



Dringhouses Primary School

Attendance Guidelines and Procedures

Signature of Chair of Governors

Signature of Headteacher

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Statutory/Non-Statutory

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1. Aims

Throughout this policy Dringhouses Primary School aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)

- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)

- [Keeping Children Safe in Education](#)

- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs. Including ensuring that the attendance procedures do not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate

- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the school leaders to account for the implementation of this policy.
- Handling complaints regarding this policy as outlined in the school's Complaint Procedures

3.2 The headteacher

The headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the designated attendance lead to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers
- Communicating with the local authority when a pupil with an education, health and care plan (EHCP) has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance, including implementing day-to-day management of the Attendance guidelines and Procedures of the school and distributing these to parents/carers.
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising when to issue fixed-penalty notices

3.5 School Staff

All school staff are responsible for the following;

- recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office daily by 9am and again for the afternoon session by 1:15pm
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Designated Attendance Lead where appropriate, in order to provide them with more detailed support on attendance
- Checking registers daily and following up absence with the support of the admin team and class teachers;
- Attending when necessary attendance focus meetings to monitor individual attendance and agree next steps in line with the school and LA graduated approach;
- Monitoring attendance across year groups;
- Analysing attendance data alongside academic data;
- Identifying students at risk of becoming persistent absentees, setting appropriate targets and implementing intervention strategies to meet targets;
- Emailing/writing to families to share attendance concerns and celebrate improvements.
- Arranging parent/carer meetings with relevant school staff.
- Ensuring that information is regularly communicated and that all staff are aware of pupils with attendance concerns;
- Working and communicating effectively with external agencies, including attending half termly Attendance Lead Groups arranged by the Local Authority and liaising with key LA staff:
 - Dan Bodey (Principal Education and Welfare Officer),
 - Cai Onraet (Attendance Enforcement and Data Officer)
 - Stephanie Keenan-Logue (School Attendance Lead).
- Ensuring that parents/carers are aware of their legal responsibilities and ensuring that information is communicated through a variety of means.
- Encouraging good attendance;
- Ensuring that registers are correctly and promptly marked;
- Setting a good example in matters of attendance and punctuality;

- Making contact with parents/carers when initial concerns arise and mention children's attendance as a matter of course at parents evening, meetings, etc.
- Logging attendance and punctuality concerns on CPOMS;
- Attending meetings with parents/carers as appropriate;
- Supporting incentives implemented to promote attendance.

3.7 Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Contact the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the school.
- Establishing good attendance habits by acting as a role model and showing the children that good attendance and punctuality is important;
- Praising and rewarding good attendance, even small successes, e.g. getting ready quickly, even if resisting going to school;
- Only granting days at home for genuine illness;
- If appropriate, arrange for a friend or family member to take a child to school if a sibling or other family member is sick;
- Avoiding taking holidays in school time.
- Ensuring that wherever possible, medical appointments are made outside of the school day;
- Establishing a good bedtime routine, so that their child can sleep well, get enough sleep and make mornings less of a struggle;
- Providing accurate and up-to-date contact details;
- Providing the school with more than one emergency contact number;
- Updating the school if their details change;
- Attending meetings in school if appropriate to discuss attendance and any support needed.

3.8 Pupils

Pupils are expected to:

- Strive for 100% school attendance

- Work with parents/carers to ensure that they attend school regularly and on time, taking some individual responsibility, particularly when they are in Key Stage 2 (KS2)
- Be aware of the consequences of poor attendance and/or truancy
- Arrive punctually for lessons not only at the beginning of the school day but also following break times.
- Not leave school without permission.

4. Recording attendance

4.1 Attendance register

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

We will take our attendance register by 9am at the start of each school day and again at by 1:15pm for the start of the afternoon session. It will be marked, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

It is a legal requirement that school registers must be completed at the start of both morning and afternoon sessions. We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

It is a legal requirement that school registers must be completed at the start of both morning and afternoon sessions.

4.2 Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9am, or as soon as practically possible.

Parents can report absences either by telephoning the school, sending a message via the school app or by sending an email.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

On the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided. Any N codes not established after a week are recorded as an unauthorised absence using the code O.

Where the absence is longer than 5 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

If the school is unable to make contact with the parent to determine a reason for an absence a home visit will be made in line with the schools safeguarding procedures.

If the school suspects that a pupil may be on holiday and the parent is reporting the absence as an illness a home visit will be made. If nobody is at home a non-contact letter will be left and the absence reported an unauthorised until contact is made. In addition to the, on day 5 of the absence a home visit will be conducted. If no one is home the police will be informed in line with the school safeguarding procedures.

Any such actions will be recorded via CPOMS.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment.

As far as possible, parents/carers will attempt to book medical and dental appointments outside of school hours. Where this is not possible, the school office will be informed and evidence of the appointment shown, such as a booking confirmation text or letter.

However, we encourage parents 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 and should attend school before and after the appointment wherever possible

The pupil's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

To request time off during term time parents/carer must complete a Leave of Absence Form (Appendix 2) and submit this to the school office giving as much notice as possible.

4.4 Lateness and punctuality

Punctuality is of the utmost importance and lateness will not be tolerated.

The school day starts at 8:50am. Pupils should be in their classroom at this time.

Registers are marked by 9:00am. Pupils will receive a late mark if they are not in their classroom by this time.

The register closes at 9:30am. Pupils will receive a mark of absence if they do not attend school before this time.

Pupils attending after 9:30am will receive a mark to show that they were on site, although this will go down as an unauthorised absence.

Registers will be marked at the start of the afternoon session at the appropriate time for each year group subject to rolling lunch timing.

It is a legal requirement that school registers must be completed at the start of both morning and afternoon sessions.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer and/or making a home visit.
- Where relevant, report the unexplained absence to the pupil's youth offending team officer
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with: issue a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate.

4.6 Reporting to parents

The school will regularly inform parents (see definition of 'parent', as used in this policy, in section 3.7 above) about their child's attendance and absence levels by discussing attendance at parents evening's and also including this on school pupils.

Parents/Carers are able to see their child's attendance data via the school app. This is a live data feed giving 'real-time' attendance information.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

- Service personnel who are prevented from taking holidays outside term time if the holiday will have minimal disruption to the pupil's education;

- When a family needs to spend time together to support each other during or after a crisis;
- Any other circumstances the head teacher considers exceptional.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday. This includes requests for leave of absence where the following applies:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday
- Periods that overlap with the beginning or end of term.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted in writing using the appropriate Leave of Absence Form (appendix 2) as soon as it is anticipated and, where possible, at least 4 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- Attending work experience
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

5.2 Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

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, but this will usually only be the parent/parents who allowed the absence.

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.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £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 the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices 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

6. Strategies for promoting and improving attendance

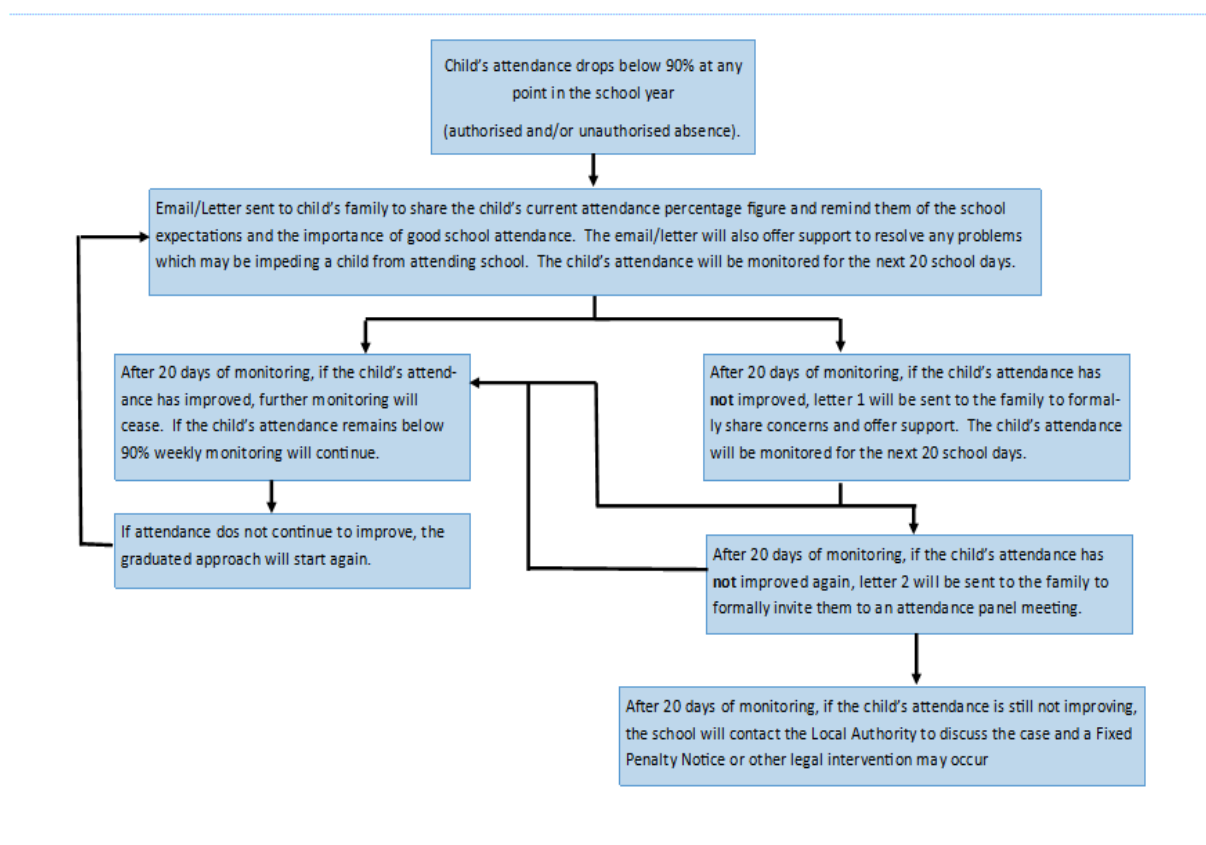
Attendance Monitoring and the School's Graduated Approach

Any child whose attendance falls below 90%, or around 19 days off over the year, will be carefully monitored by the school using the Graduated Approach illustrated below.

All attendance records are considered on a case by case basis.

Any child whose absence falls below 90%, or around 19 days off over the year, is classified by the Government as a Persistent Absentee.

Any child whose absence falls below 50%, or around 95 days off over the year, is classified as having severe absence. Children in this category will have an individual 'Severely Absent Plan' in line with Government expectations. This will involve regular monitoring and engagement with the child and family.



- Letter 1 is taken from a City of York Council template and shares increasing concerns about a child's attendance and offers further support to the family. If the family receives support from a social worker or other external professional, they will be notified of the attendance concerns. If the child has Special Educational needs or Disability, the SENCo will decide if further referrals to external professionals are required and if a My Support Plan would be appropriate.
- A member of the school's Attendance Team will attend the Attendance Panel Meeting (Headteacher, SENCo, Attendance Lead) alongside either the class teacher (authorised absence) or a member of the Senior Leadership Team (unauthorised absence).
 - Targets and support will be agreed
 - A Family Early Help Assessment (FEHA) may be offered to parents/carers and put in place if agreed and referrals to outside agencies as appropriate e.g. Changing Lives, York Mind, The Island, School Wellbeing Service.

- Alternative Provision and/or a short-term reduced timetable will be considered at this stage to increase engagement.
- A request for a Managed Move may also be considered with parent/carer consent and referred through Fair Access.
- The Attendance Focus Group will make a referral to the Principal Education and Welfare Officer and may contact the Multi-Agency Support Hub (MASH) with reference to educational neglect. A Fixed-Penalty notice or warning may be issued. If attendance continues to be an issue, the Local Authority will consider legal proceedings following case review by the School Attendance Adviser and Inclusion Adviser. These are then considered for approval by the Assistant Director (Education). A penalty notice means that parents/carers have to make a payment of either £80.00 or £160.00 per parent/carer, per child, depending on when they pay the penalty notice.

7. Attendance monitoring

At Dringhouses Primary School, we prioritise attendance at school to ensure that children achieve the best possible academic and social and emotional outcomes in life. The better a child's attendance the higher they achieve and research shows that attendance levels at primary school have an impact on GCSE results at the end of secondary school. Higher overall absence leads to lower attainment at KS2 and KS4.

7.1 Monitoring attendance

The school will monitor attendance and absence data (including punctuality) daily, weekly, half-termly, termly and yearly across the school and at an individual pupil, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The school has granted the DfE access to its management information system so that attendance data can be accessed regularly and securely.

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 benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of weekly, half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 7.4 below)
- Provide regular attendance reports to school senior leaders and class teachers, to facilitate discussions with pupils and families, and to the governing board and other school staff (including the special educational needs co-ordinator, designated safeguarding leads and pupil premium lead)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

7.5 Impact

- Good attendance at school will be evidenced in whole school, group and individual attendance records and comparisons with local and national averages.
- It will also be evidenced through children's articulation of the value of education during pupil voice sessions and good attendance will have a positive influence on attainment and progress data.
- Parents and carers should also feel well informed about attendance throughout their child's time in school and know how they can access support both from school and other agencies.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum bi-annually by the Leadership Team and Governing Body.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND Policy
- Equality Policy
- Supporting Children with Medical Needs in School
- Complaints Policy

Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open

Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

APPLICATION FOR LEAVE OF ABSENCE

WHAT THE LAW SAYS:

Schools are regularly audited to ensure that they are following government guidelines and policies. Time off for leave of absence for any reason, including family holidays is not an automatic right.

Schools are expected **not to authorise** requests for **family holidays** unless there are **exceptional** circumstances. For example:-

- Service personnel who are prevented from taking holidays outside term time if the holiday will have minimal effect to the pupil's education
- When a family needs to spend time together to support each other during or after a crisis
- Any other circumstances that the headteacher considers to be exceptional.

It is also expected that headteachers **will not authorise leave** where the following apply:-

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday
- Period overlaps with beginning or end of term

WHAT THE HEADTEACHER WILL DO:

Each request for leave of absence will be considered on its own merits. In deciding whether to authorise a request for leave of absence, the Headteacher will consider:

1. The exceptional circumstances outlined in the request
2. Your child's historical attendance record
3. The time of the school year

PLEASE REMEMBER:

- **There must be exceptional circumstances for requesting any leave of absence and these must be stated on the form overleaf.**
- **All absence requests must be made by submitting this form to the school in advance of the planned absence.**
- It is advisable, where possible, to give a minimum of 7 days' notice in order for your request to be processed by the school office prior to the start of your absence.
- Parents can be issued with a Fixed Penalty Notice where they take a holiday in term time which is not authorised by the headteacher.