



# Higham Lane School

Helping Learners Succeed

## Attendance Policy

Policy Number	<b>3</b>
Approval Date	<b>January 2023</b>
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Governors' Sub-Committee	<b>Students, Parents &amp; Community</b>
Statutory Policy	<b>Yes</b>

Signed:

*David Buckle*

**Chair of Governors**

**Date: Jan 2023**

## **Rationale**

Regular and punctual attendance is an essential prerequisite to effective learning. When students are not in school they are deprived of the educational opportunities which school has to offer them and they are at greater risk of subsequently becoming socially excluded and disadvantaged.

It is the legal responsibility of parents and those with 'parental responsibility' to secure education for their children of compulsory school age whether at school or 'otherwise', and, if they are at school, to send them to school regularly.

It is the School's responsibility to support the attendance of its students and to deal with problems which may lead to non-attendance, ensuring every student has access to full-time education to which they are entitled. Attendance is increasingly regarded as a measure of the quality of education offered by a school; high rates of attendance are closely related to success in public examinations; authorised and unauthorised absence figures for schools are published annually by the DfE, Schools are required to include such information in the School Prospectus and Governors' Report. Poor or irregular attendance at school disadvantages the student socially and educationally and can lead to the student being at risk; it may also damage the learning of others in the group by restricting the scope for effective teaching because of fluctuations in the size of the group. Attendance problems may be outside the control of the school but may also lie within it, having their origin in the quality of education which that student is experiencing. As such, better attendance may be achieved by identifying and remedying problems in that individual's education.

We need to ensure that in addition to increasing the levels of overall attendance we also reduce the numbers of persistent absentees. (A persistent absentee is when a student's attendance rate falls below 90%)

The School will seek to promote good attendance and punctuality through other policies including the Behaviour Policy and the Teaching and Learning Policy and act early to address patterns of absence.

This policy outlines the practice and procedures in place together with the stages of intervention adopted to promote good attendance and reduce persistent absenteeism.

## **Context**

Section 7 of the Education Act 1996 makes it a legal responsibility for parents or carers to ensure that their children receive efficient, full time education, either by regularly attending school or otherwise. If a child fails to attend regularly then the parent/carer is guilty of an offence.

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

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

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Schools are responsible for recording student attendance twice a day, once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all students who are registered at the School.

Higham Lane School will continue to develop a positive ethos which will highlight and promote good attendance and punctuality. Rewards will be given to good and improved attendance in addition to rewarding learning to show that the whole school community values attendance and recognises that promoting attendance and punctuality is the responsibility of the whole school staff.

### **Intended Outcomes**

It is intended that through this policy, awareness of the intolerance of good attendance will be raised and a coherent and consistent approach to promoting and securing good attendance will be established across the School. This will drive Higham Lane School's expectation to meet a whole school attendance target of 96%.

### **Policy Objectives**

- To improve the overall percentage attendance of students registered at Higham Lane School and Sixth Form
- To make attendance and punctuality a priority for all those associated with the School including students, parents/carers, teacher and governors.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks with respect to promoting attendance and punctuality.
- To provide support, advice and guidance to parents/carers and students.
- To develop a systematic approach to gathering and analysing attendance-related data.
- To implement a system of rewards and sanctions with respect to attendance and punctuality
- To promote effective partnership with the Warwickshire Attendance Service (WAS) and with other services and agencies.
- To recognise the needs of the individual student when planning reintegration following a significant period of absence.
- To follow standard approaches as devised by the Local Authority (LA) to authorise or unauthorise holidays during school time and the proposed use of Fixed Penalty fines as a strategy to address truancy.

### **Practice and Procedures**

Any student who is absent from school at the morning or afternoon registration period must have their absence recorded as authorised, unauthorised, attending an approved off-site educational activity or unable to attend due to exceptional circumstances. Only the Headteacher or member of staff acting on behalf of the Headteacher can authorise absence. If there is no known reason for the absence at registration then the absence is recorded as unauthorised and only when a reason for absence is given by the parent/carer will a decision be made whether to authorise or unauthorise the absence.

- The school day starts at 8.40am when all students need to be lining up on the playground with their tutors. Students arriving at 8.40am or after, need to report to Student Services

and will be marked as late with students who arrive after 9.30am receiving an unauthorised mark.

- Afternoon registration takes place at either 12.15pm or 12.52pm, depending upon whether students are on first or second lunch sitting.
- Students who arrive after the afternoon register is taken will be marked as late by their tutor and where possible the number of minutes late recorded.
- A register needs to be taken for every lesson within the first 10 minutes. If students arrive late (within the first 10 minutes) to lessons they need to be recorded as late and the Punctuality Procedure applied (this does not apply to morning registration – students who arrive late to morning registration need to be sent to Student Services to sign in and will receive a late mark. If they arrive after 9.30am they will receive a U mark indicating that their absence is unauthorised for that registration session). If students arrive after 10 minutes and the register has been closed, they need to be sent to Student Services to be signed in and the Punctuality Procedure should still be applied.
- Parents/carers need to notify the school of any absence on the first day of absence or in advance if possible.
- If the school has not been notified of the reason for absence by 9.45am the Attendance Officer will arrange for them to be contacted using Connect Ed text messaging service (see Appendix 6).
- Reasons for absence will be recorded on Class Charts.
- Where there has been no contact from parent/carer giving reasons for absence the Attendance Officer will follow the school absence procedure (see Appendix 6) to investigate the reason for absence
- 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
- The Attendance Officer will ensure that relevant attendance and absence data is provided to appropriate members of staff at regular intervals to enable effective monitoring of attendance
- All stakeholders in the School have a role to play in promoting and securing good attendance. Governors will monitor attendance by being regularly provided with attendance data and they will review the policy every two years via Students, Parents, Community and Safeguarding GSC. They will ensure that any complaints about the Attendance Policy are dealt with in accordance with the School's Complaints Policy.

The Headteacher is responsible for promoting attendance, ensuring staff, students and parents/carers are aware of their responsibilities with respect to attendance. The following roles have been defined starting with the first member of staff to register the students.

### **The role of Parents/Carers**

Only with the full support of parents/carers can high attendance be guaranteed:

- Parents or carers are legally responsible for ensuring their children attend school regularly and may risk prosecution if they fail in this duty.
- Parents/carers need to also ensure that their children arrive at school on time, with the right equipment, properly attired in school uniform and in the right emotional condition to learn and accept the School's Behaviour Policy.

- It is parents'/carers' responsibility to inform school of the reason for a child's absence on the first day of absence and to provide further information as is required.

### **The Form Tutor or Academic Tutor (Sixth Form)**

The form tutor is seen as the key person in promoting regular punctual attendance. The tutor needs to:

- Provide a good example by always being punctual to registration, give a high profile to attendance and punctuality and praise students who arrive on time.
- Carry out registration in the prescribed manner.
- Check the absence sheet and ensure absence is followed up (See appendix 6)
- Monitor lates and to apply the late policy.

Tutors will receive the following information for their tutor group in regard to attendance and punctuality. This information will be issued each week unless stated.

- Attendance and late information
- Absence sheet – to show previous week's unexplained absence (this must be followed up by tutor – please see absence procedure)

Tutors should ensure they are aware of absence and punctuality in their tutor group. The lates and attendance sheet will detect poor attendance. Tutors can then check the attendance certificate on Class Charts to detect any patterns.

Tutors will be expected to understand the attendance information for their tutor group and recognise where students have falling attendance or if there is a cause for concern.

### **Attendance**

- Tutors should inform all students on a weekly basis of what their attendance is using the percentage attendance sheet. This should then be recorded on that day in the Student Organiser i.e. if a Friday is attendance information day, record the % on the Friday of that week.
- Tutors should use the register to give students more information on their attendance every half term including any concerns they may have.
- Tutors should be aware of any attendance concerns and inform the Progress Leader/Head of Sixth Form. Regular absence i.e. twice in a half term, should prompt a call or letter to parents/carers from school i.e. tutor or Progress Leader/Head of Sixth Form.
- Tutors should ensure that all tutees are aware of the whole school attendance target and their own individual attendance target. They should also build a welcoming atmosphere in the tutor group and provide support as necessary when students return after an absence. Tutors should ensure that tutees receive rewards for good and excellent attendance in line with whole school Behaviour Policy. Sixth Formers will be commended by letter each half term.

## **Absence Procedure**

Tutors follow the school absence procedures. These include ensuring Student Services/Sixth Form Reception are informed in advance of known absence and any unexplained absence is followed up with the appropriate letter.

- 1) After 3 day's absence the tutor should ring the parents/carers. This should be in all cases regardless of the student's attendance. Although absence may have been explained the call can be used to check on the student's progress; is any work required and expected date of return. This call is essential as it enables us to check the absence. If for any reason the tutor cannot make contact please inform the Progress Leader/Head of Sixth Form and ensure they are aware of the absence.

Students returning after five or more days' absence – tutors should have a brief meeting with these students to ensure they feel comfortable returning to school i.e. they are not worried about work missed etc. This should only be a brief meeting which can take place during tutor time or if necessary when an assembly is taking place.

If necessary the tutor can then email any information to other relevant staff ensuring the Progress Leader/Head of Sixth Form is also informed.

Persistent Absence – if students fall into the category of persistent absentees (below 90%) tutors need to ensure they inform the Progress Leaders/Head of Sixth Form each time the student is absent.

## **Potential Child Missing Education (CME)**

If no reason has been provided for an absence the N code will appear against the students name on the register. Tutors must monitor this carefully and inform Progress Leaders if a student has been absent for 3 days with no reason provided (N code) as this is potentially a CME. Progress Leaders will then contact the parents/carers by telephone (the call will be recorded on parental contact form). Calls to other contacts from the student's details should also be made in order to establish the student's whereabouts if necessary i.e. no response is received from parents/carers. If contact is not made with the parents/carers or other contacts, a letter should be sent requesting parents/carers to contact school and provide a reason for the absence. WAS should also be contacted at this stage.

If the absence is still unexplained after 5 days a home visit should take place and WAS updated. After 5 days of unexplained absence, where no valid reason is provided for absence, the absence is recorded as unauthorised.

If there are still concerns about potential CME at this stage the local authority would be contacted regarding if a referral should be made (see appendix 11). If the advice is to monitor, the referral will then be made at a later stage but no later than 10 days. Tutors should monitor the attendance of students who are on a stage or on the alert list (attendance and safeguarding reasons) and inform the Progress Leaders on the day of absence.

## **Punctuality**

Good punctuality to both lessons and to school leads to higher levels of achievement within the School.

We know that employers set great store by punctuality and attendance and it is something we have to comment on when writing references for students when they leave school. We have a duty to ensure that every student in our school understands the importance of punctuality. If a student is 5 minutes late 3 times a week, this equates to almost 10 hours of education missed in a year, 50 hours over a school lifetime.

We recognise that parents/carers play a vital role, and have a legal responsibility to ensure good punctuality and we aim to identify, investigate and work in partnership with parents/carers, children and other agencies to resolve punctuality problems.

All members of our community need to arrive on time at school and at lessons to ensure that students:

- Gain the full benefit of their education
- Avoid disrupting the learning of others
- Develop good habits which will be expected by employers and others later in life.

Students who arrive to school between 8.40am and 9.30am without a valid reason such as a medical appointment will be given an L code (L means late for the morning session). Students who arrive after 9.30am, again without a valid reason, will be recorded as U. This means that they arrived after the register has closed and therefore that session will be recorded as an unauthorised absence. Students who receive U marks can be referred to WAS as these absences are unauthorised. Afternoon registration is either at 12.15pm or 12.52pm, depending upon the lunch sitting. Students who arrive late will be given a late mark (L for the afternoon session).

### **Punctuality Procedure**

- The school day starts at 8.40am when all students need to be lining up on the playground with their tutors. Students arriving at 8.40am or after, need to report to Student Services.
- Students who arrive at 8.40am or after and before 9.30am without a valid reason will be marked as late and receive a L mark. Those that arrive after 9.30am (without a valid reason) will receive a U mark (session is recorded as an unauthorised absence).
- Afternoon registration takes place at either 12.15pm or 12.52pm, depending upon whether students are on first or second lunch sitting. Students who arrive late will be given a late mark.
- Students are expected to be on time and remain in the class for all of their five lessons.
- Tutors will take the register as a first priority.
- Staff will record lateness to lessons on the register.
- Students who are late to registration will have the sanctions below applied. Persistent lateness (L code) may also lead to a meeting with the Headteacher/designated member of staff/Head of Sixth Form.
- Students who arrive to school after 9.30am on several occasions and receive a U code will be referred to WAS.

## Sanctions

Punctuality to Registration where the morning register takes place, and to afternoon registration (tutor time) will be monitored carefully by tutors. The following sanctions will apply:

- Late in the morning – break time detention which will last 20 minutes.
- If students are late twice in a week or three times in a half term to morning registration they will be given a Pastoral Detention. This will not replace the break detention which will still apply.
- Students who are late to afternoon registration or to lessons without good reason will be issued with a Pastoral Detention. Sixth Formers will make up time missed after the school day. This will be organised by the Head of Sixth Form and will be a minimum of 30 minutes for each late.
- Students whose punctuality is a concern may be placed on punctuality report which is monitored by either the tutor or Progress Leader.

Parents/carers will also be informed when lateness becomes a concern. Letters are sent when students have had 2, 3 and 5 lates. Tutors are responsible for informing the Attendance Officer when letters are to be sent. In KS3 and KS4, if punctuality does not improve, and a student has five lates in a term they will have a same day detention for the remainder of that term, on any days that they are late again. This detention will last for 45 minutes and parents/carers will be informed by email. In the following term they will be allowed three lates before same day detentions are issued, and in the third term it will be two lates.

Hopefully this policy will only be used infrequently with the onus being on the student to ensure they are punctual.

## Leave of Absence

The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

### Expectations

- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head teachers will determine how many school days a child may be absent from school if the leave is granted.
- 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.
- Applications for Leave of Absence must be made in advance.
- When making an application for Leave of Absence in advance 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 parents of their decision. 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.

- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).
- 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’. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- **It is important to note**, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 each child if paid within 21 days).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.**

Valid reasons for **authorised absence** include:

- 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 pupil’s parents belong. If necessary, the school will seek advice from the parents’ religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

## **The Subject Teacher**

The subject teacher is key to promoting punctuality to lessons and that students are actively attending to their learning. They need to:

- Provide a good example by arriving on time to lessons welcoming students with a 'meet and greet' positive approach.
- Carry out a register of the class at the beginning of Registration as the morning registration, and as soon as possible for all other lessons (within the first 10 minutes) so that punctuality is promoted and late students are recorded together with the number of minutes late.
- Provide relevant, appropriately challenging learning opportunities to engage students in learning thus promote attendance and punctuality.
- Provide relevant work for students to do if they have returned following an absence
- Be supportive of students when they have been absent in providing them with strategies to catch up any missed work.
- Follow the school policy regarding lateness to lessons.

## **The Progress Leader/Head of Sixth Form**

The Progress Leader and Head of Sixth Form is responsible for monitoring the attendance of the year groups and giving it a high profile. They should promote attendance and punctuality regularly through rewards assemblies and regular newsletter to tutors. They need to:

- Ensure that their tutor team is aware of their responsibilities with respect to promoting attendance and punctuality
- Ensure that Pastoral Detentions are set for punctuality and follow up missed detentions (for KS3/KS4 students)
- The Head of Sixth Form will organise time to make up after school for lates
- Ensure that attendance appears regularly on their weekly newsletter to tutors
- Meet regularly with the Attendance Officer and the SLT person with responsibility for attendance, to monitor attendance and identify individual students whose attendance is of concern
- Monitor the attendance of individual tutor groups following up patterns of absenteeism that are not being effectively addressed.
- Review the attendance spreadsheet and punctuality figures on a half-termly basis
- Ensure the School and Tutor Attendance Procedure is followed (see Appendices 3 and 5)
- Ensure the School Policy regarding absence is followed (see appendix 6)
- Have attendance as a regular item on all Tutor team meetings.
- Ensure that contact is made with parents/carers of poor attenders, supporting the tutor where appropriate in dealing with parents/carers directly.
- Meet with WAS regularly to discuss students who have not responded to the school's strategies and when necessary ensure that referrals are made.
- Follow up truancy with appropriate sanctions.
- Promote good attendance throughout the year through rewards.

## **The Attendance Officer**

The Attendance Officer is responsible for regularly checking attendance data using Class Charts and ensuring that attendance data is as accurate and up to date as possible. The Attendance Officer needs to:

- Ensure that data is inputted daily with notification of absence put onto Class Charts from Connect Ed and from telephone messages received.

- Ensure that parents/carers of absent students are contacted before 10:30 am where notification of absence has not been received.
- Ensure that data with respect to absent students is provided for Progress Leaders/Head of Sixth Form and tutors.
- Meet with individual Progress Leaders/Head of Sixth Form
- Be responsible for disseminating important attendance information including informing Progress Leaders/Head of Sixth Form which students are of concern as part of the regular meeting.
- Provide regular attendance and punctuality data for relevant staff
- Be responsible for keeping a record of the interventions in place to encourage attendance and also generate all documentation including letters to parents/carers
- Be responsible for liaising closely with the WAS worker to ensure that appropriate levels of intervention take place and referrals are made
- Be responsible for the administration of the Leave of Absence procedure and referrals to WAS.
- Be responsible for managing and maintaining attendance records and systems e.g. Connect Ed.
- Use Class Charts to provide information as requested.
- Potential CME – to check student's absence where no reason has been provided. Check Student Services are aware of potential CME.
- Monitor the attendance of students who are on the alert list (attendance and safeguarding reasons) and inform the Progress Leaders on the day of the absence,

### **Student Services**

- Record reasons for absences received from parents/carers via telephone messages, Class Chartsrewrew and Connect Ed.
- Register late students and reasons
- Ensure all registers for Registration are completed. Contact staff where this has not taken place before 9.05am and ensure the register is completed.
- Check attendance of students not in lessons (students having tuition or intervention)
- Check attendance of whole school and send text messages to parents/carers where absence of students is unexplained. Record text is sent against individual students on SIMS. If students are on stage 2 or 3 of the Attendance Policy the text will request medical evidence. If student is absent the following day and no reply has been received to the text message, another text is sent.
- If no reply is received to the text messages by day 3, then Student Services inform the relevant Progress Leader as a potential CME (see absence procedure for CME).

### **The Senior Leadership Team**

The Senior Leadership Team will promote good attendance and punctuality and will use opportunities in line management meetings and meeting with parents/carers to remind those concerned of the importance of this. Members of the Senior Leadership Team will receive information about attendance that will be used in meetings. They need to:

- Regularly meet with Progress Leaders/Head of Sixth Form and discuss attendance of the year group.
- Participate, when appropriate, in any Pre-Legal Meetings with the WAS designated member of staff.
- Use attendance data to make links with attendance and academic performance.

- Take part in celebrating attendance in reward assemblies.
- Ensure that reference to attendance is included in all school documentation e.g. newsletter to parents/carers, school prospectus, attendance information for parents/carers.
- Oversee Leave of Absence procedure.
- Ensure that relevant INSET is offered to new/existing staff with respect to attendance and punctuality matters.

### **The governing body**

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

James Littlehales, is the link governor for behaviour and attendance and attends the Students, Parents and Community and Safeguarding Sub-committee.

### **Resource Implications**

In order to promote attendance and ensure effective intervention and communication is in place the School has a designated Attendance Officer.

To ensure that registration is taken efficiently and enable attendance to be monitored across the school, the School has introduced an electronic form of registration – Class Charts. To ensure that parents/carers are contacted where notification of absence has not been received, the School has invested in a text-based communication system.

### **Monitoring, Evaluation and Review**

#### **Monitoring Attendance**

The attendance of students at registration and to lessons will be monitored by all staff as identified using Class Charts and data provided by the Attendance Officer.

The attendance data generated by the Attendance Officer will be evaluated at regular intervals to ensure strategies are in place to promote and encourage good attendance and punctuality.

The attendance of all students will be reviewed regularly by relevant staff and specifically by governors as part of the Senior Leadership Team Report to Governors.

## APPENDICES

- Appendix 1 Attendance Codes
- Appendix 2 Categorisation of Absence
- Appendix 3 Stages of Intervention
- Appendix 4 Letters to parents/carers
- Appendix 5 Attendance procedure – The Role of the Tutor
- Appendix 6 Absence procedure
- Appendix 7 Two lates letter
- Appendix 8 Three lates letter
- Appendix 9 Five lates letter
- Appendix 9a Five lates letter – 2<sup>nd</sup> term
- Appendix 9b Five lates letter – 3<sup>rd</sup> term
- Appendix 10 Unauthorised absence letter
- Appendix 11 CME Referral Form
- Appendix 12 Warwickshire Leave of Absence Form

**Appendix 1**  
**Attendance Codes**

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>/</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

<b>Code</b>	<b>School Meaning</b>	<b>Statistical Meaning</b>	<b>Physical Meaning</b>
/	Present (am)	Present	In for whole session
\	Present (pm)	Present	In for whole session
B	Educated off site (Not Dual Reg)	Approved Educational Activity	Out of whole session
C	Other authorised circumstance	Authorised absence	Out of whole session
D	Dual registration	Approved Educational Activity	Out of whole session
E	Excluded	Authorised Absence	Out of whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out of whole session
H	Family holiday (agreed)	Authorised Absence	Out of whole session
I	Illness	Authorised Absence	Out of whole session
J	Interview	Approved Educational Activity	Out of whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised absence	Out of whole session
N	No reason yet provided for absence	Unauthorised absence	Out of whole session
O	Unauthorised absence	Unauthorised absence	Out of whole session
P	Approved sporting activity	Approved Educational Activity	Out of whole session
R	Religious observance	Authorised absence	Out of whole session
S	Study leave	Authorised absence	Out of whole session
T	Traveller absence	Authorised absence	Out of whole session
U	Late (after registers closed)	Unauthorised absence	Out of whole session
V	Education visit or trip	Approved Educational Activity	Out of whole session
W	Work Experience	Approved Educational Activity	Out of whole session
#	School closed to students and staff	Attendance not required	Out of whole session
Y	Enforced closure	Attendance not required	Out of whole session
X	Non-compulsory school age absence	Attendance not required	Out of whole session
Z	Student not on roll	Attendance not required	Out of whole session
-	All should attend/No mark recorded	No mark	No mark for session

## **Appendix 2**

### **Categorisation of Absence**

Within the context of the law, only the Headteacher or member of staff acting on behalf of the Headteacher can approve and authorise absence from school. Parents/carers have the legal responsibility to justify to the school the reason for their child's absence. We ask that the school is informed, either by telephone, letter or through personal contact on the first day of absence. In any case, written explanation of the child's absence is required no later than two days after the child's return to school.

A school does not have to accept the explanation offered as a valid reason for absence. If the school doubts an explanation or none is given, it will treat the absence as unauthorised and inform the parents/carers of that decision.

There are valid reasons for absence i.e. authorised absence:

#### **a) Leave of Absence**

##### **Leave of Absence**

The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:

- Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.

##### **Expectations**

- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head teachers will determine how many school days a child may be absent from school if the leave is granted.
- 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.
- Applications for Leave of Absence must be made in advance.
- When making an application for Leave of Absence in advance 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 parents of their decision. 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.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

- Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).
- 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'. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- **It is important to note**, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 each child if paid within 21 days).
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.**

#### 1) One-off absence

Short periods of absence may arise from the following causes and need to be authorised:

- Illness - If there is doubt about the authenticity of absence attributed to illness, the WAS cluster worker may contact the School Health Service to make contact with the student's GP or to arrange a special medical for the student. Students will be placed on Stage 2 of the school attendance policy where there is regular absence. In such cases medical evidence will be required to authorise the absence.
- Medical and dental appointments- These are authorised where confirmation has been received from the parent/carer (either in person, in writing or by telephone call) or on production of an appointment card by the student.
- Family Bereavement - The school will respond sensitively to requests to attend funerals of family members or associated events
- Special Occasions - Only in exceptional circumstances will the school authorise absence for these e.g. Interviews, Public performance, educational activities, music exams etc.
- Days of Religious Observance - Absence will be authorised if the student is to participate in a day set aside exclusively for religious observance by the religious body to which the parent(s)/carer(s) belong.

- Exclusion - Absence will be authorised where the student has received fixed term exclusion or has been permanently excluded (until the student is struck off the school roll).
- Work Experience - Absence is authorised for Year 10 students for 10 consecutive school days in the Summer term for Work Experience. Students must attend Work Experience regularly according to the scheme and to arrive on time. If a student is absent without good reason that absence will be deemed unauthorised.
- Extended Work Experience - Absence will be categorised as Work Experience for students who are pursuing a work related curriculum or extended work experience placement.
- Open University day visits – absence will be categorised as ‘other authorised circumstances’

### **Unauthorised Absence (Truancy)**

Absence which is not authorised by the school is, by definition, unauthorised. Absence from school, for any period, as a result of a pre-meditated or spontaneous action on the part of the student, parent/carer or both includes:

- Unjustified Absence

Also called parentally-condoned absence which may be collusion by the parent/carer with the student or parents/carers looking to their children to take on responsibilities in the home like minding the house, shopping or looking after brothers or sisters (if the circumstances are truly unavoidable like, for example, a single parent falling ill and there being no relatives nearby who can look after younger siblings then the school may authorise the absence pending contact with WAS)

- Internal Truancy

This is when a student who is already registered present at the school, absents himself/herself for a part or the whole of the session without leaving the School premises.

- Absconding (Lesson Truancy)

This is when a student leaves the school premises having been registered as present. The school will notify the parents/carers, as soon as is possible, of the circumstances. If the parents/carers are unavailable a judgment will be made related to the welfare/safety of the child and appropriate action taken.

- Truancy

When as a result of a pre-meditated or spontaneous action by the student, without the knowledge of the parents/carers, they do not register at school.

- No Medical Evidence

Students who are placed on Stage 2 because of poor attendance are required to provide medical evidence to support the reason for absence. This can be in the form of a doctor's

note, appointment card or prescription. If adequate medical evidence is not provided the school may unauthorise the absence.

## **School Refusal**

This is the refusal by the student to attend school. It may be because of an underlying psychological disorder, associated with anxiety, brought on, for example, by a change in circumstances such as the loss of a parent or sibling; a change of school or a real/imaged feeling of being bullied. Initially this may be treated by the school as unauthorised absence but, following medical/WAS advice, could end up being treated as authorised absence.

## **Lateness**

It is this school's policy to actively discourage lateness by students. A student who arrives late to school or to a lesson may seriously disrupt his/her continuity of learning and also that of others.

Students who arrive to school between 8.40am and 9.30am without a valid reason such as a medical appointment will be given a L code (L means late for the morning session). Students who arrive after 9.30am, again without a valid reason, will be recorded as U. This means that they arrived after the register has closed and therefore that session will be recorded as an unauthorised absence. Students who receive U marks can be referred to WAS as these absences are unauthorised. Afternoon registration is either at 12.15pm or 12.52pm depending upon the lunch sitting. Students who arrive late will be given a late mark (L for the afternoon session).

- Students are to be on school site by 8.40am each morning ready to line up in their form.
- Students who arrive late to Registration will be sent to Student Services where they will sign in and receive a late mark. If they arrive after 9.30am they will receive a U mark.
- The school gates are locked at 8.40am. Students arriving at or after 8.40am need to enter school by the door at Student Services where they need to sign in. Sixth Formers will sign in at Sixth Form Reception.
- Students who arrive at 8.40am or after and before 9.30am without a valid reason will be marked as late and receive a L mark. Those that arrive after 9.30am (without a valid reason) will receive a U mark (session is recorded as an unauthorised absence).
- Students are to be on time and remain in the class for all of their five lessons.
- Tutors will take the register as a first priority.
- Students are required to be at lessons on time.
- Staff will record lateness to lessons on the register.
- Students who are late to registration or lessons will have the sanctions outlined on pages 7 & 8 applied. Persistent lateness (L code) may also lead to a meeting with the Headteacher/delegated staff member/Head of Sixth Form.
- Students who arrive to school after 9.30am on several occasions and receive a U code will be referred to WAS.

At Sixth Form, the Head of Sixth Form will contact parents/carers if lateness persists. Lateness as a 'one off' will be dealt with by giving up time after the school day.

## **Appendix 3**

### **The Stages of Intervention to Promote Good Attendance**

#### **Stage 1**

Progress Leaders/Head of Sixth Form will monitor the Year group attendance via the spreadsheets. Attendance figures will be available on a half termly basis. Tutors need to keep Progress Leaders/Head of Sixth Form informed of the situation, thus allowing some letters to be sent before the end of half term.

Students who are below the 95% figure will be sent a Stage 1 letter (see Appendix 4). There are also two alternative letters (leave of absence and long illness).

#### **Stage 2**

If the attendance continues to be a concern, a Stage 2 letter (see Appendix 4) will be sent. This informs the parents/carers that no further absence will be authorised unless medical evidence is provided. It also gives parents/carers the opportunity to come into school to discuss the matter. The letter also states that if the situation does not improve the matter will be referred to WAS for further support and intervention (Stage 3 referral).

#### **Stage 3**

If attendance has failed to improve or is still a concern (i.e. evidence not provided) the case is referred to WAS.

It is also important to note that in serious attendance cases Stage 2 and 3 can be generated sooner if attendance deteriorates quickly. This does rely on the tutor keeping the Progress Leader informed of the situation.

Referral to WAS (completion of service referral form) with parent/carer and student advised of referral.

Trigger – Actions at Stage 2 are not resolving the problem or the student's attendance pattern changes suddenly and causes major concern.

WAS will:

- Professionally assess the problem.
- Plan and undertake a programme of intervention with targets and a set timescale.
- Review an open case at least every three months (maximum).
- Convene a full case conference on any case open to the service after six months.
- Consider whether legal sanctions are necessary.

Rewarding good attendance

Excellent attendance will be monitored and rewarded by the School. Students will receive their reward for excellent attendance in assembly or tutor time.

#### **Guidance to Staff for Marking of Registers**

These guidelines are based on the following principle:

“If a student is not present when their name is called at registration they need to be marked as absent”.

There are several possible situations that may arise which are listed below with the action that should be taken for each.

- 1 Student arrives while register being called but after their name has been read out - mark late.
- 2 Student arrives after register closed for Registration. Students need to report to Student Services to be signed in.
- 3 Student arrives during an assembly - student waits outside and reports to the Progress Leader.
- 4 Student arrives within first 10 minutes of lesson (periods 1, 2, 3, 4 and 5) – marked late and Attendance Policy applied if appropriate.
- 5 Student arrives after 10 minutes of lesson start – student sent to Student Services to get mark. Punctuality sanctions again applied if appropriate.

**Appendix 4**  
**Letters to Parents/Carers**

«date\_of\_printing»

«addressee»

«address\_block»

Dear «salutation»

**«forename» «surname» «year\_reg»**

As you are aware from our Attendance letter sent out in September we regularly monitor students' attendance as, by law, all children of compulsory school age must receive a full-time education. As you are aware our school attendance target is 96%.

Guidelines from the Department for Education prove that there is a strong correlation between the amount of absence in a school and the qualifications that its students achieve.

«forename»'s attendance is «percentage\_attendance»%, which is a cause for concern and in the long-term may result in «him\_her» not reaching «his\_her» full academic potential. As a result I will be monitoring «forename»'s attendance over the next few weeks to support and encourage strong attendance to school.

On occasions we have found a student's absence is not due to illness but because they are anxious about a particular aspect of school life. If this is the case, we would encourage students to talk to parents/carers, staff or the student mentor in order that we may resolve the problem and ease their worries.

Your child's attendance can be viewed on the Class Charts app under the attendance tab. If you have not yet downloaded the Class Charts app, you can do this for free via your relevant app store (e.g. App Store or Google Play). The app allows you to not only view attendance but also report student absences both for the current school day, but also future appointments. If you have any queries regarding Class Charts, please do not hesitate to contact the School.

Please do not hesitate to contact me if you have any questions regarding this matter.

Yours sincerely

**Progress Leader Year** (*insert year group*)

**Ref: Stage 1 <95%**

«date\_of\_printing»

«addressee»

«address\_block»

Dear «salutation»

**«chosen\_forename» «surname» «year\_reg»**

At Higham Lane School we regularly monitor students' attendance as, by law, all children of compulsory school age must receive a full-time education. As you are aware our school attendance target is 96%.

Guidelines from the Department for Education prove that there is a strong correlation between the amount of absence in a school and the qualifications that its students achieve.

«forename»'s attendance last term was «percentage\_attendance»% which is a cause for concern and in the long-term may result in «him\_her» not reaching «his\_her» full academic potential. I am aware that your leave of absence does account for some of this absence. If a holiday has to be taken in term time it is vital that students do not miss any more time from their studies if at all possible. As a result I will be monitoring «forename»'s attendance over the next term to support and encourage strong attendance to school.

Your child's attendance can be viewed on the Class Charts app under the attendance tab. If you have not yet downloaded the Class Charts app, you can do this for free via your relevant app store (e.g. App Store or Google Play). The app allows you to not only view attendance but also report student absences both for the current school day, but also future appointments. If you have any queries regarding Class Charts, please do not hesitate to contact the School.

Please do not hesitate to contact me if you have any questions regarding this matter.

Yours sincerely

**Progress Leader Year** (*insert year group*)

**Ref: Stage 1 Leave of Absence**

«date\_of\_printing»  
«addressee»  
«address\_block»

Dear «salutation»

«chosen\_forename» «chosen\_surname» «year\_reg»

At Higham Lane School we regularly monitor students' attendance as, by law, all children of compulsory school age must receive a full-time education. As you are aware our school attendance target is 96%.

Guidelines from the Department for Education prove that there is a strong correlation between the amount of absence in a school and the qualifications that its students achieve.

«forename»'s attendance last term was «percentage\_attendance»% which is a cause for concern and in the long-term may result in «him\_her» not reaching «his\_her» full academic potential. I am aware that the current figure is partly due to one long term absence, but am concerned that since then there have been further absences. As a result I will be monitoring «forename»'s attendance over the next term to support and encourage strong attendance to school.

Your child's attendance can be viewed on the Class Charts app under the attendance tab. If you have not yet downloaded the Class Charts app, you can do this for free via your relevant app store (e.g. App Store or Google Play). The app allows you to not only view attendance but also report student absences both for the current school day, but also future appointments. If you have any queries regarding Class Charts, please do not hesitate to contact the School.

Please do not hesitate to contact me if you have any questions regarding this matter.

Yours sincerely

**Progress Leader Year** (*insert year group*)

**Ref: Stage 1 Illness**

«date\_of\_printing»

«addressee»

«address\_block»

Dear «salutation»

«forename» «surname» «year\_reg»

Following monitoring last half term, I continue to be concerned about «forename»'s level of attendance which is currently «percentage\_attendance»%.

The table below illustrates the number of days and lessons missed when a student's attendance falls below 95%.

<b>Attendance during one school year</b>	<b>Equals days absent</b>	<b>Which is approximately weeks absent</b>	<b>Which means this number of lessons missed</b>
95%	9 days	2 weeks	45 lessons
90%	19 days	4 weeks	95 lessons
85%	29 days	6 weeks	145 lessons
80%	38 days	8 weeks	190 lessons
75%	48 days	10 weeks	240 lessons
70%	57 days	11.5 weeks	285 lessons
65%	67 days	13.5 weeks	335 lessons

I intend to place «forename» on Stage 2 of the School Attendance Policy. This means any absence will only be authorised if it is accompanied by medical evidence. This can be:-

- Receptionists can write on an appointment card (where a doctor is not available to do so)
- Doctor's note or medical card
- Screen shot of call from doctors if a telephone appointment
- Screenshot of text message confirmation for appointment (whether telephone, in person or virtual)
- Email confirmation of an appointment
- Dated receipt of purchased medication or prescription
- Some pharmacies may provide confirmation of medication taken during absence

If there are reasons for these absences which we are unaware of, or if you would like to discuss the matter please contact me at school to arrange a meeting at a convenient time so that we can offer guidance and appropriate support can be implemented to encourage attendance to school.

Your child's attendance can be viewed on the Class Charts app under the attendance tab. If you have not yet downloaded the Class Charts app, you can do this for free via your relevant app store (e.g. App Store or Google Play). The app allows you to not only view attendance but also report student absences both for the current school day, but also future appointments. If you have any queries regarding Class Charts, please do not hesitate to contact the School.

If «forename»'s attendance does not improve and we do not receive medical evidence to support any absence I have a duty to refer the case to the Warwickshire Attendance Service for further support and intervention.

Yours sincerely

**Progress Leader Year** (*insert year group*)

Ref: Stage 2 Illness

«date\_of\_printing»

«addressee»

«address\_block»

Dear «salutation»

**«forename» «surname» «year\_reg»**

Due to the concerns regarding «forename»'s attendance they were placed on Stage 2 on our School Attendance Policy last term/year.

«forename»'s attendance is currently «percentage\_attendance»%.

I therefore intend to keep «forename» on Stage 2 of the School Attendance Policy for further monitoring. This means any absence will only be authorised if it is accompanied by medical evidence. This can be:-

- Receptionists can write on an appointment card (where a doctor is not available to do so)
- Doctor's note or medical card
- Screen shot of call from doctors if a telephone appointment
- Screenshot of text message confirmation for appointment (whether telephone, in person or virtual)
- Email confirmation of an appointment
- Dated receipt of purchased medication or prescription
- Some pharmacies may provide confirmation of medication taken during absence

The School may be aware of reasons for absence however if there are reasons for these absences which we are unaware of, or if you would like to discuss the matter please contact me at school to arrange a meeting at a convenient time so that we can offer guidance and appropriate support can be implemented to encourage attendance to school.

The table below illustrates the number of days and lessons missed when a student's attendance falls below 95% during the school year.

<b>Attendance during one school year</b>	<b>Equals days absent</b>	<b>Which is approximately weeks absent</b>	<b>Which means this number of lessons missed</b>
95%	9 days	2 weeks	45 lessons
90%	19 days	4 weeks	95 lessons
85%	29 days	6 weeks	145 lessons
80%	38 days	8 weeks	190 lessons
75%	48 days	10 weeks	240 lessons
70%	57 days	11.5 weeks	285 lessons
65%	67 days	13.5 weeks	335 lessons

Your child's attendance can be viewed on the Class Charts app under the attendance tab. If you have not yet downloaded the Class Charts app, you can do this for free via your relevant

app store (e.g. App Store or Google Play). The app allows you to not only view attendance but also report student absences both for the current school day, but also future appointments. If you have any queries regarding Class Charts, please do not hesitate to contact the School.

If «forename»'s attendance does not improve and we do not receive medical evidence to support any absence I have a duty to refer the case to the Warwickshire Attendance Service for further support and intervention.

Yours sincerely

**Progress Leader Year** (*insert year group*)

**Ref: Stage 3 Referral**

«date\_of\_printing»

«addressee»

«address\_block»

Dear «salutation»

**«forename» «surname» «year\_reg»**

I have become extremely concerned about «forename»'s level of attendance. It is currently «percentage\_attendance» % and it now becomes necessary for me to refer the matter to the Warwickshire Attendance Service for further support and intervention with «forename»'s attendance.

Please do not hesitate to contact me if you wish to discuss the matter further.

Yours sincerely

## **Appendix 4**

### **Attendance Procedure: The Role of the Tutor**

- 1) Tutors will receive the following information for their tutor group in regard to attendance and punctuality. This information will be issued each week.
  - Attendance and lates for previous weeks and for year to date
  - % attendance for each student by form group.
  - Manual absence sheets indicating unexplained absence.
- 2) Rewarding good attendance

Excellent attendance will be monitored and rewarded by the School. Students will receive their reward for excellent attendance in assembly or tutor time.

We monitor all students' attendance carefully and follow a staged policy:
- 3) Absence sheet – tutors will receive an absence sheet in the registers every week. This will show the names of students whose absence is still not explained. Please follow the absence procedure:
  - Ask for a letter
  - No letter – write on the absence sheet that a letter has not been provided and the Attendance Officer will send a letter to parents/carers
- 4) Tutors will be expected to refer to this information and use it to promote attendance in tutor time. The lates and attendance spreadsheet will provide such information.
- 5) Tutors need to ensure they are aware of absence and punctuality in their tutor group. The register will enable tutors to detect patterns of absence such as certain sessions missed. (e.g. Friday pm, Monday am etc,) and also show if there are any punctuality issues to address.
- 6) Tutors will be expected to understand the attendance information for their tutor group and recognise where students have falling attendance or if there is a cause for concern.
- 7) Our current Attendance Policy is based on a 96% target. We have a 3-staged intervention procedure for students who fall below this target.

#### **Stage 1**

A letter is sent to parents/carers explaining attendance is below 95% and is a concern.

#### **Stage 2**

If there is no improvement, a Stage 2 letter is sent. This informs parents that further absence will only be authorised if medical evidence is provided. Tutors will be informed by Progress Leaders/Head of Sixth Form if a student is on Stage 2. Tutors must ensure they monitor attendance carefully and inform the Progress Leader/Head of Sixth Form if medical evidence is not provided for any absence.

### Stage 3

If attendance fails to improve or is still a concern, the case is referred Warwickshire Attendance Service (WAS).

In order to make this policy as effective as possible Progress Leaders/Head of Sixth Form require up-to-date information on students' attendance and parents/carers need to be informed.

In order to achieve this, the following needs to be standard procedure for all tutors

- 1) Attendance is given a high profile within the tutor group. This includes sharing the weekly attendance figures with students.
- 2) Absence Procedure

Tutors follow the school absence procedures. This includes ensuring Student Services/Sixth Form reception are informed in advance of known absence and any unexplained absence is followed up with the appropriate letter. (See attached absence procedure).

- 3) Punctuality
  - The school day starts at 8.40am when all students need to be lining up on the playground with their tutors. Students arriving at 8.40am or after, need to report to Student Services.
  - Students who arrive at 8.40am or after and before 9.30am without a valid reason will be marked as late and receive a L mark. Those that arrive after 9.30am (without a valid reason) will receive a U mark (session is recorded as an unauthorised absence).
  - Afternoon registration takes place at either 12.15pm or 12.52pm, depending upon whether students are on first or second lunch sitting. Students who arrive late will be given a late mark.
  - Students are to be on time and remain in the class for all of their five lessons.
  - Tutors will take the register as a first priority.
  - Staff will record lateness to lessons on the register.
  - Students who are late to registration will have the sanctions below applied. Persistent lateness (L code) may also lead to a meeting with the Headteacher/designated member of staff/Head of Sixth Form.
  - Students who arrive to school after 9.30am on several occasions and receive a U code will be referred to WAS.

### Sanctions

Punctuality to Registration where the morning register takes place, and to afternoon registration (tutor time) will be monitored carefully by tutors. The following sanctions will apply:

- Late in the morning – break time detention which will last 20 minutes.
- If students are late twice in a week or three times in a half term to morning registration they will be given a Pastoral Detention. This will not replace the break detention which will still apply
- Students who are late to afternoon registration or to lessons without good reason will be issued with a Pastoral Detention. Sixth Formers will make up time missed after the school day. This will be organised by the Head of Sixth Form and will be a minimum of 30 minutes for each late.

- Students whose punctuality is a concern may be placed on punctuality report which is monitored by either the tutor or Progress Leader.

Parents/carers will also be informed when lateness becomes a concern. Letters are sent when students have had 2, 3 and 5 lates. Tutors are responsible for informing the Attendance Officer when letters are to be sent. In KS3 and KS4, if punctuality does not improve, and a student has five lates in a term they will have a same day detention for the remainder of that term, on any days that they are late again. This detention will last for 45 minutes and parents/carers will be informed. In the following term they will be allowed three lates before same day detentions are issued, and in the third term it will be two lates.

Hopefully this policy will not have to be introduced with the onus being on the student to ensure they are punctual.

## **Attendance**

- 2) Tutors should please inform all students (on a weekly basis) of what their attendance is using Class Charts and the attendance and lates sheet. This should then be recorded on that day in the Student Organiser i.e., if a Friday is attendance information day, record the % on the Friday of that week.
- 3) Tutors need to be aware of any attendance concerns and inform the Progress Leader/Head of Sixth Form. Regular absence i.e.: twice in a half term needs to prompt a call to parents/carers from school i.e.: tutor or Progress Leader/Head of Sixth Form. Students who are on a stage or on the alert list (attendance and safeguarding reasons) should be monitored very carefully, and the Progress Leaders made aware if they are absent.
- 4) After 3 day's absence the tutor should ring the parents/carers. This should be in all cases regardless of the student's attendance. Although absence may have been explained the call can be used to check on the student's progress; is any work required and expected date of return. This call is essential as it enables us to check the absence. If for any reason the tutor cannot make it please inform the Progress Leader/Head of Sixth Form and ensure they are aware of the absence.
- 5) Students returning after five or more days absent:

Tutors need to have a brief meeting please with these students to ensure they feel comfortable returning to school ie: they are not worried about work missed etc. This should only be a brief meeting which can take place during tutor time or if necessary when an assembly is taking place. If necessary the tutor can then e-mail any information to other relevant staff ensuring the Progress Leader is also informed.

- 6) Persistent Absence.

If students fall into the category of persistent absentees (below 90%) tutors need to ensure they inform Progress Leaders/Head of Sixth Form each time the student is absent.

Thank you for your cooperation with this policy. Our attendance target for all students is 96% and as you are aware there is a strong link between attendance and attainment.

All tutors have a duty of offering pastoral care which includes trying to ensure good attendance.

Thank you, in anticipation, for your contribution as a form tutor.

## **Appendix 6 Absence Procedure**

The following is an outline of the school absence procedure. It is crucial that this is followed in order that absence can be checked and unauthorised absence followed up.

If a student is absent the following procedure is followed:

1. All students who are marked absent without a reason will have a text message sent to parents/carers by the Attendance Officer explaining that their child is absent from school and asking for a reason.
2. It is therefore crucial that the register is taken accurately. If tutors are informed in advance of a student absence ie: hospital appointment, dentist, funeral, they need to send the student to Student Services/Sixth Form reception with proof of the reason for the absence ie: letter or note in Student Organiser. This must obviously be done before the day of the planned absence. Failure to do so will mean that the Attendance Officer will be unaware of the reason for absence and will send a text home. This causes embarrassment as we have been informed and can also be insensitive if the reason for absence is a family bereavement.
3. In the majority of cases parents/carers will respond to the text and give a reason for the absence. The Attendance Officer will then authorise the absence. If he/she is suspicious about the reason he/she will inform the appropriate Progress Leader/Head of Sixth Form.
4. If parents/carers do not respond to the text further texts will be sent on each day of absence until a reply is received.
5. Each week tutors will receive an absence sheet in their registers. If a student has been absent and no reason given the students name will appear on this sheet. This means they have an unexplained absence. The student must bring a note. If the student brings in a letter explaining the reason for absence on the day of return the tutor can clear the absence. If the student does not bring a letter (tutors normally allow two days for this) tutors must request that the Attendance Officer send a letter home to parents/carers. In order to request a letter home asking for reasons for absence tutors need to simply write 'letter home' next to the students name on the absence sheet. Failure to do so means the absence is unauthorised and we do not know the whereabouts of the child on those days – possible child protection issues. If student continues to be absent it is potential CME (see below).
6. If parents/carers fail to respond to the letter sent by the Attendance Officer he/she will inform the Progress Leader/Head of Sixth Form. They will then contact the parents/carers to establish the reason for absence.

### **Potential CME**

If no reason has been provided for an absence the N code will appear against the students name on the register. Tutors must monitor this carefully and inform Progress Leaders if a student has been absent for 3 days with no reason provided (N code) as this is potentially a CME. Progress Leaders will then contact the parents/carers by telephone (the call will be recorded on parental contact form) to establish the student's whereabouts and safety. If contact cannot be made with the parent/carer calls to other contacts from the students' details should also be made if necessary. If contact is not made with the parents/carers or other contacts, a letter should be sent requesting parents/carers to contact school and provide a reason for the absence. WAS should also be contacted at this stage.

If the absence is still unexplained after 5 days a home visit should take place and WAS updated.

If there are still concerns about potential CME at this stage the local authority would be contacted regarding if a referral should be made (see appendix 11). If the advice is to monitor, the referral will then be made at a later stage but no later than 10 days. Tutors should monitor the attendance of students who are on a stage or on the alert list (attendance and safeguarding reasons) and inform the Progress Leaders on the day of absence.

## 7. Punctuality

- The school day starts at 8.40am when all students need to be lining up on the playground with their tutors. Students arriving at 8.40am or after, need to report to Student Services.
- Students who arrive at 8.40am or after and before 9.30am without a valid reason will be marked as late and receive a L mark. Those that arrive after 9.30am (without a valid reason) will receive a U mark (session is recorded as an unauthorised absence).
- Afternoon registration takes place at either 12.15pm or 12.52pm, depending upon whether students are on first or second lunch sitting. Students who arrive late will be given a late mark.
- Students are to be on time and remain in the class for all of their five lessons.
- Tutors will take the register as a first priority.
- Staff will record lateness to lessons on the register.
- Students who are late to registration will have the sanctions below applied. Persistent lateness (L code) may also lead to a meeting with the Headteacher/designated member of staff/Head of Sixth Form.
- Students who arrive to school after 9.30am on several occasions and receive a U code will be referred to WAS.

## Sanctions

Punctuality to Registration where the morning register takes place, and to afternoon registration (tutor time) will be monitored carefully by tutors. The following sanctions will apply:

- Late in the morning – break time detention which will last 20 minutes.
- If students are late twice in a week or three times in a half term to morning registration they will be given a Pastoral Detention. This will not replace the break detention which will still apply
- Students who are late to afternoon registration or to lessons without good reason will be issued with a Pastoral Detention. Sixth Formers will make up time missed after the school day. This will be organised by the Head of Sixth Form and will be a minimum of 30 minutes for each late.

Parents/carers will also be informed when lateness becomes a concern. Letters are sent when students have had 2, 3 and 5 lates. Tutors are responsible for informing the Attendance Officer when letters are to be sent. In KS3 and KS4, if punctuality does not improve, and a student has five lates in a term they will have a same day detention for the remainder of that term, on any days that they are late again. This detention will last for 45 minutes and parents/carers will be informed. In the following term they will be allowed three lates before same day detentions are issued, and in the third term it will be two lates.

Hopefully this policy will not have to be implemented with the onus being on the student to ensure they are punctual.

8. Tutors must also be vigilant about attendance. All students are expected to achieve a minimum of 95% attendance and the school attendance target is 96%. Poor attendance is not acceptable even if reasons are always given - please ensure you communicate with parents/carers if attendance starts to deteriorate and keep your Progress Leader/Head of Sixth Form informed.
9. After three day's absence the tutor should ring the parents/carers. This should be in all cases regardless of the student's attendance. Although absence may have been explained the call can be used to check on the student's progress; is any work required and expected date of return. This call is essential as it enables us to check the absence. If for any reason the tutor cannot make contact please inform the Progress Leader/Head of Sixth Form and ensure they are aware of the absence.
10. Students returning after five or more days absence – tutors need to have a brief meeting with these students to ensure they feel comfortable returning to school i.e. they are not worried about work missed etc. This should only be a brief meeting which can take place during tutor time or if necessary when an assembly is taking place. If necessary the tutor can then email any information to other relevant staff ensuring the Progress Leader/Head of Sixth Form is also informed.

## Appendix 7 Two Lates Letter

**Ref: Two lates letter**

Date

«addressee»  
«address\_block»

Dear «salutation»

«forename» «surname» «year\_reg»

Looking through the register «chosen\_forename» has been late on the following occasions:

When pupils arrive late at school, they miss out on essential teaching and learning at the beginning of the school day. This can reduce achievement, regardless of a pupil's academic ability. Your child may also feel awkward arriving to the classroom where everyone is settled and pupils arriving late can disrupt the entire class.

Being 10 minutes late every day equates to over 30 hours, (approximately 6 days) of learning lost each year.

The School has procedures in place for persistently late pupils which consist of break detention for every late and after school detention for two lates in a week or three in a half term. If a student is late on five occasions in a term they will receive a same day detention.

We would therefore appreciate your support in this matter by discussing with your child the importance of good punctuality and ensuring that your child arrives in school by 8.40am.

Your child's attendance can be viewed on the **Class Charts** app under the attendance tab. If you have not yet downloaded the Class Charts app, you can do this for free via your relevant app store (e.g. App Store or Google Play). The app allows you to not only view attendance but also report student absences both for the current school day, but also future appointments. If you have any queries regarding Class Charts, please do not hesitate to contact the School.

If there are any problems preventing «chosen\_forename» arriving at school, please do not hesitate to contact the school.

## **Appendix 8 Three Lates Letter**

**Ref: Three lates letter**

Date

«addressee»

«address\_block»

Dear «salutation»

«forename» «surname» «year\_reg»

It has come to my attention that your child is frequently arriving late for school.

When pupils arrive late at school, they miss out on essential teaching and learning at the beginning of the school day. This can reduce achievement, regardless of a pupil's academic ability. Your child may also feel awkward arriving to the classroom where everyone is settled and pupils arriving late can disrupt the entire class.

Being 10 minutes late every day equates to over 30 hours, (approximately 6 days) of learning lost each year.

The School has procedures in place for persistently late pupils which consist of break detention for every late and after school detention for two lates in a week or three in a half term. If a student is late on five occasions in a term they will receive a same day detention.

We would therefore appreciate your support in this matter by discussing with your child the importance of good punctuality and ensuring that your child arrives in school by 8.40am.

Your child's attendance can be viewed on the **Class Charts** app under the attendance tab. If you have not yet downloaded the Class Charts app, you can do this for free via your relevant app store (e.g. App Store or Google Play). The app allows you to not only view attendance but also report student absences both for the current school day, but also future appointments. If you have any queries regarding Class Charts, please do not hesitate to contact the School.

If you would like to discuss this further, please contact me on 02476 388 123.

Yours sincerely

**Progress Leader Year/Head of Sixth Form** (*insert year group*)

## Appendix 9 Five Lates Letter

**Ref: Five lates letter**

Date

«addressee»  
«address\_block»

Dear «salutation»

«forename» «surname» «year\_reg»

I have written to you previously as there have been concerns over «chosen\_forename»'s punctuality. I note from the registration certificate that there has been very little improvement in this and since the beginning of term «chosen\_forename» has been late on *[number of lates]* occasions.

Your child's attendance can be viewed on the **Class Charts** app under the attendance tab. If you have not yet downloaded the Class Charts app, you can do this for free via your relevant app store (e.g. App Store or Google Play). The app allows you to not only view attendance but also report student absences both for the current school day, but also future appointments. If you have any queries regarding Class Charts, please do not hesitate to contact the School.

In accordance with our Attendance Policy students who have been late on five or more occasions are given same day detentions for the rest of the term if they are late. We will inform you by text or email if your child is late again this term, and would appreciate your support in ensuring they attend the detention. ***This paragraph to be removed if letter relates to a Sixth Former***

I will be monitoring «chosen\_forename»'s attendance and would ask for your co-operation so that a better record of punctual attendance is maintained.

We will continue to monitor their punctuality and expect it to improve. If it continues to be an issue however, we will introduce the same day detention policy next term after five lates. ***This paragraph to be removed if letter relates to a Sixth Former***

Should «chosen\_forename» continue to be late I may ask you to attend a meeting with myself and the Warwickshire Attendance Service officer in order to discuss this matter further.

If you would like to discuss this further, please contact me on 02476 388 123.

Yours sincerely

**Progress Leader Year/Head of Sixth Form** *(insert year group)*

**Appendix 9a**  
**Five Lates Letter – 2<sup>nd</sup> Term**

**Ref: Five lates letter – 2<sup>nd</sup> term**

Date

«addressee»  
«address\_block»

Dear «salutation»

«forename» «surname» «year\_reg»

I have written to you previously as there have been concerns over «chosen\_forename»'s punctuality. I note from the registration certificate that there has been very little improvement in this and since the beginning of term «chosen\_forename» has been late on *[number of lates]* occasions.

Your child's attendance can be viewed on the **Class Charts** app under the attendance tab. If you have not yet downloaded the Class Charts app, you can do this for free via your relevant app store (e.g. App Store or Google Play). The app allows you to not only view attendance but also report student absences both for the current school day, but also future appointments. If you have any queries regarding Class Charts, please do not hesitate to contact the School.

In accordance with our Attendance Policy students who have been late on three or more occasions are given same day detentions for the rest of the term if they are late. We will inform you by text or email if your child is late again this term, and would appreciate your support in ensuring they attend the detention. ***This paragraph to be removed if letter relates to a Sixth Former***

I will be monitoring «chosen\_forename»'s attendance and would ask for your co-operation so that a better record of punctual attendance is maintained.

We will continue to monitor their punctuality and expect it to improve. If it continues to be an issue however, we will introduce the same day detention policy next term after three lates. ***This paragraph to be removed if letter relates to a Sixth Former***

Should «chosen\_forename» continue to be late I may ask you to attend a meeting with myself and the Warwickshire Attendance Service officer in order to discuss this matter further.

If you would like to discuss this further, please contact me on 02476 388 123.

Yours sincerely

**Progress Leader Year/Head of Sixth Form** (*insert year group*)

**Appendix 9b**  
**Five Lates Letter – 3<sup>rd</sup> Term**

**Ref: Five lates letter – 3<sup>rd</sup> term**

Date

«addressee»  
«address\_block»

Dear «salutation»

«forename» «surname» «year\_reg»

I have written to you previously as there have been concerns over «chosen\_forename»'s punctuality. I note from the registration certificate that there has been very little improvement in this and since the beginning of term «chosen\_forename» has been late on *[number of lates]* occasions.

Your child's attendance can be viewed on the **Class Charts** app under the attendance tab. If you have not yet downloaded the Class Charts app, you can do this for free via your relevant app store (e.g. App Store or Google Play). The app allows you to not only view attendance but also report student absences both for the current school day, but also future appointments. If you have any queries regarding Class Charts, please do not hesitate to contact the School.

In accordance with our Attendance Policy students who have been late on two or more occasions are given same day detentions for the rest of the term if they are late. We will inform you by text or email if your child is late again this term, and would appreciate your support in ensuring they attend the detention. ***This paragraph to be removed if letter relates to a Sixth Former***

I will be monitoring «chosen\_forename»'s attendance and would ask for your co-operation so that a better record of punctual attendance is maintained.

We will continue to monitor their punctuality and expect it to improve. If it continues to be an issue however, we will introduce the same day detention policy next term after two lates. ***This paragraph to be removed if letter relates to a Sixth Former***

Should «chosen\_forename» continue to be late I may ask you to attend a meeting with myself and the Warwickshire Attendance Service officer in order to discuss this matter further.

If you would like to discuss this further, please contact me on 02476 388 123.

**Appendix 10**  
**Unauthorised Absence Letter**

SAMPLE LETTERS – TO BE ADAPTED TO SCHOOLS NEEDS

Ref: **WAS/Secondary Unauthorised Absence letter**

«salutation»  
«address block»

**DATE**

Dear «salutation»

**Re: «forename» «surname», «year/reg»**

Please find enclosed a copy of your child's registration certificate. The most recent absence has been unauthorised as the reason supplied was not deemed as appropriate by the teacher in charge of attendance and/or your child is on stage 2/3 of the attendance policy and no medical evidence was provided.

The school understand that there are times when your child may be too ill to attend school; however, children who have regular and/or prolonged absences from school will suffer from significant gaps in their learning.

An attendance of 90% is now recognised as Persistently Absent (PA) and equates to an average of one school day missed per fortnight whilst attendance of 80% equates to an average on one day missed per week.

Government statistics show for example that a child who is absent a day of school per week misses an equivalent of two years of their school life and 90% of young people with absence rates below 85% fail to achieve five or more good grades of GCSE and around one third achieve no GCSEs at all.

If you require any further clarification regarding school attendance, please read our Attendance Policy which is available on the school's website and if you would like to discuss the reasons for your child's absence please contact their Progress Leader on **02476 388123**.

Yours sincerely

**Name Title**

Enc Registration Certificate

**Appendix 11  
CME Referral Form**



**Children Missing Education (CME) Referral Form**

**CONFIDENTIAL**

Only complete for the following:

- A child has failed to attend school for 10 days or more and no reason has been given for the absence.
- The child is not on a school roll (not including children going through the LA schools admissions processes) and NOT receiving a suitable education in an alternative setting ie home education.

This form can also be used by any professional who has concerns about a child on a school roll not in receipt of their education entitlement.

Child's Details				
<b>Surname:</b>				
<b>First name:</b>				
<b>UPN</b>				
<b>Gender:</b>	Select	<b>DOB</b>	e.g. 01/01/2011	<b>Ethnicity</b> Please specify
<b>Year Group:</b>		Date last attended	e.g. 20/05/2016	
<b>Current School</b>				
<b>Current Address:</b>				
<b>Future Address: (if applicable)</b>				
<b>Parents/carers contact details:</b> Please include mobile, landline and email if known				

Referrer Details			
<b>Date of Referral:</b>			
<b>Name:</b>			
<b>School/ Organisation:</b>		Contact No:	
<b>Designation:</b>		Email:	

**For a child missing education please provide information below regarding attempts to make contact with the family within the last 10 days (or attach separate chronology of events to email):**

SCHOOL CHECKS:	DATE(S)	OUTCOME	COMPLETED BY
Phone call(s) – parent/carer			
Letter sent			
Home visit (s)			
Sibling school contacted			
Phone call – Emergency contacts			
Contact with other services/agencies involved with family			
Any other additional information relevant to this referral:			

Please tick to indicate which of the following that apply:					
Child looked after (CLA)	<input type="checkbox"/>	Child protection plan (CPO)	<input type="checkbox"/>	Child in need (CIN)	<input type="checkbox"/>
Gypsy, Roma Traveller (GRT)	<input type="checkbox"/>	Child with SEN	<input type="checkbox"/>	Child has EHCP or Statement	<input type="checkbox"/>

Any other services/external agencies involved? (Please tick all that apply)			
Attendance Compliance Enforcement Service (ACE)	<input type="checkbox"/>	Fair Access	<input type="checkbox"/>
Admissions	<input type="checkbox"/>	Multi Agency Safeguarding Hub (MASH)	<input type="checkbox"/>
Child Sexual Exploitation (CSE)	<input type="checkbox"/>	SENDAR	<input type="checkbox"/>
Early Help	<input type="checkbox"/>	Social Care Team	<input type="checkbox"/>
Ethnic Minority Traveller Service (EMTAS)	<input type="checkbox"/>	Youth Justice	<input type="checkbox"/>
Elective Home Education	<input type="checkbox"/>		
Ill Health	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
Please specify other services or external agencies and nature of intervention:			

Please tick to indicate reason for referral and complete required actions if this applies.

Reason	Required Actions:
<p>A child has failed to attend school for 10 days or more and no reason has been given for the absence.</p> <input type="checkbox"/>	<p>Complete all the required checks as appropriate. Email this form and any other relevant information <b>securely</b> to:  <a href="mailto:cme@warwickshire.gcsx.gov.uk">cme@warwickshire.gcsx.gov.uk</a></p>
<p>The child is <u>not</u> on a school roll (not including children going through the LA schools admissions processes) and <u>not</u> receiving a suitable education in an alternative setting ie home education.</p> <input type="checkbox"/>	<p>Email this form and any other relevant information <b>securely</b> to:  <a href="mailto:cme@warwickshire.gcsx.gov.uk">cme@warwickshire.gcsx.gov.uk</a></p>
<p>A child <u>on</u> a school roll <u>not</u> in receipt of their education entitlement.</p> <input type="checkbox"/>	<p>Email this form and any other relevant information <b>securely</b> to:  <a href="mailto:cme@warwickshire.gcsx.gov.uk">cme@warwickshire.gcsx.gov.uk</a></p>

**Schools (including academies and independent schools) will be informed by the Local Authority once the child can be taken off roll. Removing a child from roll without notifying Warwickshire County Council is potentially a criminal offence under Section 434 Education Act 1996.**

For advice or guidance about a CME referral contact the Access to Education Team on:  
T: 01926 736323. Our usual hours of business are Monday–Friday, 9- 4pm

For urgent concerns about a child's safety or well-being which requires immediate action, call the Warwickshire Multi-Agency Safeguarding Hub (MASH) (and police if appropriate) without delay:

T: 01926 414144 /T: 01926 886922 (Out of hours)

**Appendix 12**  
**Warwickshire Leave of Absence Form**

**Warwickshire County Council**  
**People Directorate**

**APPLICATION FOR LEAVE OF ABSENCE FOR A SCHOOL PUPIL IN TERM TIME IN  
EXCEPTIONAL CIRCUMSTANCES ONLY**

**Important Information for Parents/Carers**

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 only allow Head teacher to authorise leave of absence (for any purpose) in **exceptional circumstances**
- If the exceptional circumstances are agreed, the Head teacher will determine the length of the absence authorised
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
- When making an application for Leave of Absence the resident parent is advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify of their decision.
- It is advised if you have not received notification regarding the leave of absence, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of leave.
- If Leave of Absence is granted, please contact school to discuss measures to minimise the impact of the absence on your child's academic progress
- The school can only consider Leave of Absence requests which are made by the 'resident' parent i.e. the parent with whom the child normally resides. Please complete a Leave of Absence form for each child
- Failure to make a request for a Leave of absence in advance covering the absence dates in full will result in the absence being recorded as unauthorised.
- Unauthorised Leave of Absences will be referred to the Warwickshire Attendance Service upon the child's return to school

**Please note: Parents do not have any legal entitlement to take their child on holiday during term time.**

I wish to apply for Leave of Absence from school to be granted to:

Name of Child: \_\_\_\_\_ Form Group: \_\_\_\_\_

First Date of Proposed Absence: \_\_\_\_\_ Last date of Proposed Absence: \_\_\_\_\_

Expected date of return to school: \_\_\_\_\_

Reason for Proposed Absence – please provide reasons to support the application including evidence (they can only be exceptional circumstances) (see overleaf before completing)

.....  
.....  
.....

Total Days Requested On This Occasion

(For siblings) I have also applied to \_\_\_\_\_ School/Academy for leave of absence for \_\_\_\_\_ (insert child/children's name)

Signature of resident Parent/Carer: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For school use only: NAME OF CHILD: \_\_\_\_\_ Date received by school: \_\_\_\_\_**

1<sup>st</sup> date of absence requested by parents: ..... Last date of absence requested by parents: .....

Expected date of return to school (as advised by parents): .....

Absence Authorised: Yes/No

The reasons for this decision are: .....

- LOA record sheet to be completed by school and submitted where verbal requests made/ for other relevant information

Head teacher/Attendance Lead: ..... Date: .....

- Copy of this completed section should be sent back to parent with letter

---

**The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 state:**

1. Head teachers shall not grant any leave of absence during term time unless:  
*A) An application has been made in advance, by the parent with whom the child normally resides*  
**AND**  
*B) They consider there to be exceptional circumstances relating to the application.*
2. The Head teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.
3. The Head teacher can determine how long an absence should be and any additional absence will not be authorised.

- 
- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996).
  - If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
  - Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.
  - Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.

---

**Parents:**

1. The application must be made in advance by the parent(s) that the child normally resides with.
2. Any leave of absences taken which have not been requested in advance will recorded as unauthorised.
3. Parents can be issued with a Fixed [Penalty Notice or prosecuted](#) for unauthorised absence including holidays.

***We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation.***