attendance;
- specify an improvement period of between 3 and 6 weeks, in accordance with the Local Authority's arrangements;
- explain what sufficient improvement will look like;
- explain the circumstances in which a penalty notice may be considered.

A Notice to Improve is not required where support is not appropriate, or where the authorised officer considers that it is unlikely to change parental behaviour.

For example, it may not be appropriate in some cases involving unauthorised term-time holidays.

19. Penalty Notice Charges and Repeat Offences

Where a penalty notice is issued, the current national rates are:

First penalty notice

£160 per parent, per child, reduced to £80 if paid within 21 days.

Second penalty notice within three years

£160 per parent, per child, with no reduced rate.

Third or subsequent offence within three years

A third penalty notice cannot be issued to the same parent for the same child within three years of the first penalty notice.

Where the national threshold is met for a third or subsequent time within the three-year period, alternative legal action will be considered. In Hertfordshire, the case may be presented directly to the Magistrates' Court in accordance with the Local Authority's current arrangements.

Penalty notices are issued to each parent, for each child, where the relevant legal criteria are met.

Parents may be prosecuted for irregular school attendance under the Education Act 1996. A conviction may result in a fine of up to £2,500 and/or other penalties available to the court.

The school will always follow the current Hertfordshire Code of Conduct and any updated Local Authority arrangements.

20. Local Authority Attendance Support

Hertfordshire County Council's Attendance Support Team provides advice and support to schools and families where attendance is causing concern.

Parents and carers are expected to work constructively with the school and Local Authority where attendance support is offered.

Where attendance does not improve despite appropriate support, or where support is not appropriate or is not engaged with, the school may work with the Local Authority to consider formal attendance support or legal intervention.

Possible interventions include:

- attendance contracts;
- Education Supervision Orders;
- Notices to Improve;
- penalty notices;
- prosecution;
- other appropriate statutory interventions.

The intervention used will depend on the individual circumstances of the pupil and family.

21. Attendance Data and Monitoring

Attendance data will be monitored regularly by the Senior Attendance Lead and school leaders.

The school will:

- analyse attendance weekly and at least termly in greater depth;
- identify pupils whose attendance is declining;
- identify pupils at risk of persistent or severe absence;
- analyse patterns of lateness;
- analyse absence by year group and relevant pupil groups;
- consider attendance of pupils with SEND;
- consider attendance of disadvantaged pupils;
- consider attendance of pupils with social workers;
- consider attendance of young carers;
- consider other cohorts where patterns indicate a potential disparity;
- identify particular days, sessions or absence codes that may indicate patterns;
- benchmark attendance against appropriate local and national data;
- evaluate the impact of attendance strategies;
- report attendance information to the governing body and Trust as required.

Attendance information will be shared with the DSL, SENDCo, pupil premium lead and other relevant staff where this will support the identification of barriers and targeted intervention.

The governing body will regularly review attendance data, challenge trends and support school leaders to improve attendance.

22. Children Missing Education and Deletion from Roll

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



The school has a responsibility to safeguard pupils who may become missing from education.

Parents must inform the school if they are moving house or transferring their child to another school.

Where a pupil leaves Christ Church School other than at the end of Year 6, parents/carers will be asked to provide information about the pupil's new school and address.

The school will make reasonable enquiries to establish the pupil's circumstances and location before deleting a pupil from the admission register where required.

A pupil's name will only be deleted from the admission register where one of the statutory grounds for deletion under the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

The school will notify the Local Authority of relevant admissions and deletions in accordance with statutory requirements.

The school will pay particular attention to pupils who are absent without explanation or who may be at risk of becoming children missing education.

Safeguarding concerns will be referred to the DSL and relevant external agencies.

23. Attendance Register Requirements

The school will maintain its admission and attendance registers electronically in accordance with statutory requirements.

The attendance register will be taken:

- at the beginning of the morning session; and
- once during the afternoon session.

The register will be taken at the same time for all pupils.

The appropriate national attendance code will be entered for each pupil at each registration point.

Registers are legal records and will be retained in accordance with statutory requirements.

Where an attendance code is subsequently amended because the reason for absence becomes known, the school will retain an appropriate record of the original entry, amended entry, reason for amendment, date of amendment and person making the amendment.

24. Attendance Codes

The school will use the national attendance codes set out in the School Attendance (Pupil Registration) (England) Regulations 2024 and current DfE guidance.

Examples include:

Code	Meaning
*/ *	Present
L	Late but arrived before the register closed
U	Arrived after the register closed

I	Illness
M	Medical or dental appointment
R	Religious observance
G	Holiday not granted by the school
O	Unauthorised absence
N	Reason for absence not yet established
C2	Temporary part-time timetable
X	Non-compulsory school-age pupil not expected to attend
B	Off-site educational activity
D	Dual registered at another school
K	Education provision arranged by the Local Authority
P	Approved sporting activity
V	Educational visit or trip arranged by the school
W	Work experience
Y	Exceptional circumstances where the pupil cannot attend for reasons specified by the regulations

The school will refer to the current DfE attendance guidance when determining the correct code in individual circumstances.

25. Responsibilities

The Governing Body

The Governing Body will:

- recognise the importance of regular attendance;
- promote attendance through the school's ethos and policies;
- ensure leaders fulfil their statutory attendance responsibilities;
- regularly review and challenge attendance data;
- monitor the effectiveness of attendance strategies;
- ensure appropriate staff training is provided;
- ensure the attendance policy is reviewed regularly.

The Senior Attendance Lead

The Senior Attendance Lead will:

- provide strategic leadership for attendance;
- establish effective attendance systems;
- monitor attendance data;
- identify pupils and cohorts requiring support;
- coordinate attendance interventions;
- work with parents, pupils and external agencies;
- liaise with the Local Authority Attendance Support Team;
- report to the governing body and Trust;
- evaluate the effectiveness of attendance strategies.

School Staff

All staff will:

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**

- promote the importance of regular attendance;
- record attendance accurately;
- follow the school's attendance procedures;
- raise attendance concerns promptly;
- identify and report safeguarding concerns;
- support pupils returning after absence;
- contribute to identifying and removing barriers to attendance.

Parents and Carers

Parents and carers will:

- ensure their child attends school regularly;
- ensure their child arrives on time;
- notify the school promptly when their child is absent;
- provide accurate reasons for absence;
- apply for leave of absence in advance where appropriate;
- engage constructively with attendance support;
- inform the school of circumstances which may affect attendance.

Pupils

Pupils are expected to:

- attend school regularly;
- arrive on time;
- attend all timetabled sessions;
- speak to a trusted adult if there are barriers affecting their attendance;
- work with school staff to improve attendance where concerns arise.

26. Equality and Individual Circumstances

The school will apply this policy fairly and consistently while recognising that pupils and families may experience different barriers to attendance.

In implementing this policy, the school will consider its obligations under the Equality Act 2010, including the duty to make reasonable adjustments for disabled pupils where appropriate.

The school will maintain high attendance expectations for all pupils while ensuring that individual support is tailored to pupils' needs and circumstances.

27. Policy Review

This policy will be reviewed annually or sooner where there are changes to legislation, statutory guidance, Local Authority procedures or Trust requirements.

The school will consider feedback from pupils, parents, staff and governors when reviewing the policy.

Annex A – DfE Attendance Guidance

This policy should be read alongside the current Department for Education statutory guidance:

Working together to improve school attendance – July 2026

This guidance sets out statutory expectations for schools, academy trusts, governing bodies and local authorities and includes the National Framework for attendance legal intervention.

The school will ensure that its procedures are updated where the DfE guidance or attendance regulations are amended.

Annex B – Hertfordshire County Council Penalty Notice Arrangements

The school will follow the current Hertfordshire County Council Code of Conduct for Penalty Notices for Unauthorised Absence.

The Hertfordshire arrangements operate within the National Framework and set out the local process for:

- requesting penalty notices;
- Notices to Improve;
- checking previous penalty notices;
- avoiding duplicate notices;
- repeat offences;
- escalation to prosecution.

The current Hertfordshire arrangements will be followed at the point any legal intervention is considered.

Annex C – Illness and Attendance Guidance

Parents should refer to current NHS guidance when deciding whether their child is too unwell to attend school.

Where there is uncertainty, parents are encouraged to contact the school for advice.

The school recognises that some pupils may have health conditions which require individual attendance support and will work with families and relevant professionals to support regular attendance wherever possible.

Annex D – Key Principles for Attendance Support

The school's approach follows the DfE's expectation that attendance support should:

EXPECT

Set high expectations for attendance and punctuality.

MONITOR

Use attendance data to identify patterns and concerns early.

LISTEN AND UNDERSTAND

Work with pupils and families to understand barriers.

FACILITATE SUPPORT

Provide or signpost appropriate support to remove barriers.

Chess Valley Primary Learning Trust

Registered address: The Common, Rickmansworth Road, Chorleywood, Herts, WD3 5SG

A company limited by guarantee registered in England & Wales; Company number **08240619**



FORMALISE SUPPORT

Where necessary, use attendance contracts or other formal support.

ENFORCE

Where appropriate and where support has not worked, has not been engaged with or is not appropriate, use statutory legal intervention in partnership with the Local Authority.

The purpose of all attendance work is to support pupils to access their education regularly and safely.