



Attendance Policy

Date effective from	January 2025
Date of next review	January 2026
Review period	1 Year
Author	Mr N Ashton

A handwritten signature in black ink, appearing to read 'N Ashton'.

Signed:

Headteacher/Deputy Headteacher:

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Introduction

St Peter's Catholic High School believes that every pupil deserves a full-time education that maximises their potential. This policy highlights our commitment to working in partnership with families and external agencies to provide the best possible support for our students.

We expect excellent attendance and punctuality. St Peter's strives for 100% attendance for all pupils. **The whole school attendance target is 97 %.** If a pupil achieves at least 97% attendance in one whole school year, they will have missed 5 days from school.

Research shows that pupils who attend regularly (97%+) make significantly better progress both academically and personally. Regular absence disrupts learning, making it difficult for pupils to catch up and potentially leading to lower achievement. Studies indicate that attendance below 94% can result in at least one grade drop across all subjects.

We recognise that some pupils face challenges in maintaining high attendance, so we focus on creating a safe, supportive school environment and building strong relationships with pupils and parents.

Our whole-school approach acknowledges the impact of key areas such as curriculum, behaviour standards, anti-bullying efforts, SEND and pastoral support, and the strategic use of resources like pupil premium in improving attendance and ensuring all pupils thrive.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

Aims

This attendance policy ensures that all staff, governors and parents in our school are fully aware of and clear about the actions necessary to promote good attendance.

The monitoring and encouragement of good attendance and punctuality is essential:

- To promote full attendance at school.
- To ensure pupils arrive punctually to school and lessons during the day.
- To motivate pupils through the understanding of good attendance leads to success and celebrate the success of pupils who achieve good, excellent or improved attendance/punctuality.
- To challenge pupil attendance where it falls, ensuring appropriate levels of support and intervention are maintained.

To engage with parents, pupils and, where required, external agencies to positively impact where attendance is a serious cause for concern and falls below 90%. To support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly.

Definitions

The following definitions apply for the purposes of this policy

Session

- Is a term related to the recording of absence data - every school day must have two 'sessions' (morning and afternoon).

Absence

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a school

Legal Framework & The Law

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2024) 'Working together to improve school attendance'
- DfE (2016) 'Children missing education'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'

- DfE (2023) 'Providing remote education'
- DfE (2024) 'Sharing daily pupil attendance data'

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that their children of compulsory school age receive full-time education. Parents/Carers have a legal responsibility to ensure their child has regular attendance at the school where they are registered.

The Government considers a student to be persistently absent when they have missed 10% of their time in school at any time during that academic year, regardless of whether an absence is authorised or unauthorised. This level of absence will be having a serious impact on learning and progress and will reduce the likelihood of them achieving their potential.

If a student reaches persistent absence level and parents/carers have not provided acceptable reasons for the absence, the school will take steps to resolve the matter. This may result in the issuing of a Fixed Penalty Notice or prosecution in the Magistrates Court.

Section 444(1) of the Education Act 1996 states that "If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent/carer is guilty of an offence".

- Prosecution under section 444(1) Education Act 1996, where if convicted, may result in a fine of up to £1000.
- Prosecution under section 444(1a) Education Act 1996, where if convicted, may result in a fine of up to £2500 or up to 3 months' imprisonment.

The definition of a parent/carer is any adult who lives in the home(s) where the student resides.

By law a student must currently remain in education until the last Friday in June in the school year in which he/she reaches the age of 16.

Young people have to stay in full-time education, training or an apprenticeship until the age of 18.

Responsibilities

The **Governing Body** will:

- Be responsible for monitoring attendance figures for the whole school on at least a termly basis.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Hold the headteacher to account for the implementation of this policy.

The **Senior Leadership Team**:

The Headteacher has responsibility for ensuring there is named member of the senior leadership team overseeing the management of attendance.

The headteacher delegates the responsibility of whole school attendance to Mr Ashton

Mr Ashton will:

- Ensure the school ethos promotes and celebrates good attendance and punctuality.
- Ensure the policy is followed by all staff (including non-teaching staff)

- Ensure the school adheres to KCSIE including CME/EHE and mid-year admissions.
- Monitor data on attendance via weekly reports.
- Determine, in collaboration with Mr McGlown whether to authorise any proposed absences requested on the School's official request form, or absences for which no request was made/approved.
- Along with the Headteacher, authorise any Education Penalty Notices in relation to attendance.
- Contribute to the school improvement plan, with a focus on attendance and punctuality improvement.
- Provide the Governing Body with half-termly data on attendance and punctuality, including data about pupils who are persistent and severely absentees and review practice in relation to attendance and punctuality.
- Ensure appropriate levels of support are offered and impact of interventions is measured.
- Ensure safeguarding procedures are followed consistently and there is appropriate communication with external agencies where necessary.
- Manage the school Early Help provision, ensuring adequate staff supervision and CPD
- Monitor attendance data across the school and at an individual student level
- Support the pastoral team in line with the school attendance strategy
- Provide an Annual Report on attendance and punctuality to the Governing Body.

The **Heads of Year** will:

- Monitor attendance on daily, weekly, half-termly, termly, and annual basis, contacting parents of pupils who have been identified as at-risk, to challenge absences and encourage early return to school.
- Have attendance meeting with Mr Ashton and Gill Power to identify concerns and formulate action plans
- Contact parents of students whose attendance is causing concern
- Ensure data on attendance and punctuality is passed onto form tutors
- Where appropriate, visit the home and/or make any appropriate referrals to address barriers of attendance.
- Issue appropriate sanctions to pupils for whom attendance and punctuality is a cause for concern.
- Implement, monitor, and review attendance action plans

The **Local Authority Lead Attendance Officer** will:

- Attend Termly Targeted Support Meetings.
- The Attendance Service point of contact for the school and the school's attendance leads will identify, discuss, and agree joint targeted actions for pupils who are persistently or severely absent and those at risk of becoming so.

Form Tutors will:

- Provide regular advice, encouragement, challenge and support to the registration group as a whole and individually to pupils about the importance of regular attendance and punctuality using the data provided by the Head of Year.
- Ensure that the attendance register is taken at the start of the form period.
- Ensure pupils' absence notes or verbal messages related to attendance and punctuality are recorded.

- Promote excellent attendance and punctuality to school and ensure appropriate follow up to persistent absence or lateness.
- Liaise with parents to identify any barriers preventing students attending school.
- Deliver form time attendance education
- Implement individual intervention, if appropriate

The **Attendance administrator** will:

- Monitor registration on a daily basis.
- Be the first point of contact for parents and relevant school staff regarding pupil absence and appointment
- Communicate with parents of absent students via the truancy alert on a daily basis
- Produce a daily absence list.
- Be the first point of contact for students with attendance/illness issues and parents or carers with attendance queries
- Complete any attendance admin tasks
- Record and monitor student attendance data to ensure accuracy.
- Informing the LA of any pupil's name being deleted from the admission register unless exceptions apply.

Parents will:

- Be aware that it is an offence for their child to be absent from school without a valid reason.
- Be aware that only the school can determine if an absence from school is 'authorised'.
- Ensure their child arrives at school on time, dressed in full uniform and ready and equipped to learn.
- Inform the School if their child is unable to attend, including the reason for absence and the expected date of return. This phone call must take place each morning of absence before 8am.
- Ensure that all appointments, where possible, are arranged after school.
- Avoid arranging holidays/leave during term time except in exceptional circumstances.
- Ensure that all requests for leave during term time are made by completing the 'Leave of Absence During Term Time Request Form', where possible at least 1 month in advance.
- Be aware that for unauthorised absences, the Headteacher reserves the right to apply to the Local Authority to issue a penalty notice (fine) or remove a child from the roll of the school.
- Promote the importance of excellent attendance and punctuality to their child
- Ensure their child has the means to travel safely to school and arrive on time and in form, by 9:00am
- Supply medical evidence if their child is absent for more than 3 days (NB: If medical evidence is not supplied beyond 3 days, the absence will be deemed unauthorised)
- Work in partnership with the school to overcome barriers to school attendance. This may involve a multiagency approach
- Supply at least two accurate and up to date named contacts for school liaison

Pupils will:

- Aim to achieve 100% attendance and punctuality by arriving to school on time every day (in form by 9:00am).
- Come to school well prepared and with the right attitude; to enjoy and achieve.
- Be punctual to all lessons.
- Where necessary, work with external agencies who will help them to improve their attendance

Attendance expectations

The school has high expectations for pupils' attendance and punctuality
Pupils will be expected to:

- Attend school every day they are required to be at school, for the full day.
- Attend school punctually.
- Attend every timetabled lesson.

The school day will start at **9:00am**, and pupils will be in their form rooms, ready to begin at this time; therefore, pupils will need to be on the school site by 8:55am.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by **9:05am**. Pupils will receive a late mark if they are not in their classroom by this time. Pupils attending after this time will receive a mark to show that they were on site, but this will count as a late mark
- The morning register will close at **9:30am**. Pupils will receive a mark of absence if they do not attend school before this time
- The afternoon register will be marked by **1:45pm**. Pupils will receive a late mark if they are not in their classroom by this time
- The afternoon register will close at **2:10pm**. Pupils will receive a mark of absence if they are not present

Recording attendance

The school will keep an attendance register on their MIS, and place all students onto this register. We will take our attendance register at the start of the school day and for each lesson. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. See appendix 3

When the school has planned in advance to be fully closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

The school will share its daily attendance data with the DfE directly from the management information system.

Every entry received into the attendance register will be preserved for six years.

Absences

Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 8:00am or as soon as practically possible.

Parents and carers should notify the school of all unplanned absences by calling 01942747693 or using the reporting system on EduLink.

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

At times, school may need to contact home to clarify the reasons for absence. If the authenticity of the illness is in doubt, or there are ongoing attendance concerns we may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil is absent, and their parent has not contacted the school to report the absence, administrative staff will contact the parent as soon as is practicable on the first day that the pupil does not attend school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

Term Time Leave of Absence

Parents must request certain types of absence in advance using the appropriate form (appendix 1: Leave of Absence During Term Time form). All requests will be considered on an individual basis by the headteacher, whose decision will be final and not subject to appeal. The headteacher will only grant leave of absence during term time in *very exceptional circumstances*, taking into account the best interests of the pupil and the impact on their education.

Holidays must not be taken during term time, and the school cannot authorise leave for holidays. Families are responsible for any cancellation or alteration costs resulting from an unauthorised holiday. Any leave taken without prior approval, or exceeding the agreed period, will be classified as *unauthorised* and may result in sanctions, including a Penalty Notice.

The Department for Education states that leave of absence cannot be granted retrospectively. If a request is not made in advance, the absence will be unauthorised. However, the school will be sympathetic to genuine requests and will not deny any request without good reason.

Medical or dental appointments

Parents and carers aim to schedule medical and dental appointments beyond the school day to minimise lost learning time.

If this is unavoidable, attending a medical or dental appointment may be counted as authorised if the student's parent/carer notifies the school in advance of the appointment and provide medical evidence of

the appointment. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Attending an interview for employment or for admission to another educational institution

The school will usually grant leave of absence where an application has been made in advance by the parent who the pupil normally lives with and the leave is to enable the pupil to attend an interview for employment or admission to another educational institution, e.g. university or college.

Study leave for a public examination

The school may grant leave of absence for a pupil to study for a public examination and the leave has been agreed in advance with a parent who the pupil normally lives with.

Religious observance

Parents will be expected to request absence for religious observance at least **two weeks** advance.

The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

Absence in exceptional circumstances

Exceptional circumstances will include when a pupil is unable to attend because:

- There is a lack of access arrangements.
- Transport normally provided is not available and the school is not within walking distance.
- There is widespread disruption to travel.
- Part of the school premises is closed, and the pupil cannot be practicably accommodated.
- The whole school site has been closed unexpectedly.
- Public health guidance or law legislates that attendance is respectively not advised or prohibited.

Lateness and punctuality

A student who is not in form at 9:00am is classed as late

This is monitored by form tutors and heads of year.

Students who are persistently late will be issued with an appropriate sanction in accordance with our lateness procedure (see appendix 2) and parents will be notified and expected to support the school.

Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will follow up on their absence with their parent/carer to ascertain the reason. In addition to this, the school will:

- Send an automated text each morning to inform parents of unexpected absences
- Phone any parents who do not respond to this text
- Ensure appropriate safeguarding action is taken where necessary. This may include measures such as home visits and/or liaising with safeguarding partners
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

Reporting to parents and carers

Parents and carers have live information about the child's attendance on EduLink.

In addition to this, Parents and carers will also be contacted if:

- A pattern of absence is identified
- Student attendance is declining and becoming a concern
- Student punctuality is declining and becoming a concern
- A student has been absent without an appropriate reason
- An attendance issue needs further intervention from the local authority and/or an external agency

Attendance and absence data

- The tables below equate percentage attendance to time missed from school.

Table 1: Attendance over one whole school year for each pupil

Attendance	Missed Days
100%	0
98%	Less than 4 days / 8 sessions
97%	Less than 5 days / 10 sessions (school target)
95%	Less than 10 days / 20 sessions
90%	20 days / 40 sessions
85%	27 ½ days / 55 sessions
80%	37 ½ days / 75 sessions

Table 2: Attendance over 5 years for each pupil

Attendance	Missed Weeks
85-90%	19 weeks = ½ year absence from school
80%	38 weeks = 1 full year absence from school

Reducing persistent and severe absence

Persistent absence is defined as:

- Any student who has 3 days absence or 6 sessions in a 30 day period
- Any student who has 19 days absence or 38 sessions in an academic school year
- Any student who has below 90% attendance

Severe absence is defined as;

- A pupil becomes a severe absentee if he/she has missed 50% or more of school.

School will speak with parents/carers to discuss the situation, and referrals may be made to wider services for support. In some cases, partnership working will result in a range of strategies being deployed to improve attendance; including being heard at Targeted Support meetings, consideration of multi-disciplinary support for families, referrals to School Health where relevant and legal intervention as a last resort.

Working in partnership with students, parents/carers, and external agencies, we aim for all students to have excellent attendance and avoid persistent or severe absence.

To do this, a range of measures and interventions will be considered. These include:

- Universal offer of attendance education, advice guidance and support

- The delivery of clear messages about expectations, routines and consequences to new and existing students and families through admission/transition events and our regular channels of communication
- Rewards for attendance and punctuality and sanctions for absence and lateness
- Regular whole school data monitoring to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions
- Robust arrangements to identify, report and support children missing education (CME)
- Effective support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND)

Where attendance concerns have been identified and/or a student is at risk of persistent or severe absence, escalation procedures will be initiated. These may include:

- Written communication with parents and carers
- Attendance review meetings with students and parents
- Attendance action plans and/or contracts
- Support under the Early Help Framework where appropriate
- Liaison with external agencies, including the local authority attendance teams, alternative provisions and/or safeguarding partners
- Use of Education Penalty Notices

The most vital part of encouraging good attendance is to ensure that school is a place where:

- children want to come;
- children are treated with respect and feel valued;
- needs are recognised and addressed;
- all children can experience success within an enriched, relevant, and diverse curriculum.

As a school we are committed to promoting good attendance in order to give our pupils the best start.

Penalty notices and legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect school will consider:

- Holding a formal meeting with parents and the school's point of contact in the School Attendance Support Team.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's ['Working together to improve school attendance'](#) guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days. A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an ESO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Children missing in education (CME)

Responsibilities for Children Missing from Education (CME):

The school will monitor students' attendance through their daily register. We agree to inform local authorities of the details of students who fail to attend regularly or have missed ten school days or more without permission. We will monitor attendance closely and address poor or irregular attendance.

The school will make reasonable enquiries for children missing in education. The term 'reasonable enquiries' grants schools and local authorities a degree of flexibility in decision-making, particularly as the steps that need to be taken in each case will vary. The term 'reasonable' also makes clear that there is a limit to what the school and local authority is expected to do.

Staff have a responsibility to report immediately to the DSL, if they know of any child who may be:

- Missing – whereabouts unknown and unable to make contact (as a result of making reasonable enquiries)
- Missing education – (compulsory school age (5-16) with no school place and not electively home educated)

The Local Authority requires Education Settings to complete the **'Children Missing Education'** referral form. This form should be completed once the setting has completed reasonable enquiries but failed to locate the child following 10 days of absence. Further check will be completed to ensure all lines of enquiry have been exhausted, before it is agreed the child is removed from roll.

Making these enquiries may not always lead to establishing the location of the child but will provide a steer on what action should be taken next, for example, to contact the police, children's social care and, in cases where there may be concerns for the safety of a child who has travelled abroad, the Foreign and Commonwealth Office.

Strategies for promoting attendance

A range of strategies are employed to promote excellent attendance. These include:

- High expectations for excellent attendance – shared with students, families, and staff
- Regular communication with students and families regarding the importance of excellent attendance, linked to student outcomes and career pathways
- Attendance education through form time activities and the assembly programme
- Personal action plans and regular reviews
- Attendance incentives and rewards
- Communication with external agencies, including the local authority and safeguarding partners

Attendance monitoring

Attendance is monitored in a few ways:

The attendance administrator monitors student absence daily and appropriate action is taken.

A student's parent/carer is expected to call the school or send a message via EduLink before 8:00am if their child is going to be absent due to ill health.

The parent/carer is expected to call or EduLink the school each subsequent day their child is ill. This call should also be completed before 8:00am.

If a student's absence continues to rise after contacting their parent/carer, we will consider additional measures to support the student to return to school.

The school monitors and stores attendance data using MIS. This data is used for internal purposes. For example, to:

- Track the attendance of individual students
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as needing intervention and support
- Monitor whole school trends over time

Concluding Statement

At St Peter's Catholic High School, we take pride in our consistently excellent attendance record and the fact that very few students experience setbacks due to poor attendance. We firmly believe that strong collaboration between parents, carers, and the school is essential in maintaining these high standards. Regular attendance and punctuality are crucial in ensuring that every student has the best possible opportunity to succeed academically, socially, and personally.

By working together, we can help students develop positive habits that will benefit them throughout their education and beyond. We appreciate the continued support of parents and carers in reinforcing the importance of attendance and supporting their children in making the most of their learning opportunities. Through this shared commitment, we can prevent underachievement and ensure that all students thrive in a supportive and structured learning environment.

Appendix

Appendix 1: Leave of Absence During Term Time Request Form

Leave of Absence During Term Time

CHILD'S DETAILS			
Surname		First Name	
Date of Birth		Year Group	
Address			
PARENT/GUARDIAN'S DETAILS			
Surname		First Name	
Relationship to child			
Address (if different to above)			
Telephone no.		Mobile no.	
Email			
DETAILS OF REQUEST FOR LEAVE			
Date of Departure		Date of Return	
No. of School Days Absence		Destination	
Local emergency contact name		Emergency contact number	
Address resident at whilst on leave			

Please provide details and reasons for requesting leave of absence and in particular any 'exceptional circumstances' If necessary, please provide any documentary evidence in support of your request.

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I certify that the information provided on this form is correct. I understand that the School reserves the right to issue a penalty notice or remove my child from the school register for unauthorised leave.

Signature		Date	
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– FOR COMPLETION BY THE SCHOOL –

Authorised	YES / NO		
Exceptional Circumstances			
Signature		Date	
Name		Position	

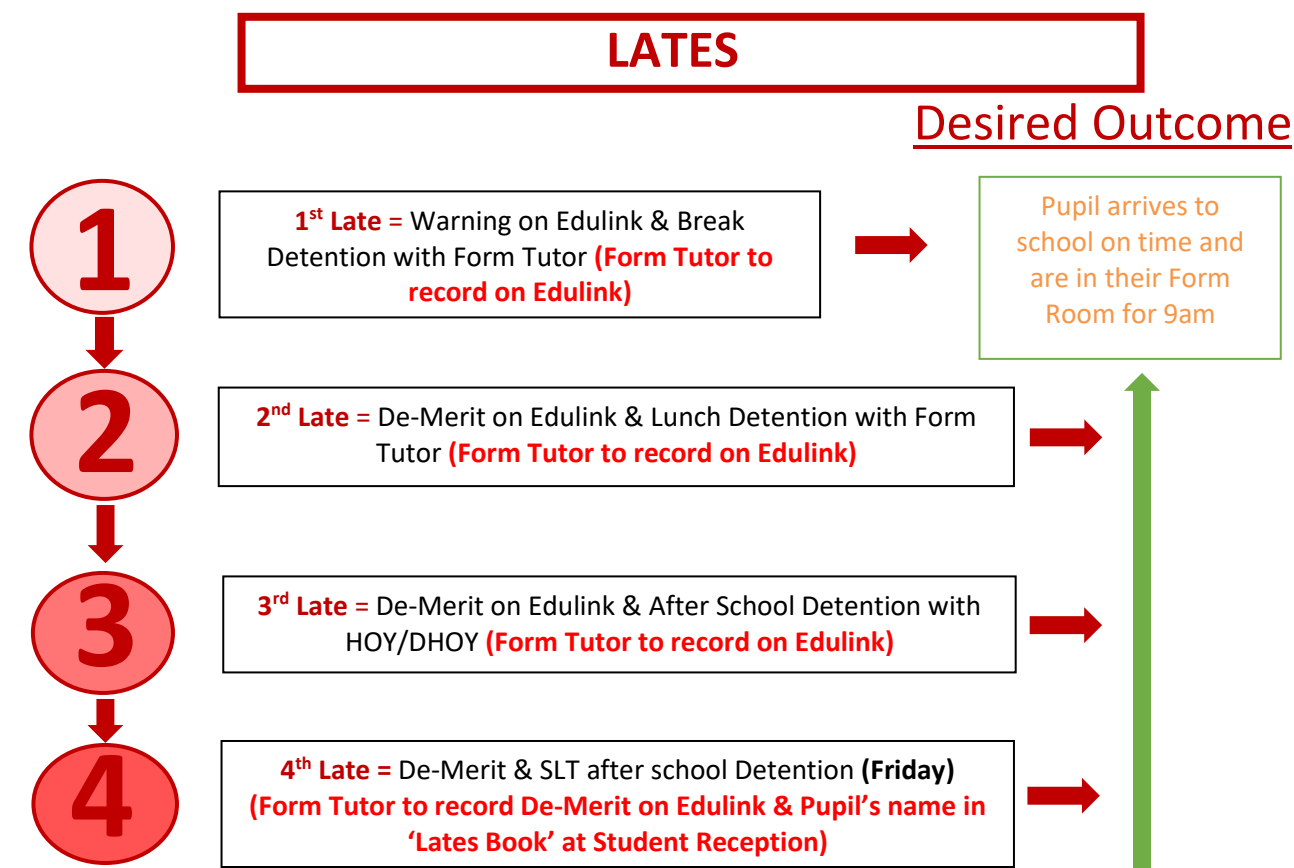
Guidance Notes

- Please ensure this form is completed at least 1 month prior to requesting leave. Completing this form does not mean your request has been approved.
- The Education (Pupil Registration) Regulations 2013 states that headteachers may not grant any leave of absence during term time unless there are *exceptional circumstances* (see below).
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.
- For such 'unauthorised' absence, you may be liable to be issued with a penalty notice (fine). The fine is £80 per parent per child if paid within 21 days, increasing to £160 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The School also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the school.

Exceptional Circumstances: In considering whether any 'exceptional circumstances' apply, the Principal / Headteacher will consider if the reasons are rare, significant, unavoidable and short. The Principal / Headteacher will also take into consideration the factors listed below:

- can the event for which leave of absence is requested be reasonably taken during school holidays
- levels of attendance and unauthorised absence over the last 12 months
- any leave of absence taken previously
- whether the leave is during the exam period, controlled exam periods or will result in not meeting assessment deadlines
- age and year group of the pupil.

Appendix 2: Lates



FORM TUTOR	HOY/DHOY	SLT
Monitor pupils who arrive to form late and the daily lates sheet	Standing Agenda Item for Tuesday Year Team Briefings	Check 'Lates Book' on Friday Morning
Complete 'Lates Tick Sheet'	Pick up repeat offenders and place on HOY/DHOY detention (3rd Late – Detention with HOY/DHOY & De-Merit)	SLT Detention Friday evening after school. (4th Late & De-Merit)
Implement sanctions in line with Lates Policy (1st late = Break Detention & Warning – 2nd late Lunch Detention and De-Merit).	Parent meeting after 4 lates.	
Put pupil into the 'Lates Book' at Student Reception when they have their 4 th Late.	DHOY to print report from 'Pastoral Genie' each week to ensure no pupils slip through and can liaise with FT to ensure all is up to date.	

- Form Tutors to mark anyone who comes into Form after 9am as 'Late' and follow 'Lates Policy' (see key below)
- Mrs Hurst (Reception) to ask pupils to sign in on the 'Lates Signing in Sheet' at Main Reception if pupils arrive after 9:20am
- Mrs Ashton (Attendance Officer) to share 'Lates Signing in Sheet' with **Form Tutors/DHOY/HOY**
- Form Tutors to follow up the morning after during Form Time.

***If a Form Tutor is not in school, HOY/DHOY to follow up lates the morning after, when Form Tutor returns.**

Appendix 3: Attendance codes

Code	Meaning
/	Morning session – present at the school when attendance register begins to be taken
\	Afternoon session – present at the school when attendance register begins to be taken
B	Attending a place for any other approved educational activity
C	Absent with leave for other circumstances
C1	Absent with leave for the purpose of participating in a regulated performance
C2	Absent with leave, of compulsory school age and temporary reduced timetable does not require them to attend
D	Attending another school at which they are a registered pupil
E	Excluded from the school
G	Absent without leave for the purpose of a holiday
H	****WITHDRAWN NO LONGER IN USE**** prior to 01/09/24 denotes an agreed (authorised) holiday in term time.
I	Unable to attend because of sickness
J	Approved education activity as pupil is attending interview
J1	Absent with leave for the purpose of attending an interview for employment or for admission to another educational institution
K	Attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by LA (under section 19(1) of the Education Act 1996 or section 42 of the Childrens and Families Act 2014). Where schools use code K, they must also record the nature of the educational activity
L	Absent from the school when attendance register begins to be taken but attends before the taking of the register has ended
M	Absent with leave for the purpose of attending a medical or dental appointment
N	Absent - circumstances not yet established
O	Absent - other circumstances
P	Attending a place for an approved educational activity that is a sporting activity
Q	Unable to attend because of lack of access arrangements by LA to facilitate their attendance
R	Day exclusively set apart for religious observance by the religious body to which the parent belongs
S	Absent with leave for the purpose of studying for a public examination
T	Mobile child whose parent is travelling in the course of their trade or business and is travelling with that parent and the child is considered a 'mobile child' and deemed to be of no fixed abode - waiting on further clarity from DfE as to what is a 'mobile child'.
U	Absent for registration - arrived in school after registration closed
V	Attending a place for an approved educational activity that is a visit or trip
W	Attending a place for an approved education activity that is work experience
X	Absent with leave, not of compulsory school age and timetable does not require them to attend

