



# Attendance Policy

Lead Person: Hazel Elks

Policy Date: July 2024

Review Date: July 2027

Signatures:

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Chair of Governors

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Executive Headteacher



## Minster Church of England Primary School



## Monkton Church of England Primary School

### Nurturing Foundations, Flourishing With God

### Compassion, Courage, Justice Jesus said, 'Go and do the same.'

Rooted in our Christian Foundations, we nurture, respect and value each individual, in the loving community of our village school.

Our school has compassion at its heart, which inspires us to be people of courage, who care for ourselves, stand with others and seek justice as we grow and discover the world around us.

Through our holistic development of both character and curriculum, our children learn and flourish.

By knowing each individual, our learning environment is shaped to encourage creativity, promote challenge through our learning values and nurture spirituality, ensuring all thrive.

From little seeds we grow: caring for God's world, building lifelong foundations and striving for a just and harmonious society.

### The Mustard Seed

### The Parable of the Good Samaritan

Matthew 13:31-32 English Standard Version Anglicised (ESVUK)

Luke 10:25-37 English Standard Version (ESV)

## Christian Foundations

**Creation Justice Love  
Forgiveness Peace**

**Compassion Courage  
Justice**

As a Federation, we are passionate about every individual flourishing, so that they can be nurtured and develop as well-rounded children, living life in all its fullness.

Every policy is written with our Christian Vision and Foundations in mind.

## Statement of Intent

Minster and Monkton Church of England Primary Schools are committed to the continuous raising of achievement of all of our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. The schools will follow DfE Guidelines on attendance during term time -: [www.education.gov.uk/schools/pupilsupport/behaviour/attendance](http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance)

As a Federation, one of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance and punctuality for all our pupils and we use a variety of weekly, termly and annual rewards to promote good attendance and punctuality.

The Governors, Headteachers and staff, in partnership with parents, have a duty to promote full attendance at Minster and Monkton C.E.P Schools.

### Aims

We are committed to meeting our obligation with regard to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting 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 ensure pupils have the support in place to attend school
- We will also promote and support punctuality.

### Legislation and guidance

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

Part 6 of [The Education Act 1996](#)

Part 3 of [The Education Act 2002](#)

Part 7 of [The Education and Inspections Act 2006](#)

[The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

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

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

In this policy, the word school is used to represent both Minster and Monkton.

## **Responsibilities**

### **The Governing board**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- Link governor (Liz Shervington) will have regular meetings with the Attendance officer and share her report with the governing board.

### **The Executive Headteacher (EHT) / Head of School (HOS)**

The EHT/HOS is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils (At Minster this is done through bi-weekly pastoral care meetings, at Monkton this is done in bi-weekly attendance meetings).
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### **The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance at Minster is Richard Russell and can be contacted via [rrussell@mandm.school](mailto:rrussell@mandm.school)

The designated senior leader responsible for attendance at Monkton is Chris Marston and can be contacted via [cmarston@mandm.school](mailto:cmarston@mandm.school)

### **The attendance officer**

The school attendance officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Arranging calls and meetings with parents to discuss attendance issues
- Advising the head of school when to issue fixed-penalty notices

The attendance officer for Minster is Hazel Elks and can be contacted via [helks@mandm.school](mailto:helks@mandm.school)

The attendance officer for Monkton is Helen Ling and can be contacted via [office@monkton.kent.sch.uk](mailto:office@monkton.kent.sch.uk)

### **Class teachers**

The following guidelines clarify the role of any person taking the register in class:

Class teachers are responsible for recording attendance on a daily basis, using Arbor. They click on 'present' if the child is there. They need to do this by 9:05am. If a child is not in, they click on the cross.

The Office staff will then infill in the reason for absence and the correct code and this will update Arbor.

### **Office Staff**

Office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Check emails and phone messages from parents about absences
- Will fill in the blanks on the registers - See appendix 1 for the DfE attendance codes.
- Will contact the parents of any child absent, where the parent has not contacted us.
- Create and email (Paul McCarthy & Hazel Elks or Chris Marston) the report of the daily attendance - highlighting when children have been absent from school for 3 days.
- At Minster, transfer calls from parents to Hazel Elks in order to provide them with more detailed support on attendance. At Monkton, Helen Ling will give this support, but may liaise with Chris Marston as well.
- Will keep an attendance register, and place all pupils onto this register.
- Will keep every entry on the attendance register for 3 years after the date on which the entry was made.
- The register for the first session will be taken at 8.55 and will be kept open until 9.30am
- The register for the second session will be taken at 1pm.
- Children need to enter through the office, once the gate closes at 8.55am

### **Parents/Carers**

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-around development of the child and they should be allowed to take

full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes, puts pupils at risk, encouraging anti-social behaviour.

- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day
- Attend meetings if required to discuss their child/ren attendance

**It is the parent's responsibility to contact the school on the first day their child is absent. This is a safeguarding issue so that all parties know that your child is safe. Parents should regularly update the school and inform them on when their child is returning.**

Pupils are expected to arrive by 8:55am. All pupils that arrive late must report to the school office (with their parent/carer if present) where the reason for lateness is recorded.

### **Pupils**

Pupils are expected to:

- Attend school every day on time

### **Whole School**

We endorse a whole school approach to the promotion of good attendance and **all staff** should:

- Make it clear to pupils that punctuality and good school attendance is essential.
- Take care of all registrations.
- Follow up on absentees and reasons for absence.
- Give a sympathetic welcome and support to pupils returning from a period of absence and facilitate catch up work when appropriate.
- Be ready to talk to pupils (or their parents) about difficulties they are having in school and any problems they may have with attendance. Offer advice as appropriate.

### **Procedures for monitoring attendance:**

The office will record and monitor reasons for absence/lateness on a daily basis. From 9.30 a.m. if a child is absent without a reason being received in the office a text/telephone call will be made to the parent/carer. The office will provide a report to Paul McCarthy and Hazel Elks (Minster) and Chris Marston (Monkton) as to who is off and the reasons why. Hazel Elks (Minster) and Helen Ling (Monkton) will chase up on all children who have been absent for more than 3 days/all children whom we have had no contact/been able to contact and add notes to Arbor.

### **Specialist Medical Appointments.**

We recognise that some children have to attend specialist medical appointments due to health issues; they may have, for example: Great Ormond Street, Speech and Language. We would appreciate parents providing us with evidence of such medical appointments, to ensure we are fully aware.

## Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by no later than 8.55am or as soon as practically possible by calling the school office. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, or the level of absence has reached 'persistent absence' the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card, photo of medicine with the child's name visible or other appropriate forms of evidence. We will not ask for medical evidence unnecessarily.

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

## Planned absence

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

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

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

## **Lateness and punctuality**

**Penalty Notice Proceedings for Lateness – Penalty Notices are issued in accordance with Kent County Council's Education Penalty Notices Code of Conduct effective from January 2016.**

- 10 incidents of late arrival after the registers have closed during any possible 100 school sessions for a Penalty Notice Warning Letter.
- The Penalty Notice Warning Letter sets out 15 school days during which no unauthorised absence is to be recorded
- If the unauthorised absence is recorded during the 15-day period, Penalty Notice(s) will be issued (one per parent per child)
- Where a Penalty Notice is not paid within 28 days of the issue the Local Authority will instigate court proceedings

Registration takes place at 8:55am and 1:00pm. Registers must be completed on Arbor by 9:05am and 1:10pm in order to comply with Health and Safety, Fire Regulations.

Lateness is unsatisfactory conduct and may, if not discouraged, lead to absenteeism. Pupils who arrive after 8:55am should go straight to the office where reasons for their lateness will be recorded by Hazel Elks/School Office at Minster Church of England Primary School and Helen Ling at Monkton Church of England Primary School. Hazel Elks at Minster Church of England Primary School and Helen

Ling at Monkton Church of England Primary School will write to the parent/carer of any pupil who is late on regular occasions without good reason and if the situation is not rectified resulting in unauthorised absences (late after registration closes), the child will be discussed with the Head of School and KPAS Attendance officer and may then be formally referred.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.05am will have the absence recorded as a medical absence (Attendance code M).

At Minster and Monkton Church of England Primary Schools any child arriving after 9:30am without good reason (such as a medical appointment etc) will be classified as having an unauthorised absence (Code 'U') as this is when registration closes. Parents may be asked to bring evidence of medical appointments to avoid the marks showing as a Code 'U'. Regular and punctual attendance at school/alternative provision is both a legal requirement and essential for pupils to maximise their educational opportunities.

Frequent lateness after the register has closed (O) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice.

We expect children to be collected promptly at the end of the school day (3:10pm FS and KS1, 3:15pm KS2 at Minster and 3:10pm at Monkton for all children) or after clubs/extended school activities. If there is persistent lateness in collecting children this will also be referred to the Head of School who may then refer to Social Services.

## **Following up unexplained absence**

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- 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
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- If a child has been absent and we have not received any answers to our enquiries (telephone, email and text), If the school cannot reach any of the pupil's emergency contacts, the school may do a home visit. This will often be on day 5, unless there are extenuating circumstances as to why it needs to be sooner.

### **Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels - these will be shared at parent consultations and are recorded-on school reports.

## **Approval for term-time absence**



***In accordance with Government updated regulations the school will not be able to authorise any holidays requests during term time.***

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school. The Head of School may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Head of School. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request and the child's current attendance. Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The request should be submitted on the leave of absence request form, accessible via the school office (Appendix 2) The head of school may require evidence to support any request for leave of absence. If no explanation is received, absences will not be authorised and marked as a O code.

**As a school we are expected to comply with Government expectations of good attendance (97+)**

### **Legal sanctions**

If leave of absence is denied but the child does not attend school at the requested time it will be recorded as an unauthorised absence, the case may be referred to the KPAS Attendance officer or a penalty notice may be requested.

Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

10 unauthorised absences in a period can be referred to the SLO.

- $\frac{1}{2}$  day = 1 unauthorised absence
- 1 day = 2 unauthorised absences
- Therefore 1 week = 10 unauthorised absences

The following circumstances will be considered as appropriate reasons for a fixed penalty notice

- Truancy
- Parentally condoned absence
- Unauthorised leave of absence in term time
- Persistent lateness after the close of registration
- Delayed return from an approved leave of absence

- Being present in a public place without reasonable justification during the first 5 days of any fixed term or permanent exclusion.

The national threshold for issuing a penalty notice is when a pupil has been recorded as absent for 10 sessions (usually equivalent to 5 school days) within 10 school weeks, with one of, or a combination of the following codes:

Code G the pupil is absent without leave for the purpose of a holiday.

Code O unauthorised leave of absence.

Code U the pupil attended after the taking of the register ended but before the end of the session,

Penalty Notices are issued to each parent for each child who is absent without the agreement of the Headteacher. Penalty Notices carry a fine of £80 per parent per child if paid within 21 days increasing to £160 per parent per child if paid between 22-28 days. Failure to pay the penalty in full by the end of the 28-day period will result in prosecution by the Local Authority.

### **Children missing in education**

No child may be removed from the school register without consultation between the Headteacher and the PRU, Inclusion and Attendance Service. Where a child is missing from education LA guidance should be followed by completing a Child Missing Education referral for the following circumstances:

- If the whereabouts of the child is unknown and the school have failed to locate him/her.
- The family has notified the school that they are leaving the area but no Common Transfer Form (pupil file) has been requested by another school.

## **Strategies for Promoting Good Attendance**

If any class teacher or school office staff identifies attendance problems for any child they must ensure that at Minster CEP School, Hazel Elks is aware of the situation and at Monkton CEP School, Helen Ling is aware, they will consider the reasons for absence and if there is still a level of concern will write/contact the parents/carers. The parents/carers may also be asked in for a meeting if it is more appropriate, depending on circumstances. If the situation continues, they will advise the Head of School who may well then ask the parents/carers to attend a meeting. If this still does not resolve the situation, advice will be taken from the School Liaison Officer (SLO) and this may lead to a referral.

If the situation is considered an emergency the schools are able to refer directly to the SLO without meeting with, or writing to, the parents first of all. For example, if 10 sessions of unauthorised absence occur over a short period of time a referral will be made and a penalty notice could automatically be issued.

At Minster, any child who is off school due to illness for more than 3 days will be contacted by Hazel Elks.

At Monkton, any child who is off school due to illness for more than 3 days will be contacted by Helen Ling.

This is a welfare call to try and get the child in and problem solve any issues regarding parental concerns. When the Attendance Officer is aware of a family, where children are difficult to get into school generally, they may also talk to the family about the good things that are coming up (to try and encourage attendance) as well as thinking about things the child might have missed that they would have enjoyed.

### **Irregular Attendees**

If a pupil finds school attendance a problem, the school will;

- Notify parents by either a letter or phone call that their child's attendance is a concern.
- Invite parents into school to discuss any issues, and ways in which the school can support the parents to improve attendance such as school nurse, early help and attendance contract.
- Make parents aware that if poor attendance continues, they will be issued with a notice to improve letter, If still no improvement a referral will be made to the Educational engagement officer and possibly a request to penalty notice.

### **Attendance Service**

The school has a named KPAS Attendance officer and regular discussions will take place with the Attendance Service in respect of pupils where attendance falls below 90%, advice and intervention will be offered. Some of the possible actions could be:

- A referral being made to the Attendance Service.
- A referral being made to Early Help
- A referral being made to the school nurse
- Attendance contract
- Notice to improve
- FAST system to the prosecution of the parents/carers.
- Fixed Penalty Notice being issued by the L.A.

## **Positive Approach to Attendance**

At Minster the Attendance figures for each class will be monitored on a weekly basis. There is a display for the classroom doors displaying previous attendance to encourage competition. Certificates are awarded to the class with the highest attendance and the best punctuality in our celebration worship. Classes are asked to display them in prominent positions.

At Minster certificates are also awarded for termly high attendance for individual children. If a child has medical issues, as long as parents can provide evidence of medical appointments, they will also receive a termly certificate for attendance (if these are the only reason the child is absent). They will still be marked as medical in the register.

At Monkton we have a whole school approach and encourage good attendance by delivering a curriculum that is fun, engaging and considers the individual needs of every child. The importance of good attendance is highlighted on our whole school display, situated in the hall so it is visible to all children and visiting parents. Weekly class attendance is recorded on this display and discussed in collective worship at the end of each week.

## **Analysing attendance**

Hazel Elks at Minster Church of England Primary School and Helen Ling at Monkton Church of England Primary School will analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these pupils and their families

Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## **Using data to improve attendance**

Hazel Elks at Minster Church of England Primary School and Helen Ling at Monkton Church of England Primary School will:

- provide regular attendance reports to class teachers and heads of phase, to facilitate discussions with pupils and families.
- use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## **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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Inform parents when their child's attendance becomes a concern.
- If a child's attendance drops below 90% (persistent absence) a letter will be sent out or phone call made by Hazel Elks at Minster Church of England and Helen Ling at Monkton Church of England Primary School to advise parents/carers of this and offer support. This letter/phone call acknowledges the pupil's circumstances but highlights the importance of good attendance.
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

## **Monitoring arrangements**

This policy will be formally reviewed every 3 years by Hazel Elks Inclusion Coordinator at Minster. However, it will also be updated by her, as new guidance from the local authority or DfE is issued. At every review, the policy will be approved by the full governing board.

**Links with other policies**

This policy links to the following policies: Child protection and safeguarding policy, Behaviour policy

**Minster School: Procedure for pupil absence.**

Action taken for those whose attendance gives cause for concern.

1. If any class teacher or school office staff identifies attendance problems for any child, they must ensure that Hazel Elks is aware of the situation.
2. Hazel Elks to monitor attendance figures regularly and contact parents/carers if a child's attendance is below 97%
3. Hazel Elks will consider the reasons for absence and if there is still a level of concern she will telephone/write to the parents/carers.
4. Hazel Elks may ask them in for a meeting if it is more appropriate, depending on circumstances and phase leaders will attend.
5. If the situation continues, she will advise the Head of School, who may well then invite the parents/carers to attend a meeting.
6. If this still does not resolve the situation advice from the KPAS Attendance officer and this may lead to a referral.

Procedure for absence:

First day of absence	Office telephone parents to ascertain the reason for absence. If not already notified Mark in register: I/U/M etc.
First-day absence: No response from a telephone call	Office to phone again to ascertain reasons for absence Mark in register: I/U/M etc. Hazel Elks will try and make contact
Monitor absences	Daily attendance figures are to be emailed to Paul McCarthy Richard Russel and Hazel Elks. Highlighting children who have had 3 days off school.
Child return to school without reason for absence	Hazel Elk to talk to parents, and amend marks if necessary
6 consecutive O's in a term	Hazel Elks to contact parents offering support this may be Early Help, KPAS

	Attendance officer, School nurse, attendance contract. Explain the possibility of a Penalty Notice
10 consecutive O's in a term	Hazel Elks to meet with parents, possibly refer to Early Help, KPAS Attendance officer, School nurse, attendance contract. Parents informed of Notice to Improve.
Absence of Leave form:	Schools are now unable to authorise any holidays. However, the Head of School can allow leave under exceptional circumstances. Each request will be judged on its own merits, taking into consideration the exceptional circumstances and the child's current attendance. When requesting leave for exceptional circumstances, please give as much information as you can.

### Monkton School: Procedure for pupil absence.

Action taken for those whose attendance gives cause for concern.

1. If any class teacher or school office staff identifies attendance problems for any child they must ensure that Helen Ling is aware of the situation.
2. Helen Ling to monitor attendance figures regularly and contact parents/carers if a child's attendance is below 97%
3. Helen Ling will consider the reasons for absence and if there is still a level of concern she will telephone/write to the parents/carers.
4. Helen Ling may ask them in for a meeting if it is more appropriate, depending on circumstances
5. If the situation continues she will advise the Head of School, who may well then invite the parents/carers to attend a meeting with them.
6. If this still does not resolve the situation advice from the School Liaison Officer (S.L.O.) and this may lead to a referral.

Procedure for absence:

First day of absence	Office telephone parents to ascertain the reason for absence. Mark in register: I/U/M etc.
First-day absence: No response from a telephone call	Office to email parent to ascertain reasons for absence Mark in register: I/U/M etc. Helen Ling will try and make contact

Monitor absences	Daily attendance figures are to be emailed to Chris Marston - Head of School. Highlighting children who have had 3 days off school.
Child return to school without reason for absence	Helen Ling to talk to parents, and amend marks if necessary
6 consecutive U's in a term	Helen Ling to contact parents offering support and explain referral to Early Help or PRU, Inclusion and Attendance Service and explaining possible Penalty Notice
10 consecutive U's in a term	Helen Ling to refer to PRU, Inclusion and Attendance Service for SLO or PN
Absence of Leave form:	School policy is to not authorise requests for holidays during term time. However, the Head of School judges each request on its own merits, taking into consideration exceptional circumstances.

### **Appendix 1: Attendance Codes**

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

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>/</b>	<b>Present (am)</b>	<b>Pupil is present at morning registration</b>
<b>\</b>	<b>Present (pm)</b>	<b>Pupil is present at afternoon registration</b>
<b>L</b>	<b>Late arrival</b>	<b>Pupil arrives late before register has closed</b>

<i>B</i>	<i>Off-site educational activity</i>	<i>Pupil is at a supervised off-site educational activity approved by the school</i>
<i>D</i>	<i>Dual registered</i>	<i>Pupil is attending a session at another setting where they are also registered</i>
<i>J</i>	<i>Interview</i>	<i>Pupil has an interview with a prospective employer/educational establishment</i>
<i>P</i>	<i>Sporting activity</i>	<i>Pupil is participating in a supervised sporting activity approved by the school</i>
<i>V</i>	<i>Educational trip or visit</i>	<i>Pupil is on an educational visit/trip organised, or approved, by the school</i>
<i>W</i>	<i>Work experience</i>	<i>Pupil is on a work experience placement</i>

<i>Code</i>	<i>Definition</i>	<i>Scenario</i>
<i>Authorised absence</i>		
<i>C</i>	<i>Authorised leave of absence</i>	<i>Pupil has been granted a leave of absence due to exceptional circumstances</i>
<i>E</i>	<i>Excluded</i>	<i>Pupil has been excluded but no alternative provision has been made</i>
<i>I</i>	<i>Illness</i>	<i>School has been notified that a pupil will be absent due to illness</i>
<i>M</i>	<i>Medical/dental appointment</i>	<i>Pupil is at a medical or dental appointment</i>
<i>R</i>	<i>Religious observance</i>	<i>Pupil is taking part in a day of religious observance</i>
<i>S</i>	<i>Study leave</i>	<i>Year 11 pupil is on study leave during their public examinations</i>
<i>T</i>	<i>Gypsy, Roma and traveller absence</i>	<i>Pupil from a traveller community is travelling, as agreed with the school</i>
<i>Unauthorised absence</i>		



<i>G</i>	<i>Unauthorised holiday</i>	<i>Pupil is on a holiday that was not approved by the school</i>
<i>N</i>	<i>Reason not provided</i>	<i>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)</i>
<i>O</i>	<i>Unauthorised absence</i>	<i>School is not satisfied with reason for pupil's absence</i>
<i>U</i>	<i>Arrival after registration</i>	<i>Pupil arrived at school after the register closed</i>

<i>Code</i>	<i>Definition</i>	<i>Scenario</i>
<i>X</i>	<i>Not required to be in school</i>	<i>Pupil of non-compulsory school age is not required to attend</i>
<i>Y</i>	<i>Unable to attend due to exceptional circumstances</i>	<i>School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody</i>
<i>Z</i>	<i>Pupil not on admission register</i>	<i>Register set up but pupil has not yet joined the school</i>
<i>#</i>	<i>Planned school closure</i>	<i>Whole or partial school closure due to half-term/bank holiday/INSET day</i>



Appendix 2 - Letters

# Monkton Church of England Primary School

Monkton Street, Monkton,

Ramsgate, Kent CT12 4JQ

Telephone: 01843 821394

Email: office@monkton.kent.sch.uk

Executive Headteacher: Mr P McCarthy

Head of School: Mr C Marston

**Application for leave of absence of a school child.**

It is necessary to inform the school of a child’s intended absence **at least 2 weeks before the absence occurs.** The parent or guardian of the child is requested to complete this form, and forward it, before the proposed absence period, to the Head of School.

The Governing Body discourages absence from school, as it is not in the best interest of the child educationally. However, under special circumstances, they are prepared to consider a leave of absence.

**It is important that the reasons for absence are stated below in order to help the school reach their decision.**

I wish my child..... class....., to be absent from school from ..... to ..... (inc), which is a total of .....days leave.

Please give the reason you wish your child to be absent from school:

**I am aware that my leave of absence request may be refused and as stated,**

**in the School's Attendance Policy, the Attendance Service may issue me with a penalty notice.**

Signature of the person with Parental Responsibility: ..... Print name:  
.....

Date:.....

**This section to be completed by the School Office only.**

Attendance percentage this year  Authorised Absence taken this academic year

Unauthorised absence this academic year

**Taking this into consideration \* I will / will not authorise the above absence for your child.**

..... Head of School

Date:.....

## Minster Church of England Primary School



### **Application for leave of absence of a school child due to exceptional circumstances**

Schools are no longer allowed to authorise holidays. If you need your child to be off school due to exceptional circumstances you need to notify the school as soon as possible. The parent or Guardian of the child is requested to complete this form, and forward it, before the proposed absence period, to the Head of School.

We strongly discourage absence from school, as it is not in the best interest of the child educationally. However, under special circumstances we are prepared to consider leave of absence.

**It is important that the reasons for absence are stated below in order to help the school make a decision.**

I wish my child.....class.....to be absent from school

from.....to.....(inc),which is a total of .....days leave.

Please give the reason you wish your child to be absent from school:

**I am aware that my leave of absence request may be refused and as stated in the School's Attendance Policy, the Attendance Service may issue me with a penalty notice.**

Signature of person with Parental Responsibility:.....Print name:.....

Date:.....

**This section to be completed by the School Office only.**

Attendance percentage this year

Authorised Absence taken this academic year

Unauthorised absence this academic year

**Taking this into consideration \*I will/will not authorise the above absence for your child.**

.....Head of School

Date:.....