



Beech Green Primary School

'Respect Achieve Belong'

School Attendance and Punctuality Policy

Implemented September 2024: Review date: September 2025

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1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full time education to which they are entitled
- Acting early to address patterns of absence. We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

At Beech Green, 'regular attendance' means attending school every day (100%) on time

2. Strategies for promoting attendance

At Beech Green Primary School, we recognise that attending school regularly has a positive impact on learning and progress and, therefore, ensures the best life opportunities and chances for children. Because of this we:

- Ensure good attendance and punctuality is promoted and supported and remains high profile across the school.
- Encourage good attendance for all pupils, by offering an environment in which children feel valued and part of the school community.
- Promote home/school partnership built on communication and trust.
- Strive to create a happy and rewarding environment for all children

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have.

It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education elsewhere. Where parents decide to have their child

registered at school, they have an additional legal duty to ensure their child attends that school regularly.

This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence, in advance, from the school. Beech Green Primary School believes that to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school. We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents. We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance

At Beech Green Primary School, we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all pupils want to be and are keen and ready to learn is the foundation of securing good attendance. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, pupils, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. We expect pupils to be in school for every session of the school day and for every day that the school is open.

Our objectives are to promote good attendance, ensuring every pupil has access to the full-time education to which they are entitled. By acting early to address patterns of absence, we aim to reduce absence, including persistent and severe absence.

3. Legislation and guidance

Legal Duty of parents to secure Regular School Attendance

The parent of any child of compulsory school age has a legal duty to secure the regular attendance of that child at the school where he/she is registered. Failure to secure the regular attendance of that child at the school of a registered pupil is a criminal offence which can lead to prosecution of the parent(s) in a magistrates' court. In Education Law (Section 576 of Education Act 1996), parent means:

- All natural parents whether they are married or not.
- Any person who has parental responsibility for a child or young person
- Any person who has care of a child or young person i.e. lives with and looks after the child.

The local authority and school will need to decide who come within the definition of parent in respect of a particular pupil when using the legal measures, but generally parents include all those with day-to-day responsibility for a child.

Statutory 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 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The Education \(Information about Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#)

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

This policy operates in conjunction with the following school policies:

- Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy

4 School Procedures

Attendance is the responsibility of everyone. What should we all do to ensure our children attend school regularly?

Parents/carers are expected to:

- Make sure their child attends every day on time;
- Promote good attendance with your child;
- Call the school Careline or send a message via ParentMail to report their child's absence before 8:45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return;
- Provide the school with more than one emergency contact number for their child;
- Updating the school if their contact details change.
- Ensure that, where possible, appointments for their child are made outside of the school day;
- Proactively engage with support offered informally or formally to help their child overcome any barriers to attendance.
- Notify the school in line with missing education processes as soon as possible when their child is unexpectedly absent because of sickness.

Pupils are responsible for:

- Attending school every day on time.
- Attending their lessons and any agreed activities when at school

5. Authorised and unauthorised absence

Pupils must arrive in school by 8.45am on each school day.
The register for the morning session will be taken at 8:45am and will be kept open until 9:15am.
The register for the afternoon session will be taken at 1:00pm and will be kept open until 1:30pm.

We will keep an electronic attendance register and place all pupils onto this register.
We will take our attendance register at the start of each morning session of the school day and once during each afternoon session. It will mark whether every pupil is:

- Present
- Absent
- Attending an approved educational visit.
- 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 by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Pupil Registration)(England) Regulations 2024
- The nature of the activity if 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.

What should I do if my child is absent?

The pupil's parent/carer must notify the school of the reason for an unplanned absence on the first day by 8:45am *or as soon as practically possible* by calling the school.

Preferred methods are: to leave a message on the Beech Green Careline by calling 01452 722363
Option 1, by sending a message via ParentMail, calling the main office or sending an email to admin@beechgreen.gloucs.sch.uk

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, the school may ask the pupil'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.

Please note if a child has vomiting and/or diarrhoea, they must be kept home from school for 48 hours after the last episode to prevent the spread of infection: this is at the discretion of the Headteacher if the child is vulnerable or considered to be persistently or severely absent. If a child

has a minor illness, e.g. mild headache, stomach ache etc parents should inform the school and bring them in.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this. (Code O)

What happens if my child is late?

It is really important for children to be in school as they miss learning.

A pupil who arrives late:

- Before the register has closed will be marked as late (Code L)
- After the register has closed will be marked as absent (Code U) and the number of minutes late recorded on the register.

If a child arrives late every day, they will miss the same lesson – in Key Stage 1, they will miss their Read, Write Inc phonics lesson, and in Key Stage 2, morning tasks and reading. These are essential lessons and missing them will result in gaps in the children's learning which will impact later learning.

If a child is persistently late, we will aim to work with parents to help to remove the barriers to punctuality. This could be by putting in support in school, or by involving other agencies who can provide other support – in all cases, we want to work together with families to ensure that our children can get to school on time and be ready to learn

However, when necessary, parents will be asked to attend an Attendance Improvement Meeting. Following two review cycles (of 4 school weeks each), failure to improve punctuality will result in Gloucestershire County Council issuing a Notice to Improve (Ntl) on behalf of the school, and subsequently issuing a Penalty Notice.

What should I do if my child has an appointment during school time?

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

Parents should email the school office admin@beechgreen.gloucs.sch.uk and their child's class teacher (email addresses are available at <https://www.beechgreenprimary.co.uk/staff>) to advise them of the date, time and nature of the appointment.

However, 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.

Are there times when an absence can be authorised for my child?

Valid reasons for **authorised absence** include:

- Participating in a regulated performance or undertaking regulated employment abroad (Code C1)
- Attending a medical or dental appointment (Code M)
- Attending an interview for employment or for admission to another educational institution (Code J1)
- Studying for a public examination (Code S)
- Non-compulsory school age pupil not required to attend school (Code X)

- Compulsory school age pupil subject to a part-time timetable (Code C2)
- Exceptional circumstances (*see definition above*) (Code C)
- Parent travelling for occupational purposes – The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to required them to travel from place to place (Code T)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart (Code R)
- Illness (Code I)

Can I go on holiday during term time?

Holidays during term time are not a right, and as such, will be treated as unauthorised absences. (Code G) Unless there are exceptional circumstances (see below), requests for holidays during term time will incur Penalty Notices and therefore parents will be subject to fines (see Legal Action below). In all cases, regardless of whether an absence will be authorized or not, a request for a Leave of Absence should be made in writing: the Leave of Absence request form (Appendix 1) is available from the School Office or can be downloaded [here](#).

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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.

Are there any exceptional circumstances which would allow an absence to be authorised?

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'.

Guiding principles

Term times are for education. This is the priority. Children and families have 175 days off school to spend time together, including weekends and school holidays. The head teacher will rightly prioritise attendance. The default school policy is that absences will not be granted during term time and will only be authorised in exceptional circumstances.

The decision to authorise a pupil's absence is at the head teacher's discretion based on their assessment and merits of each request.

If an event can be reasonably scheduled outside of term time, then it would not be normal to authorise absence for such an event, for example:

- holidays or other travel, including as a result of parental work commitments, are therefore **not** considered 'exceptional circumstances';
- leave which is taken because of the availability of cheaper fares or other costs are **not** regarded as exceptional circumstances;
- claims of illness as a reason for a delayed return, particularly after normal school holidays will **not** be considered unless accompanied by travel tickets dated before the school opens or other agreed dates. Medical documentation from abroad will not normally be accepted unless accompanied by travel documents indicating travel dates prior to school reopening.

The list of possible exceptional circumstances is not exhaustive: any application will be considered on an individual basis.

When making absence-related decisions, the head teacher will consider:

- a pupil's record of attendance for the current and previous academic years;
- time of absence being taken in the school year. If the request is made to extend the beginning or end of a school holiday period, it is unlikely to be considered exceptional.

The head teacher can determine the length of the authorised absence as well as whether a particular absence is authorised.

The following factors may also help the head teacher to reach a decision:

- number of school days being missed;
- any exceptional term-time leave requested and/or taken in previous academic years for a similar purpose;
- whether alternative care arrangements been considered by the parent to limit the time away from school;
- impact on any interventions, assessments or referrals being undertaken with the child or family, for example, family support, social care assessments, CAMHS, SEN;
- the potential impact that the absence will have on the child;
- whether the absence falls within any key stage national tests or exams.

How do I tell you about exceptional circumstances?

A parent should complete an application form for term-time leave in good time. The parent with whom the pupil normally resides must make the application.

Leave *may* only be granted where proper procedures have been followed and permission given.

Tickets and/or other travel arrangements should not be booked prior to discussion with and agreement of the school.

Parents should not confuse telling the school with having permission.

Where the school and the parents fail to reach an agreement, and the child is then absent from school, the absence will be marked as unauthorised. Unauthorised absences are an offence and can be liable to legal action or a fixed penalty fine.

Extended absences may put your child's school place at risk or lead to a Fixed Penalty Notice being issued.

In the event of an emergency when you must take leave urgently, taking children, then you should inform the school or have the school informed immediately. Leave of absence cannot be granted retrospectively and evidence other than your word may be asked for.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and where possible, at least 4 weeks before the absence, and in accordance with the school's Leave of Absence request form accessible [here](#). The headteacher may require evidence to support any request for leave of absence.

What happens if my child is absent and I haven't told the school why? – see Appendix 1

When a child is absent and a message hasn't been received at school to give a reason, the following procedures take place:

- The school office will call the pupil's parent/carer 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 conduct a home visit or contact the police or Social Care;
- If the child has siblings in other schools, we will contact the school to find out if the sibling is absent and whether any contact has been made by the parent/carer;
- 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 again carry out home visits or engage other agencies, such as Social Care or Early Help.

6. Attendance Monitoring

The school will:

- Identify before the start of each academic year those children whose attendance has previously been a concern, and contact them before the start of the new academic year to ask what support they feel they might need;
- Regularly inform parents of their child's attendance levels by sending a letter home at the end of terms 1-6 (Appendix 3);
- Monitor attendance and absence data weekly, during SLT meetings, across the school and at an individual pupil level;
- Identify whether there are particular groups of children whose absences may be a cause for concern;

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average and share this with the governing body.

The Attendance Lead 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;
- Provide regular attendance reports to the SLT about all pupils and, as appropriate, to class teachers, the SENCo and Therapeutic Mentor to facilitate discussions with pupils and families. This information will also form part of the termly Pupil Review Meetings;
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

What happens when a child is persistently absent?

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.

- There are various groups of pupils who may be vulnerable to high absence and Persistent Absenteeism, such as:
 - Children in need
 - LAC 12
 - Young carers
 - Pupils who are eligible for FSM
 - Pupils with EAL
 - Pupils with SEND
 - Pupils who have faced bullying and/or discrimination

The school will use a number of methods to help support pupils at risk of PA to attend school.

These include:

- Offering catch-up support to build confidence and bridge gaps.
- Meeting with pupils to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and the impact of support.
- Making regular contact with families to discuss progress.
- Assessing whether an EHC plan may be appropriate.
- Considering what support for re-engagement might be needed, including for vulnerable groups.

The school will focus particularly on pupils who have high rates of absence and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these pupils are facing. Where a pupil at risk of PA is also at increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. social services, to support the pupil in line with the school's duty of care. The school will also bear in mind that the continuation of severe PA following intervention may, in itself, constitute neglect, and will escalate any concerns in this regard in line with the Safeguarding Policy

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence;
- 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;
- Liaise with others working with the family, such as the Therapeutic Mentor and SENCO to ensure that emotional and/or learning needs are not preventing the child from coming in to school;
- Carry out Attendance Improvement Meetings (AIMs) at the end of terms 2, 4 and 6 (or sooner if needed) with families who have failed to improve attendance, setting realistic targets which need to be met over 4 weeks.
- Review AIMs with parents/carers and set new targets where appropriate, or move to Notice to Improve (Ntl).

- Formalise support or use legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court

What happens if my child's attendance or punctuality fail to improve?

Legal sanctions

The school must consider requesting Gloucestershire County Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct [Attendance - Schoolsnet \(gloucestershire.gov.uk\)](https://www.gloucestershire.gov.uk/attendance-schoolsnet)

If issued with a fine or penalty notice, each parent must pay £80 (per child) if paid within 21 days, rising to £160 thereafter. If not paid within 28 days, the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

- All natural parents, whether they are married or not
- Any person who has parental responsibility for a child or pupil
- Any person who has care of a child or pupil i.e. lives with and looks after the child

Links to other policies and monitoring arrangements

All other relevant policies can be accessed [here](#).

This policy will be reviewed as guidance from the local authority or DfE is updated, At every review, the policy will be approved by the full governing body.

GCC Attendance page: <https://www.gloucestershire.gov.uk/education-and-learning/school-attendance-and-exclusions-and-welfare/>

7. Roles and responsibilities

The Governing Body are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies;
- Ensure school leaders fulfil expectations and statutory duties;
- Working with the Attendance Lead to set goals for attendance and providing support and challenge around delivery against those goals
- Regularly review attendance data, discussing and challenging trends;
- Ensure school staff receive adequate training on attendance;
- Working with the Attendance Lead to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.

- Sharing effective practice on attendance management and improvement across Trust schools.
- 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
- Have regard to 'Keeping children safe in education' when deciding to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Process in place and that this is regularly reviewed and updated.
- The Attendance governor is responsible for attendance and will raise this as a standing item in Full Governing Body meetings.

The Headteacher is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the school.
- Monitoring school-level absence data and reporting it to governors;
- Supporting staff with monitoring the attendance of individual pupils;
- Monitoring the impact of any implemented attendance strategies;
- Appointing a member of the SLT to the Attendance Lead role.
- Ensuring regular review of attendance data, weekly and half termly is completed.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence
- Will request the local authority (GCC) to issue penalty notices. (NB in Gloucestershire only the local authority may issue attendance penalty notices. See <https://www.gloucestershire.gov.uk/media/hn1afkus/gcc-pn-code-of-conduct.pdf>)

The Attendance Lead is responsible for:

- Championing and improving attendance across the school;
- Setting a clear vision for improving and maintaining good attendance;
- Establishing and maintain effective systems for tackling absence and make sure they are followed by all staff;
- Monitoring and analysing attendance data
- Having a strong grasp of absence data to focus the collective efforts of the school;
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes;
- Working with school staff e.g., pastoral lead/family liaison officer/SENCo to tackle persistent absence
- Communicating messages to pupils and parents;
- Delivering targeted intervention and support to pupils and families;
- Where there is a lack of engagement, holding Attendance Improvement Meetings with parents and raising the issue of the potential need for legal intervention.

- Requesting the issue of fixed-penalty notices, where necessary.

The school attendance officer

Benchmarking attendance data to identify areas of focus for improvement;

- Providing regular attendance reports to Attendance Lead and school staff as appropriate;
- Reporting concerns about attendance to the Attendance Lead and the headteacher;
- Advising the headteacher (*or other member of staff authorised by the headteacher*) when to issue fixed-penalty notices;
- Scheduling Attendance Improvement Meetings when requested.

The class teacher/form tutor is responsible for:

- Welcoming pupils into class each day, letting them know that we are glad that they are in school;
- Recording attendance on a daily basis, using the correct codes and submitting the information to the school office, ensuring that registers are closed by 9.15 and passing on any messages to the school office when they are unsure which register code to use;
- Sharing the class's weekly attendance rate and celebrating collective successes;
- Where appropriate, contacting parents to identify possible barriers to attendance, under advisement from the Attendance Lead.

School administration/office staff are responsible for:

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system;
- Transfer calls from parents to the appropriate member of staff to provide them with more detailed support on attendance;
- Promoting the need for high attendance when contacted by parents;
- Keeping accurate and up to date records of calls and communication with parents via CPOMS, and categorising these records as "attendance" to enable accurate monitoring

8. Attendance Monitoring Procedures

Beech Green Primary School has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. A spreadsheet is sent to the SLT and Attendance Lead detailing weekly and annual attendance to date.
2. Attendance is discussed by classroom teachers. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'N' codes are used to indicate that the pupil is absent for a reason not yet provided; these N codes are reported to the SLT and Attendance Lead daily.
4. Contact is made to the parents of any pupils marked using the N code. Any N codes not established after a week are recorded as an unauthorised absence.
5. If a pupil's attendance falls to 96 percent, the Attendance Lead speaks to the parent to discuss any issues or problems to ascertain how the school can help to improve their attendance.

6. If a pupil's attendance falls below 96 percent, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard. The letter also has an attached leaflet outlining how parents can work with the school and their child to improve attendance.
7. The Attendance Lead tracks the pupils attendance carefully following this discussion. If the attendance improves the Attendance Lead phones home to thank the parent for working with the school to address this.
8. If a pupil's attendance continues to fall and drops below 90 percent, a second letter is sent home explaining that the pupil's attendance is now being formally monitored, and the Attendance Lead contacts the parents to discuss this.
9. The pupil's attendance is monitored for two weeks and, if attendance does not improve after this time, parents are required to attend a meeting in school with the classroom teacher and set targets for their child. If parents are unwilling to cooperate, the school may contact Gloucestershire's Education Inclusion Service, who will discuss next steps. In the event that parents cannot attend a meeting in school, the Attendance Lead will seek to resolve this through use of other mechanisms such as a Teams meeting or finding a time outside of the school core hours.
10. After the two-week monitoring period, and if targets are met, a letter is sent home from the SLT to congratulate the pupil and their parents on improving attendance. Monitoring and communication with the parents continues until attendance stabilises to 96 percent.
11. If targets are not met, the Attendance Lead makes a referral to the LA Education Inclusion Service and a decision is made as to the next steps that will be taken to safeguard the pupil. In line with the DFE guidance this could include a Parenting 1 Contract, an Education Supervision Order or prosecution. Prosecution is the last resort but can result in a fine of up to £1,000. The Decision to prosecute remains solely with the LA as an independent prosecuting authority. If the pupil has an allocated social worker or is a looked-after child, then the appropriate personnel will be informed.



Respect Achieve Belong

Request for Leave during Term Time

TO BE COMPLETED BY THE PARENT(S)/CARER(S)

A Request for Leave during Term Time form must be completed and returned to the School Office if you intend to take your child(ren) out of school during term time. This should be completed prior to any absence.

Pupil			
Name			
Date of Birth			
Year			
Class/Form			
First date of absence			
Last date of absence			
Parents – Parent means: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; any person who has care of a child or young person i.e., lives with and looks after the child.			
Name		Name	
Address		Address	
Telephone number		Telephone number	
Email		Email	
Accompanying child during the leave of absence	Yes / No	Accompanying child during the leave of absence	Yes / No
Signature		Signature	
Printed name		Printed name	
Date		Date	

To establish if your reasons for the above absence are for exceptional circumstances, please give as much detail as possible (including your destination).

The decision will be based on the information you provide on this form (please continue with additional information on a separate sheet if required)

Our records will reflect that you will still proceed with this absence on an unauthorised basis, however, should you decide not to take your child out of school at this time, please let us know as soon as possible.

Reasons for request:

Information for parents/carers

- 'Improving attendance is everyone's business'*, and it is important that we, as your child's school, work together in partnership with you, your family, your child, and the wider community.
- Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice.
- The penalty amount is increasing to £160 from September 2024 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three-year period (following 1st September 2024) the fine is £160 and there is no option to pay the fine at a reduced rate.
- Parents with parental responsibility, and adults residing with the child, including for example, stepparents who have day-to-day responsibility for the child, may be fined, and this applies to each child who is absent.
- If a Penalty Notice is not paid within the time limits set out in the letter to the parent, the Local Authority may proceed the case to court.
- Nationally, Headteachers are: not permitted to approve term-time holidays except in genuinely exceptional circumstances, and are to consider each application for a leave of absence individually before making our decision.
- The law clearly expects Headteachers to enforce these penalties strictly.
- Parents/carers **do not** have the right to take children out of school for a holiday during term time. Any requests are considered on an individual basis following guidelines issued by the DfE and LA.
- Holiday absences will not be authorised if they are not considered to meet exceptional circumstances.
- If a pupil goes on holiday without permission, the absence will be classed as unauthorised. Absence will also be unauthorised if a child does not return to school on the agreed date. Unauthorised absence could result in referral to the LA to begin legal proceedings.

Request for Leave during Term Time

TO BE COMPLETED BY THE HEADTEACHER

Pupil Name	
Date of Birth	
First date of absence	
Last date of absence	

<input type="checkbox"/>	<p>Leave of absence authorised for the dates specified above.</p> <p>Please ensure your child returns to school promptly following the absence, as failure to do so may result in their removal from the school roll.</p>	Signature of headteacher:	Date:
<input type="checkbox"/>	<p>Leave of absence unauthorised for the dates specified above.</p> <p>Should your child be absent on the dates specified above, these dates will be marked as unauthorised.</p> <p>This absence may result in a penalty notice being issued by the LA on behalf of the school.</p>	Signature of headteacher:	Date:
<input type="checkbox"/>	<p>Other:</p>	Signature of headteacher:	Date:

Parents – Parent means: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; any person who has care of a child or young person i.e., lives with and looks after the child.

Name		Name	
Address		Address	
Telephone number		Telephone number	
Email		Email	
Confirmation letter sent to parent	Yes / No	Confirmation letter sent to parent	Yes / No
Date sent		Date sent	

Information for parents/carers

- 'Improving attendance is everyone's business', and it is important that we, as your child's school, work together in partnership with you, your family, your child, and the wider community.
- Any holiday-related absence taken that includes 10 sessions in 10 weeks, may result in a Penalty Notice.
- The penalty amount is increasing to £160 from September 2024 (reduced to £80 if paid within 21 days for the first offence). If a parent receives a second penalty notice within a rolling three-year period (following 1st September 2024), the fine is £160 and there is no option to pay the fine at a reduced rate.
- Parents with parental responsibility, and adults residing with the child, including for example, stepparents who have day-to-day responsibility for the child, may be fined, and this applies to each child who is absent.
- If a Penalty Notice is not paid within the time limits set out in the letter to the parent, the Local Authority may proceed the case to court.
- Nationally, Headteachers are: not permitted to approve term-time holidays except in genuinely exceptional circumstances, and are to consider each application for a leave of absence individually before making our decision.
- The law clearly expects Headteachers to enforce these penalties strictly.
- Parents/carers **do not** have the right to take children out of school for a holiday during term time. Any requests are considered on an individual basis following guidelines issued by the DfE and LA.
- Holiday absences will not be authorised if they are not considered to meet exceptional circumstances.
- If a pupil goes on holiday without permission, the absence will be classed as unauthorised. Absence will also be unauthorised if a child does not return to school on the agreed date. Unauthorised absence could result in referral to the LA to begin legal proceedings.

Appendix 2 – Daily procedures for unexplained absence



Appendix 3

Attendance codes:

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

The following codes will be used:

- # = planned whole or partial school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- K = Attending education provision arranged by the Local Authority
- C = exceptional circumstance
- C1 = Participating in a regulated performance or undertaking regulated employment abroad.
- C2 = Leave of absence for a compulsory school age pupil subject to a part-time timetable
- E = Suspended or Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness (not medical or dental appointment) 5
- J1 = attending an interview for employment or for admission to another educational institution
- M = Medical or dental appointments
- R = Religious observance
- B = Attending any other approved educational activity such as Alternative Provision
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- Q = Unable to attend the school because of a lack of access arrangements
- X = Not required to be in school Page 10 of 20
- T = Traveller Absence ▪ V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y1 = Unable to attend due to transport normally provided not being available
- Y2 = Unable to attend due to widespread disruption to travel
- Y3 = Unable to attend due to part of the school premises being closed
- Y4 = Unable to attend due to the whole school site being unexpectedly closed
- Y5 = Unable to attend as pupil is in criminal justice detention
- Y6 = Unable to attend in accordance with public health guidance or law
- Y7 = Unable to attend because of any other unavoidable cause
- Z = Pupil not on admission register

When the school has planned to be fully or partially 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.

