



**Beeston,
Cottingley &
Middleton Cluster**

Working in Partnership to help Children, Young People and Families reach their goals

**Attendance Policy
Updated September 2024**

BCM Cluster



This Attendance Policy is available on the school website and is reviewed and ratified annually by the governing body/board of trustees or as events or legislation requires. Any deficiencies or weaknesses identified will be remedied without delay.

| Headteacher | Senior Attendance Champion (SLT) | Nominated Governor Attendance | Chair of Governors |
|--------------------|---|--------------------------------------|---------------------------|
| Mr N Edensor | Mrs S Knowles | Ms S Watson | Mr A Scopes |

| Policy Review date | Date Ratified by governors | Date Shared with staff |
|---------------------------|-----------------------------------|-------------------------------|
| September 2027 | 23/01/2025 | 23/01/2025 |

| | |
|--------------------|-------------------------------|
| School Name | Beeston Primary School |
| Attendance Target | 96% |
| School opens at | 8.50am |
| Registers close at | 9.20am |

1. Contact List – September 2024

| Role / Agency | Name and role | Contact Details |
|--|--|--|
| Headteacher/Principal | Mr N Edensor | mainoffice@beestonprimary.org |
| Senior Attendance Champion SLT | Mrs S Knowles | 0113 2716978 |
| Attendance Officer Attendance Admin | Mrs C Gahan Mrs L Douglas | 0113 2716978 option 1 attendance@beestonprimary.org |
| Governor with responsibility for Attendance | Ms S Watson | mainoffice@beestonprimary.org |
| Chair Of Governors | Mr A Scopes | mainoffice@beestonprimary.org |
| School Office | Mrs L Scollen | 0113 2716978 mainoffice@beestonprimary.org |
| Inclusion Support Worker | Mrs M Whitaker | 0113 2716978 mainoffice@beestonprimary.org |
| School Attendance Service (SAS) | Queries relating to attendance | 0113 3785994 Schoolattendanceservice@leeds.gov.uk |
| Elective Home Education (EHE) | Queries around Elective Home Education | EHE@leeds.gov.uk |
| Children Missing Education (CME) | Referrals for children missing education | 0113 378 9686 CME@leeds.gov.uk |
| Education Safeguarding Team | Advice / Training / Safeguarding Audit | 0113 3789685 estconsultation@leeds.gov.uk |

Pupil attainment, achievement and development depend on regular attendance in school. Encouraging good attendance is the shared responsibility of the schools, pupils, parents and all other educational partners. The aim of the Cluster is to offer a broad, creative and inclusive curriculum and ethos which will encourage school attendance. Through strong values and expectations, we will ensure that pupils enjoy coming to school and recognise the importance of good attendance and punctuality. For more detailed information for a specific school, please refer to their school attendance policy.

Aims of the Cluster Attendance Policy are

- To raise attainment and achievement levels by having high expectations of attendance from all stakeholders from ages 0-16 years
- To raise the profile (to reduce the level) of truancy /unauthorised absence parentally condoned absence as pupils are not only losing valuable learning time but may also be putting themselves at risk of serious harm
- To create a culture in which good attendance is celebrated and accepted as the norm
- That all schools have a safe environment for the teaching, learning and development of pupils, hence encouraging outstanding attendance
- To work closely with other agencies to support pupils and families and in turn raise attendance
- To raise the profile and understanding and reduce the number of persistent absence with all stakeholders.

Procedures

Agreed Codes

All schools within the Cluster will use the agreed coding for absences and lates. Please see Appendix 1.

Absence due to appointments -Medical, Dental or Hospital Appointments

We would expect that these appointments will take place out of school time in order not to disrupt the pupil's education. Full day absences for medical appointments will not be authorised unless discussion takes place between a senior member of staff and home. For medical appointments to be authorised, pupils or parents should produce the medical appointment card/letter, and these will be authorised at the discretion of the Headteacher/School Attendance Leader. Pupils will be expected to attend school before or after the appointment (or both) depending on the time of the appointment. **Should this be an issue with individual medical practices, parents are entitled by law to request a copy of all medical appointments for their child.**

Exceptional Circumstances Absence

Each school within the Cluster expects that parents will take their holidays during the approved school break. It should be noted that there are 175 days each year when pupils are on holiday from school. The cost, convenience or availability of a particular holiday will not be taken into consideration.

Parents must accept that additional absence will be unauthorised and will be coded so upon their pupil's attendance record.

Absence for religious observance may be agreed by the Headteacher but will not exceed 2 days in any school year.

The Government has changed the Education (Pupil Registration) Regulations in relation to term time holidays and this came into force on 1st September 2013.

This was further upheld by the Supreme Court Judgement in the Isle of Wight in April 2017.

The generic penalty notice warning letter is sent to all parents at the start of the academic school year. Please see appendix 2.

All schools have published the penalty warning notice letter on their school websites.

As a result, Head Teachers can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time **will not** be authorised and will be marked as an unauthorised absence in the school register.

Any request for Exceptional Circumstances Absence must be put in writing to the Headteacher. Please see appendix 3.

In the event of a parent taking a pupil out of school for an unauthorised holiday, following the change in Government Regulations in September 2013 the school will always inform the local authority who can issue a fixed penalty.

See individual school policies.

Registers

Legally, registers must be taken twice daily am and pm, whereas at secondary schools there will be additional registers taken during individual sessions. All school registers will be taken immediately during a fire drill.

First day of absence

In the event of your child not being able to attend school, parents must inform school before the start of the school day. Failing this, schools will try to make contact with parents on the first day of a pupil's absence. If schools are unable to make contact by telephone, text or home visit they will continue each successive day of absence, until they successfully make contact and find the reason for the absence. Children whose attendance is causing concern, home visits may be more frequent. Records of first day contact and reasons for absence will be recorded. Failure to clarify the reason for absence will result in the absence remaining unauthorised and can be recorded as Parentally Condoned Absence. The authorisation of any absence is at the Headteacher's discretion and there may be occasions when the Headteacher does not authorise absences, despite a reason being given.

Safeguarding

If a child continues to be absent with no reason, further enquiries will be made promptly. In the event of schools being unable to locate a child they will refer immediately to relevant external agencies as needed. If a parent has applied for exceptional circumstances leave for their child, parents will be advised that if they do not return by the agreed return date then they may be taken off school roll whilst following Child Missing Out On Education (CMOOE) Procedures. This could lead to the permanent loss of a school place.

Lates

Good practice guidance

- Once the bell rings for the start of the school day the doors are closed and pupils are classed as late
- Arrival after the agreed school start time means a pupil is late and will result in an L code being given on their attendance
- Registers will be closed 30 minutes after the start of the school day. Arrival after this time will result in the pupil receiving a U code, this is classed as an unauthorised absence
- Schools will monitor lateness and contact parents if their children are persistently late

Rewards

Each school will have a range of rewards in place, to promote good attendance. The pupils and parents are made aware of these rewards. See individual school guidelines for further clarification.

Duties and responsibilities

All staff across the Cluster, in all schools are responsible for promoting and raising attendance. The key leaders with additional responsibility in the implementation of this policy are the Headteacher, Lead for Attendance, SLT, Pastoral Staff and office staff with attendance responsibility, parents/carers, pupils themselves and the class/form teacher in conjunction with the Local Authority and Governors. A member of the Governing Body has a designated responsibility for Attendance.

Parent/Carer responsibilities

To prepare children for a successful school experience it is vital to promote good attendance from an early age. The Cluster promotes excellent attendance from 0 - 16 years. All parents/carers

- have a legal responsibility to ensure their child/ren of school age receive a full-time education and legally pupil's must go to school every day during term time unless there is a valid reason for non-attendance
- must inform the school on the first day of absence
- must provide school with a reason for non-attendance and an expected return date
- ensure that their children are punctual and know the importance of good attendance

- must ensure that their children are collected from school on time – late collection may result in a childcare charge being issued
- show any documentation requested by the school
- to book any medical appointments outside of the school day
- to book any holiday no matter how short out of school time

Pupils

Pupils should

- be aware that good attendance is important for their learning
- take responsibility for their own attendance as early as possible
- know the acceptable and unacceptable reasons for not coming to school
- know to report to the office if they are late and know there may be a consequence for arriving late into school

Class teachers

- will promote/encourage and celebrate good attendance through the school reward system
- must complete registers correctly and on time
- pass on information about absences given to them by parents in writing to the school office/lead on attendance or whoever is appropriate in their setting
- make pupils aware that every day counts and that their attendance is important
- will complete agreed school practices for raising/promoting attendance within the school (see individual school policies)
- if they have any concerns over a pupil's attendance, they must initially speak to the parents and speak to the school attendance team/member or staff responsible for monitoring attendance

Governors

Governors will

- delegate powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy

- nominate a link governor to visit the school regularly, to liaise with the Headteacher/ Attendance Lead and to report back to the Governing Body
- ask questions about trends and what is being done to prevent persistent absentees or poor attendees
- monitor termly progress towards targets
- be responsible for the effective implementation, monitoring and evaluation of this policy

Cluster Attendance Working Group

Each school has a leader who is part of the Cluster Attendance Working Group. They are responsible for:

- attending all half termly meetings and contributing ideas and providing data
- raising attendance within their individual schools along with the Headteacher and SLT
- evaluating and analysing data and making appropriate links to achievement
- promoting consistency throughout the school
- ensuring appropriate rewards for good attendance are embedded throughout school
- following close monitoring of procedures for persistent absentees and children who have poor attendance; this includes contacting parents and submitting detailed referrals to different agencies for support.
- ensuring requested data is submitted on time
- sending out the positive attendance message in assembly. Ensure the link between attendance and attainment is firmly in the minds of class teachers, pupils and parents.
- ensuring that individual schools arrange/attend reviews in school
- monitoring work of school's attendance team
- reviewing and evaluating cluster attendance policy

School Attendance Team or designated person with schools.

School is required to share all attendance data with the Department for Education on a daily basis.

Those people nominated by schools will ensure school intervention is completed which includes:

- close monitoring and appropriate action takes place for all children and that evidence of actions are recorded
- sending texts/making phone calls and home visits when children are absent

- liaising with other relevant colleagues to identify children causing concern and to communicate all action to the School's Senior Attendance Champion.
- speaking to children and contacting parents regarding unsatisfactory attendance and agree improvement strategies
- liaising with Cluster for advice regarding attendance strategies
- collecting daily voicemail messages
- overseeing first day calls
- updating class teachers with information about the attendance of children in their class/form
- reporting periodically to the Senior Management Team and Governors
- analysing weekly attendance statistics for each year group to highlight trends
- keeping records and details of children undergoing attendance related casework
- Parents/Carers will be invited to minuted Targeted Support Meetings
- referring to LCC Legal Services School Attendance Service for children whose attendance is causing concern
- keeping records and detailed chronology of:
 - all referrals and reasons
 - progress of each case
 - outcomes
 - named contacts
 - meetings with parents
 - consider referral to Cluster for family support
- Schools will be mindful of individual pupils needs

School Pastoral Staff

School pastoral staff will

- at the point of referral check school evidence gathered and discuss next steps with the school
- liaise and make referrals where necessary to other agencies – e.g. Family Support Worker; Social Care; Housing etc - to gather information and formulate action plans.
- support families and children to raise attendance and make regular visits and work directly with families/pupils who have been identified
- support in the form of an Early Help Plan where appropriate.
- ensure the Senior Leadership Team and designated attendance staff are kept well informed of any actions/developments for their pupils
- prepare evidence for legal action

Persistent Absentees

A pupil is classed as Persistently Absent when their attendance is 90% or below. Schools have a legal obligation to notify the local authority of pupils who are in this category, which may result in legal action being taken.

The DFE category for Persistent Absentees is as follows:-

| Classification of a Persistent Absentee at the end of each half term. | |
|--|---|
| Half Term 1 (Sept - October 1/2 term) | 7 sessions missed from Sept –End HT1 |
| Half Term 2 (November - Christmas Holiday) | 14 sessions missed from Sept –End HT2 |
| Half Term 3 (January - February 1/2 term) | 20 sessions missed from Sept –End HT3 |
| Half Term 4 (February - Easter Holiday) | 25 sessions missed from Sept –End HT4 |
| Half Term 5 (Easter - May 1/2 term) | 31 sessions missed from Sept –End HT5 |
| Half Term 6 (May - Summer Holidays) | 38 sessions missed from Sept –End HT6 (HT5 - This is the figure reported for the year.) |

Fast Tracks

All schools will identify children who meet the Fast Track criteria of 10 (or more) unauthorised absences in the last 10 weeks and complete the fast-track criteria and refer to the LA

Where no improvement in attendance is recorded, Parents/Carers may receive a Penalty Notice or further legal action.

School registers are a legal document and must be recorded accurately in accordance with Appendix 1

Appendix 1 –BCM Cluster Absence Codes

Summary of Attendance Codes and Meanings

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024 a pupil should be recorded as present or absent in the Attendance Register

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 admissions register at the time (exception boarder)

Full information contained in the School Attendance (Pupil Registration) (England) Regulations 2024 and the Statutory Attendance Guidance Working Together to Improve Attendance 2024.

[Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/124222/Working_together_to_improve_school_attendance_applies_from_19_August_2024.pdf)

1. If a pupil is present in school the following codes from table 1 should be used

| Code | Meaning | Criteria | Statistical Value |
|-------------|--|---|--------------------------|
| / | Present at school AM | Must be in school at registration | Attending (Present) |
| \ | Present at school PM | Must be in school at registration | Attending (Present) |
| L | Late arrival before register is closed | The pupil was absent when the register started being taken but arrives before the register is closed. | Attending (present) |

2. If a pupil is absent from school so that they can attend a place other than school for any of the following reasons the relevant code from table 2 should be used.

| Code | Meaning | Criteria | Statistical Value |
|-------------|--|---|--|
| K | Attending education provision arranged by the LA | <ul style="list-style-type: none">• The nature of the provision must also be recorded.• Code K can only be used if the child is present at the provision. | Attending an approved educational activity (present) |
| V | Attending an Educational visit or trip | <ul style="list-style-type: none">• The pupil is attending a place, other than the school or any other school at which they are a registered pupil, for an educational visit or trip• Arranged by or on behalf of the school and supervised by a member of school staff. | Attending an approved educational activity (present) |

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| | | <ul style="list-style-type: none"> • The visit or trip must take place during the session for which it is recorded. • Code V can only be used if the pupil is present at the visit. | |
| P | Participating in a sporting activity P code can only be used if the pupil is present at the activity | <ul style="list-style-type: none"> • P code can only be used if the pupil is present at the activity The sporting activity must take place during the session for which it is recorded. • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. | Attending an approved educational activity (present) |
| W | Attending Work Experience | <ul style="list-style-type: none"> • W code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; | Attending an approved educational activity (present) |

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|----------|---|--|--|
| | | <ul style="list-style-type: none"> • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's • attendance has been approved. | |
| B | Attending any other approved Educational Activity | <ul style="list-style-type: none"> • B code can only be used if the pupil is present at the activity Under arrangements by school or LA • In session for which it is recorded • The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014; • the activity is of an educational nature; • the school has approved the pupil's attendance at the place for the activity; and • the activity is supervised by a person considered by the school to have the appropriate skills, training, experience and knowledge to ensure that the activity takes place safely and fulfils the educational purpose for which the pupil's attendance has been approved. • As set out in the DfE's guidance on 'Providing remote education'. pupils who are absent from school and receiving remote education still need to be recorded as absent using the most appropriate absence code. Schools should keep a record of, and monitor pupil's engagement with remote education, but this is not formally tracked in the attendance register. | Attending an approved educational activity (present) |

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| D | Dual Registered at another school | <ul style="list-style-type: none"> • The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. • Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. • Schools should ensure that they have in place arrangements whereby all unexpected and unexplained absences are promptly followed up. | Not a possible attendance (neither present nor absent) |
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3. If a pupil is absent with leave (NB schools not required to follow regulation 11 in granting a leave of absence should still use the relevant code)

| Code | Meaning | Criteria | Statistical Value |
|-------------|---|---|--------------------------|
| C1 | Leave of absence – performance or regulated employment abroad | <ul style="list-style-type: none"> • Performance licence issued by LA or • Body of Persons Approval issued by LA or • Justice of peace has given licence for pupil to go abroad for performance or regulated purpose | Authorised absence |
| M | Leave of absence for medical or dental appointment | <ul style="list-style-type: none"> • Agreement in advance • Application by parent child normally lives with • Minimum time necessary • Where pupil is absent at registration | Authorised absence |
| J1 | Leave of absence for Interview | <ul style="list-style-type: none"> • Agreement in Advance • Application by parent child normally lives with • In session absence recorded | Authorised absence |

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|-----------|---|---|--|
| S | Leave of absence for Studying for public examination | <ul style="list-style-type: none"> • This code should be used sparingly for Y11 pupils during public exams. | Authorised absence |
| X | Non-compulsory school age pupil not required to attend school | <ul style="list-style-type: none"> • For part time attendance • Absence for timetabled sessions to use appropriate code and not X | Not a possible attendance (neither present nor absent) |
| C2 | Leave of absence – compulsory school age pupil subject to part time timetable | <ul style="list-style-type: none"> • Exceptional circumstances • if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time • Temporary • See Working Together to improve attendance | Authorised absence |
| C | Leave of absence exceptional circumstances | <ul style="list-style-type: none"> • Exceptional circumstances • No blanket approach • School discretion • Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. | Authorised absence |

4. Pupil Absent other Authorised reasons

| Code | Meaning | Criteria | Statistical Value |
|------|--|---|--------------------|
| T | Parent travelling for occupational purposes. | <ul style="list-style-type: none"> 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 require them to travel from place to place. To help ensure continuity of education for pupils, when their parent(s) is travelling for occupational purposes in England, it is expected that the pupil should attend a school where their parent(s) is travelling and be dual registered at that school and their main school. | Authorised absence |
| R | Religious observance | <ul style="list-style-type: none"> The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves) | Authorised absence |
| I | Illness (not medical appointment) | <ul style="list-style-type: none"> The pupil is unable to attend due to illness (both physical and mental health related). Schools should advise parents to notify them on the first day the child is unable to attend due to illness. | Authorised absence |
| E | Suspended or permanently excluded with no alternative provision made | <ul style="list-style-type: none"> The pupil is suspended from school or permanently excluded from school, but their name is still entered in the admission register, and no alternative provision has been made for the pupil to continue their education | Authorised absence |

5. Pupil Absent – Unavoidable Cause

| Code | Meaning | Criteria | Statistical Value |
|------|--|--|----------------------------------|
| Q | Unable to attend school because of lack of access arrangements | There is a lack of access arrangements for a pupil whose home is in England if— (a) a local authority have a duty to make travel arrangements in relation to the pupil under section 508B(1) of the 1996 Act(13) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; (b) a local authority have a duty to make travel arrangements in relation to the pupil because of section 508E(2)(c) of the 1996 Act(14) for the purpose of facilitating the pupil’s attendance at the school and have failed to discharge that duty; or (c) the school is an independent school that is not a qualifying school and— (i) the school is not within walking distance of the pupil’s home; (ii) no suitable arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home. | Not a possible attendance |
| Y1 | Unable to attend due to transport normally provided not been available | The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available | Not a possible attendance |
| Y2 | Unable to attend due to widespread travel disruption | The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency | Not a possible attendance |
| Y3 | Unable to attend due to part of the school premises being closed | Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use. | Not a possible attendance |

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|----|---|---|----------------------------------|
| Y4 | Unable to attend due to the whole school site being unexpectedly closed | Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed. | Not a possible attendance |
| Y5 | Unable to attend as pupil is in criminal justice detention | <p>The pupil is unable to attend the school because they are:</p> <ul style="list-style-type: none"> • in police detention, • remanded to youth detention, awaiting trial or sentencing, or • detained under a sentence of detention. <p>A pupil's absence should be recorded under code Y7 (Unable to attend because of any other unavoidable cause) if they are unable to attend because they are serving a community based (i.e. non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day</p> | Not a possible attendance |
| Y6 | Unable to attend in accordance with public health guidance or law | <p>The pupil's travel to or attendance at the school would be:</p> <ul style="list-style-type: none"> • contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease. | Not a possible attendance |
| Y7 | Unable to attend because of any other unavoidable cause | <p>This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to</p> | Not a possible attendance |

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| | | <p>secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.</p> <p>Schools must also record the nature of the unavoidable cause (regulation 10(6))</p> | |
|--|--|---|--|

6. Absent for unauthorised reason

| Code | Meaning | Criteria | Statistical Value |
|-------------|---|--|-----------------------------|
| G | Holiday not granted by school | <p>The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.</p> <p>A school cannot grant a leave of absence retrospectively.</p> <p>If the parent did not apply in advance, leave of absence should not be granted.</p> | Unauthorised absence |
| N | Reason for absence not yet established | Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the session (regulation 10(7) to (9)). Code N must not therefore be left on the pupil's attendance record indefinitely; if a reason for absence cannot be established within 5 school days, schools must amend the pupil's record to Code O | Unauthorised absence |
| O | Absent in other or unknown circumstances | Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised. | Unauthorised absence |
| U | Arrived in school after registration closed | <p>Where a pupil has arrived late after the register has closed but before the end of session.</p> <p>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. All schools are expected to set out in their attendance policy the length of time the register will be</p> | Unauthorised absence |

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|--|--|--|--|
| | | open, after which a pupil will be marked as absent. This should be the same for every session and not longer than 30 minutes | |
|--|--|--|--|

Administrative Codes

| Code | Meaning | Statistical Value |
|-------------|---|--------------------------|
| Z | Prospective pupil not on admission register | NOT COLLECTED |
| # | Planned whole school closure | NOT COLLECTED |

Appendix 2



September 2024

Dear Parent/Carer

Taking time off school in term time

We are writing to inform you that from 19th August 2024 the Government changed the Education (Pupil Registration) Regulations in relation to term time holidays.

As a result, Head Teachers can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time **will not** be authorised and will be marked as an unauthorised absence in the school register.

Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act 1996 which means that you will be fined for your child's absence.

Taking a child out of school in term time interrupts the learning of the whole class as teachers have to spend time helping children catch up when they return. Each academic year school is closed for thirteen weeks. This allows families up to 175 days a year to go on holiday or visit relatives abroad.

- *First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. **A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

The issuing of Penalty Notices relates to any unauthorised absence. Authorisation of absence is at the Head Teacher's discretion and if your child is absent for any reason such as illness, you may be required to provide school with evidence of the absence such as a medical appointment card or prescription.

If you are experiencing any difficulties that are affecting your child's attendance the school and the Cluster want to work with you to support you. Please contact the school in the first instance.

Yours Faithfully

Pastoral Leader

Joanne Hainsworth
Targeted Services Leader



Appendix 3

Leave of Absence Request

| | | | |
|---|---------------------------------------|---------------------------------------|---------------|
| SCHOOL: | | DATE OF REQUEST: | |
| First Name | Surname | Date of Birth | Class |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Leaving date: | | Date due back in school: | |
| Length of absence applied for (number of school days only): | | | days |
| | | | |
| Siblings in other schools: Please note this request information will be shared with the attendance lead in the school in which the sibling/s attend | First Name | Surname | School |
| | | | |
| | | | |
| | | | |
| | | | |
| Contact Details | | | |
| Parent/Carer: (eg. Mother, Father, Grandparent, Carer): | First name: | First name: | |
| | Surname: | Surname: | |
| | Address: | Address: | |
| | Postcode: | Postcode: | |
| | Email: | Email: | |
| | Home phone number: | Home phone number: | |
| | Mobile: | Mobile: | |
| | Alternative number while away: | Alternative number while away: | |

| | | |
|---|--|--|
| | | |
| Reason for absence including full explanation (use a separate sheet of paper if necessary) The exceptional circumstances are... | | |
| Point of departure (eg. Airport, Coach, Train Station etc.): | Destination: | |
| Time of departure: | Flight numbers and name of airline: | |
| Emergency Contact Details (preferably someone who is staying in Leeds): First Name: Surname: Address: Postcode: Relationship to the child: Contact Number: | <u>*Provide copies of travel plans to support your request.*</u> If child is not leaving with parent(s) who is accompanying them? Who will be caring/responsible for the child? Why is/are the parent(s) not leaving with the child? Name: Relationship to child: Address: <u>Postcode :</u> | |

Statutory Declaration - Legal responsibility

As a parent/guardian I understand all children aged between 5 and 16 are required by law to receive an education, and under the provisions of the Education Act 1996, it is my responsibility as a parent to ensure the regular school attendance of my children and that failure to do so could result in legal proceedings being taken by the Local Education Authority. I understand that requests for leave can only be granted by schools if there are exceptional circumstances, and holidays are not considered exceptional. They must also be made to the school in advance, as the Department for Education has told schools that they cannot authorise any absences after they have been taken.

Fines

- *First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.*
- *Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. **A guilty verdict at the Magistrates' Court can lead to a fine of up to £1000, and a criminal record which can affect employment opportunities.***

School places

*I am aware that a **referral will made to the Local Authority Children Missing from Education Team (CME) if my request is unauthorised, and my child hasn't returned to school on the agreed date. This can result in my child losing their school place.***

I am also aware that there is a shortage of places in the area, so if my child loses their school place it could result in having to travel to a school out of area or my child without a school, being a detriment to their education and causing implications to my own employment.

Parent's Full Name:

Parent's Signature:

Date:

Parent's Full Name:

Parent's Signature:

Date:

| | | | | |
|---|--|---|--|------------------------|
| School Section Any previous request Yes <input type="checkbox"/> No <input type="checkbox"/> | | Is the requested absence during exams Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Reason for refusal/Comments | | | | |
| Authorised <input type="checkbox"/> | | Approved | | for School days |
| Unauthorised <input type="checkbox"/> | | Not approved | | for School days |

| | |
|--------------------------------|--|
| Headteacher's Signature | |
|--------------------------------|--|