

Lode Heath School

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| Name of Policy     | Attendance Policy  |
| Lead               | Deputy Headteacher: Student Support, Development & Standards |
| Governor Committee | BSII Committee   |
| Date Last Reviewed | Autumn 2025  |
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## Contents

|   |   |
|---|---|
| 1. Aims.....                                | 2 |
| 2. Legislation and guidance.....            | 2 |
| 3. Roles and responsibilities.....          | 3 |
| 4. Recording attendance.....                | 4 |
| 5. Authorised and unauthorised absence..... | 6 |
| 6. Strategies for promoting attendance..... | 7 |
| 7. Attendance monitoring.....               | 7 |
| 8. Monitoring arrangements.....             | 8 |
| 9. Links with other policies.....           | 8 |
| Appendix 1: attendance codes.....           | 8 |

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### 1. Aims

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

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

### 2. Legislation and guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- Working together to improve school attendance (2024)
- Code of conduct for Enforcement - September 2025

It also refers to:

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

### 3. Roles and responsibilities

- Deputy Headteacher is the school Attendance Champion, a named senior member of staff with responsibility for attendance issues.

- The first point of contact for parents and pupils with any attendance concerns is the Education Welfare and Attendance Manager (SJU)

#### 3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

The Link Governor for attendance is Michael Sullivan

#### 3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

#### 3.3 The designated senior leader (school Attendance Champion) responsible for attendance

The designated senior leader is responsible for:

- Monitoring and analysing school-level absence data (see section 7) and reporting it to governors
- Benchmarking attendance data to identify areas of focus for improvement
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families
- Ensuring there are clearly defined roles and responsibilities for attendance
- Ensuring all staff have appropriate training

The designated senior leader (school Attendance Champion) responsible for attendance is Deputy Headteacher: Student Support, Development and Standards (Nik Hayfield from Jan 2024)

### 3.4 The Education Welfare & Attendance Manager

The school's EWA manager is responsible for:

- Providing regular attendance reports to school staff and reporting concerns about attendance to the school Attendance Champion responsible for attendance and the Headteacher
- Working with students and their parents/ carers and other staff and external agencies to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices

The EWA Manager is Sharon Jukes.

### 3.5 Form tutors & class teachers

Class teachers and form tutors are responsible for recording attendance on a lesson by lesson basis, using the correct codes, and submitting this information via Synergy registers within five minutes of the start of each lesson. If any student is missing who should be in attendance, a missing pupil alert will be sent for Student Support to locate missing student.

### 3.6 Administration staff

School administration staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system

- Send parents/carers absence alerts for students who are not in school via Synergy.
- Record additional information on Synergy and will alert the EWA manager and Heads of Year in order to provide them with more detailed support on attendance.
- Complete legal paperwork such as Notice's to Improve and Penalty Notices.

### 3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9:30am 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 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### 3.8 Students

Students are expected to:

- Attend school every day on time
- Attend every timetabled lesson on time

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register and place all students onto this register.

Whilst staff are expected to mark a register every lesson, we will take our attendance register during form time at the beginning of each day (except on a Wednesday when it will take place during P1) and again during period 5 each day. It will mark whether every student 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

See appendix 1 for the DfE attendance codes.

We will also record:

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

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 8:40am on each school day, except Wednesdays when they must arrive by 9am.

Registers will be taken within the first 5-10 minutes of all lessons or form time.

#### 4.2 Unplanned absence

The student's parent/carer 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 0121 704 1421 (option 1) or by emailing [absence@lodeheath.org.uk](mailto:absence@lodeheath.org.uk) (see also section 7).

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

Where an absence is prolonged or there are doubts about the authenticity of the illness, the school will ask for 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 with the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

#### 4.3 Planned absence

All pre-planned appointments (e.g. dental, optician appointments, non-urgent GP appointments etc) should take place outside of school hours. Where this is not possible, the student should be out of school for the minimum amount of time necessary and provide evidence of appointment. If no evidence is received, absence will be marked as unauthorised.

Attending essential medical appointments (e.g. hospital appointment) will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment and provides evidence.

Planned absence requests should be sent to [absence@lodeheath.org.uk](mailto:absence@lodeheath.org.uk) or via our website: [Lode Heath School - Attendance & Absence](#)

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

#### 4.4 Lateness and punctuality

Lateness to school should be rare, if at all. It is the responsibility of the parent/ carers for ensuring their child's punctuality and attendance. A student who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Students who are late to school will be issued a detention.

If the student arrives between 8:40-9am a 25-minute after school detention is set.

If the student arrives between 9-9:20am a 20-minute lunch time detention is set (on the day).

If the student arrives after 9:20am a 40-minute lunch time detention is set (on the day).

If student arrives after registration has close, they will be marked as unauthorised and could potentially face legal action if a regular occurrence.

In all cases the parent / guardian is informed through SYNERGY.

Where there are widespread issues on a given day (e.g. due to weather, or an accident), detentions are not issued up to an agreed time.

Where public transport is a concern, we advise parents/ carers that their child may well be able to leave home later and arrive to school sooner by walking rather than relying on overcrowded buses.

#### 4.5 Following up unexplained absence

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

- Text the student'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 student's emergency contacts, the school may contact the police and/ or children's services.
- If no response to text, parents will be called on the phone or emailed regarding the absence on a daily basis

- If no response is received within three school days, a wellbeing visit will be conducted by the EWA Manager.
- 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.
- Contact the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving additional agencies/ service providers.

#### 4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels each term via their report. However, parents/ carers have immediate access to their child's attendance information via Synergy.

Parents will also be sent an attendance letter every half term via Attend detailing the student's attendance so far that year.

### 5. Authorised and unauthorised absence

#### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a student 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 student is authorised to be absent for.

We define 'exceptional circumstances' as those which are unavoidable and cannot be planned at any other time. For example: a funeral of a family member.

The school considers each application for term-time absence individually, taking into account 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 20 days before the absence, and in accordance with any leave of absence request form, accessible via our website: [Lode Heath School - Attendance & Absence](#)

The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart.

- Traveller students 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 student is attending educational provision.

## 5.2 Support

- Our school procedures follow a support first model, expectations set out by the Department for Education in the guidance Working Together to improve school attendance (September 2024).

Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.
- Formal Statutory Interventions where support has not been effective or engaged with.
- We will use attendance data, daily, weekly, half termly and termly to identify children whose attendance is declining and any concerning patterns of attendance.
- We will support pupils' parents and carers by working together to address any in-school barriers to attendance.
- Where barriers are outside of the school's control, we will discuss and offer support to parents, carers and pupils also signposting to the right voluntary support.
- Some students find it harder than others to attend school and will need targeted or specialist support.
- Attendance plans will consider individual needs.
- Attendance contracts will be completed and agreed by all parties.
- We will use a Graduated Response - Assess, Plan, Do, Review, to inform all plans of intervention at each stage including offers of support either formal or informal
- Attendance plans will be reviewed and where improvements haven't improved and barriers to attendance continue plans will be reviewed to understand the reasons for lack of change.
- Records will be kept of attendance interventions and action plans

The Attendance Champion is responsible for liaising closely with the Local Authority's Attendance Service and will follow their standard approaches in managing attendance issues.

- Where all voluntary support options have not been successful, or have not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.
- Solihull Inclusion Team can use the following legal interventions/ formalised support; Attendance Contracts, Notice to Improve, issue of Penalty Notices,

Education Supervision Orders, Attendance Prosecution, consideration of application of Parenting Orders.

- The above voluntary support options are not appropriate for an unauthorised Leave of Absence in term time.
- Prosecutions for non-school attendance must be conducted in line with the LA Non-school attendance and Penalty Notice code of conduct and the Code for Crown Prosecutors and must pass the evidential and public interest tests.

### 5.3 Legislation and statutory interventions

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996

### 5.4 Legal sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

Schools must consider whether a penalty notice (fine) is appropriate in each individual case where one of their pupils reaches the national threshold of 10 unauthorised absences in a rolling 10 week period.

If school considers that the trigger has been met and a penalty notice is appropriate, they will refer to the Local Authority in line with the Local Authority Code of Conduct.

If issued with a fine, or penalty notice, each parent/carer must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

If the threshold is met a second time in three years and a 2<sup>nd</sup> penalty notice is issued to the same parent in relation to the same child – this will incur a flat rate fine of £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 issue of the first. In a case where the national threshold is met for the third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision as to whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## 6. Strategies for promoting attendance

The school maintains a regular and high-profile focus to promote attendance through:

- Assemblies
- Form time with students
- Character & Personal Development activities
- Focus group interventions/work-shops with EWA or HOY's
- Communication with parents/ carers

Attendance is also considered during rewards & recognition strategies e.g. postcards home, credits and attendance to key events/ activities.

Use of further intervention for promoting good attendance. Children who miss school without good reason are at higher risk of lower progress at school. In cases where all support and intervention have not led to an improvement in attendance, the school and / or local council may consider the use of a fixed penalty fine. This will occur if the child misses 5 days (10 sessions) of education in a fixed period of time.

Further details can be found as below;

[Fines for parents for taking children out of school: What you need to know – The Education Hub \(blog.gov.uk\)](#)

## 7. Attendance monitoring

Key staff monitor attendance and punctuality on a regular basis. Where patterns or trends are identified, parents/ carers and students are contacted to identify any barriers which may need to be addressed. A proactive and supportive approach is taken to ensure students attend school regularly and on time.

### 7.1 Registers

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations

On each occasion the register is taken the appropriate national attendance and absence code must be entered for every pupil (of both compulsory and non-compulsory school age) whose name is listed in the admission register at the time (except for a pupil who is a boarder)

Absence can only be authorised by a person designated to do so by the head teacher [see The Education (Pupil Registration) (England) Regulations 2024

There are procedures in place to resolve unexplained absences within 5 working days.

School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 2).

### 7.2 Use of Attendance Data

Schools must provide specific pupil information on request to the Secretary of State [The Education \(Information About Individual Pupils\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](#)

We meet this requirement by sharing their school attendance data directly from our management information system.

We are also required to make data returns to the Local Authority:

New Pupil and Deletion returns: notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.

Attendance returns: providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U).

Sickness returns: providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness.

We collect, use and store attendance information about our pupils and may receive information about you from your previous school.

The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information. Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes.

The Deputy Head teacher and Head teacher will analyse attendance data half termly for whole school and groups of pupils. This will be shared with governors and used to inform the strategic plan to improve school attendance.

Attendance Data will be shared with class teachers in preparation for Pupil progress reviews and parents' evenings and to target interventions.

Attendance Data will be produced and used to promote attendance through the school newsletter, website and rewards and incentives

### 7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

The school will compare attendance data to the local and national statistics, and share this with the governing board.

### 7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### 7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors and other school leaders, to facilitate discussions with students and families

- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

#### 7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of students 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
- Utilise a wide range of strategies to support and promote at least good attendance including sending 'nudge' letters to inform parents/ carers of their child's attendance and punctuality record in comparison to their peers; providing workshops & setting attendance challenges for students; providing family support via external agencies.

#### 7.5 Attendance, Safeguarding and Children Absent from Education

A child absent from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that go absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2024 regulation 13).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 9 of the Education (Pupil Registration) (England) Regulations 2024.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2024 regulations

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 9(1), sub-paragraphs (h) and (i).

## 7.6 Truancy within school

Lode Heath School monitor attendance to each lesson period of the school day using the registers, in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities, Student Support is informed and staff alerted to find missing pupils. If pupils cannot be located and are suspected of leaving school premises, parents will be informed and further intervention will be implemented including contacting the police if necessary.

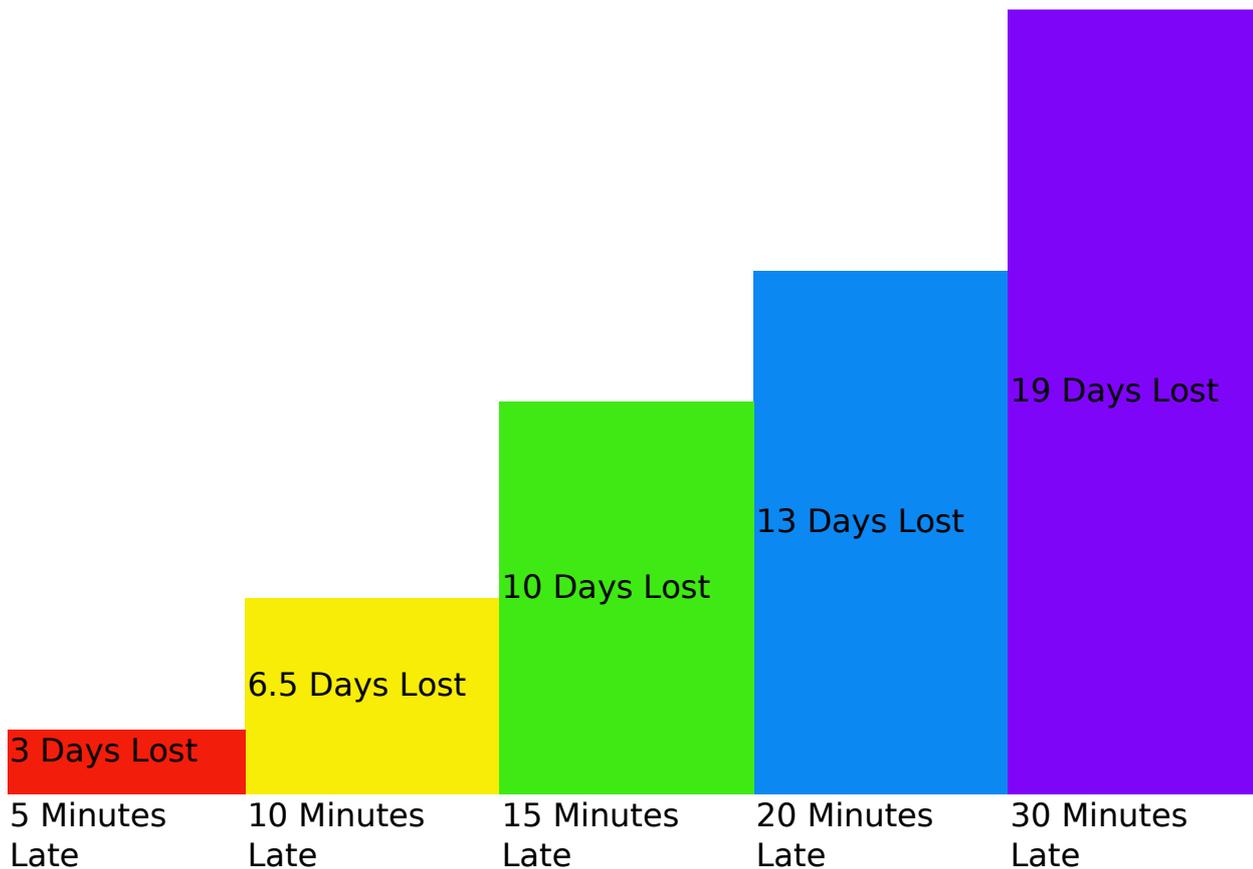
## 7.7 Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Lode Heath School. Attendance to approved alternative providers is monitored. When Pupils are Dual registered at another school or alternative provider their attendance will be recorded in the register as a D code (on days they are required to attend the other school/provision). The other school/provision will record the attendance of absence. For children who are Educated |Off site but not dual registered their attendance will be recorded in Lode Heath school register as a B code if they are confirmed present or the appropriate absent code if absent. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Lode Heath School.

## 8 Punctuality

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every day over a school year adds up to lost learning time.



(Over one academic year)

To access the most from the school day we ask parents to ensure that their children are in school for 8:40am and 9:00am on a Wednesday

Children arriving after 8:40am (9:00am on a Wednesday) will be late for school and have to report to the school office.

Where a pupil arrives after the register closes, this will be classed as an unauthorised late absence (code U as per DFE compulsory attendance codes).

School registration will close at 10:30am

Any student arriving after 9:00am will be sanctioned with a lunch time detention; this will be shared with parents / carers and monitored to provide support as required.

The registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable. Pupils with U codes may be referred to the Local Authority Statutory Team for consideration of Legal Action where the trigger is met.

## 9. Mobile Children

The School Attendance (Pupil Registration) (England) Regulations 2024 and the Working together to improve school attendance guidance use the term 'mobile child' to describe a child of compulsory school age who has no fixed abode and whose parent is engaged in a trade or business that requires them to move from place to place. This is a new term but covers the same children as section 444(6) of the Education Act 1996.

No fixed abode' means that someone either does not have a settled place where they can live full-time, or they have a place where they can live full-time but they spend substantial periods of time not living there. So a mobile child could be a child whose family travels all year round as part of their trade or business and has no permanent address at all, but it also includes a child who does have a fixed place to live (like a house) but does not live there for a substantial part of the year, if their parent is engaged in a trade or business that requires them to travel from place to place. If the child is absent from school while travelling with that parent, then code T applies.

#### 10. Exceptional circumstance absence requests

- The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

#### Expectations

- A leave of absence is granted entirely at the school's discretion. Permission for a Leave of Absence from a school may only be given by a person who the school's proprietor has authorised to do so (an authorised person).
- Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.
- Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.
- Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.
- When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify the parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.
- It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.

- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e the parent with whom the child normally resides.
- Where applications for Leave of Absences are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an “unauthorised” absence. Where a leave of absence is requested but additional days take either prior to or after the request, they may be considered as part of the leave of absence.
- Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as ‘unauthorised’.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum each academic year by the Deputy Headteacher: Student Support, Development & Standards. At every review, the policy will be approved by the governing board or delegated committee.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE’s guidance on school attendance (updated for 2024/25).

| Code  | Full name         | Description   |
|---|-------------------|---|
| The student is counted as present.                                      |                   |   |
| / or \  | Present am or pm  | Present in school during registration.  |
| L   | Late              | Late arrival before the register has closed   |
| The student is counted as present, at an Approved Educational Activity. |                   |   |
| B   | Educated off Site | The student is at an off-site supervised educational activity approved by the school. |

|   |                                    |  |
|---|------------------------------------|--|
| K   | Education provision provided by LA | Education provision arranged by a local authority, rather than the school  |
| P   | Sporting Activity (Approved)       | Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.   |
| V   | Educational trip                   | A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation.   |
| W   | Work Experience                    | A student in the final two years of compulsory education is attending work experience.   |
| The student is counted as absent, authorised. |                                    |  |
| C1  | Other Authorised Absence           | Absence for a regulated performance or employment abroad   |
| J1  | Interview                          | Leave of absence to attend an interview for employment or admission into another educational institution   |
| C2  | Other Authorised Absence           | Pupils on part-time timetables   |
| E   | Excluded                           | If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period (referred to as 'suspensions' by the DfE from Autumn 2021) or permanent exclusion.  |
| M   | Medical/Dental Appointments        | The student is absent due to a medical or dental appointment that could not be made outside of school hours.   |
| R   | Religious Observance               | The student is absent for religious observance on a day designated by the religious body.  |
| S   | Study Leave                        | Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise.   |
| T   | Traveller Absence                  | Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school. |
| I   | Illness                            | This Illness code can be used for any form of illness, if you don't want to distinguish Covid-19 illness.  |

|  |                                  |   |
|--|----------------------------------|---|
| I01  | Illness                          | This code maps to the statutory mark of I. This is for students absent due to non-coronavirus related illness (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments.   |
| I02  | Confirmed case of Covid-19       | This code maps to the statutory mark of I. This is for pupils who have a confirmed case of coronavirus.   |
| The student is counted as absent, unauthorised.                    |                                  |   |
| G  | Family Holiday (Not Agreed)      | The Holiday was not authorised by the school or in excess of the period determined by the headteacher.  |
| N  | No Reason                        | The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O.   |
| O  | Unauthorised Absence             | If the school is not satisfied with the reason given for absence they should record it as unauthorised.   |
| U  | Late (After Register Closes)     | Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U.  |
| These codes are not counted so will not affect attendance figures. |                                  |   |
| D  | Dual Registration                | The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school. |
| X  | Non-statutory school age absence | Sessions non-compulsory school-age children are not expected to attend. This code should only be used for early years students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.        |
| Y1   | Unable to attend                 | Absence due to transport normally provided not being available.   |
| Y2   | Unable to attend                 | Widespread disruption to travel   |
| Y3   | Unable to attend                 | Part of school closed.  |

|    |                         |  |
|----|-------------------------|--|
| Y4 | Unable to attend        | Unexpected whole school closure (different from # for planned closures).   |
| Y5 | Unable to attend        | Pupils in the criminal justice system.   |
| Y6 | Unable to attend        | Absence due to public health guidance or law.  |
| Y7 | Unable to attend        | Any other unavoidable cause.   |
| Z  | Pupil Not On Roll       | This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school. |
| #  | School Closed To Pupils | This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station.                               |

## Appendix – other information:

Children who are absent or missing from education: see the Child Protection policy

Other relevant policies:

Children with health needs who cannot attend school

Where the school has concerns that a child is absent from education, we will respond in line with our statutory duties and local policies. Local support is available via the Inclusion Service: [Managing school attendance](#).

Other suggested avenues of support can be found within the Child Protection policy.

**Persistent and Severe Absence:** The definition of persistently absent (PA) student as set by the DFE is a student with 10% or more absence (90% or less attendance). Severe absence is a student with 50% or less attendance.