



Attendance Policy Pupils

Document Date: 19th August 2024

Policy Reviewed and Adopted by Trustees: October 2024

Date of Next Review: 1st September 2026

Responsible Officer: Mrs M Beckett

1. Introduction

Hawes Side Academy recognises that good attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances. The pupils with the highest attainment at the end of key stage 2 have higher rates of attendance over the key stage compared to those with the lowest attainment.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carer (referred to as 'parents' for the purposes of this policy) to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at Hawes Side Academy, they have an additional legal duty to ensure their child attends the academy regularly. This means their child must attend every day that we are open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the academy.

This policy 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

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 School Attendance (Pupil Registration) (England) Regulations 2024
- <https://www.legislation.gov.uk/ukxi/2006/1751/contents>The Education (Penalty Notices) (England) (Amendment) Regulations 2013 and the 2024 amendment
- <https://www.legislation.gov.uk/ukxi/2013/757/regulation/2/made>It also refers to:
- School census guidance updated 2024
- Keeping Children Safe in Education 2024
- Mental health issues affecting a pupil's attendance: guidance for schools [2023](#)
- Equality Act 2010

Linked Documentation

<https://www.blackpool.gov.uk/Residents/Education-and-acadmeys/Information-for-parents-and-carers/Acadmey-attendance.aspx>

3. Roles and Responsibilities

Hawes Side Academy has a positive, proactive approach towards attendance matters and encourages parents to take an active role in their child's education. Parents play a major role in improving levels of attendance and punctuality and reducing absence. The relationship between home and academy is a vital part of a child's positive education and care.

Key Staff:

- Principal – Mrs Boothroyd
- Assistant Principal and designated senior leader– Mrs Beckett
- Attendance Officer – Mrs Fleckney
- Administration Officer – Mrs Hayley-Davies
- Link Trustee – Mrs J Hirst
- Pupil Welfare Officer (PWO) – Ms Collins

3.1 The governing board

The governing board is responsible for:

- Setting high expectations of all academy leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the academy records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the academy 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 academy's policies and ethos
- Making sure the academy'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 academy has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- 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 academy and repeatedly evaluating the effectiveness of the academy's processes and improvement efforts to make sure they are meeting pupils needs
- Where the academy 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 academy's legal requirements for keeping registers
 - The academy'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 principal to account for the implementation of this policy

The link trustee with responsibility for monitoring attendance is Mrs J Hirst.

3.2 The Principal:

The principal is responsible for:

- The implementation of this policy at the academy
- Monitoring school-level absence data and reporting it to trustees
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Considering a request to the local authority for a penalty notice, where the national threshold is met
- 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
- 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 academy'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 (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the academy
- Setting a clear vision for improving and maintaining good attendance
- 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 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
- Delivering targeted intervention and support to pupils and families

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the principal
- Working with pupil welfare officers (PWO) to tackle persistent absence
- Advising the Principal and/or the designated senior leader when the national threshold to consider a penalty notice is met

3.5 Class teacher

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, indicating a mark to show if the pupil is present or absent. They are responsible for submitting this

information to the school office promptly by 9.05am for the morning session and by 1.25pm for the afternoon sessions.

3.6 School office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the academy system
- Record and share daily absence data with the designated senior leader and attendance officer

3.7 Parents

Where this policy refers to a parent, it refers to the adult the academy 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
- 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
- Call the academy 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
- Provide the academy with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the academy day
- Seek support, where necessary, for maintaining good attendance, by contacting the family support worker.

3.8 Pupils

Pupils are expected to:

- Attend school every day, on time

3.9 All Academy Staff:

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any pupils' concerns
- Be aware of factors that can contribute to non-attendance
- See pupils' attendance as the responsibility of all academy staff
- Participate in training regarding academy systems and procedures

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 at the start of the first session of each school day and once during the second session. It will mark, 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:

- [For pupils of compulsory school age] 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

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

The school day starts at 8.45am with the doors opening and ends at 3.15pm for reception and KS1 and 3.20pm for KS2.

Pupils must arrive in school by 9am on each school day.

The register for the first session will be taken by 9.05am and will be kept open until 9.30am. The register for the second session will be taken at 1.25pm and will then close.

4.2 Unplanned absence

If a child is absent from the academy, the parent/carer must:

- Contact the academy on the first day of absence before 9.00 am to notify them of the absence either by telephone or in person. Telephone messages may be followed up with a call from the academy to discuss the absence so that a decision whether to authorise the absence can be made
- Contact the academy on every further day of absence, again before 9.00 am
- Ensure that their child returns to the academy as soon as possible and provide any medical evidence, if requested, to support the absence
- Medical evidence may be requested if the academy has genuine and reasonable doubt about the authenticity of a pupil's illness. Examples of medical evidence could include support from a GP or other health practitioner, an appointment card from a health practice, or proof of medication. The principal will then consider this. For health and dental appointments, the expectation is that pupils attend school either side of the appointment unless advised otherwise
- When determining whether a pupil is too ill to attend school, both parent and academy staff can consider the advice contained within the NHS Guidance on School Absence and Childhood Illness 'Is my child too ill for school?'

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If the pupil's absence continues, we will:

- Take into account a pupil's historical attendance and may notify parents when attendance drops below 97%.
- Communicate with the parents/carers where a pupil's attendance falls below 95% and offer support
- Arrange a meeting with the parents/carers to discuss the situation
- Create a personalised action/support plan, such as an attendance contract, to address any barriers to attendance and make clear each person's role in improving the attendance patterns of the pupil
- Offer signposting support to other agencies or services, if appropriate
- Make a request for support from Blackpool Council, Pupil Welfare Service

- Provide the Local Authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded as unauthorised
- Refer the matter to the Local Authority for relevant legal sanctions, if attendance deteriorates following the above actions

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised if the pupil's parent notifies the academy in advance of the appointment. Medical evidence is to be shown to the academy's administrative officer prior to the appointment.

However, we encourage parents to make medical and dental appointments out of academy hours where possible. Where this is not possible, the pupil should be out of the academy for the minimum amount of time necessary.

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 academy can authorise.

4.4 Lateness and punctuality

The times of the start and close of the school day for all pupils:

- Gates open: 8.40 am
- Doors open: 8.45 am
- Morning registration starts: 9.00 am
- Morning registration closes: 9.05am
- End of the school day: 3.15 pm for reception and KS1 and 3.20 pm for KS2

The academy actively discourages pupils arriving late to school and will seek an explanation from parents as pupils who arrive late disrupt lessons. If a pupil misses the start of the day, they can feel unsettled and embarrassed and risk missing vital work and important messages from their class teacher.

A pupil who arrives late:

- Must come into the academy through the school office. If accompanied by a parent, they must sign them in on the Sign In app system providing a reason for their lateness
- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, with a 'U', to show they are in the academy. This will not count as a present mark and it will mean that they have an unauthorised absence

Where a pupil continues to arrive late:

- The academy will contact parents regarding punctuality concerns.
- From time to time, a member of academy staff and/or the PWO will undertake a 'Late Gate' check, greeting late arrivals at the main entrance to the academy
- The academy may refer the family to the Local Authority for sanctions and/or legal proceedings

4.5 Following up unexplained absence

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

- Contact the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the academy cannot reach any of the pupil's emergency contacts, the academy may contact the police
- 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 academy will consider involving the PWO

- 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 the parent may be issued with a notice to improve, penalty notice or other legal intervention (see section 5.2 below), as appropriate]

4.6 Reporting to parents

The academy 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.

5. Authorised and unauthorised absence

Every half-day absence (known as a 'session') from the academy has to be classified by the academy (not by the parent), as either **authorised** or **unauthorised**.

5.1 Approval for term-time absence

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

The principal 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
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

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.

The academy 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 as soon as it is anticipated and, where possible, at least 3 weeks before the absence. Where possible, the request should be made on a leave of absence request form, accessible via the academy office and also found at appendix 2 of this policy. The principal 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 academy 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 academy, but it is not known whether the pupil is attending educational provision

- If the pupil is currently suspended or excluded from the academy (and no alternative provision has been made)
- Other reasons the academy may allow a pupil to be absent from the academy 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 academy
 - Attending another school at which the pupil is also registered (dual registration)
 - Attending provision arranged by the local authority
 - If there is any other unavoidable cause for the pupil not to attend the academy, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the academy premises are closed

5.2 Sanctions

Our academy 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

Under The Education (Penalty Notices) (England) (Amendment) Regulations 2024 our academy **must** consider as soon as practicable, whether a penalty notice is appropriate in each individual case where one of their pupils reaches the national threshold for considering a penalty notice.

Before submitting a request to the local authority for a penalty notice to be issued, the academy 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 academy has under the Equality Act 2010 make issuing a penalty notice inappropriate

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. 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 by the local authority such as a criminal prosecution, which can result in receiving a fine of up to £2500 and/or up to 3 months in prison.

A penalty notice may also be issued by the local authority 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 academy has notified the parents that the pupil must not be present in a public place on that day). These penalty notices are not included in the National Framework, not subject to the same considerations about support being provided, and do not count towards the limit as part of the escalation process. In these cases, the parent must pay £60 within 21 days, or £120.

Notices to improve

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

Where this occurs, the local authority will:

- Issue a formal written Notice to Improve to the parent
- Set a period of 15 school days during which the pupil's attendance will be closely monitored
- Issue a penalty notice through the post if the required level of improvement has not been achieved

6. Strategies for promoting attendance

Excellent attendance is an expectation for all our pupils. At the same time, we use acknowledgement and praise as an integral part of our approach to encourage high standards and improvement. We use this approach to recognise those who maintain good levels of attendance and those who have made significant improvement with their attendance.

We raise pupils' awareness and acknowledge positive punctuality through celebration assemblies.

We raise parents' awareness of the need for excellent attendance by sharing key information in newsletters, displays and through parental meetings.

7. Supporting pupils who are absent or returning to the academy and those who experience barriers to attendance

We recognise that some pupils find it harder than others to attend school and therefore at all stages of improving attendance, we work in partnership with pupils and parents to identify and remove any barriers to attendance. We do this by building strong and trusting relationships and working together to put the right support in place.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these pupils; however, we work with families and pupils to support improved attendance whilst being mindful of the additional barriers faced. We discuss and put in place reasonable adjustments and additional support from external partners, where appropriate.

Under the DfE's statutory guidance, schools are required to submit a sickness return to the Local Authority for all pupils who have missed or are likely to miss 15 or more school days (consecutive or cumulative) due to medical reasons/illness.

8. Attendance monitoring

8.1 Monitoring attendance

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

The academy has granted the DfE access to its management information system so the 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 academy will benchmark its attendance data at whole academy, 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.

8.2 Analysing attendance

The academy 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 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

8.3 Using data to improve attendance

The academy 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 severed absence, and their families (see section 8.4 below)
- Provide attendance information to class teachers, to facilitate discussions with pupils and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- 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

8.4 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 academy's strategy for improving attendance.

The academy 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 academy (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 academy will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)

9. Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum every 2 years. At every review, the policy will be approved by the full governing board.

10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Suspensions and Exclusions 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 provided by school 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 |

**Parental Request form for leave due to exceptional circumstances.
Please note that completing this application does not guarantee that it will be granted**

Date of request:

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------|------------------|
| Name of Children: | First Name | Surname | Year Group/Class |
| | | | |
| | | | |
| If this request is for a holiday please list who is going | | | |
| 1 st date of school absence: | | Last day of absence: | |
| Length of absence applied for (number of school days only): | | | |
| | | | |
| Siblings in other schools: Please note this request / information may be shared with the school in which the sibling/s attend | First Name | Surname | School |
| | | | |
| | | | |
| | | | |
| Contact Details | | | |
| Parents: (e.g. Mother, Father, Step Parent, Grandparent, Carer): | First name: | First name: | |
| | Surname: | Surname: | |
| | DOB: | DOB: | |
| | Address: | Address: | |
| | Postcode: | Postcode: | |
| | Email: | Email: | |
| | Home phone number: | Home phone number: | |
| | Mobile: | Mobile: | |
| Emergency Contact Details (preferably someone who is staying in Blackpool): | First Name: | | |
| | Surname: | | |
| | Address: | | |
| | Postcode: | | |
| | Relationship to the child: | | |
| | Contact Number: | | |

Reason for absence including full explanation including destination (use a separate sheet of paper if necessary). Please supply any supporting documentation you wish to be considered.

The exceptional circumstances are...

Statutory Declaration

Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority.

I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.