Walter Halls Primary School

# Attendance Policy And Procedures

# "Attendance is Everybody's Business"

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# Attendance Policy Statement

## Statement of intent

School attendance is everyone's responsibility, good attendance and punctuality are vital if pupils are to achieve their maximum potential and be their best.

Walter Halls School believes that in order to facilitate teaching and learning, good attendance is essential. We are committed to working with parents/carers and pupils to ensure that each pupil benefits from the academic, personal and social opportunities available to them during their years with us.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, OPAL, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

## Aims of the Policy

- Promoting and modelling high attendance and its benefits
- Clear procedures encouraging pupils to achieve their maximum potential by maintaining good attendance and punctuality
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents
- Intervening early and working with other agencies to ensure the health and safety of our pupils
- Building strong relationships with families to overcome barriers to attendance
- Working collaboratively with other schools in the area, as well as other agencies
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support

## Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education 2022'
- DfE (2016) 'Children missing education'

## The Law relating to attendance and safeguarding.

Section 7 of the Education Act 1996 states that:

- the parent of every child of compulsory school age shall cause him / her to receive efficient full-time education suitable:
    - to age, ability, and aptitude and
    - to any special educational needs, he/ she may have
    - either at school or otherwise

Compulsory School Age: A child is compulsory school age from the beginning of the next term after their 5th birthday until the last Friday of June in the academic year of their 16th birthday.

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered in cases where a student is absent from the school and the absence is unauthorised.

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from Autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

## Attendance target

Walter Halls School intends to maintain its high levels of attendance each year. Our current target for [2025-26] is **96%.**

The school has set a target to improve attendance and we firmly believe that working together is the most effective way to meet these targets.

We will keep you updated regularly about progress to this level and how your child's attendance compares.

Throughout the school year we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be communicated in the usual ways; weekly newsletter, Class Dojo, Attendance Newsletters, school website.

## Working Together

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils, and all members of school staff.

## What parents can expect from the governing body:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Sharing effective practice on attendance management and improvement across schools.

- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children

## What parents/carers and pupils can expect from the school:

- A broad, balanced and inspiring education that is dependent on regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and recognition.
- Efficient and accurate recording and monitoring of attendance
- First day contact with parents/carers when absence is unexplained
- Regular attendance information is given to parents/carers e.g., by newsletter, individual letter, parent evenings.
- Parents/carers are encouraged to make contact with school to discuss any issues impacting on their child's attendance or punctuality.
- Any concerns or problems raised by parents/carers will be responded to quickly and sensitively by the school.
- Parents/carers are invited into attendance assemblies to share the success of their child and the school
- Prompt action when a problem has been identified
- Liaison with officers from the Local Authority to assist and support families where needed

## What the school expects of our pupils:

- Pupils attend regularly on time and ready to learn
- To report to the office should they arrive after registration time (age appropriate)
- To talk to a trusted member of staff if there is any problem which may prevent them from attending school, knowing that they will be listened to sensitively and without judgement.

## What the school expects of parents/carers:

- Fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day with appropriate uniform/PE kit.
- To contact school on the first day their child is absent for any reason
- To arrange medical and dental appointments out of school times wherever possible- if unavoidable to show the school evidence of the appointment.
- To arrange holidays out of school time. Further guidance is offered under the section ***Term time requests for Exceptional Leave*** later in this policy
- To speak to relevant members of staff if they know of any problem which may prevent their child from attending school

## Procedures

Registers are a legal document; care must be taken to ensure registers are marked accurately. Attendance of all pupils is monitored and evaluated regularly using the following procedures:

## Registration

- Registration takes place each morning at **8.45am** and each afternoon immediately following the end of each year group's lunchtime.
- Class teachers will use Arbour to input either a present mark an absent mark (a prompt for the reason known will be seen and notes can be inserted), or an L mark for late arrival before the

register is closed. All notes are inserted in the appropriate section on Arbour in each child's registration certificate and can be made available to the Local Authority on request.
- At **8.55 am** and following the end of lunch the registers are submitted to the school attendance administrator.

## Responding to lateness

- Pupils arriving in the classroom after registers have been submitted to the office are deemed to be late. The pupil **must** have been signed in at the office and their reason for lateness recorded.
- At **9.25am** the pupil is deemed to be late/absent. Any pupil arriving in school after this time will be marked with a **U code.** In case of emergency the register shows the pupil is on the premises, but they will not receive a present mark toward their overall attendance
- Parents/carers will be contacted by school if their child is persistently late and we would work together to put a plan in place to look to improve on this.

## Responding to absence

- We will always aim to work with families to improve attendance together.
- We will invite families in to talk with one of our members of staff, this could be one of our Assistant Headteachers, our Family Support Worker, our mentors, our child welfare officer, our SENco We work closely together to offer the best support we can.
- If attendance continues to give cause for concern and despite support there is no significant improvement, we would take steps to involve the Education Welfare officer and local authority.
- When a pupil has not attended for 10 school days the school has a statutory responsibility to inform the Local Authority.

## Recognition and Rewards

- Attendance assemblies are held weekly (alternate weeks in the hall or class for Years 1-3 and years 4-6) to promote and recognise the importance of good attendance.
- Whole class attendance, and whole school attendance are shared each week
- Weekly Top Dog award to the class with the highest attendance.
- Improved attendance is also recognised and celebrated as is punctuality and improvement.
- Half termly reward for the year group with the highest attendance- reward chosen collaboratively by the year group.
- Termly attendance certificate and awards menu for all children with attendance of 100% and above. Children with 100% within the phase vote for their reward.
- Termly certificates will be awarded to pupils with 96% attendance.
- Attendance recognition award for individual pupils chosen by their class teacher
- End of year badges for children with 100% for the full year.

## Absence

**Only the Deputy Headteacher (Senior Attendance Champion) and the Headteacher may authorise absence.**

- Even when a parent/carer provides an explanation of absence they will decide whether to accept the explanation and authorise the absence.
- **First-Day Unnotified Absence:** If a parent or carer does not contact the school by the morning deadline, the school attempts phone calls and SMS messages. If there is no response, a home visit may be conducted to verify the child's safety and well-being.
- **Prolonged Absence:** Schools often trigger a home visit if an absence reaches **3 days or more**—even if a reason was previously provided.
- **Persistent Absence or Children Missing Education (CME):** Unexplained or unauthorized absences that cross threshold markers (such as dropping below 90% attendance or extending across weeks) can trigger welfare checks, referrals to the **Nottingham City Council Education Welfare Service**, or CME investigations.
  **What Schools or Officers Check**

- **Welfare & Safety:** A duty of care requires schools to confirm the physical presence and safety of the child.
- **Support Needs:** Officers may assess whether illness, family circumstances, or anxiety require early-help intervention or multi-agency support (such as Early Help or health services).

## Authorised Absence

An authorised absence is where the school has either given permission in advance for the child to be absent or where an explanation offered is accepted as satisfactory justification for absence.

Absence may generally be authorised for the following reasons:

- Illness, medical appointments - appointments should **always** be made outside school times where possible.
- Unavoidable cause (which is expected to be an emergency and unavoidable)
- Days of religious observance

## Unauthorised Absences

An unauthorised absence is where either no explanation has been given for the child's absence or where the explanation offered is not considered acceptable by the school.
This includes:

- Absences which have never been properly explained
- Children who arrive at school too late to get a late mark – see lateness section.
- Shopping, haircuts, looking after other children or birthdays.
- Day trips and holidays in term time.

If an absence is recorded as unauthorised the school may refer this to the Local Authority's Education Welfare & EOTAS Service. The Local Authority can use various sanctions to promote regular attendance such as issuing a penalty notice fine or initiate court proceedings. (Further information below)

Whilst any child may be off school because they are ill, it can sometimes be that they are reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers, and the child wherever possible. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse. We are here to listen and offer support so please be as transparent with us as possible.

## Absence Procedures

If your child is absent, you must:

- Contact us as soon as possible on the first day of absence and give an expected return date. You need to call at least every second day thereafter to advise school of your child's progress. The office number is 9155045- Option 1
- Or you can call into school and report to reception.
- **Please do not use Class Dojo to report absences**

If your child is absent, we will:

- Telephone, text or email you on the first day of absence if we have not heard from you.
- Invite you in to discuss the situation with our Assistant Headteachers, Family Support worker and/or Deputy Headteacher if absences persist.

## Persistent and Severely Absent pupils (PA and SA)

A pupil is a 'persistent absentee' if they miss 10% or more of their schooling across the school year for whatever reason. This equates to 19 days.

A pupil is "severely absent" if they miss 50% or more of their school across the school year for whatever reason.

Absence at both these levels is causing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to improve this together.

We monitor all absence thoroughly. Any case that is seen to have reached the PA or SA thresholds or is at risk of moving towards that level, is given priority and you will be informed of this immediately.

PA and SA pupils are tracked and monitored carefully through our pastoral and safeguarding support system.

If your child has or is at risk of reaching the threshold for Persistent Absence or Severely Absent you will be asked to provide evidence for any future absence. This may be medical evidence for illness which can be in the form of prescription, appointment cards, medicine packaging, hospital letter or a screen-print from the My GP app. Where we have concerns about your child's health, we may ask you to talk to the public health nurse or for permission to contact their GP or other medical professionals for advice.

We will use our attendance data to identify patterns of poor attendance at both individual and for different groups within the school population. Once concerns have been identified we will work together with pupils, parents, and other services where appropriate to resolve the issue, understand and remove any barriers to attendance and work to resolve them before they become a more serious issue.

## Requests for term time exceptional leave

**Working together to improve school attendance states "the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance."**

Parents should plan their holidays around school breaks and avoid requesting leave of absence for holidays. There is no entitlement in law for any leave of absence from school in term time.

All applications for a leave of absence must be made in advance to the Deputy Headteacher and will only be considered if there are exceptional circumstances. In deciding the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

If parents/carers wish to apply for term time leave under exceptional circumstances a request form must be completed by the parent/carer, clearly stating what the exceptional circumstances are, and given to the Headteacher for consideration no less than 20 days prior to the requested leave begins. The school will inform parent/carers in writing, within 10 days, whether the leave has been authorised (it should be made clear why a decision has been made and the criteria used should be re-iterated).

If an unauthorised holiday is taken consideration could be given to issuing a Penalty Notice (see guidance). At the Headteacher's request, the Local Authority will issue the Penalty Notice and inform the school of the outcome.

It is essential that both the Local Authority and the school be consistent so that there can be no allegations of bias or favouritism. If it is seen that the policy is not being applied consistently the Local Authority will not be able to apply a Penalty Notice.

Any period of leave taken without the agreement of the school, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Your child's school place may also be at risk. Previous good attendance or your child's education ability are not considered when the school make the decision.

If exceptional leave is agreed, you will receive a response from the school. If you do not get a response **DO NOT** assume that permission has been granted. Only the Deputy Headteacher and Headteacher can decide if they will grant exceptional leave – **no one else in school has permission to do so** and leaving an application form is not permission to take leave.

If leave has been granted and a child returns late outside of the agreed dates either before or after, the school will reserve the right to unauthorise the entire period of leave taken.

If parents/carers wish to apply for term time leave under exceptional circumstances a request form must be completed by the parent/carer, clearly stating what the exceptional circumstances are. The form should be submitted ideally no less than 20 days prior to the requested leave begins. The school will respond within 10 days as to whether or not the leave has been authorised (it should be made clear why a decision has been made and the criteria used should be re-iterated).

If an unauthorised holiday is taken consideration could be given to issuing a Penalty Notice (see guidance). At the school's request, the Local Authority will issue the Penalty Notice and inform the school of the outcome.

It is essential that both the Local Authority and the school be consistent so that there can be no allegations of bias or favouritism. If it is seen that the policy is not being applied consistently the Local Authority will not be able to apply a Penalty Notice.

## Children Missing from Education

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that if you keep school informed of any change of details** and regularly update them if details change. Your child may be at risk of losing their school place if your whereabouts are not known.

It is also important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter.**

## Children in Public Care

Sarah Wright is the designated teacher who liaises with the Local Authority in regards to any child living in care. The attendance of any child in care is reported to the local authority on a termly basis.

## Roles & Responsibilities

### The Attendance Administrator (Jeanette Lees)

- Monitoring and analysing attendance data

- Contacting parents when children are absent
- Ensure attendance data is accurate and up to date
- Recording attendance data for governor reports
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the senior attendance champion responsible for attendance and the headteacher
- Collaborating with school staff e.g., Assistant Headteachers family support worker, child welfare officer, SENCo/Deputy Headteacher to tackle persistent absence and to follow up absences
- Advising the Deputy Headteacher *(or other member of staff authorised by the headteacher)* when to issue fixed penalty notices
- Is aware of those pupils the school is most concerned about for example children in care, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children

## The role of Governors

Reports and statistics and initiatives to improve school attendance will be shared and consulted on with the Governing Board and documented in Governor's meeting minutes (made available to all parents) and the Governors Annual Report.

- Recognise the importance of school attendance and promote it across the school's ethos and policies.
- Ensure school leaders fulfil expectations and statutory duties.
- Regularly review attendance data, discussing challenging trends, and helping school leaders focus efforts on the individual pupils or cohorts who need it most.
- Ensure school staff receive adequate training on attendance.
- Hold the headteacher to account for the implementation of this policy.

## The Headteacher's Role

Ultimately the Headteacher will be the final arbiter of the authorisation of any leave.
The Headteacher oversees the collection and reporting of attendance data and the publication of statistics and reports on attendance to parents, pupils, governors and to Nottingham City Council. Data used to target attendance improvement efforts to the pupils or pupil cohort who need it most. Data will also inform the annual review of school's attendance policy and practice.

## The role of the Attendance Champion/ Senior Leaders

The attendance champion will work with the headteacher to devise a working attendance policy, reviewed at regular intervals, and based on school attendance data.
They will:

- monitor weekly attendance patterns and trends and identify whole school strategies and support for children who are missing school.
- Evaluate effectiveness of interventions and their impact on attendance levels.
- Be aware of those pupils the school is most concerned about for example looked after children, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children.
- Champion the school approach of attendance being everyone's business
- Promote the value and impact of good attendance with the children and families
- Consult with Pupil Attendance Team / other services as appropriate.
- Attend Targeting Support Meeting where appropriate.
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.

## The role of teachers

All class teachers have a responsibility in keeping an attendance register. This is a legal document and must be completed accurately. It is a legal requirement that the attendance register must be marked at the beginning of each morning and afternoon session. Absences are coded according to the information received from the parent of the child.

- Morning register should be completed by **8.55am**
- Afternoon register should be completed by – 5 minutes after the end of the year group lunch.

Where it is not possible to access the attendance management system manual registers should be returned to the school office by the above time

The class teacher monitors the register daily and is encouraged to highlight any emerging patters of absence and lateness or any alarming changes in this area. This should firstly be to the Assistant Headteacher for their phase- in their absence to the Deputy Headteacher.

Class teachers encourage patterns of punctuality and good attendance by praising those children who came to school each day and arrive on time and responding with curiosity and sensitivity to those who do not.

Class teachers welcome pupils in to their class who are late with positive and nurturing language. This also applies when children return after a period of absence.

## Role of Assistant Headteachers and pastoral support staff

- To monitor and track caseload of students.
- Are aware of those pupils the school is most concerned about for example looked after children, children subject to safeguarding procedures, Children with EHCPs or other vulnerable children.
- Follow up non-school attendance issues in line with attendance policy

## Role of the Safeguarding Team / DSLs

* Information and signposting to Early Help, Family hub, Public Health nurse/NHS will be shared swiftly to relevant families where attendance is a growing problem. This will include families in F1 and F2 of a non-statutory school age so that help and support can be offered as quickly as possible.
*All families receiving letter 1 or 2 will get the early help family hub/public health nurse information shared with them.
*Any children already being tracked and supported for safeguarding concerns will also have their attendance information added to CPOMS – for example home visits, AIP/reviews. All correspondence relating to EWO and EHE, as well as letter 3 & 4, will be added to CPOMS logs
*The lead DSL will update the attendance team every term with children and families currently being supported by the safeguarding team so that attendance concerns can be cross-referenced and relevant information added to safeguarding logs on CPOMS.
Using this list, the attendance administrator will inform the safeguarding team of escalating attendance concerns of current children being supported by the safeguarding team.
*Where relevant, the lead DSL will be invited to attend any attendance meetings for families of children being supported by the safeguarding team.

## Help & Support

If you need help with attendance, it is important that you contact school about the issues as soon as possible. The quicker we know what the problem is, the quicker that we can work together to solve it and put a plan together which will meet your child's needs and ensure your child can benefit from all that school has to offer. Where needed we can also involve other services to make sure that your child and your family gets the right support, at the right time from the right people.

If parents have any comments, concerns, or complaints regarding the school attendance policy

these can be addressed in writing to the Headteacher, or an appointment can be arranged for discussion with the Headteacher. Parents who wish to work with the school in partnership to promote and implement good school attendance practice are encouraged and applauded. If a parent believes the school can support or assist them in their child's school attendance, we would be happy to accommodate this.

## Summary

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

## Appendices:

### Appendix 1: Penalty Notice Fines

Penalty Notice Fines for School Attendance are Changing!

**With the introduction of The National Framework for Penalty Notices, the following changes will come into force for Penalty Notice fines issued after 19th August 2024**

| **Per Parent, Per Child** | **First Offence** |
|---|---|
| Penalty Notice fines will now be issued to each parent, for each child that was absent.<br>For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines. | The first time a Penalty Notice is issued for Term Time leave of irregular attendance the amount will be:<br>£160 per parent, per child if paid within 28 days<br>Reduced to £80 per parent, per child if paid within 21 days |

**5 consecutive days of term time leave**

Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

**10 sessions of unauthorised absence in a 10-week period**

Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period

**Second Offence**
**(Within 3 years)**

The second time a Penalty Notice is issued for Term Time leave or irregular attendance the amount will be £160 per parent, per child paid within 28 days

**Third Offence and Any Further Offences (within 3 years)**

The third time an offence is committed for Term Time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child

Cases found guilty in Magistrates' Court can show on the parents future DBS certificate, due to a 'failure to safeguard a child's education'.

## Appendix 2: Attendance Codes in Arbor:

New attendance codes further to the DfE's reform of the "Working together to improve school attendance". Summary of what codes will be removed and added for the academic year 2024/25

| **Previous codes to be removed** | | |
|---|---|---|
| H - | Family Holiday (agreed) | |
| J - | Interview | |
| Y - | Unable to attend due to an exceptional circumstance | |
| **Codes** | | |
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed (within 30 mins) |
| U | Late arrival | Pupil arrives late after register has closed (within 30 mins) |
| V | Attending an educational visit or trip | Pupil attends a school-arranged educational visit or trip supervised by school staff. |
| P | Participating in a sporting activity | Pupil attends an approved educational sporting activity. |
| W | Attending work experience | Pupil attends work experience as part of their education arranged by the local authority or school. |
| C1 | Leave of absence - Regulated performance | Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad |
| C2 | Leave of absence - Temporary part-time timetable | Leave of absence for a compulsory school age pupil subject to a part-time timetable |
| J1 | Leave of absence - Interview | Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution |
| K | Alternative provision provided by LA | Attending education provision arranged by the Local Authority |
| Q | Unable to attend - lack of LA access arrangement | Unable to attend the school because of lack of access |
| Y1 | Unable to attend - Transport not available | Unable to attend due to transport normally provided not being provided |
| Y2 | Unable to attend Widespread travel emergency | Unable to attend due to widespread disruption to travel |
| Y3 | Unable to attend - unavoidable partial closure | Unable to attend due to part of the school premises being closed |
| Y4 | Unable to attend - unavoidable full closure | Unable to attend due to the whole schools' site being unexpectedly closed |
| Y5 | Unable to attend - Detention sentence | Unable to attend as pupil is in criminal justice detention |
| Y6 | Unable to attend - Public Health Guidance/Law | Unable to attend in accordance with Public Health guidance or law |
| Y7 - | Unable to attend - Unavoidable other than Y1-Y6 | Unable to attend - Unavoidable other than Y1-Y6 |
| As part of the DfE'2 reform where the following codes are used there will be a requirement to provide a supporting explanation in the New Academic Year | | |
| B | Educated off site (not Dual-Reg) | Pupil is at a supervised off-site educational activity approved by the school |
| | ****Please note: the change for coding for children accessing remote education, including those having live lessons online or using AV1. They now have to be marked as absent as for a B code a teacher has to be physically present with the pupil. the DfE and they are suggesting that the school marks the child as 'I' as in too ill to attend school* | |
| K | Alternative provision provided by the LA | Attending education provision arranged by the Local Authority |
| Y7 | Unable to attend - Unavoidable other than Y1 - Y6 | Unable to attend because of any other unavoidable cause |
| E | Suspended or Excluded | Pupil has been excluded but no alternative provision has been made |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| M | | Pupil is at a medical or dental appointment |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| T | Parent traveling for occupational purposes Gypsy, Roma and Traveller absence | pupil's parent(s) is traveling for trade or business, and the pupil is traveling with them.<br>Pupil from a Traveller community is travelling, as agreed with the school |
| D | Dual registered at another school | Used when a pupil is registered at more than one school, indicating absence with leave to attend the other school.eg hospital school or PRU temporarily |
| G | Holiday not granted by the school | Used when a pupil is absent for a holiday that the school did not approve in advance. |
| N | Reason for absence not yet established | Employed when the reason for a pupil's absence has not been determined before the register closes. If not established within 5 days must be amended to O |
| O | Absent in other or unknown circumstances | Used when no reason for absence is established, or the school is not satisfied with the reason given, |
| Z | Prospective pupil not on admission register): | Utilised to set up registers in advance for prospective pupils who have not yet officially joined the school. |

## Appendix 3: Term Time Exceptional Leave Form:

### Requests for term time exceptional leave

**Working together to improve school attendance states "the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance."**

There is no entitlement in law for any leave of absence from school in term time. Taking leave in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

All applications for a leave of absence must be made in advance and will only be considered if there are exceptional circumstances. In deciding the school will consider the circumstances of each application individually.

Any period of leave taken without the agreement of the school, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Previous good attendance or your child's education ability are not considered when the school make the decision.

If leave has been granted and a child returns late outside of the agreed dates either before or after, the school will reserve the right to unauthorise the entire period of leave taken.

If an unauthorised holiday is taken consideration will be given to issuing a Penalty Notice. At the Headteacher's request, the Local Authority will issue the Penalty Notice and inform the school of the outcome.

# Walter Halls Primary & Early Years School

## Request for Absence

Any child taking an UNAUTHORISED absence in term time may be issued with a £80 penalty notice payable within 21 days (or £160 within 28 days) per child, per parent.

Child's name: _____ Class: _____

Child's name: _____ Class: _____

Child's name: _____ Class: _____

Child's name: _____ Class: _____

I wish to request the following leave of absence

First date of absence: _____ Last day of absence: _____

Total number of days absent: _____

| Please give a full explanation of why you consider the absence request to be an exceptional circumstance (Continue on back of sheet if you need more space). |
|---|
| |

The current law does not give entitlement to parent to take their child out of school in term time. The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.

The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.

The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.

I am aware that I may be contacted by the Local Education Authority Welfare Officer if my child/children's absence is considered excessive.

Signed: (Parent/carer): _____ Date: _____

FOR OFFICE USE:

Authorised (please circle): Yes No (Please circle)

Comments:

Signed: _____ Date: _____

## Appendix 4: Additional Resources and links:

- Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016 (legislation.gov.uk)
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016 (legislation.gov.uk)
- Children Missing Education Children missing education - GOV.UK (www.gov.uk)
- School behaviour and attendance: parental responsibility measures https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance
- Arranging education for children who cannot attend school because of health needs https://assets.publishing.service.gov.uk/media/657995f0254aaa000d050bff/Arranging_education_for_children_who_cannot_attend_school_because_of_health_needs.pdf
- Supporting pupils at school with medical conditions https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf
- Education Act 1996: The Education Act 1996 is the primary piece of legislation that sets out the legal framework for school attendance in England and Wales. It outlines the responsibilities of parents, carers, and schools in ensuring regular school attendance. Sections 444-447 of the Act deal with offenses related to non-attendance and penalties for parents and carers.
- Education (Pupil Registration) Regulations 2006: These regulations specify the procedures for registering pupils and maintaining attendance records in schools in England. They also define the circumstances in which a pupil can be marked as absent or present.
- Education (Pupil Registration) (England) (Amendment) Regulations 2013: These regulations amended the 2006 regulations and introduced stricter rules on authorizing term-time holidays. Under these regulations, headteachers are only allowed to grant leave of absence in exceptional circumstances.
- Child Employment Legislation: Legislation such as the Children and Young Persons Act 1933 and the Children (Performances) Regulations 1968 govern the employment and attendance of children involved in performances, modelling, and other activities outside of regular school hours.
- Children Missing Education (CME) Statutory Guidance: This guidance outlines the responsibilities of local authorities in identifying and tracking children who may be missing education, including those who are not on a school roll or are not receiving suitable education.
- Section 19 of the Education Act 1996 (England and Wales) outlines the duty of local authorities in ensuring that suitable education is provided for children of compulsory school age.
- Keeping Children Safe in Education: https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf

**Additional Policies aligned to the Attendance Policy**

- Behaviour Policy
- Teaching and Learning Policy
- Safeguarding Policy
- Mental Health Policy
- SEND statement
- Pupil Premium Policy