



# HALSFORD PARK SCHOOL ATTENDANCE & PUNCTUALITY POLICY

Review Date: July 2027  
Agreed by LGB: July 2026

# Soaring to Success!

Respect, Compassion, Courage, Responsibility

## INTRODUCTION

Halsford Park school recognises that all pupils have the right to access full time education. A good education helps to give children the best possible start in life. Evidence suggests that children out of school are at risk of becoming victims of crime or abuse and more likely to be drawn into anti-social behaviour. Regular attendance is essential to enable pupils to take part in all the opportunities available and to develop their full potential. We are committed to working in partnership with our parents/carers who are responsible for ensuring their children access education. Pupils, staff and parents/carers, governors all have some part to play in securing these aims by implementing this policy.

## AIMS

This policy provides the framework within which all staff, governors, parents, pupils, carers and external agencies can contribute to the development and maintenance of high attendance and excellent punctuality.

- To ensure a clear system for maintaining full attendance and excellent punctuality and that this is clearly communicated to all Everychild Partnership Trust staff, pupils, governors and parents
- To have an effective and efficient administration system for monitoring and intervening with issues relating to attendance and punctuality
- To offer pupils and parents/carers good support, advice and guidance on the importance of good attendance and punctuality

## LEGISLATION AND GUIDANCE

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

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

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

## OBJECTIVES

### For pupils

- To attend school every day and on time
- To ensure they maximise their learning potential by taking responsibility for achieving excellent levels of attendance and punctuality

- To discuss with their teacher any problems that may prevent full time attendance or from arriving to school on time
- To follow the school's procedures for dealing with attendance and punctuality.

#### **For Parents and Carers**

- To be fully supportive of the school/Everychild Partnership Trust with regard to attendance and punctuality
- To ensure their child attends every day, on time and is prepared for the day
- To support the school and their child (ren) by not requesting authorised absence for holidays during term time and minimising where possible dental appointments and medical appointments during the school day and term time.
- To follow the school procedures for dealing with attendance through making contact with the school on each day of absence.
- To contact the school immediately if they have concerns or if there are issues preventing full time attendance
- Provide the school with more than one emergency contact number for their child

#### **For Teaching Staff**

- To be a good role model and arrive to lessons on time
- To take the register at the beginning of the school morning and afternoon session in accordance with the procedures outlined in this policy.
- Teachers to take responsibility for dealing with issues of attendance and punctuality in relation to their class e.g., telephone calls, liaising with the Headteacher.
- Teachers to liaise with parents as appropriate in response to attendance, punctuality and truancy issues; attending parental meetings as appropriate.
- Teachers to encourage their pupils to take responsibility for their attendance and punctuality through monitoring and reinforcing the need for high levels of attendance and excellent punctuality
- To assist in reintegrating any of their pupils after a period of prolonged absence.
- To ensure that the school reward system in relation to attendance and punctuality is used effectively.

#### **For Admin team**

- Carry out first day calling to establish reasons for absence including telephone calls to parents/carers every day of absence, send attendance letters
- To ensure the efficiency and effectiveness of the school computerised registration systems for attendance and punctuality, for example, processing registers
- Update 'n' codes from teaching staff to correct code following liaison with the parent/carer
- Prepare and distribute attendance data and reports to the Headteacher on a fortnightly basis
- Send letters regarding attendance concerns and complete Penalty Notice Request Forms
- To liaise with teachers and Headteacher to assist in following up poor attendance and punctuality, for example, organising attendance panel meetings with parents/carers, liaising with Education Welfare Officer (EWO), external agencies, ensuring that pupil attendance targets are agreed and monitored.

The Administrative Officer can be contacted via ([officehp@partnersinlearning.co.uk](mailto:officehp@partnersinlearning.co.uk)) 01342 324 643

#### **For Education Welfare Officer (EWO)**

- Monitor and analyse attendance data
- Benchmark attendance data to identify areas of focus for improvement
- Hold fortnightly meetings with Headteacher (Attendance Lead). During these meetings, pupils whose attendance is less than 95% are discussed for either school action or referral to the Education Welfare Officer
- Invite parents to the school for a meeting to discuss attendance concerns, issue warnings or complete Penalty Notice Request forms in respect of unauthorised absence.
- Prepare termly reports for Governors

The School uses WPA Education Welfare Services to support Attendance Monitoring  
[www.school-attendance.org.uk](http://www.school-attendance.org.uk)

Caitriona Bulley is the named Education Welfare Officer. She can be contacted via email: [cbulley@school-attendance.org.uk](mailto:cbulley@school-attendance.org.uk) mobile: 07807741301

#### **For the School Leadership team**

- Ensure that the learning environment on offer to pupils, creates the foundations for excellent attendance and punctuality
- Deliver targeted intervention and support to pupils and families
- To ensure that Everychild Partnership Trust expectations in regards to this policy on attendance and punctuality is communicated clearly to all stakeholders

#### **For Headteacher**

- Headteacher, (as Senior Attendance Champion) to co-ordinate and monitor the policy and procedures for attendance and punctuality throughout the school
- To raise the profile and importance of attendance and punctuality, for example, through the assemblies, newsletters and the reward systems that are put in place
- To analyse and act swiftly in response to report data on attendance and punctuality
- Support staff with monitoring the attendance of individual pupils
- Monitor the impact of any implemented attendance strategies
- Report school level absence data to Governing Body
- Evaluate and monitoring expectations and processes
- Have an oversight of data analysis
- Devise specific strategies to address areas of poor attendance identified through data
- Arrange calls and meetings with parents to discuss attendance issues

Senior Attendance Champion: The designated senior leader responsible for attendance is Claire Spencer - Headteacher and can be contacted via [cspencer@partnersinlearning.co.uk](mailto:cspencer@partnersinlearning.co.uk) 01342 324 643

#### **For the Governors**

- To review and agree the Attendance and Punctuality Policy.
- Ensure school staff receive training on attendance
- To annually agree attendance targets
- To take a lead role in supporting the School in the implementation of its approach to attendance and punctuality especially in response to parents in supporting unauthorised absence.

The Link Governor for attendance is Jason Brooks and can be contacted at  
[jbrooks@partnersinlearning.co.uk](mailto:jbrooks@partnersinlearning.co.uk)

### **RECORDING ATTENDANCE**

#### **Attendance register**

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

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

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

See updated DfE attendance codes from September 2024.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

## **PROCEDURES FOR ABSENCE**

Pupils must arrive to school by 8.40am on each school day. Attendance needs to be established once the children arrive in the classroom. Staff should settle the class and the register completed by 8.50am. There should be silence for this procedure. Staff can only mark the register with present, absent or late. All other codes should be administered by the admin team. The teacher should note the number of children in class on the board for fire safety purposes.

Staff should notify the school office if an explanation is received for the absence from the parent/carer. The School Office have the responsibility to seek an explanation for the child's absence.

## **LATE FOR THE SCHOOL DAY (AFTER THE REGISTER HAS CLOSED – USE OF U CODE)**

Lateness is recorded (L Code) from **8.50-9.05am** Any lateness after **9.05am** is recorded as a (U code) late, after the am register is closed and thus will be treated as an unauthorised absence, for the am session. Pupils who are continually late after the close of register will receive a punctuality concern letter **{Punctuality letter}** and if improvements are not made, be either be referred to the EWO and/or parents could be issued with a Fixed Penalty Notice (Fine of £80 rising to £160 if not paid within 21 days).

## **REPORTING AND DEALING WITH ABSENCE**

Parents are expected to telephone or email the school on each day of absence before **8.45am**.

**Telephone: 01342 324643 Email: [officehp@partnersinlearning.co.uk](mailto:officehp@partnersinlearning.co.uk)**

If a note/message of the child's absence has not been received, the admin team will attempt to contact the parent/carer to establish the reason for the pupil not being in school and the length of time the pupil will be absent. If there is no reply, then all the contact numbers provided will be called in order to gain an explanation for the absence. If school still have not been able to ascertain where the pupil is then a home visit will be made. However, if a response at the home has not been gained, school will report it to the police as the pupil will be classed a 'missing child'.

Should the pupil still be absent on consecutive days, subsequent phone calls will be made if no contact has been received from the parent/carer.

If a pupil is absent for more than five consecutive days, medical evidence must be sent in to the school; this can be a doctor's certificate, GP/medical appointment card, copy of prescription, hospital letter or a note from the GP is required. This should be given to the admin team in order for the illness to be authorised.

When communication from the parent is not forthcoming explaining the absence, the admin team will process a letter to the parent/carer requesting a reason to cover the dates(s) concerned. When this has been received, they will update the registers and code them appropriately.

The school has a legal duty to publish the attendance information on the pupil's school report at the end of the academic year.

## LEGAL RESPONSIBILITIES REGARDING ABSENCE

Under Section 7 of the Education Act (1996), parents/carers have a legal duty to make sure that their child(ren) attends school on a regular and full-time basis. Every absence and half-day absence has to be classified by the school as either authorised or unauthorised. Unauthorised absence will lead to investigations by the school staff or our Education Welfare Officer whom can offer support and guidance. For extended periods of unauthorised absence where no explanations from parents are given this may lead to a notice to improve which may result in a Penalty Notice or legal action being taken against parents.

Under normal circumstances, the only reason a pupil should miss school is if they are too ill to attend. This is an example of an authorised absence. Medical evidence will be required, for any absences of a week or more and for anyone with three or more odd day absences over a 6 week period with no justifiable reason provided.

Unauthorised absences are those, which the school does not consider reasonable and for which no permission has been given. I.e. holidays, pupil birthday, having the day off to accompany a parent to a medical appointment, shopping for (uniform). This includes keeping pupils away from school unnecessarily, truancy and absences which the school considers to have not been properly explained.

## PLANNED ABSENCE

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment and provides evidence of this appointment.

Parents/carers should contact the school office in advance to advise about pick-up arrangements for medical appointments and when their child is due to return to school, however, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The Parent/Carer will be required return the child to the school office upon their return.

## EXCEPTIONAL LEAVE OF ABSENCE

The Education Regulations 2013 to the Education Regulations 2006 states that the Headteacher may not authorise any leave of absence (i.e. holiday taken in term time). They are only allowed to consider a leave of absence if the circumstances are classed as exceptional, i.e. compassionate grounds and permission has been requested to the Headteacher. **It is not the right of the parent to take children away during term time.**

The Admin staff and Education Welfare Officer work with the Headteacher in overseeing any such requests from parents. If the school does not agree to the request then the absence will be recorded as unauthorised. If the leave of absence involves any travel arrangement, these must not be booked until permission is granted by the Headteacher. The leave of absence application form is available from the School Office or school website. This request is passed to the Headteacher along with any other relevant information.

The Headteacher will consider the request taking into account:

- The time of the year regards any public or internal examinations
- The nature of the request; whether it is of an exceptional circumstance and whether any other requests have been made

Any request should be submitted as soon as it is anticipated and, where possible, at least 14 days before the requested absence.

A letter of approval (or a letter stating the request is not approved) will then be sent to the parent/carer clearly stipulating that approval is only given in these **exceptional circumstances** and that **no** further requests will be considered. Parents/carers are also informed that if any leave is taken beyond the dates agreed, a Penalty Notice\*\* will be issued to each parent and if applicable for each child. {**Leave of absence not approved & Penalty notice letter**}

### **FIXED PENALTY NOTICES (FPNs)**

The government has advised schools and Local Authority's FPNs can be considered to address offences under S.444 Education Act 1996 when there is at least 10 sessions of unauthorised absence within a 10 school week period (each school day is made up of 2 sessions). This period can straddle both school holiday periods and academic years. The absence does not need to be consecutive.

The Local Authority are responsible for issuing FPNs. The authorised officer is representative by 'Pupil Entitlement: Investigation'.

The Government has also directed FPNs can be issued for less than this threshold should circumstance direct, offering details of when this would occur. For example, a parent taking steps to avoid the use of FPN by taking their child out of school for 9 sessions as this would mean the threshold would not be met.

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

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice. The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. It remains the decision of the Local Authority whether a FPN is offered or not.

### **ESCALATION PROCESS**

The Government's aim is to reduce the number of unauthorised absences from school as attendance at school has been shown to improve educational outcomes. As such an escalation process has been implemented along with an increase in the cost of a FPN.

- First Referral - the first time unauthorised absence is referred and leads to a FPN being issued, the amount will be £160 per parent, per child. This is reduced to £80 if paid within 21 days.
- Second Referral – the second time unauthorised absence is referred and leads to a FPN being issued the amount will be for £160 per parent, per child, with no reduction offered for early payment.
  - Third Referral – the third time unauthorised absence is referred a FPN will not be issued and instead either result in the:
    - Matter being presented directly to the Magistrates Court. A prosecution can result in the parent receiving a criminal record and fines of up to £2,500.
    - Matter being addressed via an alternative pathway with an Investigating Officer being allocated.

For repeat offences of holidays in term time court action will be the likely outcome. In addition, absences in respect of 15 school days or more for the purposes of a holiday/travel abroad a FPN will not be offered and instead the matter will be referred directly to the Courts.

## NOTICE TO IMPROVE

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

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

They will include:

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

## CAUSE FOR CONCERN ATTENDANCE

Where there is a significant pattern of absence, the Headteacher and Education Welfare Officer will:

- Start intervention when attendance drops under 95% letter being sent home to parents/carers informing of the cause for concern and the negative impact on pupil/pupil's learning
- After three separate periods of absence the school will contact the parent/carer to discuss reasons why and may invite them to the school for a meeting; a letter will be sent to the parents advising them that any future absences will require them to produce medical evidence and failure to do so will result in the absences been unauthorised (**Letter medical evidence**)
- If attendance continues to be a concern, a referral will be made to the Education Welfare Officer who will offer support and guidance, but may refer to the Local Authority to issue a Penalty Notice or consideration of legal proceedings.
- A **Notice to improve letter** may be sent at any point where attendance is a cause for concern.

## MEDICAL/HOSPITAL APPOINTMENTS

Parents and carers must try and ensure where possible that any medical appointments are made after school or during the school holiday period. Should a child have a medical appointment during an am or pm session, the expectation is they will be returned to school following the appointment and not be taken out of school for the whole day. They will be marked as unauthorised for the session if they do not return to school and no explanation is given. An appointment card/letter/text will need to be shown to the admin team in order for the absence to be authorised in the first instance.

Where pupils are likely to have a period of long absence, for example from a period of illness, then teachers should liaise with parents and make arrangements for work to be sent home. Medical evidence will be required.

## STRATEGIES FOR PROMOTING ATTENDANCE

We reward regular attendance through individual reward – for example a core value certificate for courage or Headteacher's Awards/Dojos for improved attendance if a child is or has experienced Emotion Based School Avoidance.

## **SUPPORTING PUPILS WHO ARE ABSENT OR RETURNING TO SCHOOL**

### **Pupils absent due to complex barriers to attendance**

At Halsford Park, we are dedicated to providing a supportive and inclusive environment for pupils facing complex barriers to attendance. We understand that each child's situation is unique, and we work closely with families to identify and address the specific challenges they encounter. Our approach includes personalised support plans, regular communication with parents and caregivers, and the involvement of external agencies when necessary.

To remove in-school barriers, we implement a range of strategies tailored to individual needs. This includes flexible scheduling, providing additional academic and wellbeing support, and fostering a positive school culture that promotes mental and emotional well-being. We also ensure that our staff are trained to recognise and respond to signs of distress, making our school a safe and nurturing place for all pupils. Our goal is to help every child overcome obstacles to attendance, so they can fully engage in their education and achieve their potential.

### **Pupils absent due to mental or physical ill health or SEND**

At Halsford Park, we are committed to supporting pupils who are absent due to mental or physical ill health or their Special Educational Needs and Disabilities (SEND). Our approach is centred around our core values of respect, responsibility, courage and compassion.

We work closely with families to understand the specific needs and circumstances of each pupil. Regular meetings and open communication channels ensure that parents and caregivers are actively involved in developing and implementing tailored support plans. These plans often include adjustments to the school environment and curriculum to accommodate the child's needs, such as modified lesson plans, assistive resources and flexible/personalised timetables.

In addition to these adjustments, we provide additional support through our SAFS Team. Our team is trained to offer and plan for both academic assistance and emotional support for example providing learning Mentor/ELSA support on a timetabled basis. We also collaborate with healthcare professionals and external agencies to ensure a comprehensive approach to each child's well-being and education. Where necessary, we create individual medical care plans alongside medical professional advice and with parents/carers to ensure medical care is provided to enable a child to attend school.

By fostering a supportive partnership with families and offering personalised adjustments and additional resources, we strive to ensure that every child can continue their educational journey despite health challenges or SEND.

Where a pupil has an education health and care (EHC) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

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

Halsford Park is dedicated to providing a smooth and supportive reintegration process for pupils returning after a lengthy or unavoidable period of absence. Our approach is comprehensive, compassionate, and tailored to meet each child's unique needs.

To begin, we work closely with families to understand the reasons for the absence and any ongoing needs or concerns. Through regular meetings and open communication, we ensure that parents and caregivers are involved in planning the child's return to school. This collaborative approach helps create a supportive environment for the pupil both at home and at school.

We develop a personalised reintegration plan that may include a phased return, where the pupil gradually increases their time at school to ease the transition. Adjustments to the school timetable, curriculum, and classroom environment are made to accommodate any specific needs the pupil may have. This might involve additional academic support, access to learning resources, and the use of assistive technologies.

To support the pupil's emotional and social well-being, we provide access to a variety of different support. This could be through specific group/individual work with our trained support staff or planned weekly sessions with our learning mentor. Children have access to sensory circuits and a sensory room should it be deemed useful to aid with transitions in and out of school. Our staff are trained to offer both academic and emotional support, ensuring that the pupil feels welcomed and valued as they reintegrate into the school community. Regular check-ins with the pupil help monitor their progress and address any emerging concerns promptly.

By working collaboratively with families, making necessary adjustments, and offering targeted support, we strive to make the transition back to school as smooth and successful as possible for every pupil.

### **DELETIONS FROM THE REGISTER/REMOVAL FROM SCHOOL ROLL**

Parents must ensure they inform the school of any change of address, contact details or family circumstances. Should a parent/carer advise they are moving and will be removing their child (ren) from the school roll, the school must attempt to obtain the parent's new address and the name of new school the child will be attending. If this information has not been supplied, the school must inform their EWO if the child leaves without obtaining any forwarding information.

In accordance with the Education (Pupil Registration) (England) Regulations 2006, children will only be deleted from the register when one of the following circumstances applies:

- Permanent exclusion has occurred and procedures have been completed
- Transfer between schools
- Children withdrawn to be educated outside the school system (Educated otherwise)

The school will report a child is Missing from Education to the Local Authority, following 10 consecutive days of absence, when all checks have been exhausted. This will include: Telephone calls to all known numbers on the school system, including relatives, discussion with class teacher and known friends of pupil, home visit by school/ EWO. The school will email the Local Authority with the relevant information and await confirmation to remove.

### **MONITORING ATTENDANCE**

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern and monitor this more frequently than half-termly

Pupil-level absence data will be collected each term and published at national and local authority level

through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the Local Governing Board.

It is mandatory for schools to share their attendance data with the Department for Education (DfE). The school has granted the DfE access to its management information system so the data can be accessed regularly and securely.

### **Evaluating Attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **Using data to help improve attendance**

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Include attendance in termly report cards to support families in understanding whether their attendance is a cause for concern
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **LINKS TO OTHER POLICIES**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour for Learning policy
- Children with health needs who cannot attend school
- Supporting pupils with medical conditions

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every year by the Headteacher. At every review, the policy will be approved by the Local Governing Board.

## ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition                                                    | Scenario                                                                                                                                                                                                                                                                                                                                                            |
|------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I    | 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                                                                                                                                                                                                                                                                                                                       |
| K    | Attending education provision arranged by the local authority | The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the Education Act 1996 (exceptional provision of education), section 42(2), or 61(1) of the Children and Families Act 2014 (special educational provision off site). |
| B    | Off-site educational activity                                 | Pupil is at a supervised off-site educational activity approved by the school                                                                                                                                                                                                                                                                                       |
| D    | Dual registered                                               | Pupil is attending a session at another setting where they are also registered                                                                                                                                                                                                                                                                                      |
| P    | Sporting activity                                             | Pupil is participating in a supervised sporting activity approved by the school                                                                                                                                                                                                                                                                                     |
| V    | Educational trip or visit                                     | Pupil is on an educational visit/trip organised, or approved, by the school and supervised by a member of school staff.                                                                                                                                                                                                                                             |

| Code                      | Definition                        | Scenario                                                                            |
|---------------------------|-----------------------------------|-------------------------------------------------------------------------------------|
| <b>Authorised absence</b> |                                   |                                                                                     |
| C                         | Authorised leave of absence       | Leave of absence for exceptional circumstance                                       |
| C2                        | Authorised leave of absence       | Leave of absence for a compulsory school age pupil subject to a part-time timetable |
| E                         | Suspended or permanently excluded | Suspended or permanently excluded and no alternative provision made                 |

|                             |                                             |                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I</b>                    | Illness                                     | School has been notified that a pupil will be absent due to illness                                                                                                                                                                                                                                                                              |
| <b>M</b>                    | Medical/dental appointment                  | Pupil is at a medical or dental appointment                                                                                                                                                                                                                                                                                                      |
| <b>R</b>                    | Religious observance                        | Pupil is taking part in a day of religious observance                                                                                                                                                                                                                                                                                            |
| <b>S</b>                    | Study leave                                 | Year 11 pupil is on study leave during their public examinations                                                                                                                                                                                                                                                                                 |
| <b>T</b>                    | Parent travelling for occupational purposes | The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place. |
| <b>Unauthorised absence</b> |                                             |                                                                                                                                                                                                                                                                                                                                                  |
| <b>G</b>                    | Unauthorised holiday                        | Pupil is on a holiday that was not approved by the school                                                                                                                                                                                                                                                                                        |
| <b>N</b>                    | Reason not provided                         | Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)                                                                                                                                                |
| <b>O</b>                    | Unauthorised absence                        | School is not satisfied with reason for pupil's absence                                                                                                                                                                                                                                                                                          |
| <b>U</b>                    | Arrival after registration                  | Pupil arrived at school after the register closed                                                                                                                                                                                                                                                                                                |

| <b>Code</b> | <b>Definition</b>                               | <b>Scenario</b>                                                                                                                                                                                                                                           |
|-------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Q</b>    | Lack of access arrangements                     | The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so.                                       |
| <b>X</b>    | Not required to be in school                    | Pupil of non-compulsory school age is not required to attend                                                                                                                                                                                              |
| <b>Y1</b>   | Transport normally provided not being available | The pupil is unable to attend because the school is not within walking distance of their home (< 2 miles under 8 years old; < 3 miles over 8 years old) and the transport to and from the school that is normally provided for the pupil by the school or |

|           |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                             | local authority is not available.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Y2</b> | Widespread disruption to travel             | The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.                                                                                                                                                                                                                                                                                                                 |
| <b>Y3</b> | Part of the school premises being closed    | Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those parts of the premises that remain in use.                                                                                                                                                                                                                                                          |
| <b>Y4</b> | Whole school site being unexpectedly closed | Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed.                                                                                                      |
| <b>Y6</b> | Public health guidance or law               | <p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> <li>• contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or</li> <li>• prohibited by any legislation relating to the incidence or transmission of infection or disease.</li> </ul> |
| <b>Y7</b> | Any other unavoidable cause                 | An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.                                                                                                                                                                                                                                                                                                    |
| <b>Z</b>  | Pupil not on admission register             | Register set up but pupil has not yet joined the school                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>#</b>  | Planned school closure                      | Whole or partial school closure due to half-term/bank holiday/INSET day                                                                                                                                                                                                                                                                                                                                                                                      |

*This policy is written to work with the West Sussex Local Authority. Schools have responsibility for carrying out stage 1 intervention. (School concern letters, notice to improve, Medical evidence & EWO refer). Stage 2 & 3 is carried out by our WPA Education Welfare Officer and when all avenues of support and guidance exhausted, a referral will be completed by your WPA/EWO to the Local Authority for consideration of legal proceedings, or Penalty Notice for unauthorised leave or periods of unauthorised absence.*

*WPA will be the main point of contact for the schools for any legal proceedings/Penalty Notices the Local Authority issue, ensuring on the Headteacher's behalf that they are carried out in accordance to the time frames. WPA will as required attend court and provide Section 9 witness statements as requested by the Local Authority for all work carried out on behalf of school.*

## APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

**Please read the following information before you complete the request.**

As you are aware, it is the policy of the Everychild Partnership Trust not to allow any holiday or extended leave during term time. The Education Regulations 2013 to the Education Regulations 2006 states that the Headteacher **may not** authorise any leave of absence (i.e. holiday taken in term time). They are only allowed to consider a leave of absence if the circumstances are classed as exceptional. **Exceptional is likely to be rare, significant, unavoidable and short.** The Headteacher will consider whether the event could have reasonably been scheduled at another time. *Issues of cost will not be considered as an exceptional reason.* **It is not the right of the parent to take children away during term time.** However, if you wish to request an exceptional leave of absence you need to have read the following advice and **complete the form below at least 14 days prior to the requested leave of absence.**

Each request for exceptional leave will be considered individually.

**A Fixed Penalty Notice may be issued to each parent should a pupil take a leave of absence without permission.**

|                                                                                         |               |
|-----------------------------------------------------------------------------------------|---------------|
| <b>Full Name of Pupil:</b>                                                              | <b>Class:</b> |
| <b>Full Name of Parent/Carer(s) (please print):</b>                                     |               |
| <b>Address:</b>                                                                         |               |
| <b>Telephone Number:</b>                                                                |               |
| <b>Reason for request for leave of absence (please put as much detail as possible):</b> |               |

**Declaration (please circle YES)**

I confirm that the information I have given on this form is true. **YES**

I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child's attendance will be recorded as an unauthorised absence. **YES**

Any absence due to illness immediately before or after a period of pre-arranged 'withdrawal from learning' will be unauthorised unless it is supported by medical evidence. **YES**

I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates' Court. **YES**

**A Fixed Penalty Notice or referral to Pupil Entitlement/PEI may be issued to each parent should a pupil take a leave of absence without permission.**

**Intended dates of absence (from/to):**

**Parent/Carer signature:**

**Date:**

**For Office Use only:**

**Form submitted to Headteacher along with registration certificate**

☐

**Agreement given Yes/No**

**Code:**

☐

**Number of school days:**

☐

**Refer to Pupil Entitlement/PEI Yes/No**

Appropriate letter to be prepared for return to Parent/Carer and given to Headteacher for signature.

**Headteacher Signature:**

**Date:**

## LEAVE OF ABSENCE NOT APPROVED

{Parent name}

{Address}

{Date}

Dear {Parent Name}

Re: **Request for Leave of Absence**

I refer to your leave of absence request to take {pupil name} out of school for the period {dates}.

*The Education (Pupil Registration) (England) (Amendment) Regulations 2013 to the Education (Pupil Registration) (England) Regulations 2006 states that the Headteacher may not authorise any leave of absence during term time (i.e. holiday taken in term time).*

I am unable to authorise this absence, as it is not deemed as exceptional leave. Should you decide to go ahead with this holiday, a Penalty Notice request may be made to West Sussex Local Authority who may issue a Penalty Notice to each parent for taking a child out of school during term time.

A Fixed Penalty Notice if issued, are issued per parent, per child and charged at £80 rising to £160 if not paid within 21 days.

Please note, for repeat offences of holidays in term time court action will be the likely outcome. In addition, absences in respect of 15 school days or more for the purposes of a holiday/travel abroad a FPN will not be offered and instead the matter will be referred directly to the Courts.

I trust this will not be the case and you make alternative arrangements for your holiday during the school holiday period.

Thank you for your attention in this matter.

Yours sincerely,

Headteacher name

## LEAVE OF ABSENCE NOT APPROVED & NOTIFICATION OF FIXED PENALTY NOTICE REFERRAL

Dear

### **Leave of absence NOT approved & Notice of Fixed Penalty Notice referral**

Our school, while acknowledging that each family's circumstances are different, is dedicated to the education of all our pupils and believes regular attendance through the year is essential to every child's success and fulfilment.

If you choose to remove **name** during this period, **date** and they accrue 10 or more unauthorised absences (5 days and over) you will be referred for a Fixed Penalty Notice in accordance with West Sussex Protocol.

*The Education (Pupil Registration) (England) (Amendment) Regulations 2013 to the Education (Pupil Registration) (England) Regulations 2006 states that the Headteacher may not authorise any leave of absence during term time (i.e. holiday taken in term time).*

A Fixed Penalty Notice if issued, are issued per parent, per child and charged at £80 rising to £160 if not paid within 21 days.

Please note, for repeat offences of holidays in term time court action will be the likely outcome. In addition, absences in respect of 15 school days or more for the purposes of a holiday/travel abroad a FPN will not be offered and instead the matter will be referred directly to the Courts.

Should the fines remain unpaid at the end of this period of time you may be prosecuted for failing to ensure regular and punctual school attendance of your **children**. This is a criminal offence under Section 444 of the Education Act 1996 and carries a maximum fine of £1,000 per parent.

There are only 190 days in the school year which means that there are 175 non-school days left for holidays, treats and shopping. It is in everybody's interest to avoid the consequences of a child's extended absence from school.

I trust this will not be the case and you will make alternative arrangements for this absence to be taken during the next school holiday period.

Thank you for your attention in this matter.

Yours sincerely

Headteacher name

**LEAVE OF ABSENCE APPROVED**

**Date**

**LEAVE OF ABSENCE APPROVED**

**Parent name**

**Address**

Dear **Parent Name**

**Re: Request for Leave of Absence**

I refer to your leave of absence request to take **pupil name** out of school for the period **dates**.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 to the Education (Pupil Registration) (England) Regulations 2006 states that Headteacher may not authorise any leave of absence (i.e. holiday taken in term time). They are only allowed to consider a leave of absence if the circumstances are classed as exceptional, i.e. compassionate grounds.

Under the circumstances your leave of absence request has been deemed as exceptional. I am able to grant you the leave of absence for the period **add dates** as requested. Should you not return on the agreed dates and no explanation provided consideration will be given to request a Penalty Notice which is issued per parent, per child and are charged at £80 rising to £160 if not paid within 21 days.

I hope that everything goes **as smoothly as they can under the circumstances** and we look forward to **child's name** returning to school and catching up on their missed work.

Yours sincerely

Mrs Spencer  
Headteacher

## UNEXPLAINED ABSENCE

Date

Dear

According to our records, <name of pupil> has recently been absent from school. You will be aware that it is the parent's responsibility to notify the school on the first day of a pupil's absence to explain the reasons why the <s/he> is unable to attend school and an expected date when <s/he> should return. Unfortunately we have not received any contact from you.

I am therefore writing to you to give you an opportunity to explain the recent absences. Please complete the tear off slip below and return it to the school as soon as possible. Any absence that hasn't been explained within two weeks will be categorised as "Unauthorised" Absence – an explanation of this term and the possible consequences are attached.

If you wish to discuss this letter further, please contact me on <school telephone number>.

Yours sincerely

<School Contact>

Designation

School

Please complete this slip and return to <school> as soon as possible.

-----

Dates of unexplained absence:

Explanation for the above dates of unexplained absence:

Failure to return this will result in absences coded as unauthorised

Parent/Carer Signature.....

Date.....

## FIRST CONCERN UNDER 95% ATTENDANCE

Dear

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance we identify any pupil whose attendance causes concern. We then issue a first letter to register our concern with parents.

We are therefore writing to you due to **NAME** current level of attendance:

**Attendance    %**

**Authorised Absences**

**Unauthorised Absences**

The information below shows how attendance can affect your child's future progression.

### **Above 97%: Less than 6 days absence a year**

Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

### **95%: 10 days absence a year**

These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

### **90%: 19 days absence a year**

Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best. The Government classes Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact Mrs Spencer on 01342 324643.

Yours sincerely

Headteacher name

## MEDICAL EVIDENCE LETTER

Dear

As part of our commitment to improving the attainment of our pupils we monitor pupil attendance on a regular basis. During our regular monitoring of pupil attendance we identify any pupil whose attendance causes concern. We then issue a first letter to register our concern with parents.

We are therefore writing to you due to **NAME** current level of attendance:

**Attendance %**

**Authorised Absences**

**Unauthorised Absences**

The information below shows how attendance can affect your child's future progression.

### **Above 97%: Less than 6 days absence a year**

Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also get into a habit of attending school which will help in the future.

### **95%: 10 days absence a year**

These pupils are likely to achieve good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

### **90%: 19 days absence a year**

Young people in this group are missing a month of school per year; it will be difficult for them to achieve their best. The Government classes Young People in this group as "Persistent Absentees", and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken by the Local Authority.

It is the Headteacher's decision as to whether to accept any parental explanation for absence, and that I need to make you aware that absences due to illness **will no longer be authorised without medical evidence**. Some examples of medical evidence include: a letter from your doctor, a copy of your child's prescription or a medical appointment card.

I will be monitoring your child's attendance and should there be any **further** unauthorised absences I will refer you to our Education Welfare Officer, who will invite you to attend a meeting in school to discuss your child's attendance. If appropriate, I will also issue you a notice to improve.

Every day in school counts towards **Child's Name** future, and I thank you in advance for supporting our Schools in ensuring excellent school attendance.

If you have any queries or would like to talk to anyone about attendance please do not hesitate to contact Mrs Spencer on 01342 324643.

Yours sincerely

Headteacher name

## REFERRAL TO EDUCATIONALWELFARE OFFICER

Dear

**Name of Child:** **DOB**

### **Re: Referral to Education Welfare Officer**

You will recall that I wrote to you on (date) regarding Xxxxxx's poor attendance at Xxxxxx School. You will notice that further un authorised absences have occurred.

Unfortunately Xxxxxx's attendance has failed to improve sufficiently and you have failed to contact me at the school. I am therefore referring you to our Education Welfare Officer who will invite you to attend a meeting at the school to discuss ways to support you to improve your child's attendance. Consideration may also be given to issue a notice to improve and or/a Penalty Notice for unauthorised absence.

If you wish to make me aware of any difficulties or do not understand aspects of this letter please contact me on the above telephone number.

Yours sincerely

Headteacher name

## NOTICE TO IMPROVE

Dear

**Pupil Name: Pupil DOB:**

**Year Group:**

School attendance is hugely important. For your child to gain the full benefit from their education, for their learning, wellbeing, and wider development, they need to attend on time, every day possible.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, the child's parent may be guilty of an offence under S.444 Education Act 1996. The offences under the Education Act 1996 also include when a pupil is accessing alternative provision.

On reviewing our records, it is clear we have raised our concerns with you regarding Pupil Name's attendance and this included:

(examples could include)

- **Telephone Calls** – We have contacted you every day your child was absent to understand the reason for this and to offer support with any issues your child may be having.
- **Attendance Concern Letter** – We have written to you, letting you know of our concerns around your child's attendance at school and the impact of their continued absence, inviting you to contact us to discuss the situation further.
- **An Attendance Support Meeting Invite** – We have invited you to a meeting to discuss your child's attendance and absence. We notified you of the consequences should your child continue to have unauthorised absence and you did not effectively engage in the support offered.
- **Request for medical evidence** – We have written to you to explain that due to the number of medical absences, your child has had and the nature of the reasons you cite as medical, we now need medical evidence to support any medical reason given for absence.
- **Timetable Amendments** – We introduced an individualised timetable as a method of improving your child's attendance. This has not been engaged with regardless of the adaptations implemented.

Unfortunately, despite the actions taken attendance remains a cause of concern and your child has been recorded as absent without authority for **XX** sessions; each school day is made up of 2 sessions.

You now have **XX** school days in which to improve your child's attendance. During this time, you must ensure your child shows significant improvement in attendance and avoid them having any unauthorised absence from school.

Should further unauthorised absence occur, a referral may be made to the Local Authority for consideration of a Fixed Penalty Notice (FPN) and/or Court action including the use of Education Supervision Orders (ESO). It remains the Local Authority's decision on the type of intervention offered or used.

If a FPN is used, they are issued per parent, per child and are charged at £80 rising to £160 if not paid within 21 days.

Please note a referral may be made as soon as any further unauthorised absence is recorded, and we do not have to wait until the end of the 20 day period.

Should you wish to discuss your child's attendance please do make contact at the earliest opportunity.

Yours sincerely

Headteacher name

## **PUNCTUALITY CONCERN LETTER**

Dear

I have noticed that XXXXXXXX has arrived late to school, after the register has been taken on numerous occasions so far this academic year.

Children are invited to come into school from 8.35am each morning with the register being taken at 8.45am, lateness (L code) is recorded from 8.50am until 9.05am. Any lateness after 9.05am is recorded as late after register closes (U code) and thus will be treated as an unauthorised absence for the am session. Pupils who are continually late after the close of register will either be referred to the EWO and/or parents could be issued with a Fixed Penalty Notice (Fine of £80 rising to £160 if not paid within 28 days)

Please can you ensure your child is in school at the appropriate times and when the register is open. If you require any support from the school, please do not hesitate to contact either myself or Ms Davies, SENDCO.

Yours sincerely

Headteacher name

## END OF YEAR ATTENDANCE LETTER

Dear

**Re: <pupil's full name> - date of birth <enter dob> - current level of attendance <enter %>**

At Halsford Park we aim to ensure each pupil is given the best possible chance to access the National Curriculum and to reach their full potential. Frequent absences and lateness can adversely impact upon a pupil's progress and academic achievement.

We wish to advise you that xxxx's overall level of attendance for this academic year is xxxx%. This is below our expectation of Halsford Park 97% target. A copy of xxxx's latest attendance certificate is enclosed for your information.

In order to support xxxx, we shall be monitoring his/her attendance closely throughout the Autumn Term. Should there be any absences of concern, you may be asked to attend a meeting at the school to discuss the reasons for the absences and to explore how improved attendance can be achieved.

In the meantime, if you or child are experiencing any difficulties you wish to make us aware of, please contact the School Office to speak to the Headteacher to discuss how we may support you.

Thank you for your attention in this matter.

Yours sincerely,

Headteacher name