



Nurtured. Inspired. Prepared.

Working together to be the best we can be.

Attendance and Punctuality Policy



**Shaw
Education
Trust**

Date published: September 2025

Author: Stuart Taylor

Ratified by: Cathy Lomas

Review date: September 2026

At Streethay Primary School, we are committed to working together to ensure all children receive the best education possible. We want every child to achieve excellence. For this to happen, children clearly need to be in school. This policy aims to make sure that everyone supporting our children realises that attendance matters, that being in school all day, every day is what is expected of children and that parents have assurance that we will work positively with them if issues arise.

Aim of the Policy

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have the support in place to attend school

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for school

Responsibilities

The Academy Council

The Academy Council is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
- Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
- Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the

school's policies and ethos

- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
- The school's legal requirements for keeping registers
- The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Holding the headteacher to account for the implementation of this policy

The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to the Academy Council
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary, and/or authorising the appropriate Senior Leader to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND and where pupils with SEND face in-school barriers
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The Designated Senior Leader responsible for attendance

The Designated Senior Leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a clear picture of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
 - Ensuring close and productive relationships with parents are developed in order to discuss and tackle attendance issues

- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Share attendance of individuals and key groups and ensure follow up actions are coordinated and delivered
- Identify targeted interventions and support to pupils and families and ensuring they are delivered
- The Designated Senior Leader responsible for attendance in 2024/25 is Stuart Taylor
- Communicating with the local authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating with the local authority when a pupil who is a LAC has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating with the local authority when a pupil with a social worker has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Meeting or identifying a staff member to meet with the Educational Welfare Officer

Teaching Staff

Teaching staff are responsible for

- Recording attendance for both morning and afternoon sessions on a daily basis and submitting this information to the school office.
- Encourage good attendance.
- Set a good example in matters of attendance and punctuality.
- Provide a safe and secure environment in which to learn.
- Provide engaging and worthwhile learning experiences that encourage pupils to regularly attend lessons.
- Listen to and value children's views.
- Completing a profile or intervention as directed by the Designated Senior Leader for Attendance
- Focus on welcoming children into school and promoting a calm and safe environment where everyone expects good attendance

School Admin/Office Staff

School admin/office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system using the correct attendance codes (see appendix 1)
- Transfer calls from parents/carers to the Headteacher or member of the safeguarding team where appropriate, in order to provide them with more detailed support on attendance
- Sending text messages and calling parents/carers for any child that has an unexplained absence
- Updating the Designated Attendance Lead on any unexplained absence or individual absence, as directed by the Attendance Lead.
- Focus on welcoming children into school and promoting a calm and safe environment where everyone expects good attendance

The Family Support Worker

The Family Support Worker will:

- Ensure clear communication is in place to families re attendance and offer advice where necessary
- Lead targeted support meetings (including Early Help)
- Discuss Attendance of individuals and key groups in meetings and plan appropriate action
- Meet with the school's EWO and ensure follow up actions are completed
- Communicate with external agencies, when appropriate, regarding individual absences

Parents and Carers

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day and/or timetabled session on time
- Call the school to report their child's absence before 9am, on the first day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child and ensure that changes are communicated to the school
- Ensure that, where possible, appointments for their child are made outside of the school day
- Seek support, where necessary, for maintaining good attendance, by contacting the Family Support Worker.

Recording attendance

Attendance register

We will keep an electronic attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the afternoon session. We will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024 (see appendix 1), whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

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

We will also record:

- Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

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

The school day starts at 8.35am and ends at 3.15pm.

The register for the first session will be taken at 8.45am and will be kept open until 9.15am. Any child who arrives after 8.45am but before 9.15am will be coded as Late. If children arrive after 9.15am (close of register), children would be marked as unauthorised.

The register for the second session will be taken by 12:15pm (Nursery), 12:45pm (Rec/KS1), 1pm (KS2).

Unplanned absence

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30am or as soon as practically possible, by calling or emailing the school on info@streethay.set.org Please do not use Famly to report absence.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness or the child's absence level is of concern.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness or the child's absence level is of concern.

We may ask for medical evidence for any absence.

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

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school in advance of the appointment. Parents should notify the school of any appointments by completing a Leave of Absence Form. School will ask for evidence for all appointments.

However, we encourage parents 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 must also apply for other types of term-time absence as far in advance as possible of the requested absence.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late (8:45-9:15am), using the appropriate code
- After the register has closed will be marked as absent (9:15), using the appropriate code

The attendance lead will contact families when lates become a regular occurrence, to put an action plan together to prevent this happening again.

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 on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may take precautionary measures by making referrals to VIP Education Welfare, home visits, calling the local safeguarding board and/ or the Police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained
- Call the parent on each day that the absence continues without explanation, to make sure safeguarding action is taken where necessary. If absence continues, the school will make a home visit and call the Local Authority
- Where appropriate, offer support to the pupil and/or their parents to improve attendance
- Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
- Involve our nominated Educational Welfare Officer (Visionary Individual Pathways Ltd) who may conduct home visits, create action plans and advise the school further
- Where support has been offered but is not appropriate, not successful, or not engaged with the school will issue a notice to improve, penalty notice or other legal intervention (see section below), as appropriate.

Reporting to parents

The school will inform parents/carers about their child's attendance and absence levels. Attendance will be reported in school reports, discussed at parents evening and shared with families requiring an attendance plan.

Authorised and Unauthorised Absence

Approval for term-time absence

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

The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- A temporary, time-limited part-time timetable
- Exceptional circumstances

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

We define 'exceptional circumstances' as an unexpected or unplanned absence (see bullet point list below) and are granted at the discretion of the school.

The DfE and the school 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 will not be granted for a pupil to take part in protest activity during school hours.

Please note when unauthorised absence occurs during a week when the school is closed for an INSET day, the INSET day may also be considered towards the total absence and subsequent fine.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request. A leave of absence will only be granted in exceptional circumstances.

Any request should be submitted as soon as it is anticipated and, where possible, at least 1 week before the absence, and in accordance with any leave of absence request form, accessible from the school office. The headteacher may require evidence to support any request for leave of absence.

Other valid reasons for authorised absence include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments
- Religious observance – once per year – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- If the pupil is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a pupil to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the pupil is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the pupil not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Children Absent from Education

Schools have a duty by law to refer any children missing from education without an explanation within 5 days. We will refer to Staffordshire County Council Missing in Education department where they have been unable to make contact with the parent/child or have general concerns about the absence. In order to avoid any referrals, parents are requested to inform the school if they are moving house/area or country and to provide a forwarding address, contact number and the name of the new school if known.

Legal Sanctions

Streethay Primary will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty notices

The school can apply to Staffordshire Council or the police to fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. A penalty notice can be issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions am or pm (equivalent of 5 days) of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution or has been previously given.
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice 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 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

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

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under section 7 of the Education Act 1996
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Strategies for promoting attendance

- Attendance will be celebrated weekly in assembly, especially when above 97% or 100% is achieved.

- Class attendance will be shared in a school newsletter
- Children with previously low attendance will have notes/messages home celebrating improvements in attendance.
- Children who have 100% attendance in any week are entered into a draw to win a prize.
- Children with 100% attendance at the end of the school year will be acknowledged in the school's annual awards assembly.
- The use of pupil voice and parental feedback will help inform the school for other rewards/celebrations that the school can deploy to help improve attendance and the school will regularly look to ensure that these positive celebrations are in place.

Supporting Pupils who are Absent or Returning to School

Pupils absent due to complex barriers to attendance

In school barriers: the school will work with each identified pupil and their parents to understand and address the reasons for absence, including any in-school barriers to attendance. Where appropriate, the school will work with families to produce a profile and a plan of support.

Out of school barriers: Where out of school barriers are identified, the school will signpost and support access to any required services in the first instance and act as the lead practitioner if attendance is the only issue and/or the local threshold for formal early help is not met. If the issue persists, take an active part in the multi-agency effort with the local authority and other partners. If a case meets the local threshold for formal early help/family support, the school will conduct the early help assessment and act as the lead practitioner where all partners agree that the school is the best placed lead service. Where the lead practitioner is outside of the school, the school will continue to work with the local authority and partners.

Pupils absent due to mental or physical ill health or SEND

Where a pupil has an education health and care (EHCP) plan and their attendance falls, or the school becomes aware of barriers to attendance that related to the pupil's needs, the school will inform the local authority.

The school will facilitate communications via the Family Support Worker and where required, put in place additional support and adjustments, such as an individual health care plan and if applicable, ensuring the provision outlined in the pupil's EHCP is accessed.

Any planning for a pupil will consider additional support from wider services and external partners, making timely referrals.

Pupils returning to school after a lengthy or unavoidable longer period of absence

In cases of a lengthy absence, schools will work with pupils and families to establish a support plan:

- Facilitate any relevant support worker with the clear aim of improving attendance as much as possible whilst supporting the underlying reason for absence.
- Consider adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments should be agreed by, and regularly reviewed with the pupil and their parents.

- Ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxious feelings about school attendance.

Attendance monitoring

Monitoring attendance

The Attendance Team will monitor the attendance of key pupils daily. In particular, the we will monitor:

- Pupils at risk of becoming persistently absent
- Persistently absent (<90%)
- Severely absent (<50%)
- Cohorts with lower attendance than their peers
- Pupils with medical conditions
- Pupils with SEND
- Pupils with a social worker
- Looked After Pupils
- Pupils considered to have poor attendance.

The Attendance Lead/Headteacher will provide information to enable Academy Council members to monitor attendance and absence data (including punctuality) half-termly, termly and yearly across the school and at an individual pupil, group and cohort level.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the Academy Council.

Monitoring declining absence throughout the year

At Streethay, we believe in working closely with parents and recognise the importance of collaboration

1. If a child misses 4 or more sessions of school with an unauthorised absence or attendance declines below 94%, we will send them a 'Letter 1' letter to advise that their child's attendance has been adversely affected and the impact of this. The Family Support Worker will monitor and support the case.
2. If a child then continues to have further periods of unauthorised absence or their attendance declines further, they will receive a 'Letter 2'. The Family Support Worker will make a support plan with the parents.
3. If a child continues to have further periods of absence, they will be invited to an attendance clinic with our EWO. If the parent/carer does not attend this, the meeting will go ahead without them.
4. If attendance further declines and there have been 10 sessions of unauthorised absence in a 10-week period, we will refer this to the Local Authority.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils, groups or cohorts that need additional support with their attendance, and
- Identify pupils whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Use data to develop strategies to address emerging areas or patterns

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual pupils, groups or cohorts that it has identified via data analysis
- Provide targeted support to the pupils it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section 8.4 below)
- Provide regular attendance reports to staff, to facilitate discussions with pupils and families, and to the Academy Council and school leaders (including special educational needs co-ordinators, designated safeguarding leads and pupil premium leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies
- Share information and work collaboratively with other schools in the area, local authorities and other partners where a pupil's absence is at risk of becoming persistent or severe, including keeping them informed regarding specific pupils, where appropriate

Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these pupils. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary (see section 5.2, above)
- Keep records of support and plans relating to the attendance strategies implemented
- Communicate regularly with families the outcome of meetings and the next steps

Elective Home Education

If school receives written notification from parents that they wish to home educate their child then we will inform the Local Authority of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this – particularly as a way of avoiding exclusion or due to a poor attendance record. Prior to making a decision to Elective Home Educate, Parents are requested to contact Staffordshire County Councils Elective Home

Summary

It is vital to a child's progress that they attend school as often as possible and that they are on time. There are strong and proven links between pupil attendance and educational achievement. Attendance of less than 95% (equivalent to 9.5 days or more absence in a school year) has been shown to compromise pupil attainment. An attendance of 90% is equivalent to missing 19 days or nearly 4 weeks from school in a year. Only 10% of pupils who are persistently absent from school achieve 5 A*-C grades at GCSE.

Impact of absence:

- **90% attendance = 19 days off school**
- **85% attendance = 29 days off school (a whole half term!)**
- **80% attendance = 38 days off school**
- **70% attendance = 57 days off school (a whole term!)**

Impact of lateness:

- **Over a school year –**
- **5 minutes late every day = 3 days absent**
- **15 minutes late every day = 10 days absent**
- **30 minutes late every day = 19 days absent**

If parents have any concerns relating to attendance or lateness that they wish to discuss, they should contact the Headteacher in the first instance. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible. Equally, parents have a duty to make sure that their children attend.

GREEN GROUP

97% - 100%

WELL DONE - THIS IS EXCELLENT!

YELLOW GROUP

90.1% - 95.9%

LOW ATTENDANCE

RED GROUP

Less than 90%

PERSISTENT ABSENCE PUPIL

Leave of Absence Form

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If in exceptional circumstances you require your child to be absent in term time, please complete this form and return it to the school at least 28 days before the date you wish to remove your child from school.

Pupil Name	DOB	Class
Today's Date	Home Address	Reason for absence
First day of absence	Date of return to school	Number of days req.

Please attach a letter in writing outlining why your child is off school during term time plus a copy of your holiday booking confirmation or other relevant information to support your application i.e. Hospital Appointment Letter.

I understand that if the absence request is unauthorised Education welfare will be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school i.e £60 per parent per child, so for a family of four the fine would be £240. I understand that if I do not pay this it may result in legal action. Please refer to the Department of Education website www.education.gov.uk or Staffordshire County Council website www.staffordshire.gov.uk for further information.

Name of Parent/Carer making application: _____

Signed: _____ **Date:** _____

(Please ensure you are giving at least 28 days' notice of the proposed absence)

(NB – if you proceed to take the requested dates this may result in a Penalty Notice being issued)

B. FOR OFFICE USE ONLY

Pupil Name	Class	
Total number of absences taken so far in academic school year	Total number of absences taken so far in academic school year	Possible attendances so far in academic year
No. of lates	No. of unauthorised absences so far	

☐ **AUTHORISED:**

Your request has been authorised for the following dates:

___ / ___ / ___ to ___ / ___ / ___ Number of days

☐ **UNAUTHORISED:**

Your request for a leave of absence during term time has not been authorised because:

Signed _____

Mr Stuart Taylor – Headteacher

Date:

Attendance Checklist Staff Summary

All planned absence should be submitted on a Leave of Absence request form 28 days in advance of the absence. This includes holidays and medical appointments. Unauthorised absence (including holidays) can result in a fixed penalty notice.

Registration

- Doors open at 8:35
- Morning registration is at 8:45
- Children who arrive before 9:15 receives a late mark.
- Children who arrive after 9:15 without a legitimate explanation can have the session marked as unauthorised absence.
- Afternoon registration is 12:45pm or 1pm.

Unplanned Absence/illness

- Parents should notify the office via phone, email or in person before 9:30am on the first day of absence.
- If parents do not contact the school to give an explanation for absence the office will make contact via text, phone and/or email.
- If no contact is received by 10:30am on the first day of absence a referral should be made to VIP EDC who will follow up the absence. The Headteacher should be made aware of the referral/situation.

Monitoring Attendance

1. If a child misses 4 or more sessions of school with an unauthorised absence or attendance declines below 94%, we will send them a 'Letter 1' letter to advise that their child's attendance has been adversely affected and the impact of this. The Family Support Worker will monitor and support the case.
2. If a child then continues to have further periods of unauthorised absence or their attendance declines further, they will receive a 'Letter 2'. The Family Support Worker will make a support plan with the parents.
3. If a child continues to have further periods of absence, they will be invited to an attendance clinic with our EWO. If the parent/carer does not attend this, the meeting will go ahead without them.
4. If attendance further declines and there have been 10 sessions of unauthorised absence in a 10-week period, we will refer this to the Local Authority.

If there is still no improvement the school will seek to apply a Penalty Notice inline with guidance from Staffordshire Council (this does not apply to Nursery/EYFS).

Missing in Education

Day 1-5 best endeavours will be made by the school and VIP EDC to locate the child.
After 5 days a referral to be made to **Children Missing Education, Staffordshire**

County Council, Families First, Faraday Road, Stafford ST16 3NQ Telephone: 01785 278999 or 895966 Email: cme.referrals@staffordshire.gov.uk

Appendix 3: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a ‘mobile child’ who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays