



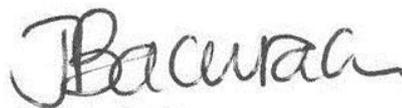
*Attendance Policy and  
Procedures for  
Primrose Lane Primary School*

## Version information

Policy/Version	Summary of Change	Implementation Date	Review Date
2019-20	New procedures and protocols advised by SCC	January 2020	January 2022

## Approved by the Directors of the Huish Academy Trust

Chair of Huish Academy Trust



Date

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every 2 years

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## Part 1 Policy:

### 1. Introduction

It is the aim of Primrose Lane Primary School that pupils should enjoy learning, experience success and realise their full potential. 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 a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

### 2. Aims

Our school 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 the Huish Academy 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 school will encourage parents of pre-school children, and 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 know 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 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.

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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.

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' – or ask the school for printed copies.

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

### 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.

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

### 3. Safeguarding and Attendance

Our school 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 (2019 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 school's Safeguarding Policy for more information.)

### 4. Legislation and Guidance

This policy meets the requirements of the 2019 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 including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)

The DfE's guidance on the school census explains the persistent absence threshold.

This policy 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 Head of School/Safeguarding Lead 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.

**Our pupils must arrive by 9:00am on each school day.**

**Our morning register is taken at 9:05 am and will be kept open until 9:10 am**

**Our afternoon register is taken at 1:05pm and will be kept open until 1.10 pm**

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 4.

### 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 and also miss informal social interactions with their peers.

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 school:

#### 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 2019 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. (See DfE 2019 School Attendance guidance document - link in the Legislation and Guidance section, or at the end of this policy, or ask the school for a printed copy.)

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 day of absence may not be authorised.

Stating a child is 'just ill' is not acceptable. When leaving messages, please be clear about the nature of illness ie, sickness, flu, chicken pox etc. Office staff will contact parents where this information has not been provided.

If a child is absent for more than one day, the parent should keep the school informed eg, ring on the third day for sickness, chickenpox, etc.

#### **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 electronic 'signing out' 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 electronic 'signing out' 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 head of school.

The school will notify the parent of the exclusion. If the pupil is a Looked After Child, the school will notify the pupil's carer, social worker and Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school 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 on the School EntrySign system. No pupil will be allowed to leave the school site without parental confirmation.

#### 4. First Day of Absence Response

The office staff will contact parents via text/telephone on the first day of absence, to ascertain why they are not in school. Where safeguarding concerns exist, the office staff will liaise with the Head of School/Safeguarding Lead to highlight absences. Parents of children in Year 5 and 6 who walk to school will be contacted via telephone as soon as possible.

Parents will be asked to supply details of ideally three people who can be contacted in an emergency, and these details will be reviewed on an annual basis through data collection sheets, and more regularly reminders sent to keep details up to date on newsletters.

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

A letter/statement to parents termly highlighting attendance and whether levels are excellent, good or poor, to inform parents of their child's current level of attendance. Where attendance is excellent or good, parents will be thanked for ensuring their children attend school regularly.

#### 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 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 Head of 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 (Appendix 3). 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 your child is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence in order to support your request. 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 a washing machine to be mended, or a parcel to be delivered, for example.
- 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 2019 School Attendance guidance.)

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, 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 alternative provider (AP) 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 Alternative Provider.

### **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. Parents may be asked to meet with the Head of School/Safeguarding Lead to discuss the matter. In some cases, this may result in a formal action plan being produced in the form of an Attendance Contract or support from the Team Around the School being offered.

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 pupil's 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, **currently 10 unauthorised sessions in 12 school week period**, 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 unauthorised absence from school could result in one of the following:

1. A Penalty Notice. The penalty is £60 (per parent per child) payable within 21 days, rising to £120 (per parent per child) 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 DfE's statutory guidance on [School attendance parental responsibility measures](#) for more information and Somerset County Council's Penalty Notice Code of Conduct, available [here](#). 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)**

Our school will add and delete pupils from roll in line with the law. The school will follow Somerset Child Missing Education process and make CME referral as appropriate. Please see policy [here](#)

### **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 5 school days, we will mark 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 share attendance data with parents termly, setting out overall percentage for the year. This information will inform parents if their child's attendance is excellent, good or poor with associated comments dependent on level.

School reports will also be populated with yearly attendance data.

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

All information recording absences will be added to School Information Management System (SIMS). This will include details message given and initials of user adding information and where possible details of person notifying absence.

### **17. Roles and Responsibilities**

#### **The Local Board**

The Local board is responsible for monitoring attendance figures for the whole school on at least a half termly basis (6 times a year). This will be shared through regular agenda items and Head of School's reports. It also holds the Head of School to account for the implementation of this policy.

## **The Head of School**

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

The Head of School also supports other staff in monitoring the attendance of individual pupils and requests fixed-penalty notices, where necessary.

## **Head of School/SENCO/Safeguarding Leads (DSL) and Attendance Officer**

The HoS/SENCo and Office Manager/Attendance Officer will meet half termly to discuss concerns regarding attendance and the next steps within the HAT attendance process and protocols.

Vulnerable groups will also be discussed (ie Pupil Premium, FSM) and further actions planned.

## **Attendance Officer**

The Attendance Officer:

- Monitors attendance data at the school and individual pupil level.
- Reports concerns about attendance to the Head of School/Designated Safeguarding Lead (DSL) as appropriate.
- Arranges calls and meetings with parents to discuss attendance issues.
- Co-ordinates requests for Term-time Leave of Absence (this includes liaison with the DSL and Safeguarding Team) and advises the Head of School as requested.

The Attendance Officer will produce data to monitor trends and patterns of absence for the HoS/SENCo/DSL. This will be completed at least half termly.

The Attendance Officer will follow the HAT Attendance Protocol Flow Chart as listed in Appendix 1 for the escalation of attendance issues.

Appendix 2 shows the stages the school will follow when dealing with concerns about attendance/punctuality.

## **Parent Family Support Advisor**

Parent & Family Support Advisors are appointed to provide direct support to young people and their families. The PFSA can help in a variety of ways including: school attendance, participation, behaviour & parenting. Additionally, a PFSA can support parents accessing other agencies.

## **Team Around the School**

- A local network consisting of schools and other family support services that meet on a regular basis to have a shared conversation about children and young people that they may be worried about and that early help and intervention may stop concerns escalating
- Individuals from a range of different agencies working together to pool resources at a tier 2 level, to provide support to families that is outcome driven, focused on solutions and helps the family to become more resilient to prevent a child or young person requiring complex/acute (level 3 / 4) support in the future
- Provides a strong foundation which supports children, young people and their families by refocusing resources on prevention rather than crisis intervention. It also provides the infrastructure for agencies to continue to work together to improve outcomes for children, young people and their families from 0 to 25 years.

## **Class Teachers**

Class teachers are responsible for recording attendance on a daily basis and submitting this information to the school office via SIMS. Teachers will work in collaboration with office staff to pick up any noticeable trends in absence.

## **Office Staff**

School office staff are expected to take calls from parents about absence and record it on the school system.

## **18. Links with other policies**

This policy is linked to our Anti-Bullying Policy, Behaviour Policy, Inclusion Policy, Safeguarding and Child Protection Policy and Supporting Pupils with Medical Conditions Policy.

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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-medical-conditions--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-needs-who-cannot-attend-school>

Keeping children safe in education (DfE September 2019)

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

School Attendance (DfE September 2019)

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

School attendance parental responsibility measures (DfE January 2015)

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

School census 2017 to 2018 (DfE May 2018)

<https://www.gov.uk/government/publications/school-census-2017-to-2018-guide-for-schools-and-las>

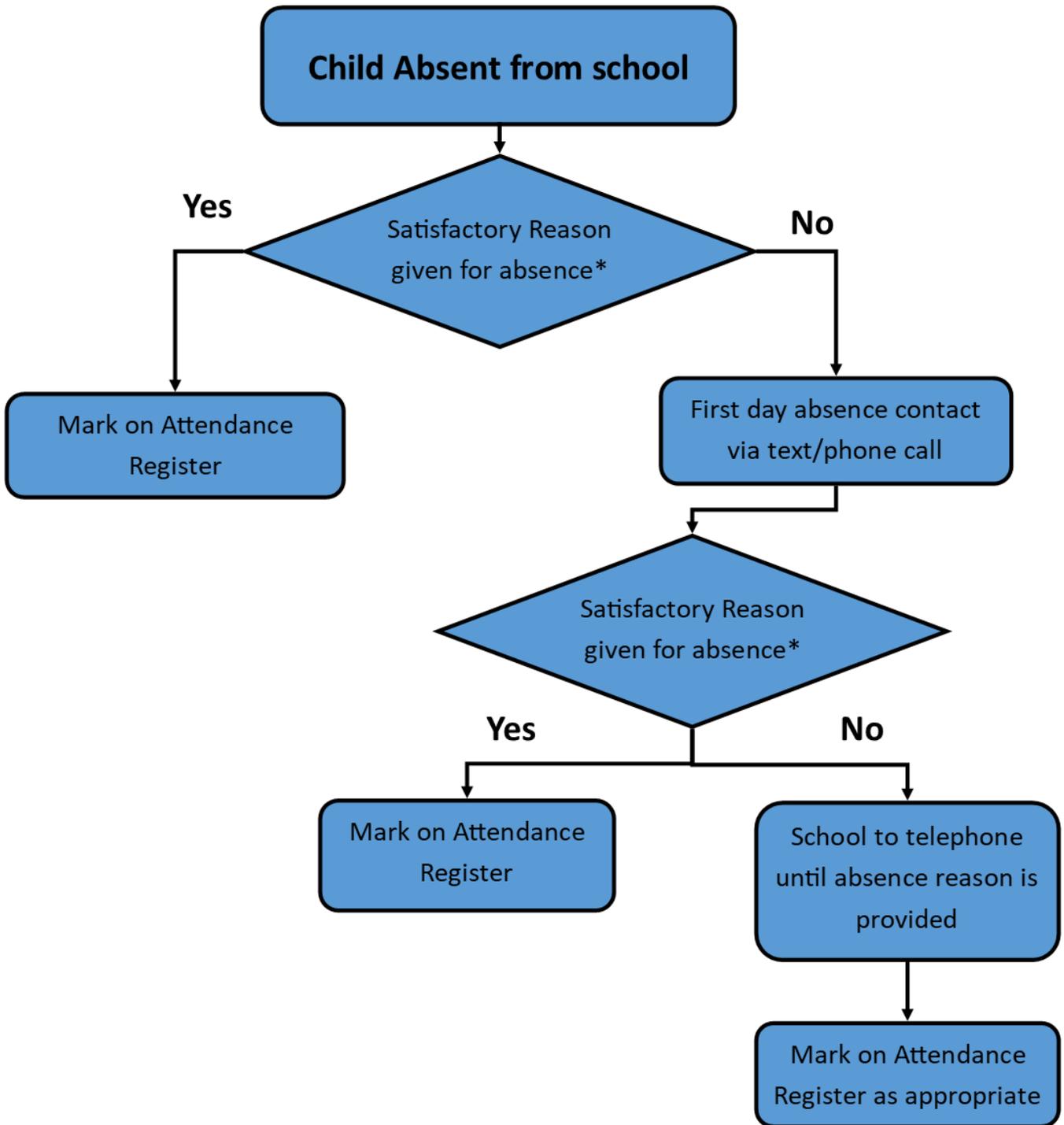
School Exclusion (DfE September 2017)

<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-transport-guidance>

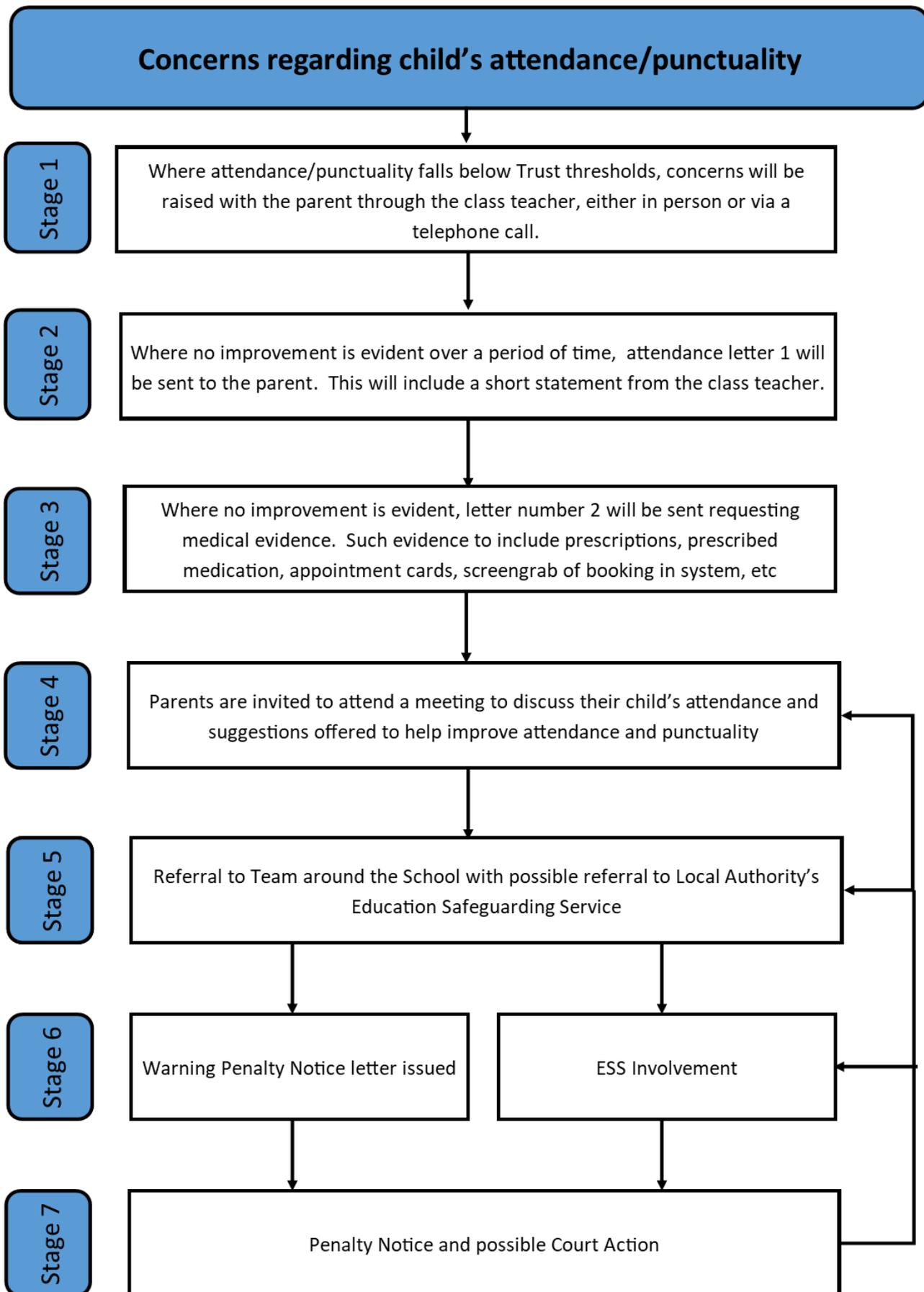
Appendix 1 - Attendance – Dealing with absences



\* Where generic reasons (ie unwell, poorly) are given for absence, staff will telephone parents to ascertain the medical reason for the absence.

**On the third day of an absence due to illness, the school will telephone the parent to enquire how the child is recovering and ask when they may be well enough to return to school.**

## Appendix 2 – Concerns regarding child’s attendance/punctuality





Appendix 3 – Application Form for absence required for Term Time leave

# APPLICATION FORM FOR ABSENCE REQUIRED FOR TERM TIME LEAVE

Missing lessons during term time seriously disrupts a pupil's education. Please read the important information overleaf and sign below to confirm that you have done so before completing the rest of the form. The law does not grant parents the automatic right to take their child out of school during term time.

Signed		Date	
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Please complete this form This form should be completed at least 20 school days prior to the absence being requested and return it to the School Office

Details of Absence Request			
Name of Student		Class	
Name of Student		Class	
Name of Student		Class	
Name of Parent/Carer		Relationship	
Contact Number of Parent/Carer			
Reason for exceptional circumstances for absence request during term time. (Please attach relevant paperwork including official letters, invitations, medical appointments, work information etc.)			
Dates from		up to and Including	
Total Number of Days		Date Signed	
Signature of Parent/Carer			

<b>Approved</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Comments</b>		

Admin use only				
Date Application Received				
% of attendance		% authorised absence		% unauthorised absence
Number of sessions absent in last 12 weeks				

## Notes in relation to application for Term Time Leave

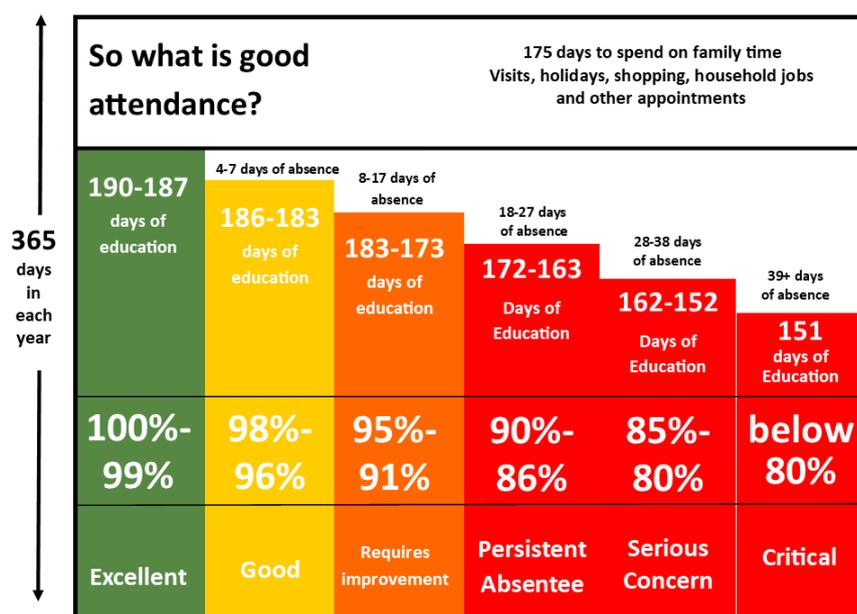
It is the aim of Primrose Lane Primary School that pupils should enjoy learning, experience success and realise their full potential. Our Attendance Policy and Procedures reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

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.

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.

- The law states that you do not have the right to take your child out of school for holidays during term time.
- Only exceptional circumstances warrant an authorised leave of absence.
- If the school refuses your application and you still take your child out of school, the absence will be treated as “unauthorised”.
- Unauthorised absences may lead to the issue of a Fixed Penalty Notice being issued against you for irregular school attendance.
- 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.
- The school may refer cases of unauthorised absence that meet the threshold, **currently 10 unauthorised sessions in 12 school week period**, 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 notice fees are: £60/£120 per parent per child



## Appendix 4 – 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
D	Dual registration (i.e. present at another school or PRU)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience (not work based training)	Approved Education Activity
X	Un-timetabled sessions for non-compulsory school age pupils	Not counted in possible attendances
Y	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
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to all pupils	Not counted in possible attendances