Attendance Policy

St Luke's Primary School

Love God. Love your neighbour as yourself:
Be the Good Samaritan. Luke 10. 25-37

<u>Our Vision Statement</u>

Inspired by Jesus' parable of the Good Samaritan, we live out our love for God through collective worship and meaningful opportunities for spiritual growth. Rooted in God's unconditional love, we treat everyone with respect and compassion, nurturing a safe, loving, inclusive school where everyone belongs. Learning together, we flourish and reach our full potential. We empower each other to make positive change for the community we share.

*At St Luke's, we **Love, Include, Flourish**, and **Empower** – our **L.I.F.E.** principles.*

Policy Reviewed by Tom O'Donnell (Headteacher)-November 2025

Introduction

St Luke's Primary School seeks to ensure that all of its pupils receive a full education, which maximises the opportunities for inclusion and achievement at school so that each pupil is able to realise his/her full potential.

All children between the ages of 5 and 11 are legally entitled to a full-time education.

Pupils, parents and carers, teachers, support staff and governors all have a role in maintaining a high standard of attendance and punctuality.

Aims of the Policy

- To improve the overall attendance and punctuality of all pupils at St Luke's Primary school.
- To develop a framework which defines agreed roles and responsibilities for all stakeholders involved in maintaining pupil attendance and punctuality.
- To develop a systematic approach to gathering, analysing and responding to attendance data.
- To implement a system of incentives and sanctions and rewards which are fair and equitable.

Legal Framework

This document has been written in conjunction with the government guidance on 'Working together to Improve School attendance'.

The Education Act 1996 states that:

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

a) to their age, ability and aptitude, and

b) to any special educational needs they may have, either by regular attendance at school or otherwise.

A person begins to be of compulsory school age:

a) when they attain the age of five, if they attain that age on a prescribed day, and

b) otherwise at the beginning of the prescribed day next following their attaining that age.

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year —

a) if they attain the age of 16 after that day but before the beginning of the school year next following,

b) if they attain that age on that day, or

c) (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

Roles and Responsibilities

All members of school staff are responsible to ensure they promote the school's ethos, set an example of attendance and punctuality and enable the school to keep accurate records of attendance for individual students for identifying trends in attendance and punctuality.

The following includes a more specific list of the kinds of responsibilities which individuals might have.

Senior Attendance Champion

The Headteacher is the school's Senior Attendance Champion with overall responsibility for attendance, data monitoring, and liaising with families, governors, and the local authority. The Headteacher also ensures that:

- A Whole-School Culture of Attendance is established and that Attendance is embedded across the school's vision, curriculum, behaviour, safeguarding, and wellbeing policies. The Headteacher aims

to ensure that all staff should promote attendance and understand its link to achievement and safeguarding.

- Persistent and Severe Absence – Providing oversight of all members of staff involved in supporting attendance to ensure that our most vulnerable are met with early to identify barriers, implement early help or formal Attendance Contracts, and involve the local authority where appropriate.
  -Persistent absence: below 90% attendance.
  -Severe absence: below 50% attendance.
- Data Sharing and Early Intervention– The Headteacher ensures that attendance data is shared with the Department for Education and the local authority at least monthly and work collaboratively through Targeted Support Meetings. The Headteacher ensures that attendance data is analysed regularly to identify at-risk pupils.
- Support for Pupils with SEND or Medical Needs-Ensuring that attendance expectations apply equally, but reasonable adjustments and pastoral support are also in place.
- Communication with Parents-Ensuring attendance expectations are clearly communicated via newsletters, websites, and parent meetings and that parents/carers are informed of the impact of absence in days and learning time lost, not just percentages.

Governing Body

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

Learning Mentor (Attendance and Welfare Officer)

The Learning mentor (also the Attendance and Welfare Officer) is responsible for:

- Responsible for first day calling
- Checking all communication channels Arbour/Admin email/School's Voicemain where absences might be reported.
- Recording clearly reasons for any absences on daily first day calling sheets
- Monitoring individual attendance on a daily basis where concerns have been raised.
- Providing oversight for the appropriate coding of attendance or the authorisation of absence, the school may request additional information or evidence, eg. in relation to medical appointments or illness. (Medical evidence may include: an appointment letter, a GP appointment card signed / stamped by a receptionist, a prescription, prescribed medication.)
- Following the school's and local authority advised escalation procedures ensuring letters and communications are given in a timely manner.
- Conducting "sickness return meetings" with parents/carers where illness exceeds 15 days.

Class teachers and Support staff

Class teachers and support staff are responsible for:

- Signing in and out of school using the school's Entry sign system swiping their school badge.
- Setting an example by arriving promptly for the start of sessions.
- Completing registers accurately at the beginning of each morning and afternoon session, electronically via Arbour. Incomplete or inaccurate registers are unacceptable as they provide a daily record of attendance which may be required in a Court of Law.
- Informing the Headteacher, learning mentor, SENDCO or Child and Family Support Worker if there are attendance concerns and be a joint participant in acting upon them.
- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and punctuality

- Discussing attendance issues at consultation evenings/days. Reporting on attendance at the end of the year in a written report.
- Ensure that they are fully aware and up to date with the school's attendance policy and government legislation and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue.
- Keep the Headteacher/Locla authority up to date with any attendance issues

DSL/SENDCo

- Carry out home visits alongside the Learning mentor when concerns arise around families
- Carry out a home visit alongside the learning mentor if persistent absence is an issue to ensure children attend school. If necessary, pick the child up from the home and bring them to school.
- Refer cases to the Access and Engagement service and Islington social care when a child has not returned to school and parents cannot be contacted
- Providing oversight of applications to electively home educate
- Provide oversight of all off-rolling procedures

The Local Authority- Access and Engagement Service

- Target Support Meetings take place with the local authority each term. Within these meetings the local authority focuses more deeply on individual pupil cases where there is limited improvement or an ongoing persistent absence issue. These meetings will help us work together to understand barriers and co-develop solutions. For these pupils, the LBI check that a clear attendance plan is in place, in line with the statutory Working Together to Improve School Attendance guidance

- Support us in the processing of Penalty notices and/or liaising with parents/carers of children who have an Islington agreed EHCP where attendance is an issue

- Be the conduit between the Local authority assigned Attendance Mentor via Bright Futures and the school regarding individual referrals and supportive work for the school

The Attendance Team
(The Headteacher, DSL, Learning Mentor, Child and Family Support worker and Admissions Officer)

The Attendance Team are also responsible for:

- Including information about attendance trends and class percentages in the newsletter.
- Informing the HT on a formal and an informal basis of patterns of attendance noted.
- Contacting families where concerns are raised about absence.
- Processing and following Application for Leave of Absence in Term Time form.
- Collating timely attendance percentages.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Ensuring that the attendance policy is followed and that the actions from Access & Engagement Team and school attendance meetings are carried out.
- Liaising with and discussing with parents issues relating to attendance.
- Feedback and discussions with the class teacher over individual cases.
- First day calling/text for those pupils absent with no reason given
- Ensure that all staff are up to date with the school's attendance policy and government legislation, and that staff are fully trained to recognise and deal with attendance issues.
- Ensure that government legislation on attendance is complied with and that they (the attendance team) are up to date with any legislation changes and how to implement them
- Reporting to the governing body each term for attendance-on-attendance data
- Developing multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend

- Documenting any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings. This should be recorded on CPOMS (Child Protection Online Monitoring System)
- Overall monitoring of school attendance.
- Trends in authorised and unauthorised absence.
- Acting as a point of contact for teaching and non-teaching staff where concerns need to be raised or advice sought.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Liaising with and discussing with parents issues relating to attendance.
- Feedback and discussions with the class teacher over individual cases.
- Promoting good attendance through following the incentives below.

Parents / Carers

Parents / Carers are responsible for:

- Ensuring that their child regularly attends the school at which they are registered. This is a legal requirement and will help your child to have the best possible start for life. Failure to fulfil this duty may result in the Local Authority taking legal action.
- Ensuring that their child attends school regularly, punctually, properly dressed, equipped and in a fit condition to learn.
- Immediately informing the school of the reason for any absence by phone call or in person on the first morning of any absence and thereafter. This should be done before 9.30am.
- Not taking their child on holiday in term time and are to be made aware of the potential consequences of a Penalty Notice being issued or subsequent prosecution of doing so without the school's prior written permission.
- Only keeping children at home if they are very ill (not just for minor complaints).
- Not booking any appointments during the school day e.g. doctors / dentist if possible.
- Making proper arrangements to collect your child by an adult known to the class teacher and informing the school if you make any change to collection.
- Making sure children arrive during soft start (8:50-9:10am)
- Collecting children promptly at 3.30pm every day.
- Collecting their child from clubs on time. Any Parent / Carer who repeatedly collects their child late from school or after school clubs may be fined and asked to meet with the Headteacher
- Use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises.

A Soft start to the school day

Children can arrive at school between 8.50-9:10am. Gates at Bath Street and Lizard streets are opened and staffed by members of the school's Senior Leadership, Pastoral and Premises team. On arrival children transition into their classes to start their learning. Parents and Carers are asked to say goodbye to their child in the playground and inform a member of staff on duty if there is a concern. Soft start is not a time for a parent/carer to hold a conversation with their child's class teacher.

All gates will be closed by 9.10am so any late children report to the main entrance. The school has an EntrySign electronic sign in system. Parents and Carers arriving with their children late to school must sign their child in on this system. The electronic sign in system produces a sticker which the child retains and shows to their class teacher on arrival. This informs the child's class teacher that they have signed into school and their attendance has been recorded on the register.

Registers

- The registers are taken electronically at 9.10am. In the afternoon the registers are taken at 1.30 pm. Registers are completed in Arbour the school's MIS system.
- Lateness before 9.30 am muis marked with an L code. If a pupil arrives after breaktime without an acceptable explanation it is marked with a U and is considered as an unauthorised absence.
- If a staff member other than the class teacher receives information about attendance or lateness, they are to inform the office staff.

ABSENCE
Authorised Absence

An authorised absence is when a pupil is away for a reason acceptable to the school. There are occasions when children are unwell, have to attend medical appointments or may be celebrating a religious festival. The school (not the parent) determines whether an absence is authorised after receipt of a verbal or written explanation from the parent/carer. Explanations from pupils or siblings are not sufficient.

Illness
Medical evidence may be requested where a child has been absent for 3 days or more due to illness OR where a child's attendance is below 96% and/or the child is regularly away from school due to illness.

Failure to provide evidence when requested may result in the absences being recorded as unauthorised. Medical evidence can be in the form of a copy of a prescription, medication or an appointment card showing name of child and date they visited.

If a child is diagnosed with a medical condition, evidence should be provided so that the appropriate support can be provided.

Unavoidable medical/dental appointments
All routine (non-emergency) appointments should be made, whenever possible, outside of school hours. Should a child need to have an appointment during school hours, such as a hospital appointment. Evidence of this will need to be provided. Failure to provide evidence may result in the school recording the absence as unauthorised.

Part time arrangements

On occasions and when agreed by professionals as part of a TAC (Team Around the Child meeting), a part time timetabling arrangement may be implemented for a child over a time-bound period. In these instances, the school will complete a LA notification for part time provisions applications. The notification is sent to the Local authority and the 'Admissions and Children Out of School Service' for review. The intention is always to return children to full-time education whenever possible. Children accessing school on a part time timetabling arrangement will have a C2 code entered.

Suspension

Suspension is treated as an authorised absence. The Head of School and class teacher will arrange for work to be sent home.

Unauthorised Absence

- The Access & Engagement Team have a statutory obligation to uphold the attendance law, and if a pupil's attendance continues to be unauthorised after various attempts to improve any of the causes of non – attendance and lateness, legal proceedings may go ahead. The school has a duty of care, which means they must report any pupil who is attending at a poor level.

A pupil arriving late after register is closed will be considered unauthorised absent. The parent of any pupil with more than 12 lates in 6 weeks may be issued with a court warning, which will explain to them the legal consequences, should they be late or absent without reasonable explanation again. If you have genuine reasons for poor punctuality, please inform the school immediately. Please be aware you need to be in on time, each day to avoid legal proceedings. The Access & Engagement Team can be contacted on: 0207 527 5834

- The school will follow up on all unauthorised absences, communicating parental responsibility for providing explanations.
- A Penalty Notice or a summons to court may be served for a child's unauthorised absence. It is important to note, Fixed Penalty Notices are issued to <u>each</u> parent of <u>each</u> absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).
- If it is not paid within this time frame or if your child's attendance continues to be at a poor level, you will receive a summons to the Magistrates Court, where your case will be heard and a ruling made. This ruling can include fines up to £2,500 and a criminal record.
- Parents have a duty to ensure their child's regular attendance at school and failure to do so is a criminal offence under section 444(1) of the Education Act 1996.

First Day reporting

- Parents are reminded of the first day contact procedure at the beginning of each term via the school newsletter.
- On the first day of any absence the parent/carer should ring school before 8:30 am to inform the school that their child will be absent from school and give a reason for that absence. An indication of the likely period of absence is to be requested. Staff must remind parent(s)/carer(s) to contact the school each day unless there is a definitive timescale of absence. For example, there needs to be 48 hours clear from last bout of sickness and/or diarrhoea.
- Admin staff keep a log of absence calls and reasons received each day.
- After registration a designated member of staff will check registers for absences. If no call is made by parent(s)/carer(s) by 09:30, the designated member of staff will contact the parents to ascertain the reason for their child's absence.

- If any member of staff is concerned about an absence, the concerns will be raised with Learning Mentor, DSL or Headteacher to clarify any reasons or knowledge of the absence.
- Between 9:30am – 10:30am administrative staff will phone the parents/carers of any pupil whose absence remains unexplained. Staff will prioritise their calls by calling the most vulnerable children and those with social care involvement first.

If there is still no contact or explanation of child's absence:

- The school will work through the list of named contacts on the address card. If still no reason/response given, if they have a sibling at another school, the other school will be contacted to try and find a reason or ascertain whether there are shared concerns.
- If those steps have not been successful, admin staff will notify the designated safeguarding lead who may speak to the Head of School. A home visit may be deemed appropriate.
- Finally, if no contact of any sort has been made by the end of the school day the information will be logged with the DSL or deputy DSL who may log it with children's services as a CME 'Child Mossing from Education.'
- A reason for absence is always required verbally by phone, or by email. The school may then decide if it will authorise the absence or record it as an unauthorised absence. If no reason is provided within one week of return the school will mark the absences as unauthorised.

Leave of Absence in term time

St Luke's Primary School greatly appreciates parental support to reduce the total amount of days lost due to holidays. The school is committed to working in partnership with parents to enable all children to reach their academic potential and to support their social development and for this to happen individual attendance needs to be as high as possible and we all need to play our part.

- All Parents must fill in an Application for Leave of Absence in Term Time form. Where upon the attendance team will consider the following-
    - Amount of time requested
    - Pupil's existing attendance record
    - Pupil's educational needs and ability to catch up on work missed
    - General welfare of the pupil and family circumstances
    - Nature of the request (why it could not be taken in school holidays)
    - Frequency of such request from the pupil's parent
    - Evidence provided along with the request form
- The attendance team may agree to term time leave for unforeseen special circumstances but will not authorise holidays taken in term time as a rule.
- If your request is refused and you withdraw your child from school it will be recorded as unauthorised absence and the matter will be referred to the Access & Engagement Team.
- A Penalty Notice or a summons to court may be served for a child's unauthorised absence. It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).
- If it is not paid within this time frame or if your child's attendance continues to be at a poor level, you will receive a summons to the Magistrates Court, where your case will be heard and a ruling made. This ruling can include fines up to £2,500 and a criminal record.
- Parents have a duty to ensure their child's regular attendance at school and failure to do so is a criminal offence under section 444(1) of the Education Act 1996.
- If your request is approved and for any reason your child does not return to school on the expected date**, you must make all possible efforts to contact us.** If we do not feel that the reason for the delay is acceptable, the absence will not be authorised. You will risk losing your child's place and you may be served with a Penalty Notice. Parents have a duty to ensure their child's regular

attendance at school and failure to do so is a criminal offence under section 444(1) of the Education Act 1996.

Punctuality

It is important that classes make a prompt and effective start at the start of the school day. The Attendance Team monitors lateness of pupils as punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is of extreme importance therefore that all pupils arrive at school on time.

- Children are encouraged to be in school from 9:00am and pupils enter through the Bath Street and Lizard Street entrances. It is expected that all pupils arrive in good time.
- If pupils arrive after 9.10 am. they are to come through the main entrance on Radnor Street and ensure they are registered at the school office. The school has a late book which enables us to monitor lateness.
- If your child has not arrived by 9.30 am, a member of staff will contact you by telephone or text in addition to monitoring absence; this is also a safety check in case your child is old enough to come to school by him/herself & has not arrived.
- A late letter will be sent to parents/carers if there is regular lateness.
- All unauthorised lates-children who regularly arrive late after 9:30am are at risk of compromising their education.. All children arriving regularly late after 9:30am are discussed with the Access and Engagement team. Islington defines persistent lateness as 12 late arrivals over any 6-week period. The Access & Engagement Team may consider issuing a Penalty Notice in cases of persistent lateness.

Monitoring and Responding to Attendance concerns:

School staff will respond when a pattern of low attendance emerges.

- The school is responsible for initial interventions. When a pattern of poor attendance emerges, a discussion is needed between the class teacher and schools Attendance Officer to determine a course of action.
- If a class teacher makes initial contact with a parent and if there is no improvement, the Attendance Team must be informed and will arrange to contact a parent/carer. If there is still no improvement after suitable interventions by the school, the Access & Engagement Team may become involved.
- To ensure that all patterns of low attendance are addressed the attendance team will meet each half term to discuss and agree a course of action for all pupils with:
    - attendance less than 90%
    - absences that show particular trends
    - frequently arriving at school late
    - class percentage totals

The agreed action may include:

- Closely monitoring the situation
- A letter from the school
- A meeting with the school (possibly with Access & Engagement Team present)
- A formal referral to the Access & Engagement Team (which can include home visits, referrals to outside agencies and statutory action)

A series of standard letters are available to be sent to parents. These will be sent out by the Attendance Officer.

SUPPORTING THE REINTEGRATION OF PUPILS AFTER EXTENDED ABSENCES

All pupils who return to school after an extended period of absence need to be supported. Each case will be considered individually and a plan will be drawn up to best support the pupil's academic and social reintegration into the school.

TAKING PUPILS OFF ROLL

- All pupils who leave St Luke's Primary School to attend another school (except for secondary school transfers) will remain on roll until their admission elsewhere is confirmed.
- A Local Authority Off-rolling form (pupil deletion form) is completed by the Learning Mentor. All pupil deletion forms are kept in the Off-rolling file and signed by the DSL or Headteacher.

CHILD MISSING FROM EDUCATION (CME)

The following is carried out if a family member is not in contact within two days:

- Telephone calls to all known contacts (parents are asked to provide a minimum of two emergency contacts in the event of children not arriving at school without prior notification and also for other emergency purposes).
- Contact with other schools where siblings may be registered
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other Service known to be involved with the pupil/family
- Possible home visits

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If contact with a child's family cannot be made, the school will make a formal referral to the Access & Engagement Team. At this stage the Access & Engagement Team will begin Child Missing in Education procedures. The school will log the actions taken following advice from the team via CPOMS. **If the child is subject to a child protection plan or if the school has safeguarding concerns and feel the child is at risk of immediate harm, the school will immediately notify Children's Services Contact Team and Pupil Services**

Elective-Home Education (EHE)

- All families wishing to home educate must complete the local authority approved application to home educate.
- Applications to electively home educate are reviewed by the DSL. The local authority are then informed of any potential risk factors
- Children will only be taken off roll following local authority approval.

ENCOURAGING GOOD ATTENDANCE AND PUNCTUALITY

Whole school activities will raise the profile of attendance and punctuality through.

- Weekly Celebration Worship (Thursday)
- Headteacher certificates (Fortnightly)
- Individual pupil progress meetings with Headteacher
- Monthly Newsletters
- Termly prize giving assemblies:
- Silver star badges (98% attendance)
- gold star badges (100% attendance) at termly

We reinforce the following:

- EVERY LESSON COUNTS AND CHILDREN ARE LOSING OUT FOR EVERY LESSON MISSED. EVEN CASUAL ABSENCE CAN AFFECT YOUR CHILD'S ATTAINMENT.
- Across one school year:

Less than 5 days absence = 97.3% attendance
14 days absence (approx.) = 92.6% attendance
20 days absence (approx.) = 89.4% attendance
30 days absence (approx.) = 84.2% attendance
If a child achieves 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

APPENDIX A
Staged Approach to the Management of Attendance

Whole school attendance is monitored at a minimum of every half term but tracked monthly so pattens can be identified for targeted suppot meetings for the local authority. The local authority track attendance for persistently absent and severely absent pupils and meet with the school termly. For those whose attendance falls between 90.0-94.9% and below 90% the following letters are sent out:		
Stage	**Trigger**	**Outcome**
1	Attendance falls below the whole school target and the child's attendance is of concern.	Letter 1 will be sent to parents: · Expressing concern about attendance · Informing the parents of current attendance · Reminding parents of their legal responsibilities and the nature of 'persistent absence' · Welcoming the parents to arrange contact the school if they wish to discuss attendance further. Attendance is monitored for a fixed period.
2	Parents have received a Stage 1 letter and attendance remains of concern.	Letter 2 will be sent to parents: · Informing parents of ongoing concern about attendance · Informing the parents of current attendance · Enclosing a registration certificate · Reminding parents of their legal responsibilities and the nature of 'persistent absence' · Notifying parents that the child's attendance is being monitored · Welcoming the parents to arrange contact the school if they wish to discuss attendance further. Attendance is monitored for a fixed period.
3	Parents have received a Stage 2 letter and attendance remains of concern.	A Notice of Concern is sent out (see template) An attendance improvement plan is completed (see template) agreeing an action plan of support, considering whether it may be, at this stage, appropriate to involve outside agencies, and setting an internal school attendance target.
4	Parents have failed an internal school attendance target and attendance is below the level of Persistent Absence (90%)	Referral to Islington Children's services: · Immediate involvement of Bright Futures Detailing concerns and impact on child's right to an education.
	During a monitoring period, attendance improves.	A Phone call home praising the parent and: · Informing the parents of attendance improvement during the monitoring period. · Notifying parents that the school will continue to monitor attendance to ensure sustained improvement.

APPENDIX B

Attendance Codes, Descriptions and Meanings

Attendance must be recorded using the latest DfE codes under the *School Attendance (Pupil Registration) (England) Regulations 2024:

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The codes are:

Code	Description	Meaning
/	Present (AM)	Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.
****	Present (PM)	
L	Late	Late before registers closed. Schools should have a policy on how long registers should be kept open. A pupil arriving after the register has closed should be marked absent with **code U**, or with another absence code if that is more appropriate.

Approved Educational Activity

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code	Description	Meaning
B	Educated Off-Site (NOT Dual Registration)	This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.
D	Dual Registration (i.e. pupil attending another establishment)	This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used for Gypsy, Roma and Traveller children, but only when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.
J	At an interview with prospective employers, or another educational establishment	This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.
P	Participating in an approved sporting activity	This code should be used to record the sessions when a 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 visit or trip	This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
W	Work experience	Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School

Absence codes when pupils are not present in school are as follows:

Code	Description	Meaning
C	Leave of Absence authorised by the school	Only exceptional circumstances warrant leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.
E	Excluded (no alternative provision made)	If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using code E. Where alternative provision is made they should be marked using the appropriate attendance code.
H	Holiday authorised by the school	Headteachers should <u>not</u> grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a pupil can be away from school.
I	Illness (NOT medical or dental appointments etc.)	Schools should advise parents/carers to notify the school as soon as possible when a child is ill. If the authenticity of illness is in doubt, schools can request parents/carers to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the seriousness of the illness but should advise parents of their intention. Schools are advised not to request medical certificates unnecessarily (particularly retrospective certificates), especially if the illness was not treated by a doctor at the time. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
M	Medical / Dental appointments	Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
R	Religious observance	Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents/carers belong. Where necessary, schools should seek advice from the parent/carers' religious body about whether it has set the day apart for religious observance.
S	Study leave	Schools must record study leave as authorised absence. Study leave should be used sparingly and <u>only granted to Year 11 pupils</u> during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
T	Gypsy, Roma	A number of different groups are covered by the generic term Traveller –

	and Traveller absence	Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Attendance Coding Updates (2024)

- **C1** Authorised absence for licensed performance/employment abroad
- **C2** Authorised absence for exceptional circumstances. This includes children attending under a part time provision arrangement.
- **C3** Authorised absence for interviews or study leave
- **C4** Authorised absence for part-time timetable (temporary)
- **C5** Other authorised absence agreed in advance by the school

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.
Absence codes are as follows:

Code	Description	Meaning
G	Holiday not authorised by the school or in excess of the period	If a school does not authorise a leave of absence and the parents/carers still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If parents/carers did not apply for the leave of absence in advance the absence must be recorded as unauthorised.
N	Reason not yet provided for absence	Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended immediately.
O	Absent from school without authorisation	If the school is not satisfied with the reason given for absence they should record it as unauthorised.
U	Arrived in school after registration closed	Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

Code	Description	Meaning
X	Not required to be in school	This code is used to record sessions that non-compulsory school age children are not expected to attend.

Y	Unable to attend due to exceptional circumstances	This code can be used where a pupil is unable to attend because: ● The school site, or part of it, is closed due to an unavoidable cause. ● The transport provided by the school or a local authority is not ● available and where the pupil's home is not within walking distance. ● A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. ● This code can also be used where a pupil is unable to attend because: The pupil is in custody; detained for a period of less than four ● months. If the school has evidence from the place of custody that the pupil is attending educational activities, then they can record those sessions as code B (present at approved educational activity). This code **is** collected in the School Census for statistical purposes.
Z	Pupil not on admission register	This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.
#	Planned whole or partial school closure	This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to 5 non-educational days to be used for curriculum planning/training; and use of schools as polling stations

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

This form needs to be submitted at least four weeks prior to proposed leave.
Please complete this application form and return to the school office.

1.Pupil's Name:_____ Date of Birth:_____ Class:_____

Home Address:_____

I wish to apply for my child to be absent from school during the following dates:

Date of last day at school:_____ Date of return to school:_____

Total number of days missed:_____

If your child will not be able to attend on the date of return to school please make sure that you inform us. This needs to be done by phone or email. Failure to follow this requirement could result in your child being deleted from the school roll and it may lead to a referral to Children's Social Care, Access and engagement Service or Children Missing from School' Investigation Team.

Please state the purpose of this period out of school and why this must be taken during term time and not the school holidays.

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2. Contact details whilst abroad/absent from school:

If your child is being taken out of school during term time and the details of their location are not provided, this could turn into a serious safeguarding issue. When a child is absent or is missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If parents/carers fail to provide required information then the school may make a referral to the International Police and International Social Services as a missing child.

Address whilst away:

_____
_____
_____
_____

Telephone number whilst away:_____

3. Please attach proof of where you will be whilst away.

I am making an application for my child (named above) to have authorised absence from school. I understand that if this is not agreed then any absence will be treated as unauthorised and this will be brought to the attention of the Access and Engagement Service which may lead to a penalty notice.

4. Parent/Carers Details:

Parent/carer: Title_____ Full Name:_____ Tel:_____

Signature:_____ Date:_____

FOR OFFICE USE ONLY
Check list:

***All sections are filled in: Yes___ No___**
***Copies of proof of where and when child is away: Yes___ No___**
***Date of receiving the application:_____**
***Received by:_____**