



# Elmlea Schools' Trust

## Pupil Attendance Policy - PUBLISHED

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### Document History Record of recent Policy changes

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September 2020		LGB/Clare Sanders	New Policy	BCC Policy Information taken from EIS former policy and updated to reflect current arrangements (incl JS edits)
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# Pupil Attendance Policy and Procedures

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## APPENDICES

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## Part 1 Policy:

### 1. Introduction

It is the aim of Elmlea Schools' Trust that pupils should enjoy learning, experience success and realise their full potential. The aim of our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

### 2. Aims

Our trust aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled and acting early to address patterns of absence.

This policy sets out our Trust's position on attendance and details the procedures that all parents<sup>1</sup> must follow to report their child absent from school.

It is vital that children develop regular attendance habits at an early age. Therefore, the Trust and Elmlea Infant School will encourage parents of Reception children, who are not yet compulsory school age, to send their children to every session that is available to them. If the child is unable to attend the school for any reason, the parent should inform the school of the reason on the first day of absence. If the school is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will also support parents to perform their legal duty to ensure their children of compulsory<sup>2</sup> school age attend regularly and will promote and support punctuality in attending lessons.

We want our pupils to attend school every day unless they are really not well enough to. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise

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<sup>1</sup> Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e. lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

<sup>2</sup> A child becomes of 'compulsory school age' on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory school age on the last Friday in June of Year 11.

their full potential. Regular attendance and punctuality is essential in the workplace and children who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the pupil’s attendance is deemed to be irregular.

We will do all we can to encourage our pupils to attend. We will also make the best provision we can for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents [‘Supporting pupils at school with medical conditions - December 2015’](#) and [‘Ensuring a good education for children who cannot attend school because of health needs- January 2013’](#).

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

- Make good attendance and punctuality a priority for all those involved in the school community
- Raise our pupils’ awareness of the importance of good attendance and punctuality
- Provide support, advice and guidelines to parents, pupils and staff
- Work in partnership with parents
- Celebrate and reward good attendance and punctuality

### Effects of non-attendance

The table below indicates how what might seem like just a few days absence can result in children missing a significant number of lessons.

<b>Attendance during school year</b>	<b>Days lost in a year</b>	<b>Which is approximately</b>	<b>Approximate number of lessons missed</b>
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

### 3. Safeguarding and Attendance

Our trust schools will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil’s attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#) (2020 version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil’s welfare. (Please see our trust’s Safeguarding Policy for more information.)

## 4. Legislation and Guidance

This policy meets the requirements of the 2020 [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's 2015 statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold and complies with our funding agreement and articles of association.

## Part 2 What the Law Says and Our School Procedures:

### 1. Contents of Attendance Register

The law makes it clear that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each pupil is:

- Present;
- Absent;
- Attending an approved educational activity; or,
- Unable to attend due to exceptional circumstances.

### 2. Present at School (and Lateness)

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Executive Headteacher or Deputy Headteacher will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

During the current academic year 2020-2021 whilst Covid19 arrangements apply:

Our pupils must arrive by their specified published time each school day.

Our morning register is taken FIVE minutes after the specified drop off time.

Our afternoon register is taken at the start of the afternoon session.

A pupil who arrives late but before the register has closed will be marked as late (**L**) - which counts as present.

A pupil who arrives late **after** the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the pupil is late for no good reason they will be marked with the **unauthorised** absence code ‘Late after registers close’ (**U**). See DfE Attendance Codes - Appendix One.

### Effects of Late Arrival at School

When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

## 3. Authorised Absence

‘Authorised absence’ means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school, or has accepted an explanation offered afterwards as justification for absence.

**The following information outlines the main circumstances where absence may be authorised by the schools in the Elmlea Schools’ Trust:**

### 3.1 Illness

In most cases, absences for illness which are reported by following the school’s absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

The school follows the DfE School Attendance Guidance which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. In some instances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil’s GP directly.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school by the parent on the first and each subsequent day of absence may not be authorised.

Parents should notify the school of illness absence as early as possible after 8.00 am but before 10.00 am at the latest and include the specific reason for the absence. This should be by phone or a personal adult visit to the school office.

If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

### **Mental Health and Wellbeing**

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

### **Pupils taken ill during the school day**

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult, and signed out using the school's electronic Inventory system. No pupil will be allowed to leave the school site without parental confirmation.

### **3.2 Medical/Dental Appointments**

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult, and signed out using the school's electronic Inventory system. No pupil will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card or letter - only then will the absence be authorised.

### **3.3 Religious Observance**

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

### **3.4 Traveller Absence**

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary.

Parents should let the school know of their plans as far in advance as possible.

Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

### 3.5 Exclusions

If the school decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The school will follow the current [DfE's statutory guidance on exclusions](#).

Any exclusion must be agreed by the Executive Headteacher.

The Elmlea Schools' Trust will notify the parent of the exclusion. If the pupil is a Child in Care, the trust will notify the pupil's carer, social worker and the HOPE Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the trust will also inform their allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult, and signed out using the school's electronic Inventory system. No pupil will be allowed to leave the school site without parental confirmation.

## 4. First Day of Absence Response

If no contact has been made with the school on the first day of absence, the school office will make contact by 9.30am using the school emergency contact details for a child. Priority will be given where there is additional support in place e.g. Children in Care; children subject to Child Protection Plans; children open to Social Care, where there are current/previous concerns regarding attendance etc.

Parents will be asked to supply details of at least two people and ideally three (in line with Local Authority advice) who can be contacted in an emergency, and these details will be reviewed on a regular basis through newsletter reminders etc.

If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may request a Welfare Check from the police.

## 5. Rewarding Good and Improved Attendance

Children will be regularly reminded of the importance and value of good attendance and punctuality.

## 6. Leave of Absence Requests - 'Exceptional Circumstances'

**The law does not grant parents the automatic right to take their child out of school during term time.**

Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request. The school will also take into account previous attendance (last three years). The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school



will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

Parents should complete a Leave of Absence Request form which is available from the school office. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know children are safe, rather than missing.** Please be aware that parents may be required to provide additional evidence in order to support their request either in writing or by meeting with the headteacher. If we have any concerns about possible safeguarding risks, such as risk of FGM or Forced Marriage, we will follow the necessary protocols. (Please see our school's Safeguarding Policy for more information.)

## 7. Unauthorised Absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for something to be fixed, or a parcel to be delivered
- Unable to get a child to school where another sibling/family member is ill
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
- In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions.

## 8. Approved Educational Activity (AEA)

When pupils are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case. (See DfE 2016 School Attendance guidance document (link in the Legislation and Guidance section, or at the end of this policy, or ask the school office for a printed copy.)) If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, our school will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider (ALP), which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The school expects the ALP to notify us of any absences

by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a weekly basis, or more frequently if agreed with the alternative setting.

Any attendance concerns will be followed up by us, in conjunction with the ALP.

## 9. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause
- The transport provided by our school or the Local Authority is not available and the pupil's home is not within statutory walking distance. (See the DfE's ['Home to school travel and transport'](#) guidance document, or ask the school for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- The pupil is in custody, but still on the school roll. (If the school has evidence that the pupil is attending educational activities we can record those sessions as 'present at approved educational activity'.)

## 10. Support for Poor School Attendance (other than unauthorised term time leave)

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a pupil is reluctant to attend in order to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Where there are no genuine reasons for the absences, parents may be asked to meet with the headteacher/member of the senior leadership team to discuss the matter. In some cases, this may result in a formal action plan being produced in the form of an Attendance Contract.

If our school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a warning letter.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue, and involve other agencies as necessary. The exception to this will be where

parents fail to accept or engage with support offered by the school and/or other agencies, or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If our school has safeguarding concerns about a pupil who is absent we will share information with other agencies as we deem necessary.

## 11. Pupils on Part-time Timetables

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any part-time timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupils' return to a full-time timetable.

## 12. Penalty Notices and Prosecutions

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent, but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.

A pupil's irregular attendance (which includes unauthorised absence from school) could result in one of the following:

1. A Penalty Notice. The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)
2. Prosecution.

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See link to the DfE's statutory guidance on 'School attendance parental responsibility measures' and Bristol City Council's Penalty Notice Code of Conduct, available here: <https://www.bristol.gov.uk/schools-learning-early-years/education-welfare> or ask the school for printed copies.)

Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four

Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

### 13. Children Missing Education (CME)

The schools in our trust, will add and delete pupils from roll in line with the law. The schools follow [Bristol City Council's Children Missing Education guidance](#), and make CME and Pupil Tracking referrals as appropriate. The school will seek advice from the Children Missing Education Officer if unsure about any individual cases:

[childrenmissingeducation@bristol.gov.uk](mailto:childrenmissingeducation@bristol.gov.uk)

### 14. Following up Unexplained Absences

Where no contact has been made with the school, the school will contact parents by text, email, telephone or letter to try and establish the reason for a child's absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within 3 school days, we will make the absence as unauthorised, using the **O** code. If we are concerned about a pupil's absence and are unable to contact the parent/s, we may contact the pupil's emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the pupil's whereabouts.

### 15. Reporting to Parents

We will report to parents on their child's attendance record annually. Where concerns regarding attendance arise during the year we may also follow this up with parents e.g. at parent afternoon/evenings.

Where a child's attendance falls below 90%, for whatever reason, our school will write to the parents to highlight this, unless there is a good reason not to. We will also track attendance which falls below 93% and this may also result in a letter or a request to meet with the headteacher and/or Educational Welfare Officer.

### 16. Recording Information on Attendance and Reasons for Absence

Reasons for absence are recorded on an absence sheet kept in the school office.

Where attendance gives greater cause for concern, this may also be recorded on SIMS and/or CPOMs and may include who reported the absence and the reason for the absence.

### 17. Roles and Responsibilities

Attendance trends and patterns are regularly monitored so that appropriate actions can be taken e.g.

- Follow-up actions/plans for pupils with low attendance/where there is cause for concern
- Timely liaison with home
- Referral to outside agencies

## The Local Governing Body

The local governing body is responsible for monitoring attendance figures for the both schools on at least a termly basis (6 times a year). This is closely scrutinised by the local governing body and reported to the Board of Trustees. The local governing body during their review, will interrogating attendance by group, such as pupils entitled to Free School Meals, Pupil Premium pupil, pupils with SEND, Children in Care, attendance by Ethnicity and Language (English/EAL). The Board of Trustees holds the Executive Headteacher to account for the implementation of this policy.

### **The Executive Headteacher**

The Executive Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the governors and Board of Trustees.

The Executive Headteacher also supports other staff in monitoring the attendance of individual pupils particularly where attendance is a concern and for vulnerable groups of pupils.

The Executive Headteacher issues fixed-penalty notices, where necessary.

### **Senior Leaders**

Senior leaders also support the Executive Headteacher in monitoring the attendance of individual pupils particularly where attendance is a concern and for vulnerable groups of pupils.

### **Administration Staff**

The member of administration staff responsible for attendance in liaison with the Executive Headteacher:

- School office staff are expected to take calls from parents about absence and record these on the school system and report to other school personnel as appropriate.
- Monitors attendance data at the school and individual pupil level.
- Reports concerns about attendance to the Executive Headteacher/Designated Safeguarding Lead (DSL) as appropriate.
- Arranges calls and meetings with the Executive Headteacher or appropriate senior leader with parents to discuss attendance issues.
- Co-ordinates requests for Term-time Leave of Absence and advises the Executive Headteacher as requested.

### **Class Teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the relevant school office.

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## Guidance Documents:

Supporting pupils at school with medical conditions (DfE December 2015)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medicalconditions--3>

Education for children with health needs who cannot attend school (DfE January 2013)

<https://www.gov.uk/government/publications/education-for-children-with-health-needswho-cannot-attend-school>

Keeping children safe in education (DfE September 2020)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

School Attendance (DfE 2020) <https://www.gov.uk/government/publications/school-attendance>

School attendance parental responsibility measures (DfE Jan 2015)

<https://www.gov.uk/government/publications/parental-responsibility-measures-forbehaviour-and-attendance>

School Exclusion (DfE September 2017)

<https://www.gov.uk/government/publications/school-exclusion>

Home to school travel and transport guidance (DfE July 2014)

<https://www.gov.uk/government/publications/home-to-school-travel-and-transportguidance>

Children Missing Education Guidance (Bristol City Council January 2018)

<https://www.bristol.gov.uk/schools-learning-early-years/children-missing-education-cme>

## Appendix 1 – Department for Education (DfE) Attendance Codes

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence

<b>D</b>	Dual registration (i.e. present at another school or PRU)	Not counted in possible attendances
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education
<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
		Activity
<b>R</b>	Day set aside exclusively for religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late and arrived after the registers closed	Unauthorised absence

<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience (not work based training)	Approved Education Activity
<b>X</b>	Un-timetabled sessions for non-compulsory school age pupils	Not counted in possible attendances
<b>Y</b>	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months.	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to all pupils	Not counted in possible attendances

## APPENDICES

APPENDIX 1 Parent Application for Pupil Leave of Absence during Term Time

APPENDIX 2 AUTHORISED Response to parent application for pupil leave of absence request during term time

APPENDIX 3 UNAUTHORISED Response to parent application for pupil leave of absence request during term time



### Application for Leave of Absence during Term Time.

As from September 2013 amendments to Government regulations mean that parents do not have any entitlement to remove their child from school during term time and the discretionary 10 days no longer exists. Any application for leave will therefore be in only **VERY** exceptional circumstances and evidence must be provided. 'Exceptional' is defined as 'rare, significant, unavoidable and short' and unavoidable means an event that could not reasonably be scheduled at another time. The guidance from the DCSF suggests examples of exceptional circumstance such as:

- For service personnel who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

School will not provide work for children to complete, save in exceptional circumstances. Family holidays are **not** exceptional circumstances.

#### School's Perspective

This school recognises that huge differentials in Travel Agents' prices between term time and school holidays contribute directly to the large number of children absent from school to go away on holiday. However, all schools are now coming under considerable government pressure to reduce these absences. The DCSF guidance also states that holidays which are taken for the following reasons should not be authorised:

- Availability of cheap holidays;
- Availability of the desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with a beginning or end of a term.

There are 175 days a year when a child is not required to be in school (weekends/holidays/bank Holidays).

Should a request for leave not be received and a child is absent from school for 3 or more days, medical evidence will be required to authorise that absence, if there is concern that the child is on holiday.

**A request is unlikely to be authorised if a child's attendance is less than 95%.**

If an absence is taken and unauthorised a referral may be made to the Local Authority.

**Please complete the form and return to the school office at least 3 weeks before date of requested absence.**

I wish to apply for term time absence for my child(ren)

Child Name(s)	Classes
Date requested inclusive from:	To:



Registered Office:  
The Dell, Westbury on Trym, Bristol BS9 3UF

CEO/Executive Headteacher: Lorraine Wright

Date:

To the parent of:

Dear M

**Reference: Leave of absence request for (insert pupil(s) names and classes)**

Thank you for completing a Leave of Absence Request Form. You have requested that (Insert Pupil's Names) be absent from school from the (insert dates DD/MM/YYYY) for (insert reason). A school absence of (insert number) days.

I have carefully considered your request and am writing to advise you that on this occasion, and for the reasons stated in your letter, I will be authorising your child's leave of absence.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Education Welfare Service may take formal action against you, as parent, for failure to comply with the law. Please note that penalty notices are issued as an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to your child's irregular attendance. Therefore, your child's irregular attendance (which includes unauthorised absence from school) could result in one of the following:

1. A Penalty Notice. The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)
2. Prosecution. (Prosecution could lead to fines up to £2500 and /or 3 months' imprisonment.)

Yours sincerely

Lorraine Wright  
Executive Headteacher



Date:

To the parents of: xx

Dear M

**Re: Leave of absence request for (add pupil's name and class(s)),**

Thank you for completing a Leave of Absence Request Form. You have requested that (insert child's name) be absent from school from (add date and time if applicable) for (add reason for absence). A school absence of (insert number) days.

I have carefully considered your request and am writing to advise you that I will not be authorising your child's leave of absence.

If you decide to go ahead with your proposed leave of absence, (insert pupil's name) absence will be marked as **unauthorised**.

You need to be aware that unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Please also note that if you have more than one child, each child's irregular attendance is dealt with as a separate matter.

The Education Welfare Service may take formal action against you, as parent, for failure to comply with the law. Please note that penalty notices are issued as an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to your child's irregular attendance. Therefore, your child's irregular attendance (which includes unauthorised absence from school) could result in one of the following:

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Yours sincerely

Lorraine Wright  
Executive Headteacher

