



Milton Road Primary School

Attendance Policy Updated October 2024

We want our children to be happy and healthy today, fulfilled in the future and able to make their world an even better place.

Principles

At Milton Road Primary School, we realise that for a child to reach their full educational potential and learn vital social skills, a high level of school attendance is essential. We also stand by the statement that 'attendance is everyone's business'. Therefore, an ethos of high levels of attendance and punctuality is recognised as the norm and valued across our whole school community. We believe that the foundation to good attendance is a calm, orderly, safe and supportive environment in which all pupils can learn and thrive.

Good attendance is built through a close and productive relationship with parents and pupils, and we aim to work with parents/carers to ensure that all children registered at school attend every day and on time, unless the absence is unavoidable. We expect that all children will achieve 100% attendance but recognise that there may be exceptional or unavoidable reasons for absence, or absences relating to persistent health issues. We are acutely sensitive to some of the reasons for absences and understand the importance of school as a place of safety and support. Our policy applies to all children, including Reception-aged children, to promote good attendance habits from an early age.

The following guidance has been taken into consideration when developing this policy: [Working Together to Improve School Attendance. August 2024.](#)

Our attendance policy aims to:

- Support children and their parents/carers to have the highest possible levels of attendance and punctuality.
- Emphasise the importance to parents and children of consistent attendance and punctuality at every stage of a child's education and reinforce that it is vital if children are to achieve their full potential.
- Ensure that all children have full and equal access to the best education that we can offer.
- Make parents/carers aware of their legal responsibilities and reinforce the notion that every child has a right to access the education to which they are entitled
- Support all stakeholders in working in partnership (pupils, parents, staff and the Education Welfare Service) so that all pupils achieve as well as they can, unhindered by unnecessary absence or repeated lateness.

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified, communicated and acted on promptly.

The school has a safeguarding duty of care to all its pupils. We take the role of ensuring a child's good attendance as part of our safeguarding duties.

Expectations:

All parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence.
- Inform school in advance of any medical appointments during school time. Parents may on occasion be asked to provide supporting information from the hospital, doctor or dentist, such as appointment details card/letter/text message in relation to the time requested. Where possible, medical appointments should be arranged outside of school hours.
- Ensure that they contact the school before 08:45 if their child is unable to attend school, citing the reason.
- Inform the school as soon as possible about any child's reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. Leave is not automatically authorised unless considered an exceptional circumstance. Any leave taken during term time, that has been unauthorised, could be subject to a penalty notice/fine.
- Notify school immediately of any changes to contact details, and ensure school has more than one name, address and telephone number as an emergency contact.
- Engage with early interventions designed to support the family and their child's attendance at school.
- Discuss attendance where necessary face to face or on the telephone – conversations are preferable to messages or emails.

Parents/carers have a legal responsibility to ensure that children of statutory school age (the term after the child turns five) attend school on a regular and full-time basis. Permitting an absence from school without good reason is an offence. A pupil whose attendance drops to 90% each year will, over their time at primary school, have missed the equivalent of two whole terms of learning.

Milton Road Primary School will:

- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.
- Monitor individual children's attendance and punctuality.
- Contact parents/carers when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although parents/carers may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, information from a GP or other relevant body may be requested to assist school in offering appropriate support.
- Promote and celebrate good attendance and punctuality, for example through assemblies, social media, displays and parent/carer communications.
- Build strong relationships and work jointly with families, listening to and understanding barriers to attendance and working in partnership with families to remove them
- Meet regularly with the Local Authority Attendance Improvement Officer (AIO) to monitor and support school attendance and punctuality.
- Refer irregular or unjustified patterns of attendance to the Local Authority Attendance Service.
- Provide intensive and bespoke support to children at risk of persistent absence.
- Work alongside other services and teams to support children's attendance. E.g. the Local Authority, Early Help, Social Care, Virtual School and the local community (including volunteers).
- Share attendance data with parents/carers and make it clear what good attendance and success looks like for their child.
- Communicate clearly and consistently with parents/carers and children regarding attendance. Good attendance is celebrated with children and families and reported to parents/carers at Parents Evenings and in formal written end-of-year reports.

- Train every member of staff in attendance procedures so that everyone understands the processes for attendance and the pastoral structures in school. We train, remind and support all staff to follow this policy, and constantly refer to it.
- Regularly monitor our support and early interventions for attendance to ensure they are having an impact and are worth the resources allocated to them.
- Follow the Local Authority Medical Needs Policy for children who are failing to access education in school due to medical and behavioural needs. This goes hand in hand with Section 19 of the Education Act 1996.
- Consider an Individual Healthcare Plan for children with medical needs.
- Work alongside the Access and Inclusion team to identify and support children with medical needs preventing them from attending school.

The Attendance Champion for our school is Matthew Webster. He is a member of the Senior Leadership Team and can be contacted on [01223 712333](tel:01223 712333).

All members of the school staff have a safeguarding responsibility for identifying trends in attendance and lateness; with the Headteacher having overall responsibility for the monitoring of attendance and lateness of every pupil. Where there are concerns, parents will always be informed by letter and/or telephone conversation and given an opportunity to come into school to meet with designated staff.

All children will:

- Attend school every day.
- Attend school punctually.
- Attend appropriately prepared for the day.
- Discuss promptly with their class teacher any problems that may affect their school attendance.

Governors will:

- Take an active role in attendance improvements
- Regularly review data, discuss and challenge trends and ensure processes are effective
- Set high expectations of school leadership
- Ensure processes are inclusive
- Ensure school staff receive training
- Work with leadership to agree a comprehensive attendance action plan
- Have a linked governor for attendance
- Ensure high aspirations are maintained for all pupils
- Monitor attendance figures for the whole school on at least a termly basis.
- Hold the Headteacher to account for the implementation of this policy.

The Local Authority will:

- Provide support, information and guidance to school by having regular meetings to discuss attendance.
- Act as a partner with school to support in some cases of persistent absence.
- Work with schools in the enforcement of penalty notices, fines and prosecutions in cases that require legal involvement.
- Identify suitable provision and reasonable adjustments for pupils unable to access education due to prolonged ill health.

School Attendance Strategy

Whilst Matthew Webster is our Senior Attendance Champion, for day-to-day aspects of attendance, please contact our Attendance Administrators, [01223 712333](tel:01223 712333).

Our strategy is devised from the following framework:



Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract.

Enforce

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: A Notice to Improve, education supervision order, a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

School Attendance Accountability

We are responsible for all children's attendance at school, and we partner with other agencies to help us do this. For children who might need extra support to maintain their attendance e.g. Young Carers, we signpost families to appropriate places to reduce the impact that their needs and personal circumstances have on their attendance at school. Safeguarding and attendance are closely linked, and we work together with Social Care to identify where children need extra support. We will work with families in many different ways to overcome barriers to attendance. All staff have direct access to our trained Designated Safeguarding Lead, and this is important for this work.

School is responsible for monitoring whole school attendance data and using this to inform how we support pupils. We share this data within the school staff to ensure continuity of support. We are required to report our attendance to the Department for Education (DfE) so that we can compare our performance with that of other schools, both locally and nationally. Attendance data is analysed regularly, and children whose attendance is falling or deemed to be a concern will be noted. This will be communicated with parents and carers. Support will then be put in place.

Monitoring and Reporting Lateness and Attendance

What is monitored:

- The registers daily, monitoring authorised/unauthorised absence and other reasons provided for pupil absence and lateness.
- Pupil attendance within specific and identified groups.
- Pupil absences for those with additional medical needs.
- Pupils and follow procedures for pupils who are 'Children Missing in Education'.

- Reporting procedures for parents who have requested to home educate their child.
- Statutory procedures when deleting a pupil from roll.
- Absences for illness and requests for leave to attend medical appointments.
- At times we may decide it is necessary to conduct a door knock to establish the safety and wellbeing of a child who is absent without explanation from a parent/carers.

Reporting Attendance:

- Daily data reports to Department of Education
- Weekly reports as carried out by an Attendance Officer
- Termly Census Reporting to Department of Education
- Reporting pupils to the Local Authority when they have 10 consecutive 'O' coded (unauthorised absence) sessions in school.
- Report pupils with unauthorised term-term leave absences (10 consecutive sessions of 'G' codes) to the Local Authority for issuing of a legal sanction to parents/carers.
- Report pupils with 15 consecutive days of 'I' (illness) codes to the Local Authority to identify support available
- Referring to the Local Authority for Penalty Notices for unauthorised Absences
- Reporting to the Local Authority for support for Attendance Contracts
- Referring to the Local Authority for Notice to Improve

Registration

Registration (electronic) takes place twice a day – at the start of the school day and after the lunch break. It is a legal requirement that a register of attendance is taken during the morning and afternoon at school.

Reception to Year 6:

- The classroom door is opened at 8:45 am
- All external classroom doors are locked at 8:50 am
- Once the external classroom door has been closed, entry to the school is via the main entrance.
- Registers are open at 8:45 am and close at 09:15 am. Pupils who arrive at school after the register has been taken, but before it is closed, will be recorded as 'L' - late on the register.
- Pupils who arrive at school after registers close at 09:15 am, without an unavoidable reason, will have their lateness recorded as 'U' - unauthorised late which then impacts on their overall attendance level.

Any unexplained absence must be coded as unauthorised until a reason is given by parents/carers. This must be no later than 5 days after the session.

The register can only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, the register will show the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name of the person who made the amendment. Registers are kept for three years as a record.

Reporting a Pupil Absence

Phone: 01223 712333 ext 1

Email: absent@miltonroad.cambs.sch.uk

Parents/carers must contact school on the first and every subsequent day of absence by 08:45.

For any pupil not present at the close of registration, and the reason is still unknown, a member of the

classroom staff will attempt to make contact with the parent/carers once the registers have closed at 09:15 am. The member of staff will ring every contact, starting with the priority contact, until a reason for absence is known. Messages will be left on voicemail requesting parents to contact school regarding their child's absence. Outcomes of any phone conversation or parent communication will be logged on the pupil's electronic school record. Staff will complete the registers in accordance with the correct use of registration codes (see appendix 1). If contact cannot be made, we will then initiate steps within our Safeguarding policy for a missing child.

Authorised and Unauthorised Leave

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence. Absences from school will be either Authorised or Unauthorised depending upon circumstance.

Authorised Leave:

An absence is classified as authorised when a pupil has been away from school for a legitimate reason such as:

- Illness or a unavoidable medical appointment. There is an expectation that the pupil will be in school for registration or return to school after the appointment, depending on where the appointment falls within the school day and the health of the pupil. Routine medical and dental appointments should be arranged out of school hours.
- Religious Observance - only day(s) exclusively set apart for religious observance by the religious body to which the pupil's parents belong to.
- The leave of absence has been authorised due to a short and exceptional, unavoidable circumstance, such as bereavement/funeral.

Unauthorised Leave:

An absence is classified as unauthorised when a child is away from school without the permission of the school, even with the support of the parent/carers, such as:

- Shopping, hair appointments, visiting family, taking part in a protest or birthdays.
- There has been no reason provided by the parent/carers to support an absence.
- Failure to follow school procedures or inform the school when taking a pupil out of school during term time.
- A leave of absence that has not been authorised due to not being considered an exceptional circumstance.
- Lateness after the end of registration
- Lack of childcare
- Visiting relatives
- Going on holiday.

The school, using Local Authority and DfE guidelines, makes the final decision about whether or not any absence is seen as authorised or unauthorised. **It is always at the Headteacher's discretion.**

Unauthorised absences will count towards thresholds for issuing of penalty notices. The 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)

Furthermore, if a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will potentially be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age. If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.

For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child. For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

Requesting Leave

Parents who wish to request leave may do so by completing a Term-Time Leave Request Form (Appendix 2) and providing any supporting evidence with their request. This also applies to parents requesting to take their child out of school during the school day. This must be completed and returned before the absence occurs. Authorisation cannot be granted retrospectively

Any unexplained absence will be recorded as unauthorised absence if there is no response from a parent/carers to an enquiry regarding their child's absence from school.

For absences relating to a medical appointment, supporting information may be requested to authorise this absence. This can be a text message which clearly identifies who the appointment is for, or an appointment card. A period of absence will only be authorised in relation to the length of the appointment.

Parents do not have the right or entitlement to take their child out of school for a term-time holiday. Recent government guidelines have removed the discretion for Headteachers agreeing to term-time leave.

If the school suspects term-time leave has been taken but the parents/carers have not completed a Term-Time Leave Request Form, we will write to the parents/carers giving them an opportunity to clarify the reason for absence and provide supporting evidence. Failure to respond to or provide supporting evidence may result in a referral to the Local Authority for unauthorised leave from school.

Exceptional circumstances (*definition of exceptional: rare, unavoidable, short*) will be considered on an individual basis. Leave of absence will not be granted if it coincides with formal assessments and tests for pupils (SATs). Examples of requests for leave of absence that **do not** meet the criteria of an exceptional circumstance and **will not** be authorised and could be subject to a Penalty Notice fine/prosecution for pupils of statutory school age are:

- Cheaper holidays/flights in the UK or abroad.
- Holidays that overlap the beginning or the end of term.
- Trip of a lifetime.
- Visiting family or friends who have different half term holiday dates.
- Family weddings for more than 1 day or visits to see family abroad.
- Relatives coming to visit.
- Extension of leave if a pupil has not returned to school after an agreed absence if it does not meet grounds for an exceptional circumstance.
- Leave taken due to potential travel disruption.

Supporting Lateness

When children arrive late at school, it causes disruption to routines, affects other children's learning, misses the teacher's instructions to the lesson and may also feel embarrassed at having to enter the classroom late. It often causes dysregulation in children. They may also miss important intervention programmes and the opportunity to practice key learning skills. Overall lateness is disruptive to a child's academic and social progress.

For lateness, the **school attendance officer** will:

- Raise concerns with parents/carers of identified patterns of lateness with an initial 'Late Letter' and offering support to resolve the issue
- Should the lateness continue, parents/carers will be invited to a meeting at school to discuss their child's lateness and review support provided

Supporting Attendance

As a school, we aim to work collaboratively with parents/carers to improve school attendance. This means that we will listen, empathise and support with attendance. When required, support strategies with a monitoring period will be put in place to help improve the attendance or lateness of a pupil. Should a pupil's attendance or lateness continue to be a concern despite the support strategies in place, with no improvement to the expected level set by school, a referral will be made to the Local Authority Attendance Team for statutory aged pupils. This could result in a Penalty Notice/fine, or prosecution being issued by Cambridgeshire County Council, as per section 444 Education Act 1996. This may result in a fine of up to £2500 and/or 3 months in prison.

Children whose attendance falls to 90% or under are deemed to be 'persistently absent' and will require working together to put additional targeted support in place to remove any barriers to attendance and reengage these pupils.

Pupils whose attendance is 50% or under are 'severely persistently absent' and parents/carers will be engaged with substantial support.

Supporting Attendance Process

If absent:

- Contact parents by telephone or email to establish a reason for a pupil's absence if the reason is unknown.

If attendance becomes a concern:

- Raise concerns with parents/carers once attendance, via telephone call.
- Identify barriers. Offer support or signpost to other areas of support within the community. Express intention of improvement.
- In certain circumstances, where it is felt further communication may support improving attendance. you may receive an Early Intervention Letter. This outlines our concern and offers support.

If attendance does not improve following Early Intervention Letter

Pathway 1: Attendance Contract

- Invitation to attend a meeting to enter into an Attendance Contract. This is a supportive meeting, entered into voluntarily, by families, to discuss the needs of a pupil and identify ways that barriers to attendance can be removed. This will be strategic plan with specific targets and interventions to support improving attendance.

If Attendance Contract does not improve attendance

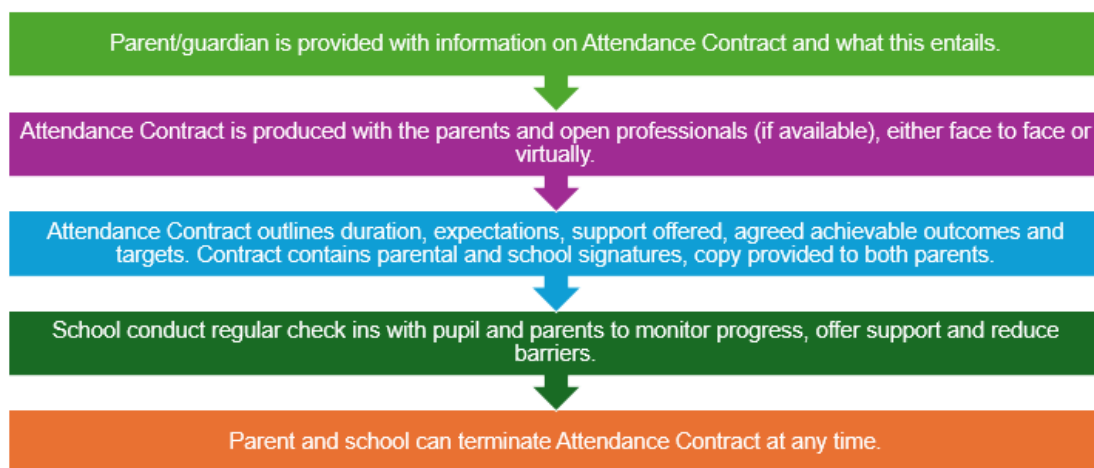
- Review of the contract will happen when there is positive engagement but the barriers remain for positive attendance outcomes.
- Termination of contract from family at any time, when there is an unwillingness to engage.

- Termination of contract from school, when there is lack of engagement from parents and therefore
- Refer to Cambridgeshire County Council for legal sanctions, with evidence of attempts to support an improvement in attendance by removing barriers.
- The issue of a penalty notice/fine or prosecution could be made to the Local Authority Attendance Team for children of statutory school age. This could result in a Penalty Notice/fine, or prosecution being issued by Cambridgeshire County Council, as per section 444 Education Act 1996. This may result in a fine of up to £2500 and/or 3 months in prison.

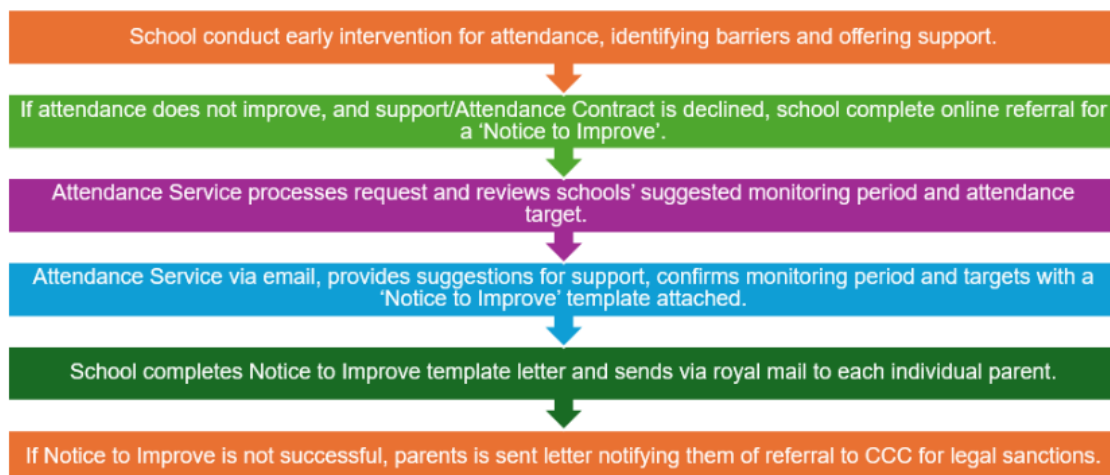
Pathway 2: Notice to improve

- If there is lack of engagement with early intervention support and unwillingness to enter in Attendance Contract then Notice to Improve pathway will be followed - a strategy used in partnership with the Local Authority to set targets for improved attendance.
- This is a final attempt to improve attendance when parents/carers are failing to engage with support being offered by school.
- If Notice to Improve is not successful, parents are notified of referral to Cambridgeshire County Council for legal sanctions.
- The issue of a penalty notice/fine or prosecution could be made to the Local Authority Attendance Team for children of statutory school age. This could result in a Penalty Notice/fine, or prosecution being issued by Cambridgeshire County Council, as per section 444 Education Act 1996. This may result in a fine of up to £2500 and/or 3 months in prison.

Attendance Contract Flow Chart



Notice to Improve Flow Chart



Illness

Children who are unable to attend school due to diarrhoea or sickness can return after they have been 48 hours clear.

Children with mild coughs, colds, sore throats, sneezes and runny noses who are otherwise well can continue to attend school. However, if they develop a high temperature they should stay at home until their temperature has reduced and they are well enough to return to school. We expect children to attempt to come to school unless they are too unwell to complete basic tasks. We will contact you if they need to return home.

When children have an illness that means that they will be away from school long term, we will do what we can to send material home, so that they can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact appropriate support services to see if arrangements can be made to provide tuition outside school.

Medical Needs and SEND

When children are prevented from accessing school due to physical or mental ill health, school will try to identify the barriers these pupils face, and use our tiered approach to supporting medical needs.

- This starts with the universal offer of support for all children and leads to higher tiers of need where increasingly specialist support is required.
- We will consider reasonable adjustments for uniform, transport, routines, access to support in school and lunchtime arrangements.
- We will liaise with appropriate services to ascertain support, in the rare instances that a pupil is unable to access any education inside the school setting.
- We will work with the Local Authority Access and Inclusion Team to identify available options for education.
- Where a pupil's health needs mean they need reasonable adjustments or support because it is complex or long term, we may seek medical information to better understand the needs of the pupil and identify the most suitable provision.
- This may take a variety of forms, which we will discuss with parents/carers on an individual basis.

Where children have an EHCP, we will liaise closely with the child's SEN Caseworker to work towards the best attendance outcomes for the child.

We are able to make adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments must be agreed by, and regularly reviewed with, the pupil and their parents/carers.

Children Missing in Education

If a pupil fails to attend school for 10 consecutive days, without explanation, the school will refer the pupil to the Local Authority as a Child Missing in Education. After a further 10 days of absence with no explanation, your child is at risk of losing their school place with us.

Elective Home Education

It is a parent's right to be able to withdraw their child from school to educate them at home if they wish to. There are legal responsibilities parents/carers must fulfil if they wish to educate their child at home,

which are monitored by the Local Authority. Please speak to the headteacher in the first instance if you are considering this option.

Extended periods of Absence

Families considering going away for an extended period for reasons connected with their work or family should discuss matters with the Headteacher at an early stage of planning. Pupil places cannot usually be held open for more than six weeks and may be taken by others on the waiting list

Appendix

Register Coding

| Code | Full name | Description |
|--|------------------------------------|--|
| The student is counted as present. | | |
| / or \ | Present am or pm | Present in school during registration. |
| L | Late | Late arrival before the register has closed |
| The student is counted as present, at an Approved Educational Activity. | | |
| B | Educated off Site | The student is at an off-site supervised educational activity approved by the school. |
| K | Education provision provided by LA | Education provision arranged by a local authority, rather than the school |
| P | Sporting Activity (Approved) | Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school. |
| V | Educational trip | A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation. |
| W | Work Experience | A student in the final two years of compulsory education is attending work experience. |
| The student is counted as absent, authorised. | | |
| C | Other Authorised Absence | Leave of absence for exceptional circumstance |
| C1 | Other Authorised Absence | Absence for a regulated performance or employment abroad |
| C2 | Other Authorised Absence | Pupils on part-time timetables |
| J1 | Interview | Leave of absence to attend an interview for employment or admission into another educational institution |
| E | Excluded | If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion. |
| M | Medical/Dental Appointments | The student is absent due to a medical or dental appointment that could not be made outside of school hours. |
| R | Religious Observance | The student is absent for religious observance on a day designated by the religious body. |
| S | Study Leave | Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise. |
| T | Traveller Absence | Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school. |
| I | Illness | This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness. |
| I01 | Illness | This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments. |
| I02 | Confirmed case of Covid-19 | This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus. |
| The student is counted as absent, unauthorised. | | |
| G | Family Holiday (Not Agreed) | The Holiday was not authorised by the school or in excess of the period determined by the head teacher. |
| N | No Reason | The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O. |
| O | Unauthorised Absence | If the school is not satisfied with the reason given for absence they should record it as unauthorised. |
| U | Late (After Register Closes) | Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U. |
| These codes are not counted so will not affect attendance figures. | | |
| D | Dual Registration | The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school. |
| X | Non-statutory school age absence | Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday |

| | | |
|----|-------------------------|--|
| Y1 | Unable to attend | Absence due to transport normally provided not being available. |
| Y2 | Unable to attend | Widespread disruption to travel |
| Y3 | Unable to attend | Part of school closed. |
| Y4 | Unable to attend | Unexpected whole school closure (different from # for planned closures). |
| Y5 | Unable to attend | Pupils in the criminal justice system. |
| Y6 | Unable to attend | Absence due to public health guidance or law. |
| Y7 | Unable to attend | Any other unavoidable cause. |
| Z | Pupil Not On Roll | This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school. |
| # | School Closed To Pupils | This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station. |

Term Time Leave Application Form

Milton Road Primary School

Application for Leave of Absence during Term Time

Please note the following before completing this form and read the information overleaf carefully.

The Education (Pupil Registration)(England)(Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

| | | |
|---|---------------------------------|---------------------------|
| Pupil's Name | Date of Birth | Class/Teacher |
| Home Address | | |
| First Date of Absence | Date of Return | No. of School Days Absent |
| Exceptional Reason for Absence | | |
| Name of Parent | Home Telephone No | Mobile Phone No |
| Email | | |
| Signature of Parent | | |
| For the Headteacher to complete | | |
| Date received | | |
| Current Attendance: % | | |
| Exceptional Reason Accepted | Last Year's Attendance % | |
| Name and Signature | Yes / No | |
| If you still intend to take the holiday the absence has been authorised / unauthorised | Date | |
| | | |

Application for Leave of Absence during Term Time

Milton Road Primary School, the Local Authority and Government believe that absence during term time should be avoided as it can have a damaging effect on a pupil's education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Headteacher.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

As a result of the changes on 19th August 2024 we have revised our Attendance Policy, which from 1st September 2024 will include the following:

- Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time.' These may be obtained from the school office.
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.
- If a pupil takes unauthorised term-time leave for 10 consecutive sessions or more (generally 5 days) they will be subject to a Penalty Notice. The fine for a penalty notice is £80 per child, per parent/carer, increasing to £160 if not paid after 21 days but within 28 days for pupils who are of statutory school age.
- If a penalty notice remains unpaid, parents may be the subject of court proceedings for failing to ensure the regular school attendance of their child and this could result in a fine of up to £2,500 and/or a term of imprisonment of up to 3 months per parent.
- For second offences of unauthorised term-time leave (10 consecutive sessions or more) within a three-year rolling period, the fine is a flat £160 per parent, per child.
- For the third offence in a three-year rolling period, the referral will be automatically considered for prosecution in relation to Section 444 Education Act 1996.

NB

The word 'parent' for the purposes of attendance includes anyone who lives with the child and has day to day care of that child. This is in addition to legal guardians and those with parental responsibility.