

# Pupil Attendance Policy



**September 2024**

# **Pupil Attendance Policy**

## **Introduction**

Regular school attendance is essential if children are to enjoy their education and make good progress.

At Coleshill Heath School, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Some pupils find it harder than others to attend school. This policy sets out how school staff will work with pupils, parents, and partners to promote, encourage and support regular attendance at school and remove any barriers to attendance.

## **Aims**

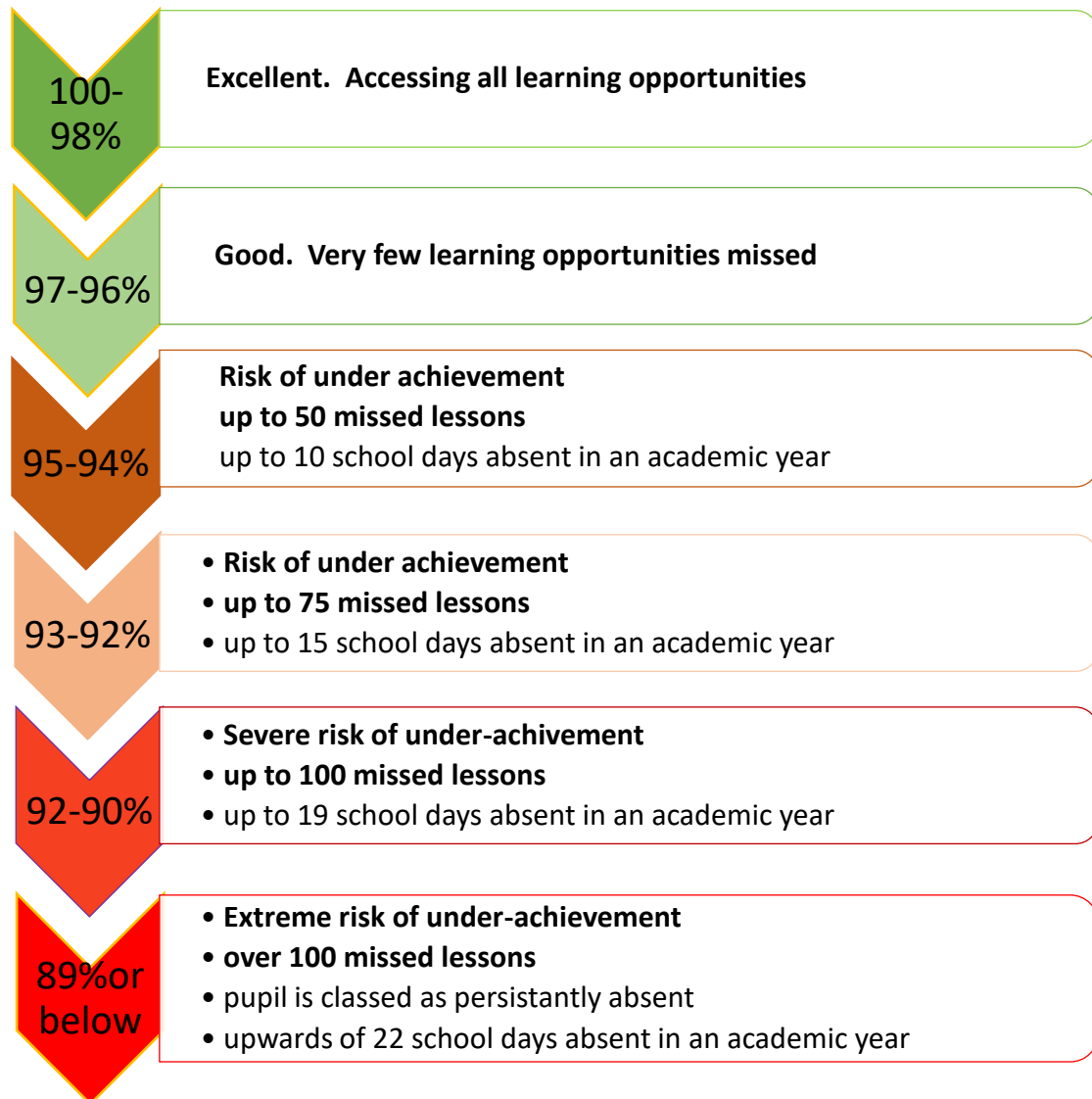
- To set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality.
- To improve children's attainment through good attendance.
- To make attendance a priority for everyone.
- To ensure there is a clear process to identify and address emerging attendance concerns
- To work effectively with parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance.

To achieve these aims for our pupils, we are committed to the following:

- to provide an environment that complies with DFE and Public Health England Guidance.
- a welcoming, stimulating and safe learning environment;
- for all staff to feel happy to come to school to work with pupils, developing them to their full potential:
- to listen to parents and pupils to understand barriers to attendance:
- build trusted relationships with parents and pupils where attendance concerns can be discussed, understood:
- to set high expectations of our pupils and all staff;
- a broad, balanced and relevant curriculum;
- to recognise and celebrate achievements in all areas of school life;
- equal access to all aspects of the curriculum and school life;
- high quality teaching using a variety of teaching strategies;
- a range of resources that are effectively used to support and challenge learning;
- to provide experiences, which will develop our pupils' spiritual, moral and cultural understanding;
- to support, guidance and training for all those who teach and work with our children;
- to foster and maintain links with our wider community.

### Expected levels of attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success. At Coleshill Heath School we expect all children to achieve attendance that is at least 96%.



### Attendance partnership expectations

**We expect the following from all of our pupils:**

- that they attend school regularly;
- that they arrive on time and are appropriately prepared for the day, having eaten breakfast or attend breakfast club;
- that they will tell a member of staff about any problem or reason that may prevent them from attending school.

### **We expect the following from parents and carers:**

- to ensure their children attend school regularly and punctually;
- to ensure that they contact the school, as soon as is reasonably practical, whenever their child is unable to attend;
- to ensure that their children arrive in school well prepared for the school day, having eaten breakfast;
- to talk to a member of school staff about any problem or reason that may prevent them from attend of school.

### **Parents and pupils can expect the following from school:**

- early contact with parents when a pupil fails to attend school without providing good reason;
- regular, efficient and accurate recording of attendance;
- support and agreement on appropriate plans to approve attendance.
- follow up support if needed.

### **Roles and responsibilities for attendance**

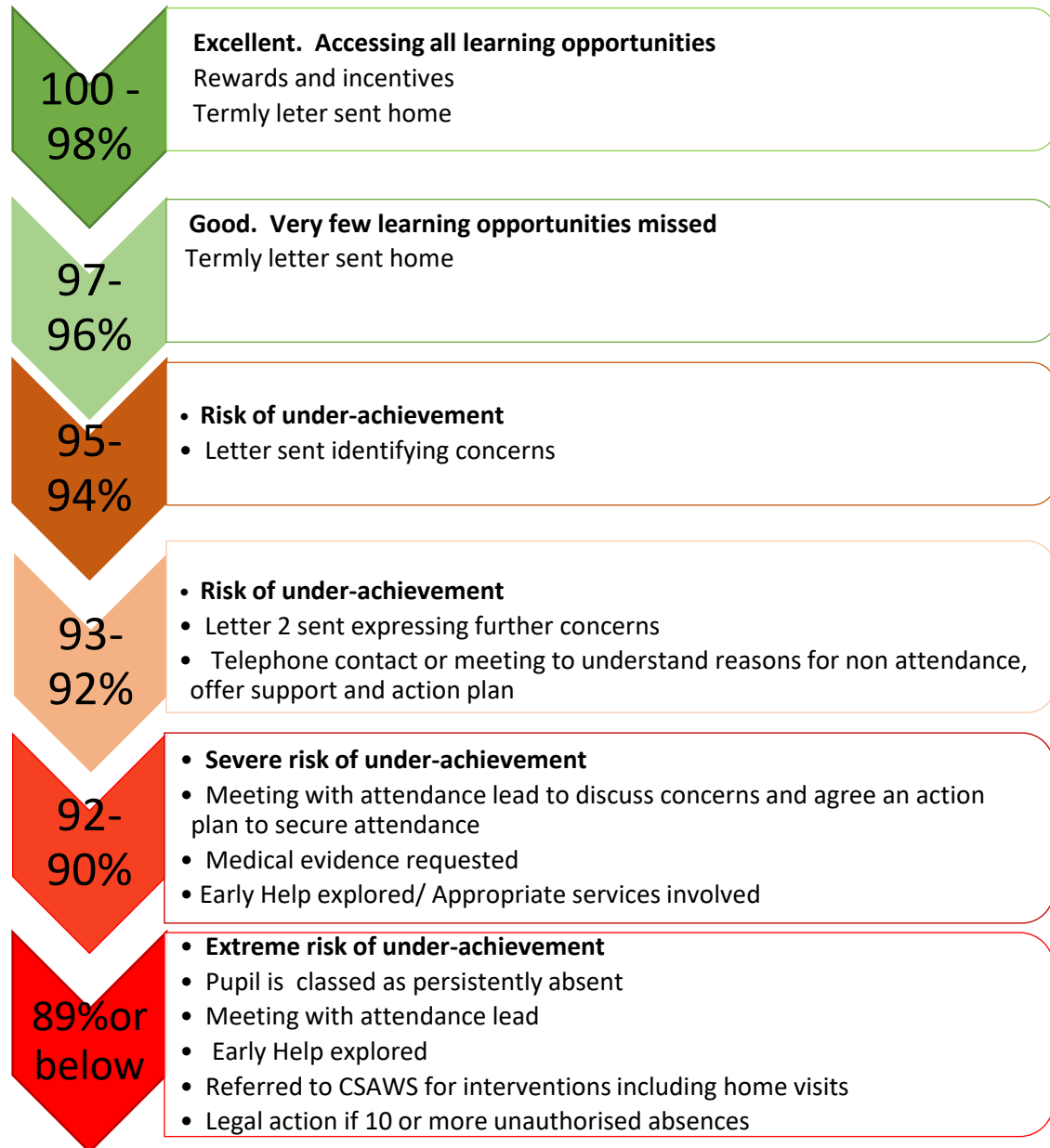
- Coleshill Heath School has an Attendance Champion, a named senior member of staff with responsibility for attendance issues, Miss Rachel Thomas and can be contacted on 0121 779 8070.
- Members of school staff both teaching and non-teaching have responsibility for attendance issues in school.
- **If you have a concern about your child's attendance your first point of contact is Miss Moore.**
- Attendance matters are reviewed by the Head and members of the senior management team.
- Attendance issues are reported termly to the Governing Body.
- School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.
- We believe that through attending school every day on time children and young people will get the best possible start in life.

| Name   | Role   | Responsibilities   |
|--|--|--|
| Governor Representation  | Schools Governors                                    | <ul style="list-style-type: none"> <li>• Ensure compliance with relevant legislation (eg pupil registration, attendance registers)</li> <li>• Reviewing school attendance</li> <li>• Agreeing and Reviewing School Policy</li> </ul>   |
| Miss Nicole Fowles/<br>Miss Rachel Thomas                      | Head Teacher /<br>and / or<br>Attendance<br>Champion | <ul style="list-style-type: none"> <li>• Compliance with relevant legislation</li> <li>• Data analysis and Strategic Plan for attendance.</li> <li>• Implementing school policy and leading on whole school approach.</li> <li>• Authorising/unauthorising absences</li> <li>• Responding to leave of absence request</li> <li>• Ensuring there are clearly defined roles and responsibilities for attendance</li> <li>• Ensuring all staff have appropriate training</li> <li>• Overview of clear and escalating interventions</li> <li>• Evaluation of interventions.</li> <li>• Promoting school attendance.</li> <li>• Responsibility for links with CSAWS and the LA Statutory Team.</li> </ul> |
| Class Teachers   | Class Teachers                                       | <ul style="list-style-type: none"> <li>• Marking registers</li> <li>• Promoting importance of regular school's attendance</li> <li>• Providing early warning of attendance concerns</li> <li>• Positive role modelling</li> <li>• Following policy and procedures consistently.</li> </ul>   |
| Miss Carla Moore   | Family Welfare<br>& Safeguarding<br>Lead             | <ul style="list-style-type: none"> <li>• Identifying children whose absence needs further follow up action in line with the school absence procedure.</li> <li>• Producing attendance reports</li> <li>• Escalating interventions including attendance support meetings</li> <li>• Communication with CSAWS.</li> </ul>  |
| Miss Rebecca Worrall<br>Mrs Jayne Perry<br>Mrs Denise Dunleavy | School Office  | <ul style="list-style-type: none"> <li>• Maintaining registers</li> <li>• First day calling/text messages</li> <li>• Late arrivals</li> <li>• Process for clearing registers</li> <li>• Administration of school attendance letters, leave of absence letters etc</li> </ul>   |

- Attendance matters are reviewed by the head and members of the senior management team.
- Attendance issues are reported, on a minimum termly basis, to the Governing Body.
- School will liaise with the Local Authority Attendance Support Team at a minimum, termly
- School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

### Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.

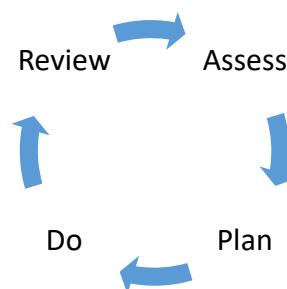


## Support

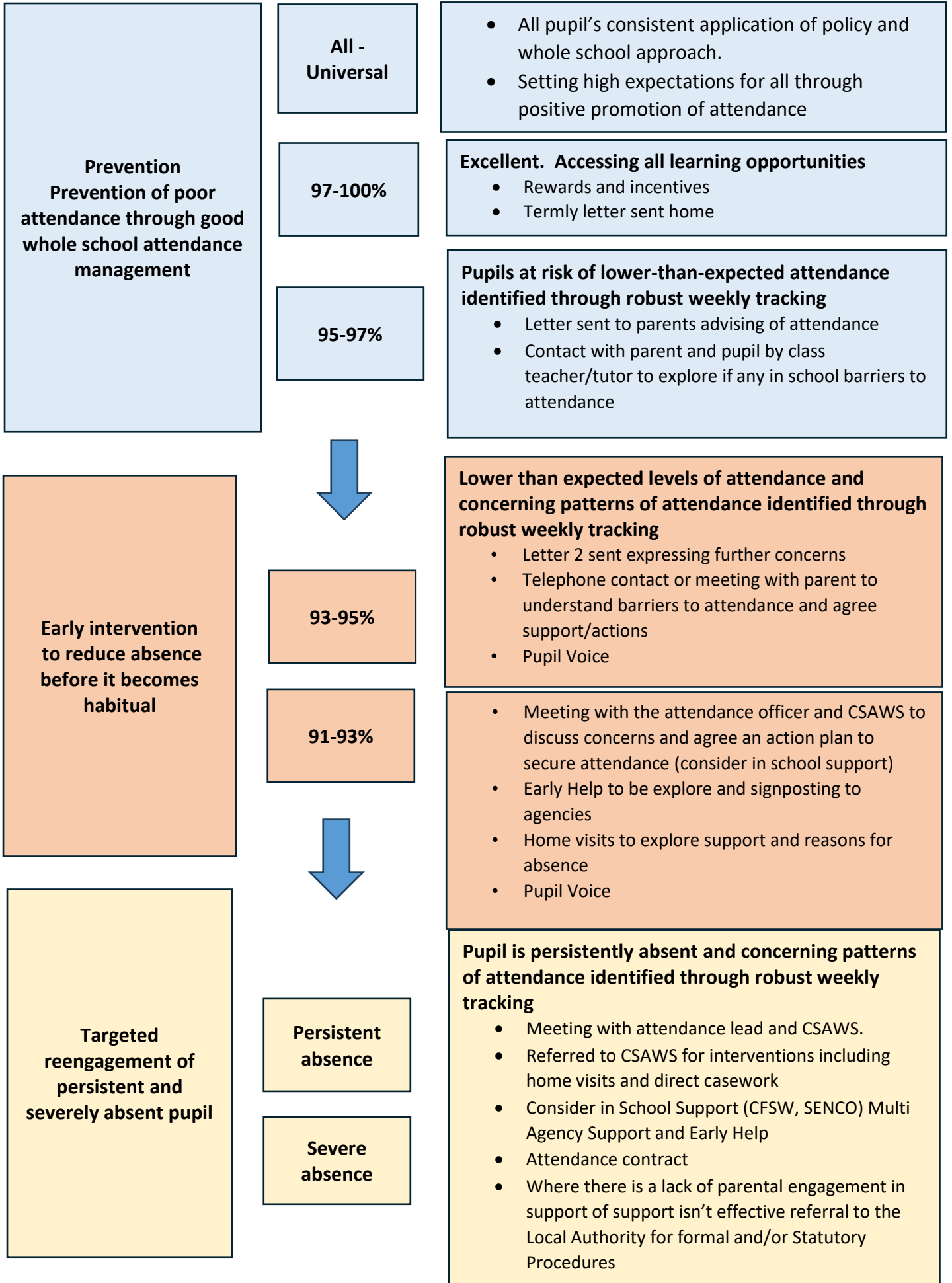
**Our school procedures follow a support first model expectations set out by the Department for Education in the guidance Working Together to improve school attendance (September 2024).**

Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.
- Formal Statutory Interventions where support has not been effective or engaged with.
- We will use attendance data, daily, weekly, half termly and termly to identify children whose attendance is declining and any concerning patterns of attendance.
- We will support pupils' parents and carers by working together to address any in-school barriers to attendance.
- Where barriers are outside of the school's control, we will discuss and offer support to parents, carers and pupils also signposting to the right voluntary support.
- Some students find it harder than others to attend school and will need targeted or specialist support.
- Attendance plans will consider individual needs.
- We will use a Graduated Response - Assess, Plan, Do, Review, to inform all plans of intervention at each stage including offers of support either formal or informal
- Attendance plans will be reviewed and where improvements haven't improved and barriers to attendance continue plans will be reviewed to understand the reasons for lack of change.



- Records will be kept of attendance interventions and action plans





## **The Solihull Inclusion Team: Formalising support & Legal Interventions**

The School Attendance Champion is responsible for liaising closely with the Local Authority's Attendance Service and will follow their standard approaches in managing attendance issues.

Where all voluntary support options have not been successful, or have not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.

Solihull Inclusion Team can use the following legal interventions/formalised support; Attendance Contracts, Notice to Improve, issue of Penalty Notices, Education Supervision Orders, Attendance Prosecution, consideration of application of Parenting Orders.

The above voluntary support options are not appropriate for an unauthorised Leave of Absence in term time.

Prosecutions for non-school attendance must be conducted in line with the LA Non-school attendance and Penalty Notice code of conduct and the Code for Crown Prosecutors and must pass the evidential and public interest tests.

### **Legislation and statutory interventions**

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full-time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996

### **Penalty Notice Regulations 2024 and Statutory Guidance**

Schools must consider whether a penalty notice (fine) is appropriate in each individual case where one of their pupils reaches the national threshold of 10 unauthorised absences in a rolling 10-week period.

If school considers that the trigger has been met a penalty notice is appropriate they will refer to the Local Authority in line with the Local Authority Code of Conduct.

If the Local authority issues a penalty notice it is per parent per child/ The first penalty notice issued to a parent will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

If the threshold is met a 2<sup>nd</sup> time in three years and a 2<sup>nd</sup> Penalty notice is issued to the same parent in relation to the same child – this will a flat rate of £160 if paid within 28 days.

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

### **Promoting Attendance and Preventing Absence**

Recognition is in place to encourage children to attend school every day where possible and be punctual. This enables children to take the best advantage of the education provided in school.

#### **Termly - Autumn, Spring and Summer**

- Attendance assembly
- Certificates and Badges for 100%
- Certificates for 97% - 99%
- Golden Tickets for weekly 100% attendance.
- Weekly award for classes (KS1 & KS2) with highest attendance.

#### **End of the Academic Year**

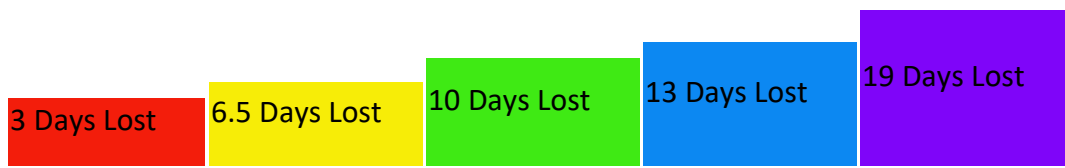
- As above and:
- End of year attendance assembly
- Golden 100% attendance certificate.
- **Whole school** attendance reward day.

*NB: Medical appointments, if medical evidence is provided, are always taken into account.*

### **School Day and Punctuality**

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



*5 Minutes Late 10 Minutes Late 15 Minutes Late 20 Minutes Late 30 Minutes Late*

(Over one academic year)

To access the most of the school day we ask parents to ensure that their children are **“in the line for 10 to 9” (8.50am)**.

Children arriving after **8.55am** will be late for school and have to report to the school office.

Where a pupil arrives after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes). (This must be no more than 30 minutes after the register opens Working together to improve attendance 2024)

**School registration will close at 9.20am.**

The registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable. Pupils who have 10 or more U codes will be referred to the Education Enforcement Team for the issue of a penalty notice.

### **Absence**

If a child is absent from school parents should contact the school on the 1<sup>st</sup> day of absence to inform the school of the reason for absence. Parents are expected to maintain contact with the school throughout the absence.

At 9.30am the school registers are checked for any absences where there has been no contact by parents and reason given.

School staff will send messages to parents to ascertain a reason for the child’s absence from school. If parents do not inform school of the reason for absence, then this will be classed as unauthorised.

If staff are concerned about a child’s absence, or there is no response to messages, they will follow the process as detailed in Appendix 1. This includes telephone calls to parents, other emergency contacts, home visits, referrals to the CSAWS attendance and welfare officer and to the police for a safe and well check.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance Guidance 2024).

If the pupil has a social worker or a youth offending worker, they will be notified of any absences with no reason provided

**It is imperative that at least two up to date contact numbers and details are provided to school.**

**Schools are required to hold more than one up to date emergency contact per child (KCSIE 2023). Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.**

### **Illness**

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school they should follow the above absence process.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to pupils, particularly for long term illness.

**The types of scenario's when medical evidence may be requested include:**

- Attendance is less than 92%.
- There are frequent odd days absences due to reported illness.
- The same reasons for absence are frequently repeated.
- Child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence.
- Where there is a particular medical problem and school may need evidence to seek additional support/provide support.

### **Medical appointments**

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, parents should request permission for their child to be absent in advance whenever possible. Only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter or card prior to the day of the appointment. Absences will only be authorised when this information has been received.

### **Other reasons for absences**

Other reasons for absence must be discussed with the school each time. Notes will not necessarily be accepted as providing valid reasons. The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

### **Religious Observance**

School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends, and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies may be contacted to verify these occasions.

### **Traveller Absence**

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must advise school of their forthcoming travelling patterns before they happen; and inform the school regarding proposed return dates.

School will authorise absence of Traveller children if their parent(s) are engaged in a trade or business that requires them to travel from place to place and has given indication that they intend to return.

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

### **Unacceptable reasons for absence**

These may include:

- Shopping
- Birthday treats and trips
- Looking after others at home
- Non-urgent medical or dental appointments.

Please refer to Solihull Local Authority processes for school absences. The most up to date version can be found on the Solihull Metropolitan Borough Council Website.

### **Requests for leave of absence (exceptional circumstances)**

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

#### Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an "unauthorised" absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

### **Procedure for requesting a planned absence**

- All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form (Appendix 2) and submit this to the school at least two weeks prior to the date required. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.
- DFE guidelines make clear that leave of absence during term-time should be regarded as exceptional. An example that can be given is that during 2012 London Olympics all police leave was cancelled. As a result for that specific timeframe it was agreed that requests for leave for the children of police officers affected by the cancellation of their leave would be treated as exceptional.
- If a parent/carer considers they require their child to have a leave of absence for exceptional circumstances they should complete the absence request form which can be obtained from the school office (Appendix 2). There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Headteacher.
- Where the Headteacher is satisfied that there **are** exceptional circumstances to warrant the request of the leave of absence but has additional concerns such as the timing of the absence, the pupil's attendance record, they may use the absence leave calculator.
- If the Headteacher deems that the reasons for the request are exceptional and authorises the absence, a letter confirming that the request has been authorised will be sent to the parent/carer (Appendix 3: model pro forma).
- If the Headteacher deems that the reasons are not exceptional, then the leave of absence will not be authorised. A letter informing the parents of this decision for each child and warning of the legal implications of the absence if taken will be sent to each parent. The letter provided in this guidance (Appendix 4) must be used.
- If once notified in writing of the decision to unauthorise the leave of absence, the absence is taken it will be marked as an unauthorised absence on the pupils register. If the trigger of 10 unauthorised absences (sessions) is met, then the absences should be referred immediately to the Education Enforcement Team for consideration and could result in the issue of a fixed penalty notice.

### **Reintegration of Long-Term Absentees**

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

#### Key Principles

- We should always keep in touch with a student/and his/her family during a long absence.
- We should always make sure he/she is welcomed back.
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.

Headteacher and SENCO to consider a phased return where appropriate. This needs to be considered in line with the Solihull LA process and procedure, which includes seeking expert advice from relevant professionals and co-ordinating a multi-agency meeting. Consideration needs to be given to any special needs the pupil may have and appropriate support identified.

Consideration must be given to a package of support which may include providing a mentor (staff member/student).

Class Teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

### **Attendance, Safeguarding and Children Absent from Education**

A child absent from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that go absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2024 regulation 13).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 9 of the Education (Pupil Registration) (England) Regulations 2024.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2024 regulations

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 9(1), sub-paragraphs (h) and (i).

This Attendance Policy is part of a broader suite of Safeguarding policies including the school's Child Protection Policy and Procedure.

### **Truancy within school**

Coleshill Heath School monitor attendance twice daily using the registers, in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, the Attendance Officer is informed and staff alerted to find missing pupils.



If pupils cannot be located and are suspected of leaving school premises, parents will be informed and the police notified of a missing child.

### **Alternative Education Providers**

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Coleshill Heath School. Attendance to approved alternative providers is monitored. When Pupils are Dual registered at another school or alternative provider their attendance will be recorded in the register as a D code (on days they are required to attend the other school/provision). The other school/provision will record the attendance of absence. For children who are Educated off site but not dual registered their attendance will be recorded in Coleshill Heath School register as a B code if they are confirmed present or the appropriate absent code if absent. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Coleshill Heath School.

### **Registers**

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

Every half a day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence is where the Headteacher has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the Headteacher. [see The Education (Pupil Registration) (England) Regulations 2006 (SI No. 2006/1751) – reg 7(1)].

There are procedures in place to resolve unexplained absences within two weeks. School complies with and uses the DFE compulsory national attendance codes to categorise absence (Appendix 5).

### **Use of Attendance data**

All schools must provide their attendance data to the DFE, most schools use their management information systems to send their data via school census. The figures returned are then published by the DFE as part of the annual publication of school statistics.

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

Attendance is reviewed at a minimum half termly, where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers on school's behalf.

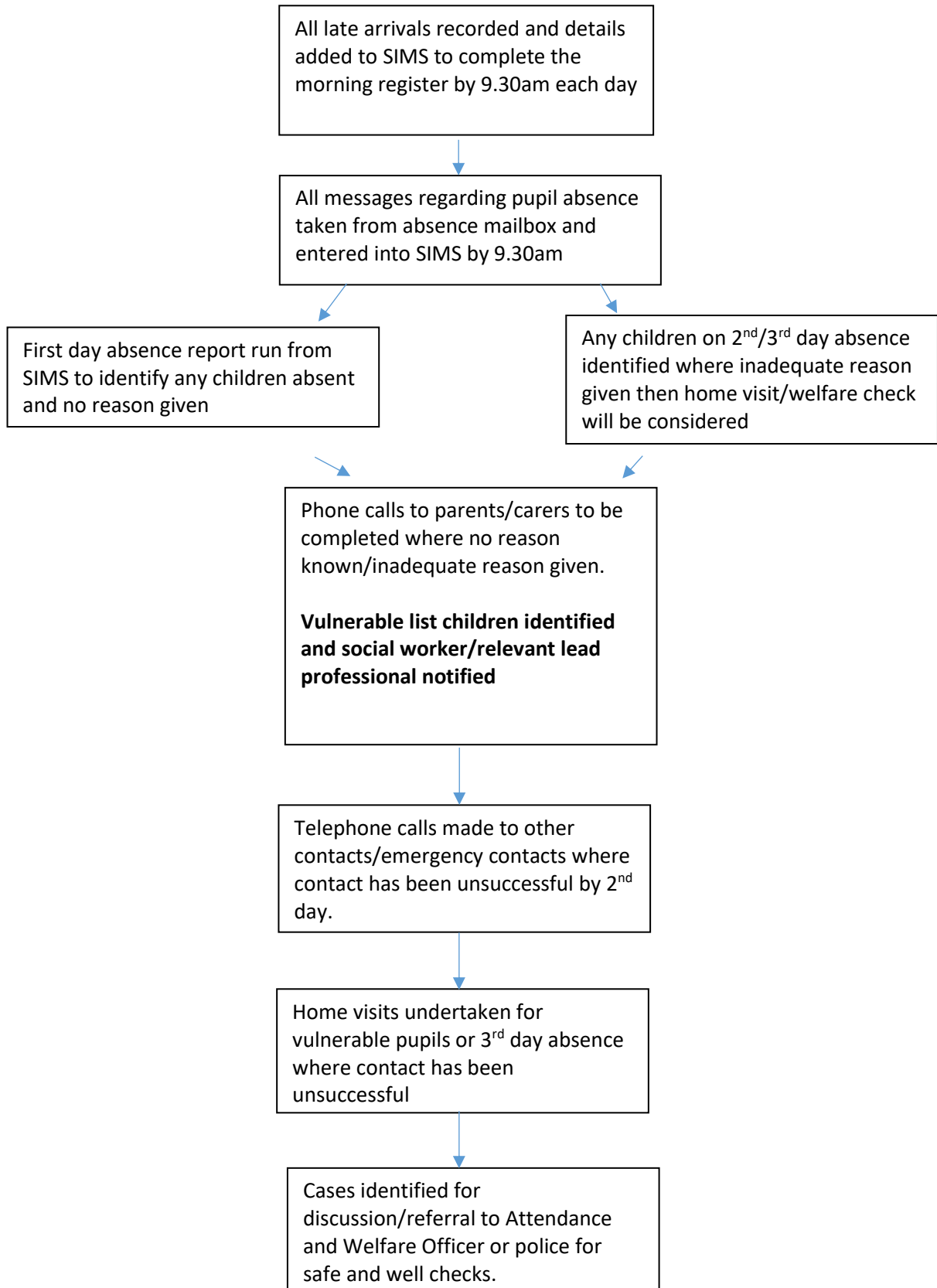
Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes and in Attendance Targeting Meetings at least termly in line with "Working together to Improve Attendance 2022"

The Headteacher will analyse attendance data half termly for whole school and groups of pupils. This will be shared with governors and used to inform the strategic plan to improve school attendance.

Attendance Data will be shared with class teachers in preparation for Pupil progress reviews and parents' evenings and to target interventions.

## Appendix 1

### Coleshill Heath School Absence Procedure



**Appendix 2**

**Coleshill Heath School**  
**Absence Request Form**

**Form to be returned to the school office with a minimum of two weeks notice**  
**Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.**

|  |             |
|--|-------------|
| Name of Pupil .....  | Class ..... |
| Date of birth .....  |             |
| <p>Please detail below the <b>exceptional circumstance</b> why you are requesting to take your child out of school. You may be invited into school to discuss your request with Miss Fowles, Headteacher or Miss Budd, Deputy Headteacher<br/>(please attach your supporting evidence)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |             |
| Address.....   |             |
| Leave of absence from date..... to date .....<br>Number of schools days that your child will be absent from school .....   |             |
| Signature .....  | Date .....  |
| Name of Parent/Carer .....   |             |

**Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Welfare Officer for consideration which could result in a Penalty Notice.**

**For School Use:**

Previous requests for leave of absence                      Yes / No      Attendance ..... %

Evidence provided for exceptional circumstance                      Yes / No

Arrange to meet with Parent/Carer                      Yes / No      Date & time .....

**Authorised**        **Unauthorised**        **By Headteacher**

## Appendix 3

### Authorised Exceptional Leave of Absence Standard Letter

TO THE PARENTS OF:-

Dear Parents,

Thank you for your recent leave of absence request form.

I write to confirm that on this occasion I am able to authorise your child's leave of absence.

Requests for leave of absence are never taken lightly and in making this decision I have accepted your reason and evidence for the exceptional circumstance.

Yours sincerely,

Headteacher

cc Class Teacher/File

## Appendix 4

### Unauthorised Leave of Absence Letter

TO THE PARENTS OF:

Dear (*inset name of parent. An individual letter should be sent to each parent, for each child as each is potentially a separate offence and a penalty notice may be issued to each parent for each fine*)

#### **Re Leave of absences request for (*pupil name dob*)**

Thank you for your recent leave of absence request form.

On this occasion I am not able to authorise your child's leave of absence.

**Section 444 of the Education Act 1996** states that: If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.

This means that children are expected to attend school every day unless the reason for their absence is unavoidable, such as illness.

I have carefully considered the request and do not accept that the absence is unavoidable.

If you decide to go ahead with your proposed leave of absence, (*pupil name*) absence will be marked as unauthorised. These unauthorised absences are referred to Solihull MBC and this may result in a Penalty Notice payable up to £160 fine for failure to comply with the law.

If you wish to discuss this matter further please contact myself or the Education Welfare Service on 0121 779 1737

Yours sincerely,

Headteacher

c.c. Class Teacher/File

## Appendix 5

### Child who has taken leave of absence without requesting

Dear (*inset name of parent. An individual letter should be sent to each parent, for each child as each is potentially a separate offence and a penalty notice may be issued to each parent for each fine*)

**Child:**

**DOB:**

**Class:**

#### **Re Leave of absences request for pupil detailed above**

It has come to my attention that your child was absent from school due to a Leave of Absence taken in Term Time. I understand this absence was due to **...example: Family Holiday/funeral** as (**state how you know EVIDENCE IS REQUIRED examples: (first day calling, social media, pupil information)**). As stated in the school policy and previous communications to parents, I am not able to authorise your child's absence.

**Section 444 of the Education Act 1996** states that: If a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence.

(*name of child*) absence of (*how many sessions*) will be marked in the register as unauthorised. These unauthorised absences will be referred to Solihull Council and may result in a Penalty Notice being issued to each parent. The Penalty Notice is a fine of up to £160 for failure to comply with the law on school attendance.

Yours sincerely

Headteacher

## Appendix 6

### Attendance Codes, Descriptions and Meanings

| National Attendance and Absence Codes |   |   |
|---------------------------------------|---|---|
| Code                                  | Meaning   | Statistical Value                                     |
| /                                     | Present at school AM  | Attending (Present)                                   |
| \                                     | Present at school PM  | Attending (Present)                                   |
| L                                     | Late arrival before register is closed  | Attending (Present)                                   |
| K                                     | Attending Education provision arranged the LA (cannot be used where the provision arranged is online tuition – must use C code for these circumstances)   | Attending an approved educational activity (present)  |
| V                                     | Attending an Educational visit or trip  | Attending an approved educational activity (present)  |
| P                                     | Participating in a Sporting Activity<br>P code can only be used if the pupil is present at the activity   | Attending an approved educational activity (present)  |
| W                                     | Attending Work Experience   | Attending an approved educational activity (present)  |
| B                                     | Attending any other approved Educational Activity (must be physically supervised by someone who the school have commissioned to educate the pupil – cannot be their parent). This code cannot be used for online tuition) | Attending an approved educational activity (present)  |
| C1                                    | Leave of absence – performance or regulated employment abroad   | Authorised absence                                    |
| M                                     | Leave of absence for Medical or dental Appointment  | Authorised absence                                    |
| D                                     | Dual Registered at another school   | Not a possible attendance (neither present or absent) |
| J1                                    | Leave of absence for interview  | Authorised absence                                    |
| S                                     | Leave of absence for Studying for public examination  | Authorised absence                                    |
| X                                     | Non – Compulsory School age pupil not required to attend school   | Not a possible attendance                             |
| C2                                    | Leave of absence – compulsory school age pupil subject to part time / reduced timetable   | Authorised absence                                    |
| C                                     | Leave of absence for exceptional circumstances (includes online tuition/remote learning circumstances – whether arranged by the school/LA)  | Authorised absence                                    |
| T                                     | Parent travelling for occupational purposes   | Authorised absence                                    |
| R                                     | Religious Observance  | Authorised absence                                    |
| I                                     | Illness (not medical appointment)   | Authorised absence                                    |
| E                                     | Suspended or Permanently excluded with no alternative provision made  | Authorised absence                                    |
| G                                     | Leave of absence not granted by school  | Unauthorised absence                                  |
| N                                     | Reason for absence not yet established  | Unauthorised absence                                  |
| O                                     | Absent in other or unknown circumstances  | Unauthorised absence                                  |
| U                                     | Arrived in school after registration closed   | Unauthorised absence                                  |
| Q                                     | Unable to attend school because of lack of access arrangements (travel)   | Not a possible attendance                             |
| Y1                                    | Unable to attend due to transport normally provided not being available   | Not a possible attendance                             |
| Y2                                    | Unable to attend due to widespread travel disruption (e.g. train strikes)   | Not a possible attendance                             |
| Y3                                    | Unable to attend due to part of the school premises being closed (e.g. RAAC)  | Not a possible attendance                             |
| Y4                                    | Unable to attend due to the whole school site being unexpectedly closed (e.g. burst water mains)  | Not a possible attendance                             |
| Y5                                    | Unable to attend as pupil is in criminal justice detention  | Not a possible attendance                             |
| Y6                                    | Unable to attend in accordance with public health guidance or law (e.g. Covid self-isolation, measles 21 days where contact if unvaccinated)  | Not a possible attendance                             |
| Y7                                    | Unable to attend because of any other unavoidable cause   | Not a possible attendance                             |





|                            |  |
|----------------------------|--|
| Policy Name:               | <b>PUPIL ATTENDANCE POLICY</b>                         |
| Staff Responsible:         | Miss N Fowles/Miss R Thomas                            |
| Governor Responsible:      | Mrs M Fitter   |
| Date for Review:           | September 2025   |
| Signed Headteacher:        | Miss N Fowles  |
| Signed Chair of Governors: | Mrs M Fitter   |
| Date Approved:             | Full Governing Board – 25 <sup>th</sup> September 2025 |