

# Milton Road Primary School

## Attendance Policy



Written	Matthew Webster	September 2024
Reviewed	Resources Governors	30 <sup>th</sup> September
Ratified	Full Governing Body	14 <sup>th</sup> October

*Aims: "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 promoted, 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 8:45am via email (rather than phoning) using the email address [absent@miltonroad.cambs.sch.uk](mailto:absent@miltonroad.cambs.sch.uk) if their child is unable to attend school, and 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. Again using the [absent@miltonroad.cambs.sch.uk](mailto:absent@miltonroad.cambs.sch.uk)
- Follow application procedures regarding a request for leave of absence during term time, which should only be taken if absolutely necessary. This should be completed 10 days before absence to allow time for processing. The Application forms are available from the website here <https://www.miltonroadschool.org.uk/lateabsence-procedures/> Again, forms are to be sent to [absent@miltonroad.cambs.sch.uk](mailto:absent@miltonroad.cambs.sch.uk)
- Leave is not automatically authorised unless considered an exceptional circumstance. In line with National changes holidays and other family visits will not be authorised. 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 with one of the Senior Leaders 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, caring 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.
- 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 on a Termly basis 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:01223712333) and via the school office [office@miltonroad.cambs.sch.uk](mailto:office@miltonroad.cambs.sch.uk)

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 when they are able to.
- Attend school punctually.
- Attend appropriately prepared and ready for learning.
- Discuss 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 – Deputy Head, is our Senior Attendance Champion, for day-to-day aspects of attendance, please contact our Attendance Administrator Mrs Yogana Pandey via the school office email or [absent@miltonroad.cambs.sch.uk](mailto:absent@miltonroad.cambs.sch.uk)

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 or education supervision order.

#### ***Enforce***

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: 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 all responsible for children's good 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/carer.

Reporting Attendance:

- Daily data reports to Department of Education
- Weekly reports as carried out by the Attendance Administrator
- 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 using the school's management information system Arbor – 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 8:45am.
- 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 8:45am and close at 09:00 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 09:00 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](mailto:absent@miltonroad.cambs.sch.uk)

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

For any pupil not present at the close of registration, and the reason is still unknown, a member of the Office team including the Attendance Administrator will try to make contact with the parent/carers once the registers have closed at 09:00am. 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.

### **Requesting Absences**

Parents who wish to request absence for e.g. medical appointments that cannot be booked in holiday time, may do so by completing an Exceptional Leave of Absence request form (available on the school website and from the school office) and returning it to the school 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.

### **Term-Time Leave**

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 Head teachers agreeing to term-time leave.** Any requests for leave of absence need to be submitted before the leave is taken. Parents must complete a Term-Time Leave Request Form (Appendix 2) and provide any supporting evidence, if applicable, with their request. This also applies to parents requesting to take their child out of school during the school day.

If the school suspect 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 will 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.
- Leave taken to try and relieve travel distress for family members with additional needs

### **Authorised and Unauthorised Absences**

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

#### **Authorised absence:**

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 absence:**

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.**

### **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 administrator and/or the attendance champion 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, internal and external support strategies with a monitoring period will be put in place to help improve the attendance or lateness of a pupil. However, if this is unsuccessful, legal sanctions will be considered where appropriate.

Children whose attendance falls below 95% are 'identified absent' and the school will open communications with parents.

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.

**If absent:**

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

**If attendance falls below 95%**

- Raise concerns with parents/carers once attendance has fallen below a level, via telephone call.
- Identify barriers. Express expectation of improvement. Offer support or signpost to other areas of support within the community.

**If attendance falls below 93%**

- Raise concerns with parents/carers once attendance has fallen below a level, via Letter 1.
- Identify barriers. Express expectation of improvement. Offer support or signpost to other areas of support within the community.

**If attendance falls below 90%**

- Raise concerns with parents/carers via Early Intervention Letter.
- Offer support or signpost to other areas of support within the community.

**If attendance does not improve following Early Intervention Letter**

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

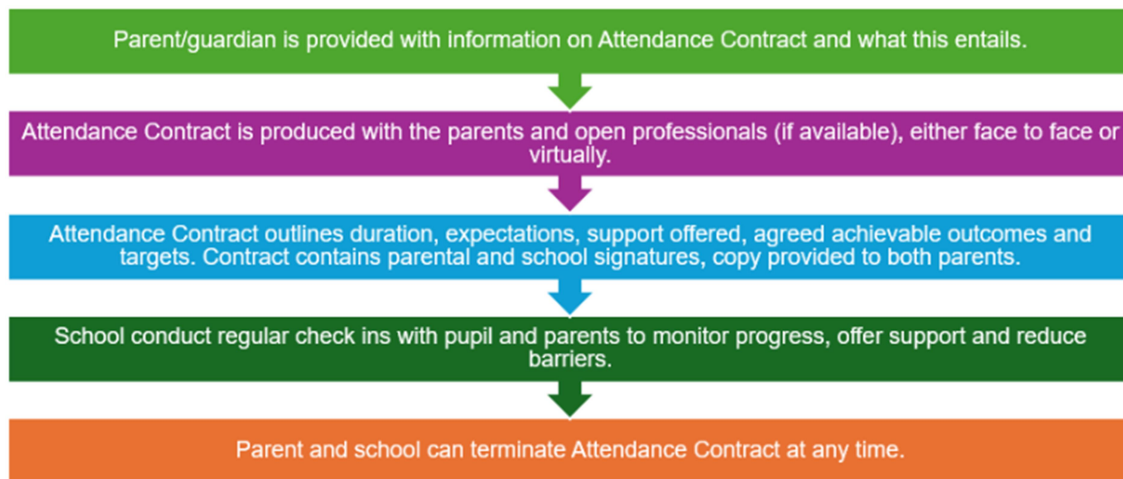
**If Attendance Contract does not improve attendance**

- 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.
- Lack of engagement from parents / termination of contract from school if interventions are not supported from parents.
- Progress to Notice to Improve Letter - 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, before referring parents for legal sanctions.

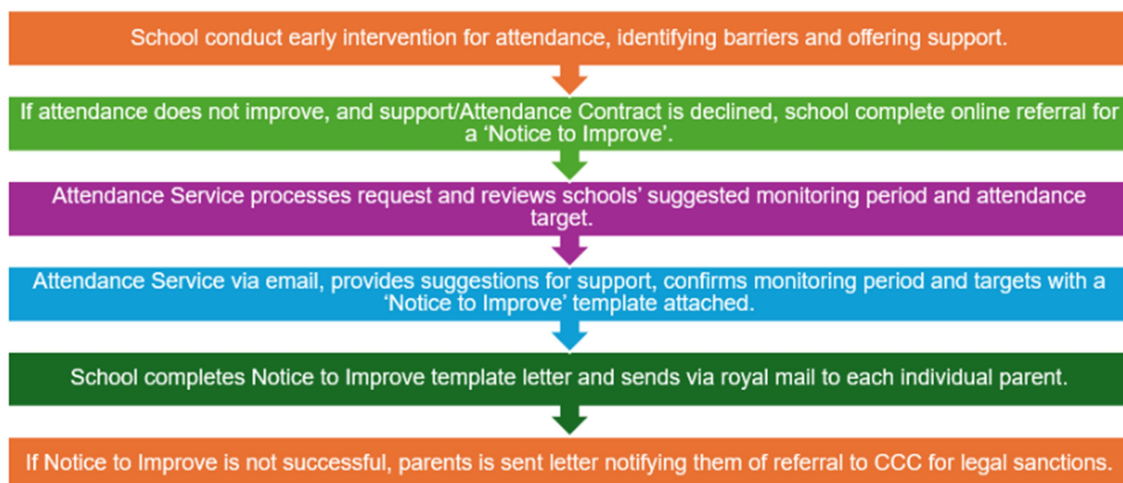
**If attendance has not improved following Notice to Improve Letter**

- A request for 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



### **Penalty Notices (From example attendance Policy July) From DfE Working Together to Improve Attendance**

Education (Penalty Notices) (England) Regulations 2007

Local Codes of Conduct

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time

(or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

Penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence

All state funded schools must consider whether a penalty notice for absence is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice

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).

When a school becomes aware that the threshold has been met, they are expected to make the following considerations to decide whether to issue a penalty notice in each individual case:

- Is support appropriate in this case?
- o If yes, schools are expected to continue with the existing support without a penalty notice or issue a notice to Improve if that support is not working or is not being engaged with. A penalty notice can be issued if either has not worked.
- o If no, for example a holiday in term time, a penalty notice should be issued subject to the other conditions below.
- Is a penalty notice the best available tool to improve attendance and change parental behaviour for this particular family or would further support or one of the other legal interventions be more appropriate?

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.

### **Illness**

Children who are unable to attend school due to diarrhoea can return after they have been 48 hours clear. Children who are unable to attend school due to sickness can return once they are able to keep food down.

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 direct them to learning they can do at home, so that they can keep up with their school work. This will include sending resources home and directing to Century Tech. 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 Head teacher 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 headteacher.
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 Request Form / Exceptional Leave of Absence request form

#### Examples of absence letters: