Model Attendance Policy

For

September 2026

This model policy is based on the statutory guidance from the Department for Education [DfE]
Working together to improve school attendance - GOV.UK (www.gov.uk)

Lyminster Primary School
Attendance Policy

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents about this policy when their children join our school and regularly thereafter through our school newsletter and other relevant opportunities.

This policy will be reviewed in full by the Governing Body/Trustees on at least an **annual basis**. This policy was last reviewed and agreed by the Governing Body/Trustees on 30/09/2026. It is due for review on **30/09/2027**.

Headteacher:
Policy date: Sept 2026
Review date: Sept 2027

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1. Introduction/Aim

At **Lyminster Primary School**, improving school attendance is a shared responsibility, and a priority that underpins every child's right to learn, thrive and achieve. We value the attendance of all pupils. Missing out on lessons leaves children vulnerable to falling behind and can put them at risk of wider harm. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties at the earliest opportunity possible.

Our attendance policy aims to give clear guidance to staff, parents, pupils, and governors/trustees to:

- Promote a positive and welcoming environment in which pupils feel safe, secure, and valued.
- Promote strong attendance to support pupils' achievement by maintaining the highest possible standards of attendance and punctuality.
- Acknowledge the vital role all staff play in encouraging and sustaining good attendance.
- Establish a clear system for monitoring and responding to pupil absence, taking prompt action to address emerging patterns.
- Build and maintain positive relationships with families to ensure pupils receive the support they need to attend school regularly.
- Encourage effective support structures and champion multi-agency collaboration to improve attendance outcomes.
- Ensure parents understand their legal responsibilities and that all children can access the education to which they are entitled.

2. Legal Framework

This policy is based on the statutory guidance of the Working together to improve school attendance from the Department for Education (DfE).
It also reflects the following legislation:

- Education Act 1996
- Education and Inspections Act 2006
- School Attendance (Pupil Registration) Regulations 2024
- Equality Act 2010
- Keeping Children Safe in Education (KCSiE 2026)

The government expects all schools to:

- Have a clear school attendance policy on the school website which all staff, pupils and parents understand.
- Develop and maintain a whole school culture that promotes the benefits of good attendance.
- Accurately complete admission and attendance registers.
- Have robust daily processes to follow up absence. Regularly monitor data to identify patterns and trends and understand which pupils and pupil cohorts to focus on.
- Have a dedicated senior leader with overall responsibility for championing and improving attendance.

The government expects all local authorities to:

- Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.
- Work with schools in their area to remove barriers to attendance.
- Provide each school with a named point of contact [Dedicated Schools Team link worker] to offer support to families who are experiencing attendance issues.
- Offer opportunities for all schools in the area to share effective practice.

The government expects all parents [*] to:

- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so with good notice.
- Book any medical appointments outside of the school day where possible.

A "parent" is defined as:

- Any natural parent, whether married or not.
- Any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person.

In accordance with the Education Act 1996, we will work with parents and the Local Authority to ensure that they are supported to secure education for children of compulsory school age. Where required, we will formalise support and where necessary, work with the LA to use legal measures.

3. Roles and Responsibilities

At **Lyminster Primary School**, we believe that improving school attendance is everyone's business. It is a shared responsibility by governors/trustees, all school staff, parents, pupils, the wider school community and multi-agency partners. We aim to always work in partnership with our parents.

Role	Name	Contact details
Attendance Lead	Mrs E Gale	01903 713642
Attendance Officer	Mrs S Close	01903 713642
Named Governor/Trustee for Attendance	Mrs J Colacicco	01903 713642

The Governors/Trustees recognise the importance of school attendance and promotes it through the school's ethos and across its policies. They may take an active role in attendance improvement by:

- Supporting their school to prioritise attendance, and work together with leaders to set the whole school culture on attendance and belonging.
- Ensuring school leaders fulfil expectations and statutory duties.
- Using data to understand patterns of attendance, compare with similar schools, identify areas of progress and where greater focus is needed.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Reviewing the school's Attendance Policy on at least **an annual basis**, ensuring that the required resources are available to fully implement the policy, which is published and publicised regularly so that it is easily accessible to pupils, parents and staff.

The Headteacher will:

- Actively promote the importance and value of good attendance to pupils and their families.
- Communicate attendance expectations to parents.
- Make sure all staff know the importance of good attendance and receive the training and professional development required.
- Monitor the implementation and effectiveness of the Attendance Policy and ensure that it is reviewed **annually**.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance, implement effective strategies and review the impact.
- Share information and work collaboratively with the local authorities, and other partners where a pupil's absence is at risk of becoming persistent or severe.

The Attendance lead will:

- Promote and maintain positive relationships with pupils and parents.
- Use data to analyse the attendance of different groups and implement early intervention strategies.
- Oversee the school's attendance management.

All staff will:

- Promote good attendance in interactions with pupils and parents.
- Work to foster a sense of belonging with all pupils.
- Build positive relationships with pupils and families.

All teaching staff will:

- Accurately record attendance.

- Monitor attendance within their class.
- Play a vital role in promoting good attendance by noticing patterns of absence, speaking with pupils and raising concerns early.

All office staff will:

- Record reasons for absence.
- Follow up unexplained absence.
- Maintain accurate attendance records.

Here at **Lyminster Primary School** we treat school attendance as a vital safeguarding issue, not just a pastoral or administrative matter. We expect pupils to achieve attendance of 95% or above wherever possible.

We request that parents:

- Ensure their child attends school every day and arrives on time.
- Report any instance of absence by **9:20** on the first day and every day thereafter, if applicable.
- Inform the school of the reason for absence and the expected date of return, following this with a note wherever possible for example medical evidence.
- Avoid unnecessary absences; for example, by making medical and dental appointments outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact negatively on their child's attendance.
- Attend all meetings requested to discuss attendance issues.
- Work with the school to improve their child's attendance where necessary.

We request that pupils:

- Speak to a trusted adult if they are experiencing issues with their attendance.
- Attend all lessons on time and ready to learn.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

4. Categorising Absence and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance [Appendix 5].

4.1 Leave of Absence

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should **not** be granted for a pupil to take part in protest activity during school hours.

All absences associated with a holiday or other absence for the purpose of leisure and recreation during term time will be marked as unauthorised within the register. Any parents who remove their child from school for the sole purpose of a holiday or other absence for the purpose of leisure and recreation will be referred to the Local Authority and be issued with a fixed penalty notice fine or referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances.'

At **Lyminster Primary School**, leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances.' We will respond to all applications for leave of absence in writing within **5 working days.**

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher at least a month before the planned leave **(see Appendix 1).** If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised. The school will treat each application individually and discuss with you the circumstances of the application before a decision is made. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

A fixed penalty notice [FPN] request or a referral for prosecution may be submitted to the Local Authority should:

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a pupil fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

4.2 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parents notify the school in advance of the appointment wherever possible. The pupil should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. If a pupil must attend a medical appointment during the school day, they must complete the following: provide evidence of the child's appointment and sign out of the building using the office ipad. No pupil will be allowed to leave the school site without parental confirmation.

In line with Department for Education guidance, if the school has a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied with the authenticity of the illness/evidence provided, the absence will be recorded as unauthorised.

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent. We will invite parents to attend a support meeting as an appropriate early intervention strategy. As part of this support, Our attendance officer Mrs Emma Gale may invite our Dedicated Schools Team link worker to work along with the family.

Where a pupil has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting pupils at school with medical conditions and West Sussex's policies regarding supporting children with health issues, Supporting children with ongoing health needs. We will also consider whether an **Individual Healthcare Plan** is required.

4.3 Pupil Absence for the purposes of Religious Observance

Lyminster Primary 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 is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the pupil absence or making special leave for religious observance. Parents are requested to give advance notice of 10 working days to the school.

For religious observance, if a religious body sets apart a single day for a religious observance and the parent applies for more than one day, the school may only record one day using this code; the rest of the time would need a leave of absence, and this is granted at the school's discretion.
Working together to improve school attendance - GOV.UK (www.gov.uk) page 86

4.4 Parent travelling for occupational purposes

The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to require them to travel from place to place.

To ensure we can effectively support all our pupils, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

4.5 Unauthorised Absence

The decision to authorise absences is at the discretion of the Headteacher. Absence will not be authorised unless parents have provided a satisfactory explanation which is accepted as such by the school. Examples of unsatisfactory explanations include but are not restricted to:

- Holidays taken during term time, not deemed 'for exceptional purposes' by the headteacher, including any arranged by other family members or friends.
- Shopping trips or day trips.
- The pupil's or a family member's birthday.
- A refusal to attend school on health grounds but where the pupil is considered well enough to attend [see Appendix 3 for NHS guidance]
- Absences taken without the authorisation of the school.
- Absences which have not been properly explained.
- Children who arrive at school after the close of registration are marked using a 'U' code. This indicates that they are in school for safeguarding purposes, however, is counted as an absence for the session.
- Looking after other children or children accompanying siblings or parents to medical appointments.
- Other leave of absence in term time which has not been agreed.

5. Our Procedures

5.1 Register Keeping and Recording

The Education (Pupil Registration) (England) Regulations 2006, as amended in 2024 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.
For the purpose of this policy, the school defines:

"Absence" as:

- Arrival at school after the register has closed.

- Not attending school for any reason.

"Regular" attendance as:

- Attendance at every session the school is open to pupils unless their absence has been authorised by the headteacher.

- The school day begins at **8:50**
- Pupils are expected to arrive by **8:45**
- The morning register is taken at **9:00** and closes at **9:20**
- The afternoon register is taken at **1:15**
- The afternoon register will close at **1:30**

Registers are legal records, and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered. As the attendance register is a record of the pupils present at the time it was taken, the register should only routinely be amended where the reason for absence cannot be established at the time it is taken and it is subsequently necessary to correct the entry. Where amendments are made, all schools must ensure the register shows:

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

On each occasion when the register is taken, the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time. The codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics. The data helps schools, local authorities, and the government gain a greater understanding of the delivery of education and the level of, and reason for, absence.

Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels, this will be included in their annual report. Parents can access their child's attendance by looking on my child at school app

We understand that attendance may be more complex for some families and barriers to attendance go beyond the school gate. As such, we will communicate with parents about school attendance in a supportive manner by:

- Setting clear expectations of good attendance.
- Building positive relationships with families.
- Using supportive language and working collaboratively with families.
- Sharing clear and relevant facts about the impact of missed lessons on pupil outcomes.
- Outlining the benefits of regular school attendance.
- Recognising efforts and improvements with attendance.
- Supporting families to access further advice and guidance when required.

5.2 Late Arrival at School

The school day begins at **8:50** and all pupils are expected to arrive on time every day. We advise all parents to ensure their child is on site prior to this time to assist with a smooth

transition to lessons/first lesson of the day/tutor time. All pupils arriving after registration are required to report to the main office [with their parents – if accompanied by parents to school] to give a reason for lateness. If their arrival is before **9:20** it will be recorded as late - L code (Late before the close of register).

The school register will officially close at **9:20**. All pupils arriving on or after this time will be marked as having an unauthorised absence for the session - U code otherwise referred to as 'Late after the close of register'. This is classified as an unauthorised absence for the session. The school will work with parents to address any patterns or repeated instances of late arrival.

5.3 Expected absence procedure for parents:

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school, parents are expected to contact school by telephone call on the morning of the **first** day of absence and on **each subsequent day**, identifying the reason for absence and the expected date of return. If no contact is received, then the school's absence protocols will be initiated.

If a child is absent, the following actions will be initiated by the school:

- The first day calling procedures will be activated for all pupils who are not in school after close of register at **9:10** and where no reason for absence is known.
- If there is still no contact made from the pupil's parents, a further telephone call home will be made again that morning. If no response is received, the child's named emergency contacts will be telephoned.
- For safeguarding purposes, a home visit may be conducted if school is unable to get hold of a parent due to their child's absence.
- School will contact the parent if a pupil leaves the school without permission.

In certain circumstances the school may also:

- Write to the parents of a pupil to highlight attendance or punctuality issues and suggest ways to improve attendance.
- Invite parents to discuss how school can support the family to make improvement.
- Investigate barriers to school attendance and work collaboratively with families on this issue.
- Refer to Dedicated Schools Team [DST] link worker for support, guidance, and advice.
- Refer to the Local Authority for joint enquiries to be made to establish the whereabouts of the child through West Sussex - Integrated Front Door [IFD]
- Refer to the Local Authority to consider issuing a penalty notice or to consider prosecution when all other interventions have failed, or an unauthorised leave of absence has been taken.
- Refer the matter to an appropriate external agency for multi-agency support, such as implementing a Family Support Plan or consulting with the Children's Social Care or the police, where there are safeguarding concerns.

5.4 Attendance Recognition & Interventions

The school is committed to promoting excellent attendance and ensuring that every pupil feels safe, valued, included and supported within the school community. We recognise that regular attendance is fundamental to pupils' educational achievement, wellbeing, and future success. Our approach is based on early intervention, strong relationships with families, and a graduated response to attendance concerns.

Promoting Good Attendance

The school actively promotes good attendance through a positive culture that encourages pupils to attend school regularly and punctually. We aim to create an environment where all pupils feel a strong sense of belonging and engagement in school life.

Attendance is celebrated and recognised by:

- Weekly recognition of the Dragon houses with the best attendance in Friday assemblies, with Dragon points awarded.
- Positive communication with parents and carers regarding attendance achievements.

The school emphasises the importance of attendance through regular communication with pupils, parents, carers and staff, ensuring that attendance remains a shared responsibility across the whole school community.

Attendance Targets and Use of Data

The school sets an annual attendance target which is reviewed regularly by leaders and governors. Attendance data is monitored closely to identify trends, patterns and pupils who may require additional support.

Attendance information is:

- Monitored daily by designated attendance staff.
- Reviewed fortnightly by school leaders and attendance team.
- Analysed to identify vulnerable groups, persistent absentees and emerging concerns.
- Reported regularly to governors.

Responsibility for monitoring attendance rests with the Headteacher and Attendance Lead, who work collaboratively to ensure concerns are identified and addressed promptly.

Engagement with Parents and Carers

The school recognises the importance of working in partnership with families to improve attendance. Where attendance concerns arise, staff will engage with parents and carers in a supportive and solution-focused manner.

The school adopts a staged approach to addressing attendance concerns:

Stage 1: Early Identification

Where attendance begins to decline, the attendance lead will:

- Monitor attendance patterns.
- Contact parents or carers to offer support and identify any barriers to attendance.

Stage 2: Attendance Monitoring

If attendance does not improve, Formal attendance discussions will need to take place with the attendance lead and senior leadership team. Where there will be:

- Target setting and review meetings.
- Identification of support strategies to address barriers.

Stage 3: Attendance Support Planning

Where attendance remains a concern, a formal Attendance Support Plan may be implemented. This may involve:

- Regular review meetings with parents and carers.
- Agreed actions and attendance targets.
- Multi-agency involvement where appropriate.

Reducing Persistent and Severe Absence

The school is committed to reducing both persistent absence and severe absence through targeted intervention and personalised support.

The school will:

- Identify pupils at risk through regular attendance analysis.
- Prioritise early intervention before attendance becomes a significant concern.
- Develop individual attendance plans where necessary.
- Provide additional pastoral support and mentoring.
- Maintain regular communication with parents and carers.
- Work collaboratively with external agencies to address complex barriers to attendance.

Access to Wider Support Services

The school understands that poor attendance can be linked to a range of underlying factors, including health, emotional wellbeing, family circumstances or special educational needs. Where barriers to attendance are identified, the school will seek to provide access to appropriate support services.

Support may include:

- Pastoral and wellbeing support.
- Mental health support services.
- Early Help services.
- Health professionals and community services.

Where attendance concerns continue despite school-based interventions, support may be formalised through partnership working with the Local Authority and other relevant agencies. This may include multi-agency meetings, or referrals to the Local Authority Attendance Team, (Pupil Entitlement)where appropriate.

Monitor and Analyse attendance

The school will:

- Monitor and analyse weekly attendance patterns and trends and use this data to deliver intervention and support in a targeted way to pupils and families. [This should go beyond headline attendance percentages and should look at individual pupils, cohorts and year groups (including their punctuality) across the school].
- Use this analysis to further explore attendance patterns, provide regular attendance reports to class teachers or tutors/senior leaders to facilitate discussions with pupils and their families.
- Compare attendance data (at whole school, year group/cohort level) against similar schools [DfE reports] and national levels to identify areas of focus for improvement.
- Devise specific strategies to address areas of poor attendance identified through data.
- Monitor the impact of school wide attendance initiatives and use the findings to evaluate approaches or inform future strategies.
- Provide data and reports to support the monitoring work of the board or governing body and local authority when appropriate.
- Work collaboratively with the Local Authority and external agencies to evaluate reasons for absence and implement strategies to support families to minimise instances of their child's absence.

5.5 Support Systems

We recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example: bereavement, divorce/separation, emerging health concerns, housing issues, mental health concerns etc. This will help the school to identify any additional support that may be required.

We also recognise that some pupils are more likely to require additional support to achieve good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.
Strategies we may use to support you include:

The strategies and services employed to support children's attendance where there are emerging concerns.

- Holistic Support - We will work with families to understand and remove barriers to attendance (e.g., minor ailments, medical conditions, SEND, or bullying).
- Early Intervention - Rather than waiting for absence to become severe, we will use data to monitor patterns, conduct regular reviews, and implement joint action plans with parents.
- Clear Communication - We will use positive, clear, and consistent messaging to set expectations and celebrate attendance improvements.
- Collaboration - If your child is struggling to attend, parents should reach out to the school's senior leader responsible for attendance to establish what help and adjustments can be put in place.

To plan the correct support, we will always invite parents and pupils to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and pupils.

5.6 Persistent Absence, Severe Absence and the use of legal interventions

At **Lyminster Primary School** we will investigate any pupils whose data suggests that they are becoming persistently absent (PA) and will not wait until attendance is below 90%.

- Persistent absence (PA) is when a child misses 10% or more of schooling across the year for any reason.
- Severe absence (SA) is when a child misses 50% or more of schooling across the year for any reason.

A pupil becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level could affect a child's educational outcomes.

A pupil becomes a 'severe absentee' (SA) when their attendance drops to 50% and below for any reason. Over a full academic year this would be 190 sessions (95 days). Absence at this level is causing considerable damage to a child's educational outcomes.

The attendance of all pupils at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will initiate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support. West Sussex - Integrated Front Door [IFD]

If parents fail to engage with support and their child continues to have unsatisfactory attendance/ punctuality, a request may be made to the Local Authority to pursue legal proceedings through a fixed penalty notice [FPN].

6. Related Policies

To underpin the values and ethos of our school and our intent to ensure that pupils at our school attend school regularly and reach their full potential, the following policies are integral to this approach:

- Safeguarding and child protection.
- Medical needs.
- Admissions.
- Anti-bullying.
- Exclusion.
- Special educational needs.
- Teaching and learning.
- Behaviour.

7. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE (2024)
- Children missing education, DfE (2025)
- Keeping children safe in education, DfE (2026)
- Working together to safeguard children, DfE (2026)
- A guide for schools on communicating with parents about attendance, DfE [2026]

8. Appendices

The following pages contain appendices relevant to this policy.

Appendix 1: Example leave of absence request form

Request to authorise absence from school due to exceptional circumstances

Please note: There is no general right to authorise absence for a family holiday, recreation or leisure activities. If you take your child out of school without permission the absence will be unauthorised, and the local authority may consider legal action. **You are advised not to make any arrangements until your request has been considered.** As per our school's attendance policy, the law requires parents to seek permission from the Headteacher to take their child out of school during term time. The law states permission can only be granted if:

1. An application has been made in advance by the parent the child normally lives with; **and**
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the Headteacher, the duration your child is permitted to be away from school may only be determined by the Headteacher.

I would like to request permission for leave of absence for my child; a pupil registered at your school for the reasons detailed below *(further information can be attached if required).*

Pupil's full name	
Pupil's Date of Birth	
Class	
Pupil's full address and postcode	
First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	
Reason for request including why you believe your circumstances to be exceptional	
***Please note: Further evidence* may be requested by the school to explain why the absence is exceptional.**	
If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below	
Pupil's name, name of school and school telephone number:	
Full name of person making request (note requests must be made by a parent who the pupil normally lives with)	
Relationship to child	
Full address and postcode (if different from child's above)	
Signature	
Date	

Leave of absence – school's response

FOR OFFICE USE ONLY

Re: Application for Leave of absence from school during term time

This response must be sent to **each** parent and a copy retained by the school

Dear	(Insert parent title, forename, and surname)
Copy sent to (Send to other parent)	(Insert parent title, forename, and surname)

Date of response from school	
Date application received by school	

Pupil's full name	
Pupil's percentage attendance year to date	
Number of sessions absent this academic year (total)	
Number of which are authorised	
Number of which are unauthorised	

Are you aware of <u>any</u> Penalty Notice Fines that the parent or parents may have previously received for this pupil and/or a sibling/child for whom they hold parental/day to day care and responsibility?	

School response to parent/s request for leave of absence
DELETE WHERE APPROPRIATE: **REQUEST APPROVED / REQUEST NOT APPROVED**

Headteacher Name	
Headteacher Signature	
Date	

Appendix 2: Example reply to leave of absence request

Dear **[insert parent's name]**,

RE: Absence during term time – Child Name (Child DOB)

Thank you for your application for absence in term time for Child's name. Whilst we appreciate your circumstances, **Lyminster Primary School** do not approve any absences during term time unless they are due to exceptional circumstances as per the guidance from the Department of Education. If you choose to take your child out of school for the above unauthorised leave, we will notify the local authority and further action including legal action may be considered.

Please note that such a Penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £80 which increases to £160 if not paid within the first 21 days. Thereafter if the Penalty remains unpaid after 28 days this may result in legal action being taken against you. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. If a 2nd fine is accrued within a rolling 3-year period, it then increases to a full £160 (they can't pay the lower rate) and if there is a 3rd referral in a rolling 3-year period, this will go straight to court. [The fine does not go to the school].

I have noted the dates that **Child Name** will be absent from **Lyminster Primary School**, Dates of leave and the registers will be marked with the G code (unauthorised family holiday) for this period.

If you would like to discuss the matter further, please contact the school on **Phone Number/contact details.**

Yours sincerely,

Headteacher

Appendix 3: Attendance Policy Quick Guide for Parents

We expect pupils to attend school **[insert % here]** of the academic year.

How can I support my child's attendance and punctuality?

- Ensure your child arrives early or on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in class/form time ready to be registered by **XX:XX am**.
- If your child appears to be only slightly unwell, send them in to school. We have staff who will contact you if their condition deteriorates [see NHS guidance overleaf]
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

What should I do if my child is not 'fit' to go into school?

'On the day' absences:
On each day your child is unfit to come to school, please report this absence using the **[insert contact details here]** to let us know. In the message you must leave your child's full name, class, year/tutor group and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted **[insert time frame here]** in advance of the leave of absence, via **[insert school email address]**. You will receive a letter in response, to advise if the request has been approved or not approved.

What is the impact on my child of missing school?

Example infographic 1



Example infographic 2



NHS guidance

Is my child too ill for school?

UK Government NHS

Does your child have a high temperature (38ºC or more)? YES Keep them off school until it goes away. NO Follow the guidance below.

Your child can usually go to school with a mild cough or cold if they are otherwise well. If you do keep your child at home, it's important to phone the school or nursery on the first day and give them the reason.

Should go in	Should go in (let the school know)	Seek treatment before returning to school	Keep them off (at first)
A cough, cold or sore throat Fine with slight cough or common cold symptoms, such as a runny nose, sore throat or headache, as long as they're otherwise well and do not have a high temperature.	**Cold sores** Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.	**Impetigo** They'll need treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.	**Ear infection** If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.
Threadworms Speak to your pharmacist, who can recommend a treatment.	**Conjunctivitis** Fine unless they are feeling very unwell. Seek advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.	**Ringworm** See your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.	**Measles** They'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.
	Head lice & nits You can treat head lice and nits without seeing a GP.	**Scarlet fever** They'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.	**Vomiting & diarrhoea** Stay away from school until they have not been sick or had diarrhoea due to illness for at least 2 days (48 hours).
	Hand, foot & mouth disease If they seem well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.	**Chickenpox** Keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.	
	Slapped cheek syndrome Once the rash appears, they're no longer infectious. Let the school or teacher know if you think your child has slapped cheek syndrome.		

Feeling worried or anxious: It's normal for any of us to feel worried sometimes. We may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can sometimes make a child's worries about going to school worse. If your child is struggling, please speak to school as soon as possible to explore available help. If your child is still struggling and it's affecting their everyday life, you should contact GP or school nurse.

Appendix 4: Attendance Policy Quick Guide for Students

Roles and responsibilities:

All members of the school community at **Lyminster Primary School** have roles and responsibilities in promoting and ensuring good attendance and punctuality.

Role of the pupils:

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the opportunities available.

All pupils will:

- Ensure that they attend school regularly and on time.
- Be aware of their current attendance record and targets.
- Be aware of the consequences of poor attendance or truancy.
- Arrive to lessons punctually.
- Not leave school without permission.
- Inform a trusted adult if they feel that they are being bullied or feel unhappy in school.

Appendix 5: Attendance codes

The following codes are taken from Working Together to Improve 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
B	Off-site educational activity approved by the school. Schools must also record the nature of the approved educational activity.	Examples of nature of activity • 1) Attending taster days at college • 2) Attending courses at college • 3) Attending unregistered alternative provision arranged by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
K	Attending education provision arranged by the Local Authority Schools must also record the nature of the provision	• Attending courses at college • Attending unregistered alternative provision such as, home tutoring
P	Sporting activity	The pupil is attending a place for an approved educational activity that is a sporting activity
V	Educational visit or trip	An educational visit or trip arranged by or on behalf of the school and supervised by a member of school staff
W	Attending work experience	The pupil is attending a place for an approved educational activity that is work experience provided under arrangements made by a local authority or the school as part of the pupil's education

Code	Definition	Scenario
Absent – leave of absence		
C	Leave of absence for exceptional circumstances Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance	Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad	All schools can grant leaves of absence for pupils to undertake employment (paid or unpaid) during school hours
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs
E	Excluded	Suspended or permanently excluded and no alternative provision made
I	Illness (not medical or dental appointment)	The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness
J1	Interview	Attending an interview for employment or for admission to another educational institution
M	Medical appointment	Attending a medical or dental appointment
R	Religious observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to
S	Study leave	Studying for a public examination. Must be used sparingly with revision opportunities in school
T	Parent travelling for occupational purposes	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them
X	Non-compulsory school age pupil not required to attend school	

Code	Definition	Scenario

Absent - unable to attend school because of unavoidable cause		
Q	Unable to attend the school because of a lack of access arrangements	This is linked to transport not other access arrangements
Y1	Unable to attend due to transport normally provided not being available	The school is not within walking distance of the pupil's home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available
Y2	Unable to attend due to widespread disruption to travel	
Y3	Unable to attend due to part of the school premises being closed	
Y4	Unable to attend due to the whole school site being unexpectedly closed	Adverse weather
Y5	Unable to attend as pupil is in criminal justice detention	In police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	
Y7	Unable to attend because of any other unavoidable cause	An emergency has prevented the pupil from attending. The unavoidable cause must be something that affects the pupil, not just the parent.

Code	Definition	Scenario
Unauthorised absence		
G	Unauthorised holiday	Holiday not granted by the school
N	Reason for absence not yet established	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Absent in other or unknown circumstances	Where no reason for absence is established or the school is not satisfied that the reason given
U	Arrival after registration	A pupil has arrived late after the register has closed but before the end of session.

Code	Definition	Scenario
Administrative Codes		
Z	Prospective pupil not on admission register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.
#	Planned whole school closure	Whole school closure due to half-term/bank holiday/INSET day/use of whole school as polling station