

Attendance

Policy Number 6.4



Attendance

Attendance

Attendance Policy

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1 STRATEGY

1.1 At Blakedown CE Primary School, children on roll are expected to attend school every day when it is in session, as long as they are fit and healthy enough to do so. This will enable them to **achieve** their best. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a **joyful** and rewarding experience for all children. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

2 POLICY

2.1 At Blakedown CE Primary School, we are committed to meeting our obligation with regards to school attendance including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance](#), through our whole school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils;
- Promoting good attendance and the benefits of good attendance;
- Reducing absence, including persistent and severe absence;
- Ensuring every pupil has access to the full-time education to which they are entitled;

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- Acting early to address patterns of absence;
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending lessons.

2.2 Legislation and Guidance

This policy is based on the Department for Education's (DFE's) statutory guidance on [working together to improve school attendance](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

2.3 Roles and Responsibilities

2.3.1 The Governing Body

The governing body is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most

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- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
 - Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
 - Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
 - Making sure staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following upon and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
 - Making sure dedicated training is provided to staff with a specific attendance function in their role including in interpreting and analysing attendance data
 - Holding the headteacher to account for the implementation of this policy
- The Learning & Development Team/Strategy Team are responsible for attendance, they monitor pupil attendance and pupil outcomes as part of their routines.

2.3.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary and authorising other senior leaders and the office staff responsible to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

2.3.3 The Designated Senior Leader Responsible for Attendance

At Blakedown CE Primary School, the designated leader for attendance is the Headteacher and can be contacted via the school telephone and email address: 01562

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700243, office@blakedownprimary.worcs.sch.uk. The following are additional responsibilities to the above:

- Leading, championing and improving attendance across the school
- Offering a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Monitor and analyse attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents, carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

2.3.4 School Office Staff

The member of the office staff responsible for attendance is Mrs Carys Wheadon and can be contacted via the school office contacts: 01562 700243 and office@blakedownprimary.worcs.sch.uk. As the attendance officer, Mrs Wheadon is responsible for:

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system
- Transfer calls from parents to the head/staff in order to provide them with more detailed support on attendance
- Monitor attendance data day to day (see section 8)
- Providing regular attendance reports to the Headteacher and reporting concerns about attendance to the headteacher
- Working with the education welfare officers to tackle persistent absence
- Advising other senior leaders when to issue fixed-penalty notices in the absence of the Headteacher

2.3.5 Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes (see Appendix 1), and submitting this information the school office. This is done twice a day, on entry to school at 8.50 a.m. and at the start of the afternoon at 1.00 p.m./1.10 p.m.

2.3.6 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

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- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day between 8.50 a.m. and 3.20 p.m. and on time
- Call the school to report their child's absence before 9.20 a.m. on the day of the absence and each subsequent day of absence), and advise the reason for absence and when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting Mrs Wheadon in the office as she is responsible for receiving day to day attendance issues, contactable on 01562 700243 and office@blakedownprimary.worcs.sch.uk

2.3.7 Pupils

Pupils are expected to:

- Attend school every day on time

3 PROCEDURE

3.1 Attendance Register

3.1.1 We will keep an electronic attendance register and place all pupils onto this register.

3.1.2 We will take our attendance register at the start of the first session of each school day at 8.50 a.m. and once during the second session - 1.00 p.m. (KS1) and 1.10 p.m. (KS2). It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

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- The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment
- See appendix 1 for the DfE attendance codes.

3.1.2 We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of the circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school day starts at 8.50 a.m. and ends at 3.20 p.m. Pupils are entitled to enter the school from 8.40 a.m. and must arrive in school by 8.50 a.m. on each school day.

3.1.3 It is essential that children arriving and leaving school outside the normal hours are signed in or out from the office. The signing in/out register in the office is used in the case of an emergency or a fire drill.

3.2 Unplanned Absence

3.2.1 The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.20 a.m. or as soon as practically possible by calling the school office, who can be contacted by calling 01562 700243 or emailing office@blakedownprimary.worcs.sch.uk

3.2.2 Parents can choose the absence line of the telephone answering service, but should indicate the reason for absence and a possible return date. Parents can also come through to the main office to discuss the absence directly with the office staff.

3.2.3 We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

3.2.4 If a child is absent and a call from the parent/carer has not been received by 9.20 a.m., office staff will call home to establish the reasons for the absence and in order to check on the safety of the child.

3.2.5 If there are safeguarding concerns around an absence of a child or when a parent/carer has not made contact regarding an absence and is not contactable by the lunchtime registration, the office should inform the Headteacher/DSL who may decide to undertake a home visit to establish the safety of the child in person.

3.3 Planned Absence

3.3.1 Attending a medical or dental appointment will be counted as authorised as long as the pupils' parent/carer notifies the school in advance of the appointment.

3.3.2 School should be advised at the first point of the appointment being confirmed by calling the school office so that the planned appointment can be logged. A note may be sent to the school prior to the day of absence, e.g. if a pupil has a pre-planned medical appointment, this should be possible unless an emergency appointment has needed to be made.

3.3.3 We encourage parents to make medical and dental appointments outside school hours. If it is necessary for a child to be out of school for this reason a medical appointment card or letter should be provided to the office, wherever possible. The pupil should be out of school for the minimum amount of time necessary and should return to school directly after the appointment.

3.3.5 The pupils' parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Section 4 outlines which term-time absences the school can authorise.

3.4 Lateness and Punctuality

3.4.1 A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

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3.4.2 If pupils are persistently late, the headteacher will issue a warning letter advising the parent that punctuality is not meeting expected standards and the impact that this is having on their child.

3.4.3 If after receiving this first letter, punctuality does not improve, then the parent/carer will be invited in to school to discuss this further and to investigate if there is anything school can do to support ongoing punctual attendance.

3.5 Following up Unexplained Absence

Where any pupils we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may decide to undertake a home visit to establish the safety of the pupil in person or if there are ongoing safeguarding concerns may call Worcestershire's social services or the police.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained - this will be no later than 5 working days after the session for which the pupil was absent
- Call the parent on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer.
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and to make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (See section 4.2 below)

3.6 Reporting to Parents/Carers

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 2.3.6 above) about their child's attendance and absence levels via a half termly email specifying which banding the child's attendance falls within and whether or not further discussions are necessary to see where support is required in the first instance.

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4 AUTHORISED AND UNAUTHORISED ABSENCE

4.1 Approval for Term-Time Absence

- 4.1.1 The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.
- 4.1.2 The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:
- Taking part in a regulated performance, or regulated employment abroad
 - Attending an interview
 - Study leave
 - A temporary, time-limited part-time timetable
 - Exceptional circumstances
- 4.1.3 A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.
- 4.1.4 At Blakedown CE Primary School, we define 'exceptional circumstances' as: one-off occasions that occur out of emergency, are out of control for the parents and emerge out of necessity rather than convenience.
- 4.1.5 Leave of absence will not be granted for a pupil to take part in protest activity during school hours.
- 4.1.6 As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday. The Governors recognise that pupil absence during term time can seriously disrupt a pupil's continuity of learning. At Blakedown CE Primary, the governing body has decided that in exceptional circumstances, the Headteacher may grant leave of absence of up to 2 days. In all such cases, the return date must be agreed by the Headteacher.
- 4.1.7 The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.
- 4.1.8 Any request should be submitted as soon as it is anticipated and, wherever possible at least 4 weeks before the absence. The absence should be requested using the absence request form, accessible via the website or from the school office. The headteacher may require evidence to support any request for leave of absence, this along with reasons for the request will be reviewed along with the pupil's previous and current attendance rate and current progress and attainment.

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- 4.1.6 Any leave of absence that has not been agreed by the headteacher will be automatically recorded as unauthorised.
- 4.1.7 Authorisation will not be granted retrospectively.
- 4.1.8 Any activity, holiday or event that can be arranged during the annual 13 week holiday time will not be authorised during the school term.
- 4.1.9 To have a week's winter or summer holiday in school time, because the cost is cheaper during term time does not constitute as an exceptional circumstance neither does a celebration of birthdays/anniversaries.

4.2 Criteria by which the Headteacher will make decisions concerning the authorisation of a requested absence.

All requests will be considered in an individual basis and take into account:

- 4.2.1 The child's overall pattern of attendance; previous and current attendance rates;
- 4.2.2 The length, destination and purpose of the requested absence and whether it is likely to be a rare event in the life of the child;
- 4.2.3 An absence request for exceptional circumstances is unlikely to be approved unless the child's attendance is 95% or above for the past year;
- 4.2.4 The timing of the requested absence - one of the worst times for a child to be absent is at the beginning of a new school year, particularly with a new teacher or a new class; and for Year 2 and Year 6 pupils, in the build up to and during the National Curriculum tests;
- 4.2.5 Teachers will not set work for completion when a child is absent.
- 4.2.6 Valid reasons for authorised absence include:
 - Illness and medical/dental appointments (see 3.2 and 3.3)
 - Religious observance - where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart.
 - Traveller pupils travelling for occupational purposes - this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but is it not known whether the pupil is attending educational provision.
 - If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

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4.2.7 Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5. SANCTIONS

At Blakedown CE Primary School, we will make use of the full range of potential sanctions - including, but not limited to, those listed below - to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

5.1 Penalty Notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence (s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

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The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupils, the parent must pay £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 the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

5.2 Notices to Improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupils' attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance does not improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. STRATEGIES FOR PROMOTING ATTENDANCE

The school recognises and celebrates good attendance and punctuality in a number of ways:

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- Via the weekly newsletter - class percentage attendance and punctuality is shared with a weekly class 'winner'.
- The winning class is displayed on the school attendance board and the class with the most attendance and high punctuality receives a reward.
- End of term assemblies where pupils' attending 97% or above are celebrated individually in front of the whole school.
- An email home to parents at the end of each term to those who have attended punctually and 97%+.

7. SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL

7.1 Pupils absent due to complex barriers to attendance

Where pupils have complex barriers hindering attendance, the school will work with the parents and pupil to understand what these are. Strategies employed to support pupils will depend upon the individual circumstances, but suggested strategies may include, and are not limited to:

- Attendance action plans;
- Adjusted curriculum and timetable;
- Seeking external support and guidance.

7.2 Pupils absent due to mental or physical ill health or SEND

Where pupils have mental or physical ill health or SEND hindering attendance, the individual needs of the child will be sought by working with the parents, pupil and external agencies. Strategies employed to support these pupils will depend upon the individual circumstances, but suggested strategies may include, and are not limited to:

- Liaison with medical education teams;
- Sending work home and working out a plan for the period of time of illness, if known;
- Adjusting the timetable and curriculum;
- Seek further external support including judging whether further external assessments are required;
- Consider whether pupils require additional resources to access school;
- Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

7.3 Pupils returning to school after a lengthy or unavoidable period of absence

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Where pupils have had a long or unavoidable absence from school, parents will be contacted for a discussion/face to face conversation about the reasons for this and the impact this has had on the pupil. This will enable school to identify any barriers and gaps in learning to then support as necessary.

8. ATTENDANCE MONITORING

8.1 Monitoring Attendance

The school will:

- Monitor attendance daily, this will be carried out by teaching and office staff when the register is taken. Where children have been absent for a number of days or where this is happening on a weekly basis, this is flagged to the headteacher so that contact home to enquire about this pattern can take place and support offered if needed.
- Monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Specific pupil information will be shared with the DfE on request. The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

Pupil level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional and national levels to identify areas of focus for improvement, and share this with the governing body.

8.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly and full year data to identify patterns and trends

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- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

8.3 Using Data to Improve Attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils; groups or cohorts that I has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may e a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to class teachers and senior leaders, to facilitate discussions with pupils and families, and to the governing body (including special educational needs coordinator and designated safeguarding leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent of severe, including keeping them informed regarding specific pupils, where appropriate.

8.4 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available

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- Explain the potential consequences of, and sanctions for, persistent and severe absence
- Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5 above)
- Monitor pupils with persistent and severe absence more closely, send reminder letters to parents and set up regular meetings to address the issues causing the absence

9. MONITORING ARRANGEMENTS

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the headteacher. At every review, the policy will be approved by the full governing body.

8. LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Safeguarding & Child Protection Policy
- Behaviour Policy

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Appendix 1

Attendance Codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised, or approved, by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent - leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school

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M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent - other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a mobile child who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent - unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school

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Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent - unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes

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O	Absent in other or unknown circumstances	No reason for absence has been established, or the school is not satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil arrived late, after the register has closed but before the end of the session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Attendance

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Appendix 2

Attendance Ladder

0 days missed = Best chance of success	100% OUTSTANDING	ON TRACK
Equates to 4 school days off each year	98% IMPRESSIVE	
Equates to 7 school days off each year	96% GOOD	
Equates to 9 school days off each year	95% ALMOST THERE	AT RISK
Equates to 11 school days off each year	94% IMPROVEMENT NEEDED	
Equates to 18 school days off each year	90% CONCERNED	OFF TRACK
Equates to 29 school days off each year	85% SERIOUS	
Equates to 2 months off school each year	80% VERY CONCERNED	

For every day you are absent from school, 5 hours of learning is lost

Attendance

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Appendix 3

Guidance Notes for Parents requesting Leave in Term Time

1. Parents wishing the school to consider granting leave of absence in school term time should read these notes carefully and then complete and send to the Headteacher the request form **overleaf**. **The form should be sent to the school in time for the request to be considered well** before the desired period of absence. Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request. In any event the request form must be received by the school at least four weeks before the departure date to allow sufficient time for appropriate consideration.
2. The granting of leave of absence in school term time is, by law, a matter for consideration and decision by the school. There is no automatic right to any leave in term time. The Department for Education (DfE) and Worcestershire County Council (WCC) policy is that family holidays should not be taken in school term time. Where such requests are made, for the leave to be granted, the Headteacher should decide if there are **exceptional circumstances**.
3. Each case will be considered individually and on its own merits. Parents need, therefore, to consider very carefully before making any request for leave of absence the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school will take account of:
 - The exceptional circumstances stated that have given rise to the request;
 - The age of the child;
 - The stage of the child's education and progress and the effects of the requested absence on both elements;
 - The overall attendance pattern of the child;
 - The nature of the trip.
 - Students/pupils on examination courses or due to take SATs will **not** normally be granted leave of absence.
4. Where parents have children in more than one school a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. It is possible that because of these factors different decisions may be made. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any other requests.
5. Where request for a grant of leave of absence are received from only one parent the response letter - agreeing or refusing - will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all 'parents' are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent will receive a penalty notice.
6. Should the school decide to grant leave of absence but, the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost**.

Attendance

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7. Should the School decide **not to grant leave of absence** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Holiday Penalty Notice fine of £80 per parent per child. This fine will increase to £160 if not paid within 21 days. Failure to pay the £160 fine within the period 28 days may lead to Court proceedings.

Attendance

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Appendix 4

Request for Leave during Term Time

To: The Headteacher of Blakedown C.E. Primary School. Date:.....

I request consideration for leave of absence from school during term time for:

My child (full name).....

First date of absence:.....Last day of Absence:.....

Please state reason for leave (include any **exceptional** circumstances you wish to be considered):

.....
.....
.....
.....

I have (an)other child(ren) in (an)other school(s) as follows:

Child(ren) (full name(s)).....School(s) attended:.....

.....
.....

Signature of 1st Parent/Carer.....Print Name.....

Address:.....

Signature of 2nd Parent/Carer.....Print Name.....

Address:.....

Please return completed form to the school office. After consideration, the Headteacher will write to you to confirm whether the absence will be authorised or not.

FOR OFFICE USE ONLY

Number of school days applied for:.....

Current Attendance.....%

Last Year's Attendance%

Absence request: **agreed/not agreed**

Reason.....

Signed.....Date.....

Notification of decision: Date letter sent to parent.....