Central Schools Trust

INCORPORATING BALSALL COMMON PRIMARY SCHOOL AND DAMSON WOOD NURSERY AND INFANT SCHOOL

flourishing together

Attendance Policy

Document Control

Date of Policy	Policy Version	Policy Change	Review Period
November 2022	1.1	New policy	Autumn Term 2023
October 2023	1.2	Updated reference to DfE documentation, clarification of absence on religious grounds, clarification regarding fixed penalty fines	Summer Term 2024
August 2024	2.0	Multiple changes to reflect DfE requirements around supporting better attendance in school	Summer Term 2025
December 2025	2.1	Updated responsible staff	Autumn Term 2026
September 2026	2.2	Updated in line with July 2026 DfE working together to improve school attendance guidance	Autumn Term 2027

CSAWS
IMPROVING SCHOOL ATTENDANCE
IMPROVING OUTCOMES.

Central Schools Trust Pupil Attendance Policy

Introduction

Regular school attendance is essential if children are to enjoy their education, maintain friendships and make good progress.

At Central Schools Trust, we believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Some pupils find it harder than others to attend school. This policy sets out how school staff will work with pupils, parents, and partners to promote, encourage and support regular attendance at school and remove any barriers to attendance.

Aims

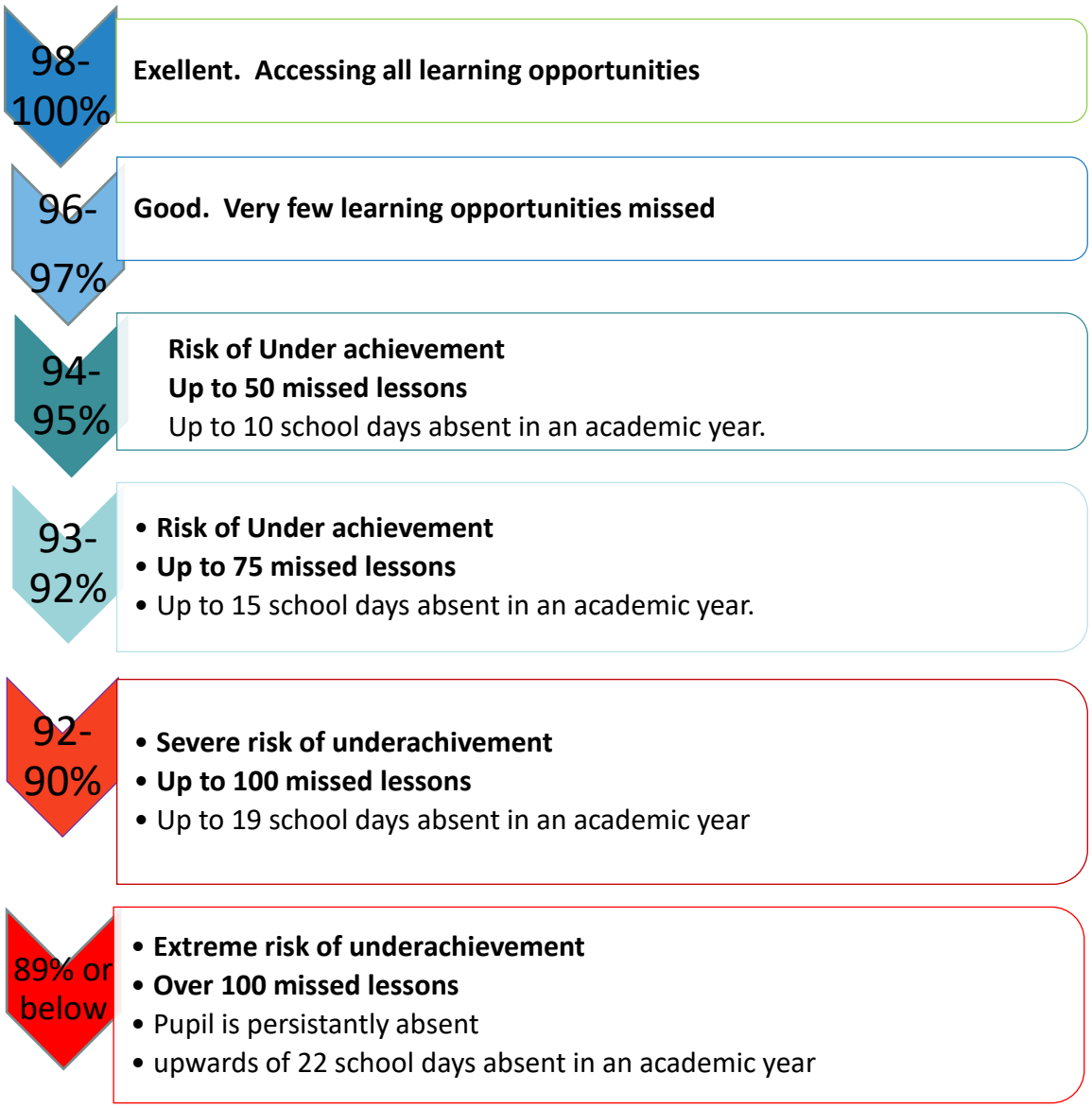
- to set clear expectations and aspirations that all pupils have a high standard of school attendance and punctuality
- to improve children's attainment through good attendance
- to make attendance a priority for everyone.
- to ensure there is a clear process to identify and address emerging attendance concerns
- to work effectively with parents, pupils, and partners through building trusted relationships to work together to remove barriers to attendance.

To achieve these aims for our pupils, we are committed to the following:

- a welcoming, stimulating and safe learning environment
- for all staff to feel happy to come to school to work with pupils, developing them to their full potential
- listen to parents and pupils to understand barriers to attendance
- build trusted relationships with parents and pupils where attendance concerns can be discussed, understood
- high expectations of our pupils and all staff
- a broad, balanced and relevant curriculum
- recognise and celebrate achievements in all areas of school life
- equal access to all aspects of the curriculum and school life
- high quality teaching using a variety of teaching strategies
- a range of resources that are effectively used to support and challenge learning
- provide experiences, which will develop our pupils' spiritual, moral and cultural understanding
- support, guidance and training for all those who teach and work with our children;
- foster and maintain links with our wider community.

Expected Levels of Attendance

Attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for pupils. Research shows that attendance and punctuality are important factors in school success.



<u>Attendance Partnership Expectations</u>

We expect the following from all of our pupils:

- to attend school regularly
- to arrive on time and appropriately prepared for the day, having had the chance to sleep well and eat breakfast
- where appropriate, to talk to a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents and carers:

- to ensure their children attend school regularly and punctually
- to ensure contact is made with school, as soon as is reasonably practical, whenever their child is unable to attend
- to ensure that their children arrive in school well prepared for the school day, having eaten breakfast and had the chance to sleep well
- to talk to a member of school staff about any problem or reason that may prevent them from attend of school.

Parents and pupils can expect the following from school:

- early contact with parents when a pupil fails to attend school without providing good reason
- regular, efficient and accurate recording of attendance
- to keep parents informed termly of a pupil's attendance levels
- to inform parents if a pupil's attendance falls below expected levels
- to listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance
- follow up support if needed.

Roles and Responsibilities for Attendance

- All schools in Central Schools Trust have an Attendance Champion; a named senior member of staff with responsibility for attendance issues.
- **If you have a concern about your child's attendance your first point of contact is these Attendance Champions, Mr Prescott (Headteacher) at Damson Wood Infant School and Mr Ireland (Interim Headteacher) at Balsall Common Primary School.**
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school.

Role	Responsibilities
Schools Governors	• Ensure compliance with relevant legislation (e.g. pupil registration, attendance registers) • Reviewing school attendance • Agreeing and Reviewing School Policy
Attendance Champion **Named staff:** Mr Prescott (Headteacher - DW) and Mr Ireland (Interim Headteacher - BCPS)	• Compliance with relevant legislation • Regularly maintaining Attendance Tracker • Data analysis and Strategic Plan for attendance • Implementing school policy and leading on whole school approach • Authorising/unauthorising absences • Leave of absence request • Ensuring there are clearly defined roles and responsibilities for attendance • Ensuring all staff have appropriate training • Line management • Contact with parents • Overview of clear and escalating interventions • Evaluation of interventions. • Promoting school attendance • Responsibility for links with CSAWS and the LA Statutory Team • Attendance at attendance panels
Class Teachers	• Marking registers • Promoting importance of regular school attendance • Providing early warning of attendance concerns • Positive role modelling • Following policy and procedures consistently. • Point of contact for parents to discuss concerns
Designated Safeguarding Lead **Named staff:** Mr Prescott (DW) and Mr Ireland (BCPS)	• Ensuring safeguarding and child protection procedures are adhered to as needed • Making contact with other agencies such as MASH or allocated social workers if children's attendance becomes a safeguarding concern

School Office **Named Staff:** Mrs Jeffs (DW) and Miss Cook (BCPS)	• Maintaining registers • First day calling/text messages • Identifying children whose absence needs further follow up action in line with the school absence procedure. • Late arrivals • Process for clearing registers • Administration of school attendance letters, leave of absence letters etc. • Producing attendance reports • Communication with CSAWS.

- Attendance matters are regularly reviewed by the Headteacher and members of the senior management team.
- Attendance issues are reported, on a half-termly basis, to the Governing Body.
- When available, school will liaise with the Local Authority Attendance Support Team at a minimum, termly.
- School uses Central School Attendance and Welfare Service Ltd (CSAWS) to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

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 (July 2026).

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
- 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

Prevention
Prevention of poor attendance through good whole school attendance management

All - Universal

- All pupils' consistent application of policy and whole school approach
- Setting high expectations for all through positive promotion of attendance

97-100%

Excellent. Accessing all learning opportunities

- Rewards and incentives
- Termly letter sent home

95-97%

Pupils at risk of lower-than-expected attendance identified through robust weekly tracking

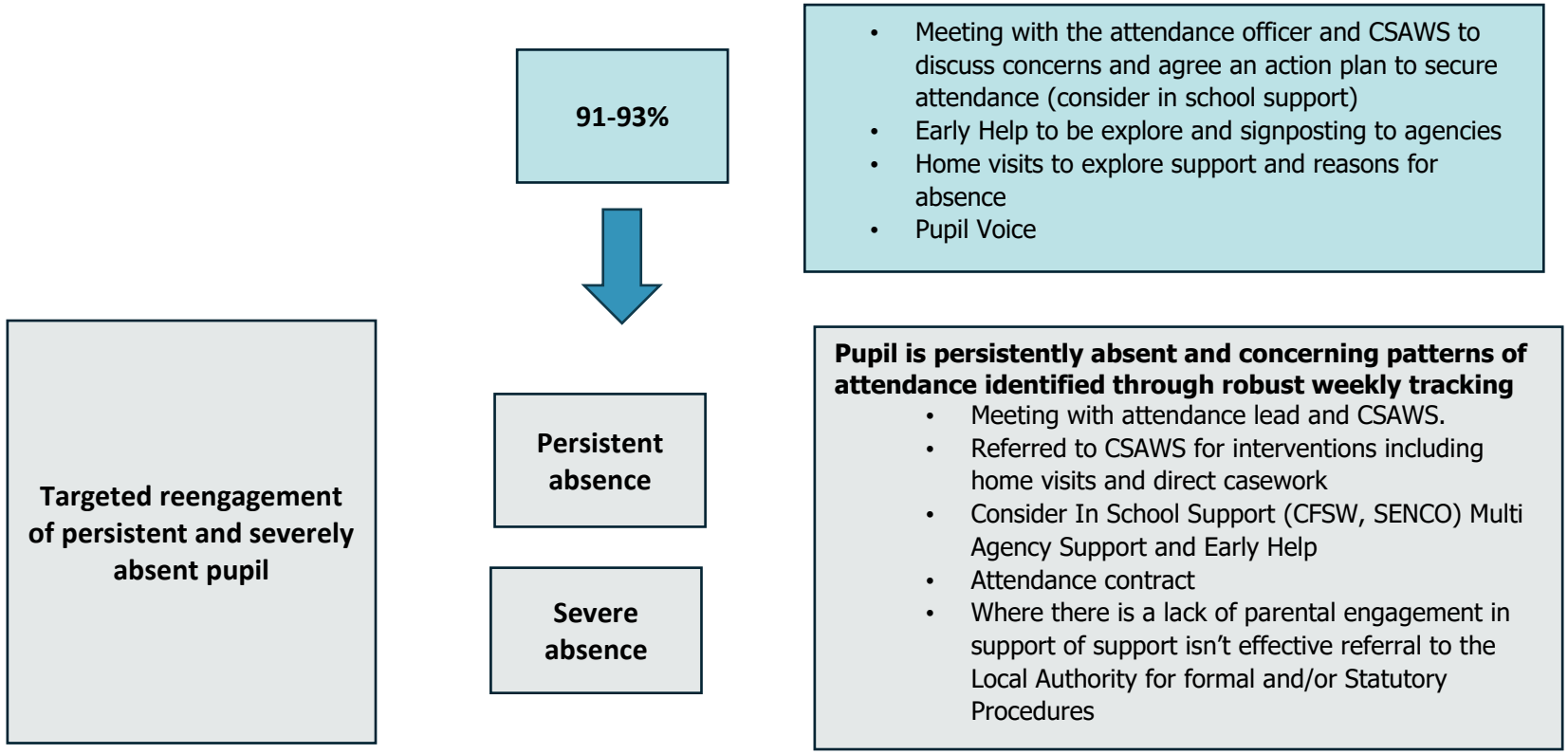
- Letter sent to parents advising of attendance
- Contact with parent and pupil by class teacher/tutor to explore if any in school barriers to attendance

Early intervention to reduce absence before it becomes habitual

93-95%

Lower than expected levels of attendance and concerning patterns of attendance identified through robust weekly tracking

- Letter 2 sent expressing further concerns
- Telephone contact or meeting with parent to understand barriers to attendance and agree support/actions
- Pupil Voice


91-93%
Meeting with the attendance officer and CSAWS to discuss concerns and agree an action plan to secure attendance (consider in school support)
Early Help to be explore and signposting to agencies
Home visits to explore support and reasons for absence
Pupil Voice
Targeted reengagement of persistent and severely absent pupil
Persistent absence
Severe absence
Pupil is persistently absent and concerning patterns of attendance identified through robust weekly tracking
Meeting with attendance lead and CSAWS.
Referred to CSAWS for interventions including home visits and direct casework
Consider In School Support (CFSW, SENCO) Multi Agency Support and Early Help
Attendance contract
Where there is a lack of parental engagement in support of support isn't effective referral to the Local Authority for formal and/or Statutory Procedures

The Solihull Inclusion Team: Formalising support & Legal Interventions

The Attendance Champions in each school, Mr Prescott (DW) and Mr Ireland (BCPS), are 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.

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

Penalty Notice Regulations 2024 and Statutory Guidance

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 the Local authority issues a penalty notice, it is per parent per child. The first penalty notice issued to a parent will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

If the threshold is met a 2nd time in three years and a 2nd Penalty notice is issued to the same parent in relation to the same child – this will a flat rate 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 a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution.

Promoting Attendance and Preventing Absence

Across Central Schools Trust, we regularly promote good attendance in a variety of ways with pupils, parents/carers and staff.

For parents/carers, we regularly communicate and promote the importance of attendance in newsletters, on our website, Facebook page Class Dojo, Studybugs and in parent/carer information sessions.

For pupils, we use assemblies, class time, School/Class Council to promote the importance of good attendance and punctuality. Pupils are aware of awards and incentives on offer such as:

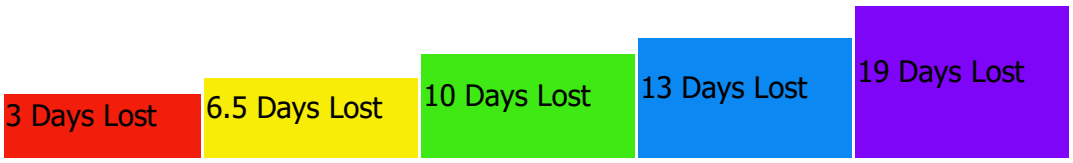
- weekly class attendance trophy
- certificates, stickers and badges for 100% attendance termly and for the whole year
- class rewards for 100% attendance
- '99 Club' each term for those children who achieve attendance at 99% or above
- special HERO trophy for pupils who achieve 100% for their whole time at school.

In schools, we also deliver regular staff training regarding attendance being everyone's responsibility and ensure staff understand their role in promoting good attendance.

School Day and 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 the academic year.



To access the most from the school day we ask parents to ensure that their children are in school for 8.45am.

Children arriving after 9.00am will be late for school and have to report to the school office.

The register will be taken at the same time for all pupils. 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 9.15am

The registers are monitored daily and identify pupils who are arriving late. Regular late arrival for school will be challenged as not acceptable. ***Pupils who have 10 or more U codes (late arrival codes) may be referred to the Education Enforcement Team for the issue of a penalty notice.***

Absence

If a child is absent from school, parents/carers should contact the school on the first day of absence to inform the school of the reason for absence. Parents/carers are expected to maintain contact with the school throughout the absence.

At 9.30am school registers are checked for any absences where there has been no contact by parents/carers and reason given.

School staff will phone parents/carers to ascertain a reason for the child absence from school.

If staff are concerned about a child's absence or there is no response to phone calls/messages, they will follow the process detailed in Appendix 1. This includes telephone calls to other emergency contacts, home visits, referrals to the CSAWS Attendance and Welfare Officer and to the police for a safe and well check.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Updated Attendance guidance July 2026).

If the pupil has a social worker, or a youth offending worker, they will be notified of any absences with no reason provided

It is imperative that up-to-date contact numbers and details are provided to school.

Schools are required to hold more than one emergency contact per child (KCSIE) Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Illness

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. If your child has no temperature but has minor ailments such as a, headache, or earache then (as with adults) medical advice is to give them paracetamol or other medication and send them to school. We will always contact you if your child's condition worsens or if we believe it is contagious such as chicken pox or vomiting. However, when a parent makes the assessment that their chid is unfit for school, they should follow the above absence process.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

School will challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

In fact, it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing addition services in order to provide appropriate support to pupils, particularly for long term illness.

The types of scenarios when medical evidence may be requested include:

- child is absent and there are frequent odd days' absences due to reported illness
- child is absent and the same reasons for absence are frequently repeated
- child is absent and attendance is below expected levels and there is a concerning pattern of absence/reasons for absence
- where there is a medical problems and school may need evidence to seek additional support/provide support.

Medical appointments

Parents should avoid making routine medical appointments and dental appointments during the school day. In the majority of cases, appointments can be made outside of the school day/during the school holidays.

Where appointments have to be taken during the school day, parents should request permission for their child to be absent in advance whenever possible. Only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

Parents are required to provide a copy of the appointment letter or card to the school office prior to the day of the appointment.

Other reasons for absences

Other reasons for absence must be discussed with the school on each occasion. Notes will not necessarily be accepted as providing valid reasons. The school will follow DFE guidance and not authorise absences for shopping, birthdays or child minding.

Reintegration of Long Term Absentees

Absence can significantly interrupt the continuity of students learning, and positive strategies should be employed to minimise such effects.

Key Principles

- We should always keep in touch with a student/and his/her family during a long absence.
- We should always make sure he/she is welcomed back
- We should never make sarcastic comments about an absence – a thoughtless word can destroy hours of work by staff.

Head Teacher and SENDCo to consider a phased return where appropriate. Consideration needs to be given to any special needs the pupil may have and appropriate support identified. Consideration must be given to providing a mentor (staff member/student)

Class Teachers should ensure that the pupil feels welcomed back to school in an appropriate way and take any necessary steps to support their re-integration.

Religious Observance

School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, parents are requested to give advance notice to the school if they intend their child to be absent. Religious bodies maybe contacted to verify these occasions.

A maximum of ONE day is permitted within a 12-month period for religious observance where a religion other than Christianity is practiced and falls on a usual school day.

Traveller Absence

The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

School can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must advise school of their forthcoming travelling patterns before they happen, and inform the school regarding proposed return dates.

School will authorise absence of Traveller children if we are satisfied that a family is travelling in line with parental occupation and has given indication that they intend to return.

Where Traveller children are registered pupils at a school, and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil.

Requests for Leave of Absence (exceptional circumstances)

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 Headteacher 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'.

Procedure for requesting a planned absence:

- All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form (Appendix 2) and submit this to the school at least two weeks prior to the date required. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.

- DFE guidelines make clear that leave of absence during term-time should be regarded as exceptional.

- If a parent/carer considers they require their child to have a leave of absence for exceptional circumstances, they should complete the absence request form which can be obtained from the school office (Appendix 2). There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Headteacher.

- Where the headteacher is satisfied that there **are** exceptional circumstances to warrant the request of the leave of absence, but has additional concerns such as the timing of the absence or the pupil's attendance record, they may use the absence leave calculator

- If the Headteacher deems that the reasons for the request are exceptional and authorises the absences, a letter confirming that the request has been authorised will be sent to the parent/carer *(Appendix 3 : model pro forma*)

- If the Headteacher deems that the reasons are not exceptional and the leave of absence will not be authorised, a letter informing the parents of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent. The letter provided in this guidance (Appendix 4) must be used.

- If, once notified in writing of the decision to unauthorise the leave of absence, the absence is taken it will be marked as an unauthorised absence on the pupil's register. If the trigger of 10 unauthorised absences (sessions) is met, then the absences should be referred immediately to the Education Enforcement Team for consideration and could result in the issue of a fixed penalty notice.

<u>Attendance, Safeguarding and Children Absent from Education</u>

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).

Appendix 3 details the local Procedures that School follows.

This attendance policy is part of a broader suite of safeguarding policies including the school's Safeguarding and Child Protection Policies.

Truancy within school

Central Schools Trust schools monitor attendance to each session 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, the Attendance Champion 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 the police notified of a missing child.

Alternative Education Providers

On rare occasions, a small number of pupils may be accessing an alternative education provider agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Damson Wood Infant School/Balsall Common Primary School. Attendance to approved alternative providers is monitored. When pupila 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 each CST school's 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 each CST School.

Pupils who are young carers

Some pupils may have responsibilities at home as a young carer which can increase barriers to regular attendance. Young carers must be recorded in the school census and where a pupil's caring role may be contributing to absence, our schools will work in partnership with the pupil and their parents to understand barriers to attendance and to put appropriate support in place. Where support needs extend beyond the school gates, we will work with the local authority to facilitate access to support through local early help arrangements and other relevant organisations. Where it appears that a young carer may have needs for support (or the young carer or their parent requests it) the local authority must carry out a young carer's needs assessment under section 17ZA of the Children Act 1989.

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

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. Registers will be taken at the same time for all pupils.

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 headteacher [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).

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.

Attendance is reviewed at a minimum half termly. Where there is cause for concern, this information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers on school's behalf.

We meet termly with the Local Authority for Attendance Targeting Support Meetings where attendance data is shared and discussed.

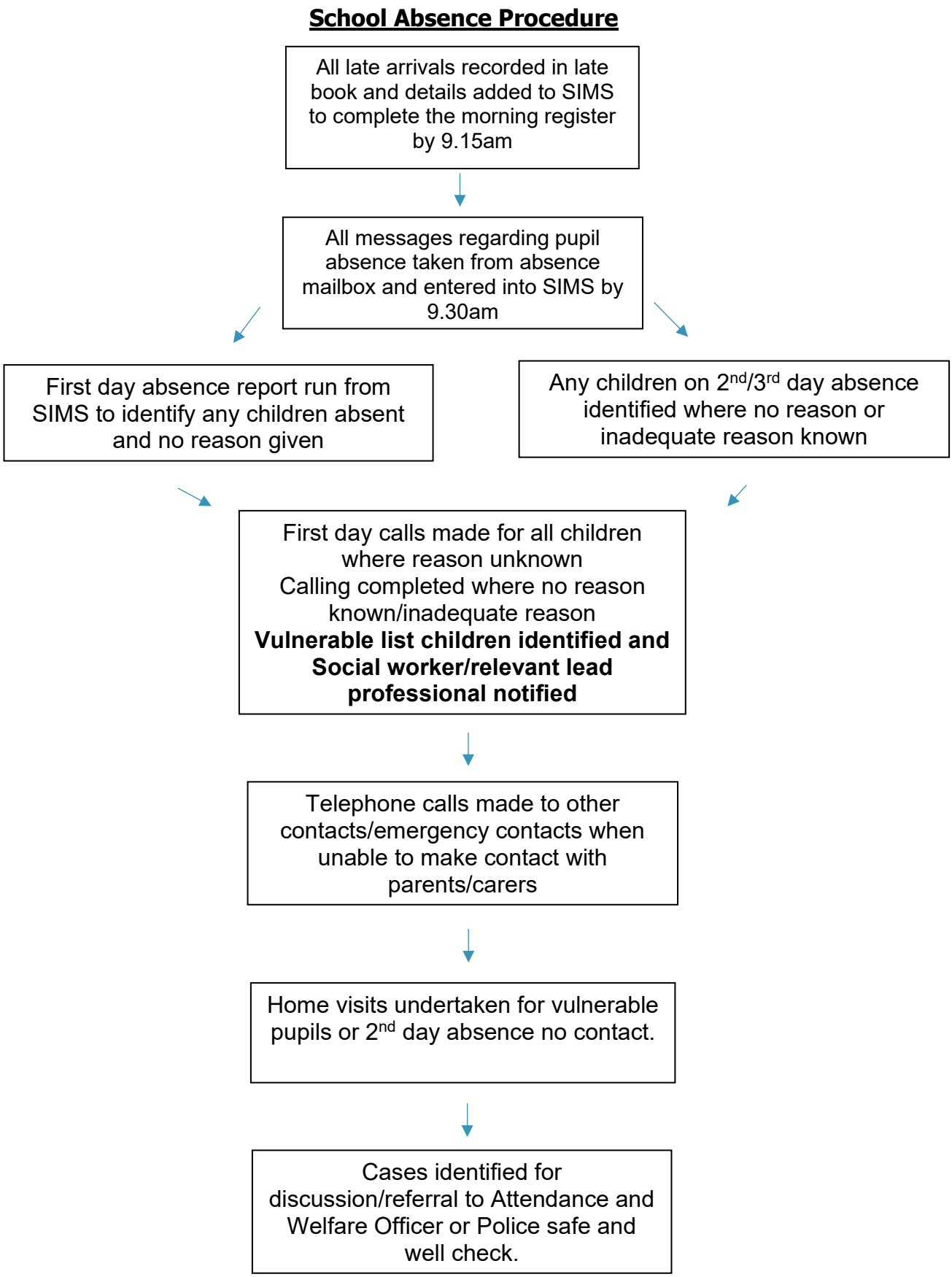
Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes.

The Headteacher 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.

Appendix 1: School Absence Procedure



Appendix 2: School Absence Request Form

SCHOOL ABSENCE REQUEST FORM

Form to be returned to the school office with a minimum of two weeks' notice

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Pupil …… Date of birth ……	Class ……
Please detail below the **exceptional circumstance** why you are requesting to take your child out of school. You may be invited into school to discuss your request with the Headteacher. (please attach your supporting evidence) …… …… …… …… ……	
Address……	
Leave of absence from date:…… to date …… Number of school days that your child will be absent from school ……	
Signature …… Name of Parent/Carer ……	Date ……

Leave of absence which has not been agreed will be marked as unauthorised. These may be referred to the Education Welfare Officer for consideration which could result in a Penalty Notice.

For School Use:

Previous requests for leave of absence Yes / No Attendance ……. %

Evidence provided for exceptional circumstance Yes / No

Arrange to meet with Parent/Carer Yes / No Date & time …….

Authorised ☐ **Unauthorised** ☐ **By Headteacher**

Appendix 3: Authorised Exceptional Leave of Absence Standard Letter

Authorised Exceptional Leave of Absence Standard Letter

TO THE PARENTS OF:-

Dear Parents

Thank you for your recent leave of absence request form.

I write to confirm that on this occasion I am able to authorise your child's leave of absence.

Requests for leave of absence are never taken lightly and in making this decision I have accepted your reason and evidence for the exceptional circumstance.

Yours sincerely

Headteacher

cc Class Teacher/File

Appendix 4: National Attendance and Absence Codes

Code	Meaning	Statistical Value
/	Present at school AM	Attending (Present)
****	Present at school PM	Attending (Present)
L	Late arrival before register is closed	Attending (Present)

K	Attending Education provision arranged the LA	Attending an approved educational activity (present)
V	Attending an Educational visit or trip	Attending an approved educational activity (present)
P	Participating in a Sporting Activity P code can only be used if the pupil is present at the activity	Attending an approved educational activity (present)
W	Attending Work Experience	Attending an approved educational activity (present)
B	Attending any other approved Educational Activity	Attending an approved educational activity (present)
D	Dual Registered at another school	Not a possible attendance (neither present or absent)

C1	Leave of absence – performance or regulated employment abroad	Authorised absence
M	Leave of absence for Medical or dental Appointment	Authorised absence
J1	Leave of absence for Interview	Authorised absence
S	Leave of absence for Studying for public examination	Authorised absence
X	Non – Compulsory School age pupil not required to attend school	Not a possible attendance
C2	Leave of absence – compulsory school age pupil subject to part time / reduced timetable	Authorised absence
C	Leave of absence for exceptional	Authorised absence
T	Parent travelling for occupational purposes	Authorised absence
R	Religious Observance	Authorised absence
I	Illness (**not** medical appointment)	Authorised absence
E	Suspended or Permanently excluded with no alternative provision made	Authorised absence
G	Leave of absence not granted by school	Unauthorised absence
N	Reason for absence not yet established	Unauthorised absence
O	Absent in other or unknown circumstances	Unauthorised absence
U	Arrived in school after registration closed	Unauthorised absence

Q	Unable to attend school because of lack of access arrangements (travel)	Not a possible attendance
Y1	Unable to attend due to transport normally provided not being available	Not a possible attendance
Y2	Unable to attend due to widespread travel disruption (e.g. train strikes)	Not a possible attendance
Y3	Unable to attend due to part of the school premises being closed (e.g. RAAC)	Not a possible attendance
Y4	Unable to attend due to the whole school site being unexpectedly closed (e.g. burst water mains)	Not a possible attendance
Y5	Unable to attend as pupil is in criminal justice detention	Not a possible attendance
Y6	Unable to attend in accordance with public health guidance or law (e.g. Covid self-isolation, Strep-A)	Not a possible attendance
Y7	Unable to attend because of any other unavoidable cause	Not a possible attendance