CHILTERN LEARNING TRUST

LEA MANOR HIGH SCHOOL

Lea Manor High School

Attendance Policy 2026-2028

Date Reviewed	Body
January 2027	Local Governing Body
Next review date: January 2028	To be reviewed: Annually

Together we succeed

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Policy Statement

1 | Policy Statement

1.1 It is the aim of **Lea Manor High School** that pupils should enjoy learning, experience success and realise their full potential. The Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

1.2 As part of the Chiltern Learning Trust (CLT), the school is committed to the shared values, which is a cornerstone of all we do. These core values are Honesty, Care, Collaboration, Ambition, Belonging, and Inspiration.

1.3 The school strives to consistently deliver excellent educational experiences for pupils, improving their life chances and serving the communities of which we are a member.

1.4 Our Attendance target is 97% or above. All students should strive for 100% attendance.

1.5 Students should be present in school all of the time and not take term time leave for holidays. This could result in a fine but more importantly will mean gaps in your child's education.

1.6 Students here have high standards especially when it comes to attendance and punctuality and should be in school every day and on time.

2 | Reference to other relevant policies

This policy should be read in conjunction with existing trust-wide and school policies including (but not limited to) the following policies:

- Safeguarding and Child Protection Policy.
- Special Educational Needs and Disability Policy
- Behaviour Policy
- Anti-Bullying Policy
- Exclusion Policy
- Supporting Pupils with Medical Conditions Policy.

3 | Legislation or non-statutory guidance

3.1 This policy meets the requirements of Department for Education (DfE) guidance and legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2024

3.2 DfE guidance:

- The Equality Act 2010 and schools (DfE May 2014)
https://assets.publishing.service.gov.uk/media/5a7e3237ed915d74e33f0ac9/Equality_Act_Advice_Final.pdf

- Keeping children safe in education (DfE)
www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Working together to improve school attendance (DfE)
https://www.gov.uk/government/publications/working-together-to-improve-school-attendance
- Sharing daily pupil attendance data (DfE April 2024)
https://assets.publishing.service.gov.uk/media/6643266d993111924d9d3383/Guidance_for_sharing_daily_pupil_attendance_data.pdf
- Supporting pupils at school with medical conditions (DfE December 2015)
www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3
- Arranging education for children who cannot attend school because of health needs (DfE December 2023)
https://assets.publishing.service.gov.uk/media/657995f0254aaa000d050bff/Arranging_education_for_children_who_cannot_attend_school_because_of_health_needs.pdf
- Providing remote education: non-statutory guidance for schools (DfE January 2023)
https://assets.publishing.service.gov.uk/media/662a6aefe8c75df17da7e593/Providing_remote_education_non-statutory_guidance_for_schools.pdf
- Mental health issues affecting a pupil's attendance: guidance for schools (DfE February 2023)
https://www.gov.uk/government/publications/mental-health-issues-affecting-a-pupils-attendance-guidance-for-schools
- School attendance parental responsibility measures (DfE January 2015)
https://assets.publishing.service.gov.uk/media/5a80ce9740f0b623026959aa/School_attendance_parental_responsibility_measures_statutory_guidance.pdf
- School census guidance (DfE) www.gov.uk/guidance/complete-the-school-census
- Suspension and Permanent Exclusion Guidance (DfE July 2026)
www.gov.uk/government/publications/school-exclusion
- Home-to-school travel and transport guidance (DfE January 2024)
www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance

4 | Roles and Responsibilities

4.1

- Tracking pupils' attendance is done daily by the attendance officers, pastoral and safeguarding teams and teaching staff. Vulnerable students are accounted for by the end of registration and the whole school by 10.30am.
- Devising and implementing action-plans for pupils with low attendance. The head of year and attendance officers will complete registration checks every 6 weeks, place students on attendance contracts and issue local authority fines to students hitting the threshold for unauthorised absence and term time leave.
- Sharing of relevant information between attendance and safeguarding staff will happen daily and weekly during a pastoral/safeguarding meeting.
- Timely liaison with home when your child is absent without reason we will contact you in the first instant via text message to remind you to call the school with a reason for absence. We will conduct a home visit following this if we have no response and cannot reach parents over the phone.
- Referral to and liaising with outside agencies will take place when internal interventions are not successful in improving the attendance of your child. This will be done by the pastoral team and or the family worker.
- Making Penalty Notice requests and requests for other Legal Action to the Local Authority will occur when you hit the national threshold for fines and holiday leave. The pastoral team will make an attempt to work alongside the family to improve their attendance before issuing a fine (for unauthorised absence only not holiday fines)
- Children Missing Education referrals are made in line with national guidance. These will be made by the attendance officer when your child does not return to school for a set period of time.

- Removing pupils from roll in line with legislation and guidance will be actioned by the attendance officer, head of year, assistant head of year and senior member of staff responsible for attendance.
- The governing body of the school will hold the school to account for attendance figures, improving whole school attendance figures and focus on different vulnerable groups to ensure disparities are challenged appropriate.

4.2 Chiltern Learning Trust

4.2.1 The Trust will continue to recognise the importance of attendance and ensure it is always discussed with school leaders, including evaluating school processes to ensure they meet the needs of pupils.

4.2.2 The Trust is responsible for offering a template attendance policy and ensuring all schools have an up to date attendance policy.

4.2.3 The Trust will discuss and hold the Headteacher to account for all school wide elements outlined in this document.

4.2.4 The Trust will continue to ensure school leaders fulfill expectations and statutory duties.

4.2.5 The Trust will review attendance data and trends at Trust level, offering CPD to relevant leaders focusing on particular cohorts and sub groups.

4.2.6 The Trust will monitor attendance patterns, identify common issues/barriers and share effective practice on attendance management and improvement across schools.

4.2.7 The Trust will support schools in the development of comprehensive action plans, for review, where attendance data is not adequate or improving.

4.3 The Local Governing Body

4.3.1 The LGB is responsible for approving local adaptations to the CLT template policy and monitoring its implementation and effectiveness.

4.3.2 The LGB is responsible for monitoring attendance figures for the whole school at least 6 times a year. It also holds the Headteacher to account for the implementation of the attendance policy.

4.4 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the LGB.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and requests penalty notices, where necessary.

4.5 Senior Attendance Champion (Deputy Headteacher with Responsibility for Attendance)

Having a deep and clear understanding of attendance by group, such as gender, pupils entitled to Free School Meals, Pupil Premium pupils, pupils with SEND, Children in Care and attendance by Ethnicity and Language (English/EAL).

Also rewarding and acting to improve the attendance of pupils that may fall into smaller groups, or the attendance of individual pupils with protected characteristics, such as pupils who do not identify with their gender assigned at birth, pupils who are gay or bisexual, pregnant pupils and pupils who are young parents. Ensuring staff are clear about their roles and responsibilities in relation to attendance and have the required knowledge and skills to fulfill them.

Regularly reviewing the schools attendance procedures – strengths and weaknesses, including seeking feedback from the attendance team; highlighting key issues with the Headteacher. Setting a clear vision for improving and maintaining attendance.

4.6 Attendance Team

The Attendance Team consists of the Attendance Officer, Assistant Head of Year, Head of Year, DDSLs, SLT links and Deputy Headteacher responsible for Behaviour and Attitudes. They will meet as a team at least once a week to monitor and review attendance across the school – for individual pupils, vulnerable groups and the whole school. During their meetings, the Attendance Team will identify pupils whose attendance is a cause for concern and put attendance interventions in place as necessary. Depending on the level of concern, the Attendance Team will involve class teachers and other relevant staff and coordinate meetings with parents/ carers. Where considered necessary a formal action plan will be produced.

4.7 Attendance Officer

The Attendance Officer:

- Monitors attendance data at the school and individual pupil level.
- Reports concerns about attendance to the Deputy Headteacher and Designated Safeguarding Lead (DSL) as appropriate.
- Coordinates requests for Term-time Leave of Absence, liaising with the Deputy Headteacher as necessary. (This also includes liaison with the DSL and Safeguarding Team.)
- Makes Children Missing Education referrals to the Local Authority where appropriate (this includes liaison with the DSL and Safeguarding Team).

4.8 Assistant Heads of Year and Heads of Year

- Monitors attendance data at the school and individual pupils and will account for the vulnerable students in the morning ensuring all vulnerable students are accounted for.
- Reports concerns about attendance to the Deputy Headteacher and Designated Safeguarding Lead (DSL) as appropriate.
- Coordinates requests for Term-time Leave of Absence, liaising with the Deputy Headteacher as necessary. (This also includes liaison with the DSL and Safeguarding Team.)
- Makes Children Missing Education referrals to the Local Authority where appropriate (this includes liaison with the DSL and Safeguarding Team).
- Completes registration checks every 6 weeks with the pastoral team to highlight concerns, students that are PA, and severely absent students.
- Will complete home visits when a concern is raised around attendance.
- Will work with a caseload of students to improve their attendance.

4.9 Office Staff

School office staff are expected to take calls from parents/carers about absence and record the information on the school information management system (Bromcom). These should go directly to the attendance officer but some may go through to the office throughout the day.

4.10 Designated Safeguarding Lead (DSL)

Providing safeguarding support and advice to attendance colleagues as appropriate, including in response to term-time leave requests and CME cases; taking safeguarding action where necessary. Meeting with the School Attendance Officer/Team to review the attendance of the pupils on the schools Vulnerable List and agreeing any action needed.

4.11 Special Educational Needs Co-ordinator (SENCO)

Meeting with the school Attendance Officer/Team to review the attendance of the pupils on the school's Vulnerable List/SEND Register and agreeing any action needed.

4.12 Deputy Designated Safeguarding Leads (DDSL)

The Deputy Designated Safeguarding Leads (DDSL) will focus on safeguarding and how attendance links to wider safeguarding concerns. As Deputy DSL, they will take any attendance concerns to the schools weekly Safeguarding Team meetings and be responsible for a caseload of students with attendance concerns. The DDSL will be the point of contact for parents/carer who have their own concerns about their child's attendance and will meet with parents/carers as and when necessary, share attendance concerns and draw up attendance plans or contracts as necessary. The DDSL will also liaise with external agencies and make referrals as required.

4.13 Form Tutors

Where there are attendance concerns, either raised by the form tutor themselves or by the Attendance Officer/Lead/Team, they will 'check-in' with the pupil to find out about any reasons for absence as part of their responsibilities under the schools Safeguarding Policy.

Form tutors may also be asked to meet with parents/carers whose child has a falling level of attendance and is flagged as a concern by the Attendance Officer/Lead/Team.

4.14 Subject Teachers

Subject teachers are responsible for accurately recording the attendance of all the pupils on their class list. Teachers are expected to highlight any anomalies in their class list – for example students who are attending but are not on the class list and pupils who are not attending and the teacher believes they should no longer be on

their class list. Any anomalies should be reported to patrol/attendance.

Subject teachers are responsible for highlighting any attendance concerns of pupils on their class list to ensure the relevant staff member/s are aware and follow up action is taken where necessary. Any concerns regarding individual pupils' attendance should be reported to the attendance officer/pastoral team.

5 | Data Protection Implications

5.1 The personal information the school uses to help manage attendance and absence is governed by the UK GDPR and Data Protection Act 2018. Much of this information will be sensitive, to both pupils and their parents/ carers, and staff must take care to apply appropriate safeguards to ensure personal information is processed fairly and lawfully, is the minimum amount necessary to achieve our aims, is accurate, and where necessary, kept up to date, is not held for longer than is necessary and remains safe and secure.

5.2 Staff must record personal information accurately, being clear whether something is an opinion, reported by someone else, or fact. It is also important to remember that pupils and parents/carers can ask to see copies of the personal information the school holds about them.

5.3 Staff should share relevant information and work collaboratively with other schools, local authorities and external partners to target support at persistently absent (below 90%) and severely absent (below 50%) pupils (including those at risk of becoming persistent or severe). Schools should also inform a pupil's social worker and/or youth offending team worker if there are unexplained absences from school.

6 | Aims

6.1 The school aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

6.2 This policy sets out the school position on attendance and details the procedures that all parents / carers must follow to report their child absent from the school.

6.3 It is vital that children develop regular attendance habits at an early age. Therefore, the school will encourage parents/carers to attend school regularly and communicate in a timely manner when their child's attendance is dropping. If the child is unable to attend the school for any reason, the parent/carer should inform the school of the reason on the first day of absence. If the school is concerned about a pupil's attendance for any reason, the aschool will contact the parent/carer to discuss the matter, in the first instance.

6.4 The school will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

6.5 Pupils should attend the school every day, unless they are really not well enough to. Children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. The school wants all pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality are essential in the workplace and children who are used to attending school on time, and on every occasion, unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

6.6 In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance "in accordance with the rules prescribed by the school", therefore if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

6.7 The school will do all it can to encourage pupils to attend. The school will make the best provision it can for any pupil who needs additional support in school or who is prevented from attending school, due to physical or mental health needs or disability. The school recognises for disabled pupils, 'reasonable adjustments' may be needed to the school environment or to policies to support good attendance. Please see DfE guidance documents '**Supporting pupils at school with medical conditions - December 2015**' and '**Arranging education for children who cannot attend school because of health needs - Dec 2023**' or ask the school for printed copies.

6.8 One of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, the school strives to provide a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents/carers.

6.9 By promoting good attendance and punctuality the school aims to:

- Make good attendance and punctuality a priority for all those involved in the school community
- Raise pupils' awareness of the importance of good attendance and punctuality
- Provide support, advice and guidance to parents/carers, pupils and staff
- Work in partnership with parents/carers and, where appropriate, the wider family

7 | Effects of non-attendance

7.1 Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason. Furthermore, the DFE defines a pupil as a 'severe absentee' when they miss 50% or more schooling across the school year, for whatever reason.

7.2 The table below indicates how what might seem like just a few days of absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	**9.5 days**	**2 weeks**	**50 lessons**
90%	**19 days**	**4 weeks**	**100 lessons**
50%	**95 days**	**20 weeks**	**500 lessons**

8 | Safeguarding and Attendance

8.1 The school will monitor trends and patterns of absence for all pupils as a part of its standard procedures. However, it is recognised that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance **Keeping Children Safe in Education**, Local Procedures and the school's Safeguarding Policy, staff will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of the school's safeguarding duty and standard procedures, staff will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when they cannot establish their whereabouts and are concerned for the pupil's welfare.

8.2 If a pupil is not attending as required, where the school deems it appropriate, staff may make home visits to see and speak to the pupil and parents/carers as part of the school's safeguarding and attendance processes.

If staff are unable to see and speak to the pupil and parents/carers, they may contact the pupil's emergency contacts and/or other professionals or contacts of the family, who they reasonably expect may be able to provide the school with relevant information. Where relevant, appropriate staff will therefore contact a pupil's social worker and/or members of the youth offending team if there are unexplained absences from school.

Contents of Attendance Register

The law states that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each pupil is:

- Present;
- Absent;
- Attending an approved educational activity; or
- Unable to attend due to exceptional circumstances

9 | Present at School (and Lateness)

9.1 Pupils are marked present if they are in the school when the register is taken. If a pupil leaves the school premises after registration, they are still counted as present for statistical purposes.

9.2 It is the duty of parents/carers to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption. However, it is also recognised that pupils are sometimes late due to reasons such as caring for parents/carers or siblings, or transport difficulties.

9.3 If a pupil starts arriving late to the school on a regular basis, the school will work with the pupil and family to find out why the pupil is late and whether any support is needed for the pupil or family, in order to support the pupil to attend on time.

9.4 The Assistant Headteacher will meet with parents/carers of pupils who are frequently late, to further investigate reasons for lateness and discuss solutions to enable more punctual attendance.

9.5 Morning registration

- Our pupils must arrive at school by 8.30am on each school day.
- We recommend your child attends school at 8.15am when the school opens to students.
- Pupils arriving after 8.30am will be marked as late (L) – which still counts as present. See DfE Attendance Codes – Appendix One.
- If a pupil arrives after the close of registration (after 9.00 am) they will be marked with the unauthorised absence code 'Late after registers close' (U) for the morning session. (See 'Unauthorised Absence' section for more information on unauthorised absences.) If a pupil arrives late after the registers close due to a valid reason, such as an unavoidable medical appointment, their absence will be marked with the appropriate authorised absence code.

9.6 Afternoon registration

- The afternoon register is taken at 2pm and will be kept open until 2.10pm.
- If a pupil has been out of school during the morning and/or lunchtime session and arrives at school after 2pm but before 2.10pm they will be marked (L), which counts as present.
- If a pupil arrives after 2.10pm they will be marked with the unauthorised absence code 'Late after registers close' (U) for the afternoon session. If a pupil arrives late after the afternoon registers close due to a valid reason, such as an unavoidable medical appointment, their absence will be marked with the appropriate authorised absence code.

10 | Effects of Late Arrival

10.1 When a pupil arrives late to the school, they miss important events like assembly, teacher instructions and introductions; this can seriously disadvantaged. pupils. The table below indicates how frequent lateness can add up to a considerable amount of learning being lost.

Minutes late per day	Equates to days of teaching lost in one year	Which means this number of lessons missed
5 mins	**3 days**	**15 lessons**
10 mins	**6 days**	**30 lessons**
15 mins	**9 days**	**45 lessons**

Any student who arrives late to school should sign in at the Main Reception, all lates will be entered on the Lesson

register as an L and include the number of minutes late. All students who arrive late to morning Tutor Time will be given a 10-minute lunch time detention. Their Bromcom/ Edulink will be marked with an L mark and parents will receive confirmation of this via a message.

When a pupil's late arrival is caused by reasons beyond the pupil's control e.g. the bus breaks down, they should be marked late but will not receive a lunch time detention (this will be at the discretion of the Deputy Headteacher). The tutor should refer any students who are persistently late to the Year Team who will follow this up with parents."

At the end of each week the Year Team will analyse the late detentions and pick up students with 3 or more lates. These students will be given a half an hour late detention at the end of the week afterschool. If a student fails to attend this detention then this will be escalated to 1 hour and parents will be contacted via the head of year. Persistent lates ness to school can result in a student being placed on a late report.

11 | Authorised Absence

11.1 '**Authorised absence'** means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school or has accepted an explanation offered afterwards as justification for absence. The following information outlines the main circumstances where absence may be authorised by the school.

11.2 Illness

- In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

- The school follows the **Working together to improve school attendance**, which states that if the authenticity of the illness is in doubt, the school may ask the parent/carer to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. The school will not ask for medical evidence unnecessarily. In some instances, the school may ask the parent/carer to obtain a letter from a GP, or seek parental permission to contact the pupil's GP directly.

- If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

- Where a pupil has a high level and/or frequency of absence, the school may require suitable evidence in order to authorise any future absence where illness has been given as the reason. If this is the case, the school will make the parent/carer(s) aware of this expectation in advance.

- The reporting of absence due to illness remains the responsibility of the parent/carer. Absences due to illness which have not been reported to the school by the parent/carer on the first and any subsequent days of absence may not be authorised.

11.3 Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent/carer or another authorised adult (unless otherwise agreed between the school and the parent/carer) and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parent/carer confirmation.

11.4 Medical/Dental Appointments

- Parents/carers should try to make appointments outside of school hours wherever possible. Where appointments during the school day are unavoidable, the pupil should only be absent for the minimum amount of time necessary for the appointment. It is not acceptable for a pupil to miss a whole day for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is. The school recognises that pupils with a health condition may have a higher number of medical appointments than other pupils and it is therefore possible that at least some of these appointments may be during the school day.
- If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent/carer or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parent/carer confirmation.
- Advance notice is required for medical or dental appointments, unless it is an emergency appointment. Parents/carers should also provide the school with sight of, or a copy of, the appointment card or letter.

11.5 Religious Observance

- The school acknowledges the multi-faith nature of the school community and recognises that religious festivals sometimes fall outside of school holidays or weekends.
- In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent/carer belongs – this will be marked with the R code. In line with Working together to improve school attendance, if necessary, the school will seek advice from the parent/carer's religious body, about whether it has set the day apart for religious observance.
- Parents/carers should notify the school in advance that their child will be absent for religious observance, so that the school knows whether to expect the pupil into school or not.
- If a parent/carer would like their child to be absent for an additional day around a religious observance, they should contact the school. The school will consider each application individually considering the specific facts and circumstances and relevant background context behind the request. If additional absence is authorised, this would be marked with the C code.

- The school will ensure a pupil is not penalised for absence due to days of Religious Observance, for example if using attendance rewards.

11.6 Traveller Absence

- The Education Act 1996 includes specific reference to the school attendance of children "of no fixed abode". This law applies when a child is unable to attend school because they are travelling with their parent/carer "who is engaged in a trade or business of such a nature as to require [the parent/carer] to travel from place to place". This is subject to certain limits, depending on the child's age and number of sessions absent.
- Working together to improve school attendance explains that a number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.
- The school will discuss requests for absence individually with parents/carers as necessary. Parents/carers should let the school know of their plans as far in advance as possible.
- To help ensure continuity of education for children from the above groups, wherever possible the child should attend school elsewhere when their family is travelling for occupational purposes. In which case, the child will be dual registered at the school they are attending and at this school, which is their 'main school'.
- The T code, which is an authorised absence, should be used for pupils when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending another educational provision.
- Children from these groups whose families do not travel for occupational purposes are subject to the same rules as other children in terms of the requirement to attend school regularly.

11.7 Exclusions

- If the school decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The school will follow the DfE's Suspension and permanent exclusion guidance.
- Any exclusion must be agreed by the Headteacher.
- The school will notify the parents/carers of the exclusion. If the pupil is a Child in Care, the school will notify the pupil's carer, social worker and the Local Authority's Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform the pupil's allocated social worker.
- The pupil must be collected from the school office by the parent/carer or another authorised adult and signed out in the 'signing out' book. No pupil will be allowed to leave the school site without parent/ carer confirmation.

12 | Absence Reporting and Response

12.1 First Day of Absence Reporting

- Parents/carers are expected to notify the school of the reason for their child's absence on each day of absence.
- If a pupil is absent due to illness which lasts more than one day, the parent/carer should contact the school each day to provide an update, unless otherwise agreed by the school.
- The school may contact parents/carers to discuss a pupil's absence in more detail.
- In some cases, the school may require parents/carers to report absence in a different way – if this is the case, the school will contact parents/carers to explain this requirement.

12.2 First Day of Absence Response

If no contact has been made with the school by 10am on the first day of absence, the attendance officer will follow up the absence by sending a truancy text message to inform parents their child has not arrived at school and contact should be made immediately. If the parents/carers do not respond to the truancy text message, the attendance officer will call the parents and carers. If the attendance officer/pastoral team or family worker tries twice and there is no answer, the school will phone the pupil's emergency contacts, in priority order. Priority will be given where there is additional support in place, or where pupils are considered more vulnerable. e.g. Children in Care; children on Child in Need or Child Protection Plans; children who have previously been reported missing; and children where there are, or have been, concerns regarding attendance. If there are still concerns the school will conduct a home visit to check if the student is safe. If there is a safeguarding concern after these steps have been followed, the school may decide to inform the police regarding a missing student.

If the school is unable to establish why the pupil is absent and/or is concerned for the welfare of the pupil, staff may request a Welfare Check from the police.

12.3 Pre-agreed absence

Parents/carers are not required to contact the school on the day of an absence if the parent/carer has already formally notified the school prior to the day of absence and the absence has been agreed in advance. For example, a planned hospital appointment or an exceptional term time leave of absence which has already been agreed by the Headteacher in writing.

12.4 Emergency Contacts

DfE guidance stipulates that 'where reasonably practicable, schools should hold an emergency contact for more than one person for each pupil' (*Working together to improve attendance*, August 2024)

Parents/carers will be asked to supply details of at least three other adults who can be contacted in an emergency. It is the responsibility of parents/carers to keep these contact details up to date by communicating with the school office. The school will also remind parents/carers about this through parents/carers' evenings/ newsletter reminders etc.

13 | Following up Unexplained Absences

13.1 The school will follow up any absences where the parent/carer has not made contact to explain the reason. Following up on unexplained absences can take up a considerable amount of school resources, therefore, the school expects parents/carers to report all absences. If a parent/carer does not contact the school on the morning of each absence, the absence may not be authorised, unless the school is satisfied there is a good reason why the pupil is unable to attend and why the parent/carer was not able to contact the school by the required time on the day of absence.

13.2 When the school establishes the reason for the absence, it will be marked as authorised or unauthorised depending on the reason. If the school is unable to establish the reason for absence, having followed the school's attendance procedures, the absence will be marked as unauthorised, using the **O** code.

13.3 If a pupil is not attending and the school is unable to establish the reason why and/or confirm the pupil's whereabouts, the school will take appropriate action which will depend on the circumstances of each case. This could include, but is not limited to: contacting the pupil's emergency contacts, or other contacts of the family who the school reasonably expect may be able to advise of the pupil's whereabouts; contacting other professionals; contacting siblings' schools; home visits to the family address; making enquiries with neighbours; requesting a Welfare Check from the police; and making referrals to Children's Social Care.

14 | Rewarding Good and Improved Attendance

14.1 The school recognises that rewarding good and improved attendance should be carefully considered in order to ensure it does not make pupils who have poor attendance feel marginalised, worried or guilty about their low attendance rate; its impact on the pupil's own learning or the learning or rewards for the class as a whole.

14.2 The school will regularly review any reward systems to ensure they are not negatively impacting on individual pupils or groups of pupils.

14.3 The schools reward system Bromcom recognises students with 97% attendance and above. In order to hit part of the criteria to attend a school reward day as well as receive their bronze award.

15 | Support for School Attendance

15.1 Communicating with parents/carers where attendance is a concern

When the school has concerns about the attendance of a pupil, staff will do their best to make the parents/ carers aware of the concerns about their child's attendance in the most accessible way possible, communications will be provided in accessible formats and can be offered in different languages if requested.

15.2 Pupils who are reluctant to attend

- Sometimes pupils can be reluctant to attend. The school encourages parents/carers and pupils to be open and honest about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent/carer to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse. The school needs to understand the reasons why a pupil is reluctant to attend, in order to be able to support pupils and parents/carers in the best way
- The school's aim is to work in partnership with parents and carers to remove barriers to good school attendance. Staff strive to establish good working relationships with the families of our pupils through good communication and regular meetings to address on-going attendance concerns. If necessary, staff signpost our families to specialist support services who can work with the family and school in a multi-agency approach.
- Where non-attendance is linked to anxiety or mental health, refer to **Mental health issues affecting a pupil's attendance: guidance for school**

15.3 Child on Child Abuse

- All pupils have an absolute right to be educated in a safe and secure environment and to be protected from others who may wish to harm, degrade or abuse them physically, verbally, and emotionally both in person and online. There is no justification whatsoever for bullying behaviour and it should not be tolerated in any form. Differences including race, religion, gender, sexual orientation and ability are absolutely repudiated as reasons for bullying.
- The school recognises that a pupil may be reluctant to attend if they are experiencing any kind of child on child abuse. The school constantly strives to promote a positive and inclusive culture where all pupils feel valued, have a strong sense of 'belonging' and are fully supported if things go wrong.
- The school takes all reports of child on child abuse extremely seriously. All incidents will be investigated, appropriate measures will be taken for all pupils involved, including working with and making referrals to external agencies where appropriate.
- The school recognises that child on child abuse is a rarely-witnessed event, and that the most likely source of information will be through hearsay (either direct from the victim, or indirectly through witnesses or parents).
- If a parent/carer thinks their child is experiencing child on child abuse, or is concerned their child may be involved in peer on peer abuse in any way, they are encouraged to report this to the school as quickly as possible, so that appropriate measures can be taken.
- Please see the school's Anti-Bullying policy and Safeguarding and Child Protection Policy for more information on how peer on peer abuse is addressed.

15.4 Children in Care

- Foster Carers do not have parental responsibility for the children in their care, although they are responsible for ensuring their regular school attendance.
- If a Child in Care is not attending the school, or there are concerns about their attendance, the school will seek advice from the Local Authority's Virtual School and the child's social worker, as well as communicating with the pupil and foster carer.

15.5 Disability Related Absence

- The school will ensure 'reasonable adjustments' are made for disabled pupils (defined as those with a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities'). This may include changes to the physical environment, curriculum or the way information is provided, as well as providing auxiliary aids and equipment, or tailored services.
- The school recognises that some disabled pupils may need additional support to attend regularly and that, for some pupils, they may have more absence due to their disability, for example due to attending medical appointments. The school will ensure disabled pupils are not penalised for absence related to their disability and will support the pupil and family to access support from external agencies where appropriate.
- The school will follow the guidance as laid out in **Arranging education for children who cannot attend school because of health needs**

15.6 Young Carers

The school recognises that pupils who are Young Carers may have caring responsibilities that impact on their punctuality and/or attendance. Where this is the case the school will work with the pupil and family to encourage them to access appropriate support, including direct support from Young Carers and any other support the pupil and family may need; the school will also provide support in school where appropriate.

15.7 Pregnant Students and Students who are Young Parents

- Students who are pregnant, or who have had a baby, should still be encouraged to attend the school wherever possible, but may need additional support to do so. The school will work together with the student and family to come up with a plan of support to ensure the student continues to attend the school wherever possible. Where a pregnant student or young parent student is not attending, the school will take a supportive approach to help ensure, as far as possible, the student's continuity of education. The school will seek advice from the Local Authority if a student cannot attend the school due to their pregnancy, or because they have a baby to care for.
- A designated member of school staff will be allocated to act as an advocate and assist the student to take responsibility for her/his continuing education.

15.8 Parents who live separately

Where appropriate, the school will involve all parents/carers in order to ensure each are aware of their child's attendance pattern and are able to support the child's attendance to improve. Where a child lives with different parents/carers on different days the school will take this into consideration when working with the parents/carers.

15.9 Complex Family Circumstances

- The school will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances the school will take a holistic approach to the issue and involve other agencies as necessary. The exception to this will be where parents/carers fail to accept or engage with support offered by the school and/or other agencies, or fail to implement the suggested changes. When referring for legal sanctions, the school will show that the parent/carer has been warned they are at risk of receiving a Penalty Notice or other legal sanction.
- If the school has safeguarding concerns about a pupil who is absent, staff will share information with other agencies as deemed necessary.

15.10 Formal non-attendance process

Where there are continued concerns about a pupil's attendance which are not resolved informally, parents/ carers may be asked to meet with the school to discuss the matter more formally. In some cases, this may result in a formal action plan being produced. The school may also invite other involved professionals, where relevant.

16 | Leave of Absence – leave requests and sanctions for unauthorised absence

16.1 The law does not grant parents/carers the automatic right to take their child out of school during term time for holidays or other absence such as trips and visits.

16.2 The school will not authorise any leave of absence in term-time unless satisfied the reason for absence complies with section 37 of **Working together to improve school attendance**. The school will consider each application individually.

16.3 Parents/carers are asked not to make plans to take their child out of school without making a request to the school first. The request should be made by the parent/carer with whom the child normally lives.

16.4 Parents/carers wishing to request leave for their child should complete a Leave of Absence Request form which is available from the school. The request should be submitted as soon as it is anticipated; and, wherever possible, at least four weeks before the absence.

16.5 Parents may be required to provide the school with additional evidence in order to support a leave of absence request.

16.6 The school will consider the individual facts and circumstances of the case - following consultation with other staff as required, including the Designated Safeguarding Lead (DSL).

16.7 A leave of absence is granted entirely at the school's discretion (see section 37 of **Working together to improve school attendance**).

16.8 The absence should be for the shortest time possible – if an absence is agreed, the Headteacher will decide how many days of absence will be authorised.
If the pupil is absent for more days than were authorised by the school, the remaining days absent will be recorded as unauthorised absence.

16.9 Any holidays and other absence such as trips and visits which have not been agreed by the school will be recorded as unauthorised.

16.10 Parents/carers should be aware unauthorised absence may result in a Penalty Notice or Prosecution. See 'Unauthorised Absence' section for more information.

16.11 If the school has any concerns about possible safeguarding risks, staff will follow the necessary protocols. (See the school's Safeguarding Policy for more information.)

17 | Unauthorised Absence

17.1 Unauthorised absence is where the school is not satisfied with the reason given for the absence, or where no reason has been provided.

17.2 Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions. See 'Penalty Notices and Prosecutions' section for more information.

17.3 Unauthorised absence includes (but is not limited to) absences due to:

- Reasons which have never been properly explained to the school
- Arriving at the school after the register has closed. (Although late arrival for a reason such as a medical appointment will usually be an authorised absence – see 'Medical / Dental Appointments' section for more information.)
- Shopping
- Having a hair-cut
- Birthdays
- Waiting at home for something to be fixed, or a parcel to be delivered
- Parent/carer's or sibling's illness (unless very exceptional circumstances apply and have been agreed in writing by the school)
- Day trips
- Holidays in term time (unless exceptional circumstances are agreed in writing, in advance, by the school – see 'Leave of Absence' section).

17.4 Where the school has cause for concern about the actual reason for a pupil's absence, staff may seek additional information or evidence from parents/carers regarding the absence, and/or make a home visit in order to verify the reason. If the reason cannot be verified and the school has cause to believe the reason given for absence may not be genuine, parents/carers may be asked to provide satisfactory proof of the reason before the school authorises the absence. If satisfactory proof is not provided, the school may record the absence as unauthorised.

18 | Penalty Notices and Prosecutions

18.1 Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his/her parent(s) are guilty of an offence. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent but may have day to day care of the child. If an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

18.2 Penalty Notices and prosecution proceedings are issued to each parent/carer with responsibility for the child and are issued for each child with unauthorised absence. For example, in the case of Penalty Notices, if two siblings have unauthorised absence, and there are two parents/carers with responsibility for the children, four Penalty Notices would be issued.

18.3 The school will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so.
This will include unauthorised absence due to term time holiday or other trips/visits, and other types of unauthorised absence. When referring for legal sanctions, the school will show that the parent/carer has been warned they are at risk of a Penalty Notice or other legal sanction. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

18.4 Information pertaining to the new national framework which sets out when schools will have to consider issuing penalty notices and relevant fines can be found in **The Education (Penalty Notice) Regulations 2024**

19 | Mental Health, Wellbeing, Special Educational Needs and Disability

Under the Equality Act 2010, schools are required to make 'reasonable adjustments' for disabled pupils (defined as those with a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities.' Some specified medical conditions, HIV, multiple sclerosis and cancer are all considered as disabilities, regardless of their effect.) This may include changes to the physical environment, curriculum or the way information is provided, as well as providing auxiliary aids and equipment, or tailored services. Failure to make appropriate adjustments may impact on a pupil's attendance.

Need	Action	Contact information
Mental health and wellbeing	Parents/carers who have concerns about their child's mental health and wellbeing can contact the school's Designated Safeguarding Lead (DSL)	Phone or email Head of Year. Liaise with the year group DDSL. Senior Mental Health Lead or DSL.
Identified special educational needs or disability	Parents/carers are encouraged to contact the school's Special Educational Needs Co-ordinator (SENCO) should they have any concerns about their child. Any pupils with SEND should have attendance issues considered as part of their individual support plans or Education Health and Care Plans; attendance should be part of any subsequent reviews.	Phone or email SENCO
Unidentified SEND	Parents/carers who think their child may have unidenti□ed special educational needs are also encouraged to contact the school's SENCO.	Phone or email SENCO
Urgent health concerns	Parents/carers should contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned about their child's mental or physical health and wellbeing. In case of emergency parents/carers should dial 999.	Phone GP/111/999

	After seeking emergency advice and support, parents should also let the school know as soon as is practicable.	
Health needs impacting on attendance	If a pupil is frequently absent from the school due to particular health need/s the school may ask to meet with parents/carers (and other professionals where appropriate) to draw up an Individual Healthcare Plan to support the pupil's attendance. See the school's Supporting Pupils with Medical Conditions Policy for more information. [Insert link]. Also see **DfE guidance** **Supporting pupils at school with medical conditions - December 2015** and **Mental health issues affecting a pupil's attendance** for more information.	Phone or email SENCO, head of Year, Attendance Officers, DDSLs and DSL.

20 | Phased Return to Full-Time Education

20.1 In line with the expectations of the Department for Education, all pupils of compulsory school age are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

20.2 In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. **A part-time timetable should not be used to manage a pupil's behaviour.**

20.3 If, for any reason, the school is unable to provide a pupil with a full-time education due to the pupil's needs, staff will work with the pupil, parents/carers and other agencies where appropriate, to come to an arrangement that is deemed to be in the best interests of the child wherever possible.

20.4 Any part-time timetable should be in place for the shortest amount of time possible, it must not be treated as a long-term solution. It should be reviewed at least every two weeks, whilst arrangements are made to support the pupil's return to full-time education at the school or, where appropriate, at alternative provision.

20.5 A decision to place a pupil on a part-time timetable should be approved by the Headteacher and must be agreed by the parents/carers. The SENCO and DSL, as well as any other relevant members of staff, should also be aware of such arrangements and involved with decision making where appropriate. Discussions and agreements should be clearly documented in writing and relevant information should be recorded in the Management Information System (e.g. BROMCOM) and CPOMS. The school will be mindful of any additional safeguarding risks to the pupil when they are not timetabled to attend school and will therefore consider carefully whether a part-time timetable is an appropriate measure.

20.6 If the pupil's part-time timetable means the pupil is expected to arrive at the school after the register closes in the morning and/or be absent for the school's afternoon registration period, any such am and/or pm registrations must be recorded with the **C2** code: 'Leave of absence authorised by the school'.

21 | Approved Educational Activity (AEA)

21.1 When pupils are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case. (See **Working together to improve school attendance** for more information.)

21.2 Approved Sporting Activity

If a pupil is participating in a supervised sporting activity off the school site, which is of an educational nature, approved by the school and supervised by someone authorised by the Headteacher, such activity should be marked using the **P** code: 'Approved Sporting Activity'.

21.3 Alternative Education Provision

- Attendance staff in the school will be notified of Alternative Provision (AP) arrangements and updated about any changes in arrangements, so they can ensure the school's registers are marked accordingly. Attendance staff and other relevant colleagues will communicate closely with the AP setting.
- The school will follow up with pupils and parents/carers on any attendance concerns, in conjunction with the AP.
- If a pupil is only being offered part-time AP, the school will ensure the pupil is offered additional educational provision, which together with the AP equates to a full timetable, unless there are exceptional reasons why not. Pupils will only be offered part-time educational provision for the shortest time possible and this will be regularly reviewed with the pupil and parents/carers with the aim of the pupil accessing full-time education as quickly as possible.

21.4 Alternative Education Provision: Dual Registration and use of the D code

- If a pupil from the school is attending another state-funded DfE registered school, Pupil Referral Unit or Alternative Provision, for part or all of their education, the pupil will be dual registered at this school (Dual - Main) and the other setting (Dual - Subsidiary).
- If a pupil is attending an AP which is not a state-funded DfE registered school, Pupil Referral Unit, or Alternative Provision, the pupil cannot be dual-registered; examples are Impact Mentoring and Education 1st. See 'Off-site educational activity (**B** code)' section, for more information.
- When a pupil from the school is dual registered with another setting, the school will ensure the pupil and parents/carers are clear about the pupil's timetable; i.e. when the pupil is expected to attend the school or the other setting, and what the arrangements are for register marking, including the use of the **D** code. The school will also be clear which setting will be following up any absences. Where pupils are dual-registered, the AP should provide the school with attendance updates weekly, unless otherwise agreed with the alternative setting. However, if attendance and/or safeguarding concerns are identified at any point, the AP is expected to raise these with the school immediately and a course of action will be agreed in writing between the school and the AP.
- A dual registered pupil must not be removed from either setting's roll without the agreement of the other setting.

21.5 Alternative Education Provision: Off-site direction/educational activity (K and B codes)

- Where the AP placement has been arranged by the Local Authority, rather than the school themselves, **K** code should be used (see table below).
- If a pupil is attending an AP setting that has been arranged by the school (and the pupil is not dual registered), **B** code should be used.
- The academy will mark any sessions attended at the off-site provision with the relevant present code, and any absences with the relevant absent code. Such APs should provide attendance updates daily, unless otherwise agreed, so the academy can mark the register accordingly.
- Some AP settings are registered as Independent Schools and, as such, are able to offer full-time provision where required. However, some AP settings are not registered schools and are therefore only legally allowed to offer part-time education to pupils.
- Unless otherwise agreed with the AP, the AP is expected to notify the academy by 10:30 am on the morning of any individual pupil absences, to ensure the academy is made aware of any attendance concerns as soon as possible and takes follow up action as necessary.
- If attendance and/or safeguarding concerns are identified at any point, the AP is expected to raise these with the academy immediately and a course of action will be agreed in writing between the academy and the AP.

21.6 Managed Moves

- Any pupil on a Managed Move (MM) must be dual registered at their main school (the 'sending school') and their subsidiary school (the 'receiving school').
- If a pupil from this school is attending another school on a MM, the pupil will be dual registered at the other school. This school will mark the pupil with the registration code **D** during the time they are expected to attend the other school. The school the pupil is attending for the MM trial (the receiving school) will mark the pupil present or absent, according to their attendance pattern. The receiving school will be expected to follow up any pupil absences in the same way they would for their other pupils, in conjunction with this school where appropriate. They will also communicate the pupil's attendance with this school on a regular basis, in line with the MM review process.
- If a pupil from another school is attending this school on a MM, the pupil will be dual registered at this school. This school will mark the pupil present or absent, according to their attendance pattern, whilst the sending school will mark them with the registration code **D**. This school will follow up any absences in the same way as for all other school pupils, in conjunction with the other school where appropriate. This school will also communicate the pupil's attendance to the sending school on a regular basis, in line with the MM review process.
- At the end of the agreed MM period (or sooner in some circumstances) a decision will be made as to whether the MM will be made permanent or not. At this stage the pupil will either: **(a)** go permanently on the roll of the receiving (subsidiary) school – single registration (in which case the pupil will come off roll at the 'main' school); or **(b)** be expected to return to the main school (in which case the pupil will come off roll at the 'subsidiary' school).
- A Dual Registered pupil must not be removed from either school's roll without the agreement of the other school

22 | Unable to attend due to exceptional circumstances (as set out in DfE guidance)

In accordance with the **Working together to improve school attendance** the school will record pupils as code **Y** (specific codes available according to circumstances) 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- The school site, or part of it, is closed due to an unavoidable cause
- The transport provided by the school or the Local Authority is not available and the pupil's home is not within statutory walking distance. (See the DfE's '**Home to school travel and transport**' guidance document or ask the school for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending the school.
- The pupil is in custody, but still on the school's roll. (If the school has evidence that the pupil is attending educational activities, those sessions can be as 'present at approved educational activity').

23 | Children Missing Education (CME) and removing pupils from roll

Children missing education (luton.gov.uk)

24 | Reporting to Parents/Carers

- The school will include each pupil's attendance information in their report once per full term and provide parents/ carers with a copy of their attendance summary for the year in Term 6.
- If parents/carers wish to see a copy of their child's attendance summary at any other time during the year, they can ask for a printed copy at the school office.
- Attendance can be checked daily on the child's edulink account and we strongly encourage parents and carers to monitor their child's attendance here.
- Students will be made aware of their attendance data every other week in form time and it will be logged in their planners.
- Where a pupil's attendance drops below 97%, the school may contact parents/carers to highlight this, unless there is a good reason not to.

25 | Recording Information on Attendance and Reasons for Absence

25.1 All absences are recorded in the school's attendance register in the Management Information System, Bromcom or equivalent. Information about the reason for the absence, how it was reported and by whom, and any additional information pertinent to the absence may also be recorded.

26 | Policy Monitoring Arrangements

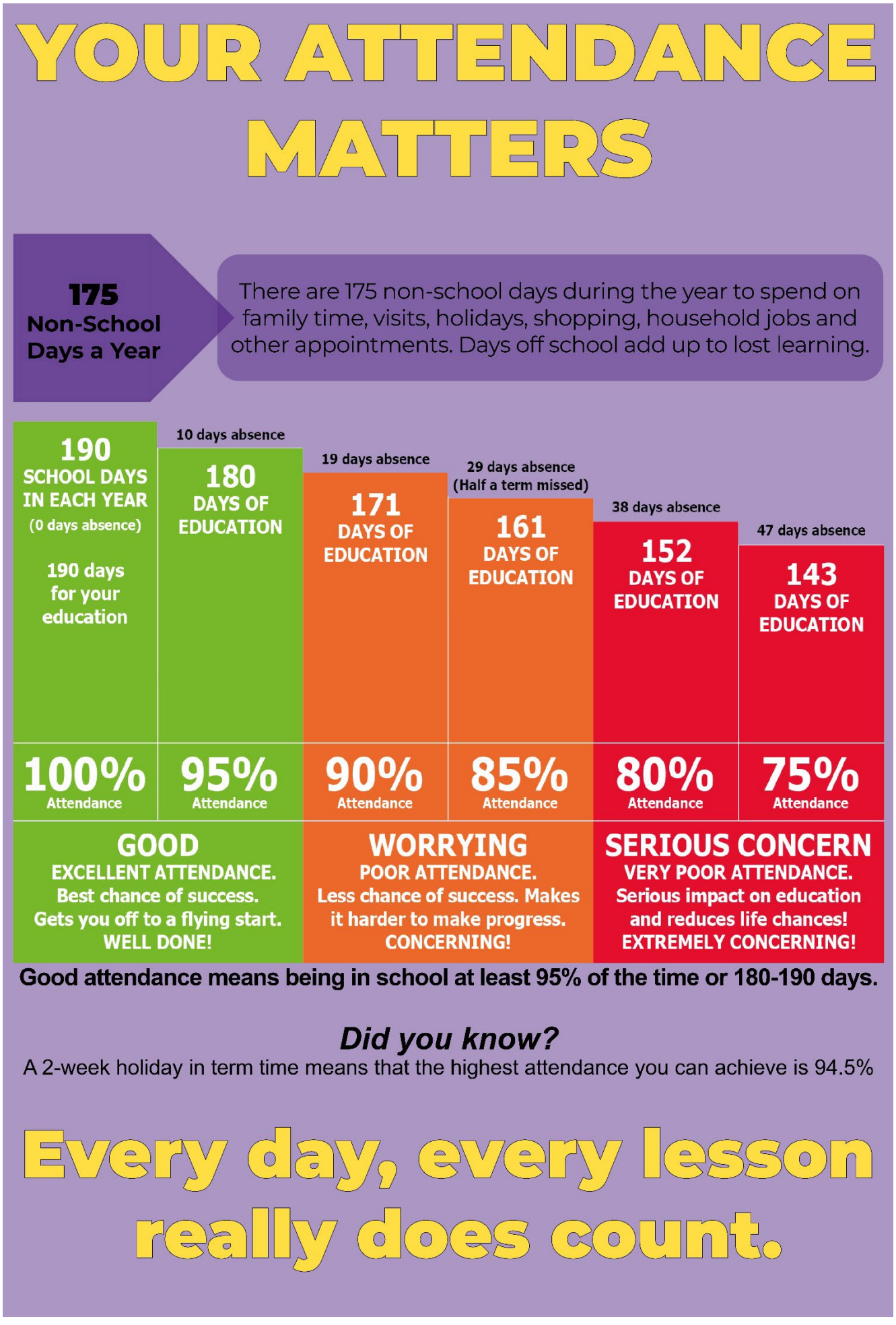
26.1 This policy will be reviewed yearly by the assistant headteachers behaviour and attitudes or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the LGB.

Department for Education (DfE) Attendance Codes:

Code	Description
/	The session is a morning session and the pupil is present at the school when the attendance register begins to be taken. **(Present)**
\	The session is an afternoon session and the pupil is present at the school when the attendance register begins to be taken. **(Present)**
L	The pupil is absent from the school when the attendance register begins to be taken but attends before the taking of the register has ended. **(Present)**
K	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for educational provision arranged by a local authority under section 19(1) of the 1996 Act(1) or section 42(2) or 61(1) of the 2014 Act. **(Approved Education Activity – counted as present)**
V	The pupil is attending a place, other than the school or another school at which they are a registered pupil, for an educational visit or trip arranged by or on behalf of the proprietor and supervised by a member of school staff. **(Approved Education Activity – counted as present)**
P	The pupil is attending a place for an approved educational activity within paragraph (11) that is a sporting activity. **(Approved Education Activity – counted as present)**
W	The pupil is attending a place for an approved educational activity within paragraph (11) that is work experience provided under arrangements made by a local authority or the proprietor as part of the pupil's education. **(Approved Education Activity – counted as present)**
B	The pupil is attending a place for any other approved educational activity within paragraph (11). **(Approved Education Activity – counted as present)**
C1	The pupil is absent with leave for the purpose of participating in a regulated performance or undertaking regulated employment abroad. **(Authorised absence)**
M	The pupil is absent with leave for the purpose of attending a medical or dental appointment. **(Authorised absence)**
J1	The pupil is absent with leave for the purpose of attending an interview for employment or for admission to another educational institution. **(Authorised absence)**
S	The pupil is absent with leave for the purpose of studying for a public examination. **(Authorised absence)**
E	The pupil is excluded from the school for any other reason. **(Authorised absence)**
C2	The pupil is of compulsory school age and is absent with leave because, in accordance with an agreement between a parent who they normally live with and the proprietor that the pupil should temporarily be educated on a part-time basis, their timetable does not require them to attend. **(Authorised absence)**
C	The pupil is absent with leave for any other exceptional circumstance. **(Authorised absence)**
T	The pupil is a mobile child, their parent is travelling in the course of their trade or business and the pupil is travelling with that parent. **(Authorised absence)**
R	The day is exclusively set apart for religious observance by the religious body to which a parent of the pupil belongs. **(Authorised absence)**
I	The pupil is unable to attend because of sickness. **(Authorised absence)**
G	The pupil is absent without leave for the purpose of a holiday. **(Unauthorised absence)**
N	The circumstances of the pupil's absence have not yet been established. **(Unauthorised absence)**
U	The pupil arrived late (after registers closed) but before the end of the session. **(Unauthorised absence)**

O	Unauthorised absence where none of the other rows of this table applies, or this code is required to be used by paragraphs (7) and (9)(b). **(Unauthorised absence)**
D	The pupil is absent with leave for the purpose of attending another school at which they are also a registered pupil. **(Not counted in possible attendances)**
Q	The pupil is unable to attend because of a lack of access arrangements for them within paragraph (12) or (13). **(Not counted in possible attendances)**
X	The pupil is not of compulsory school age and is absent with leave because their timetable does not require them to attend. **(Not counted in possible attendances)**
Y1	The pupil is unable to attend because the school is not within walking distance of the pupil's home and the transport to and from school that is normally provided for the pupil by the proprietor or a local authority is not available. **(Not counted in possible attendances)**
Y2	The pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency. **(Not counted in possible attendances)**
Y3	Part of the school premises is unavoidably out of use and the pupil is one of those who the proprietor thinks cannot practicably be accommodated in those parts of the premises that remain in use. **(Not counted in possible attendances)**
Y4	The pupil is unable to attend due to the whole school site being unexpectedly closed. **(Not counted in possible attendances)**
Y5	The pupil is unable to attend because they are in criminal justice detention within paragraph (14). **(Not counted in possible attendances)**
Y6	The pupil's travel to or attendance at the school would be: (a) contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or any body or authority exercising equivalent functions in relation to Scotland, Wales or Northern Ireland; or (b) prohibited by any enactment relating to the incidence or transmission of infection or disease or any instrument made under such an enactment. **(Not counted in possible attendances)**
Y7	The pupil is unable to attend because of any other unavoidable cause. **(Not counted in possible attendances)**
Z	Prospective pupil not on admission register **(Not counted in possible attendances)**
#	Planned whole school closure **(Not counted in possible attendances)**

Attendance Poster:



LEA MANOR HIGH SCHOOL

Request for leave of absence from school during term time

This should be completed before booking any travel arrangements

To be completed by the Parent/Guardian

Pupil's Name_____ Class/Tutor Group _____

Address_____

Ethnicity_____ Date of birth_____

Date of absence request From _____/_____/20_____ To_____/_____/20_____

Reason for application_____

_____

Has your child had term time leave from 19th August 2024? Yes / No

Dates of term time leave already taken: _____

1st Parent/Guardian details

First name_____

Surname_____

Address_____

_____

Telephone_____

2nd Parent/Guardian details

First name_____

Surname_____

Address_____

_____

Telephone_____

Date of application _____/_____/20_____

I have read the leave of absence information overleaf and the School's Attendance Policy

Parent/Guardian Signature_____

LEA MANOR HIGH SCHOOL

School response

If the child has had previous unauthorised leave, please state dates and number of days taken:

_____

Current leave Agreed/Not Agreed with reason_____

_____

Travelling Abroad? Yes/No **Country:** _____

Return date: _____/_____/_____ **No of days requested:** _____

Proof of return date (tickets/email etc)

_____

Response sent by email/posted to parent/s by 1st class post.

Date_____

Please see overleaf for further information regarding the policy on leave of absence from school

LEA MANOR HIGH SCHOOL

Leave of Absence

The Education (Pupil Registration) Regulations 2006 have been amended and come into force from 1st September 2013. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Requests for leave of absence should not normally be granted for the purposes of a holiday. The law does not give any entitlement to parents to take their child on holiday during term time. Head Teachers have the discretion to authorise leave of absence in exceptional circumstances and it is only for the Head Teacher to determine what is truly exceptional. School days are precious; children only attend school 190 out of 365 days. There are 175 days a year which parents can use for any activities other than school.

Applications for Leave of absence Requests must be made in advance or the leave cannot be authorised. All requests should normally be made at least two weeks in advance to the Head Teacher by completing the school application form. A parent/adult with whom the child resides with must make the application even though the pupil may not be taking the proposed leave with them. The form must be fully completed and you will receive a written response confirming if the request will be authorised or not. If you are travelling abroad you will need to supply us with confirmation of your booking including date booked and return flight tickets, such as bringing a copy of the flight tickets into the school reception for us to copy.

Unauthorised Absence If you take your child out of school without the school's prior authorisation the absence will be recorded as unauthorised (which is illegal) and noted in your child's school records. Leave of absence can only be authorised by the Head Teacher.

Where a parent/carer has taken their child on leave of absence during term time for 10 unauthorised sessions (equivalent to) 5 school days or more, without the Head Teacher's authorisation the following will apply:

First Offence Penalties

- The first penalty notice issued to each parent in respect of a particular pupil will be charged at: £160.00 if paid with 28 days. This will be reduced to £80 if paid withing 21 days.

Second Offence (within 3 years from 19th August 2024)

- A second penalty notice issued to the same parent in respect of the same pupil is charged at: A flat rate of £160.00 if paid within 28 days.

Third Offence and any further offences (within 3 years from 19th August 2024)

- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action will be taken instead. This will often include considering prosecution but may include other tools such as one of the other attendance legal interventions.

- Where parents are deliberately avoiding the national threshold by taking several term time holidays below threshold, for example returning to school on the fourth day (before the five-day minimum) or using the days before and after school holiday dates during the academic year, or repeated absence for birthdays or other family events. The local authority will exercise discretion and consider issuing a penalty notice if appropriate.

Documentation to be used:

2. Example parental letters to express concern about attendance

2.1 95% and below Letter

Dear Parent/carer

Re: NAME Attendance

I am writing to you regarding the attendance of your child.

It is important that all pupils attend school on a regular basis to ensure that they can participate in their lessons to learn and make good progress.

The attendance target is 97% attendance. This is equivalent to 6 days of absence across the whole year.

X has got an attendance of X% this year.

I would be grateful if you could discuss this extremely important issue with your child with a view to improving his/her attendance with immediate effect. Should you have any concerns or queries regarding this letter, please do not hesitate to contact me.

Yours sincerely

2.2 95-92% Letter

Dear Parent/carer

Re: NAME Poor Attendance

With reference to our previous telephone conversations regarding X falling attendance and persistent absence. At present X's attendance is X%. This is below X school's attendance target of 97% (which equates to 6 days missed across the whole year)

With immediate effect, any further absences will be marked as unauthorised until X has improved his/her attendance to a satisfactory level.

For any absences to be authorised during this time we will require an appointment card/prescription note.

Unauthorised absences can be subject to a penalty notice and involvement of the Education Welfare Officer.

If you wish to discuss this matter further, please do not hesitate to contact me. Yours

Sincerely

LEA MANOR HIGH SCHOOL

Attendance Contract

To Improve School Attendance

This Attendance Contract is a voluntary agreement between the school and the parent(s)/carer(s) regarding the pupil named below. By signing this agreement, I/we understand that the information may be shared with other relevant agencies to ensure that the necessary and appropriate support is provided.

Date/time of meeting:	
Location:	

Pupil's full name:	
Date of birth:	
Address:	
Postcode:	
School:	

Present at meeting: (full names and titles)	

Current Attendance %	
Authorised %	
Unauthorised %	

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Areas of concern identified/resolved for discussion:
(Add in here Intial concerns to share in first meeting) **Concern 1:** **Concern 2:** **(Use this for evidencing where issues have been resolved after the first meeting)** **Resolved:** **Resolved:**

Actions Agreed:

- _____ Will arrive at school by 8.20 a.m everyday.
- Parent will bring _____ into school each morning.
- Parent will contact school each time pupil is absent from school.
- Are any issues preventing _____ from attending regularly school staff will be informed
- Parent will provide medical evidence for every sickness/appointment absences _____ may incur.
- Parent to instill effective boundaries and if these are not met instigate appropriate sactions.
- To be available for home visits and meetings that are arranged.
- Assistant Head of Year will carry out weekly checks with _____.

LEA MANOR HIGH SCHOOL

School or applicable agency will:
○ Assist family with referrals for any identified services e.g. FPS. ○ School will monitor attendance. ○ Complete Home Visits. ○ Maintain contact with the family and child. ○ Seek advice and guidance from the local authority at termly target support meeting if there has been no improvement made.

Parental Agreement:

To achieve these changes, the parent(s), agree to fulfil the following actions:

- Parents to ensure _____ attends school every day and on time.
- Parents to provide Medical Evidence if any further absences from school for school to authorise absence.
- Parents to attend any further meetings with School and any other agencies indentified.
- Parents to reinforce the importance of good regular attendance in school and the impact it will have on academic achievements.

Date for review meeting:	

The following persons are in agreement with this Attendance Contract:

Signature: _____ Parent/carer

Signature: _____ Pupil

Signature: _____ School Representative

Signature: _____ Other Agency (if applicable)

Tracking Systems

Schools will use a variety of methods to track pupil attendance, recognising the importance of spotting trends and triggers. It is good practice to ensure all interventions and comments can be easily viewed and reviewed by those involved in supporting the young person. This is an example of one system used in SIMS:

Name	EAL	SEND	PP	A/S	ETHNICITY	LAC	Comments	Form Tutor Contact	Contact Home	Warning letter	Letter 2	Parent Contract	Review	Rewards	FPN	Att % Date	Att % Date
SURNAME Forename	N	EHCP	N	P	WBr	N		02/02/2018	02/02/2018	06/02/2018	27/02/2018					94%	82%

Governor Reports

Here are the tables which are reported to governing bodies every term.

1.3	Attendance and Punctuality	Termly	Head Teacher
1.3.1	Absence:		

Absence □gures based on national measures □rst two terms							Current Academic Year up to [date]		
			National Year A Overall Absence	National Year B Overall Absence	School Year A Overall Absence	School Year B Overall Absence	Overall Absence	Authorised Absence	Unauthorised Absence
All pupils			5.0	5.2					
Boys			4.9	5.1					
Girls			5.0	5.2					
Year X			3.9	4.1					
Year X			4.7	4.9					
Year X			5.2	5.4					
Year X			5.6	5.8					
Year X			5.7	5.8					
SEND without an EHCP			7.3	7.5					
SEND with an EHCP			7.1	7.6					
Non SEN			4.6	4.8					
Pupil Premium			8.1	8.5					
Other signi□cant groups (add)									

1.3.2	Persistent Absence:

Persistence absence □gures nationally			Persistent absence □gures in school		
	National Year A persistent absence (10% or more missed)	National Year B persistent absence (10% or more missed)	School Year A persistent absence (10% or more missed)	School Year B persistent absence (10% missed)	School Year C running total up to [date]
All pupils	**12.3**	**12.8**			
Boys	12.1	12.7			

Girls	12.6	12.8			
Year X	8.4	8.7			
Year X	11.2	11.6			
Year X	12.9	13.4			
Year X	14.4	14.9			
Year X	14.5	14.7			
SEND without an EHCP	21.1	21.5			
SEND with an EHCP	20.5	21.6			
Pupil Premium	25.1	26.2			
Other signi□cant groups (add)					

SEVERELY PERSISTENT ABSENCE (50% or more absence) FULL ACADEMIC YEAR	National SA Rate Full Academic Year	School SA Rate* Full Academic Year			
	Year A FULL YEAR	Year B FULL YEAR	Year A FULL YEAR	2022-23 FULL YEAR	2023-24 (up to May half term)
All pupils	2.7				
SEND EHCP	7.8				
SEND Support	5.7				
Pupil Premium	5.4				
LAC	-	-			

Evaluation: Attendance and persistent absence including severely absent pupils.

	Holidays during term time					
TERM TIME HOLIDAYS	School 2021-22		School 2022-23		School 2023-24 (up to May half term)	
	No. of pupils taken holiday	Total no. of days taken*	No. of pupils taken holiday	Total no. of days taken*	No. of pupils taken holiday	Total no. of days taken*
Year X						
Year X						
Year X						
Year X						
Year X						
TOTAL						

Evaluation on holidays taken during term time:

1.3.4	The number of pupils taken off roll since the last report, as a result of factors related to behaviour, safety and attendance:
1.3.5	Attendance of pupils educated off-site:
1.3.6	Punctuality to school over time and to lessons:

Attendance Audit

Completed by: Attendance %:

Date:

PA%:

= Not in place **= Partly in place**
= Wholly in place

Improving overall absence				**Evidence**
The Attendance Champion is a member of the Senior Leadership Team				
Attendance is included in the School Development Plan (SDP)				
The school Attendance Policy/Protocols have been reviewed in the last 12 months				
Attendance data is produced weekly for review by school leaders and class teachers (e.g. Year Leads and individual class teachers/tutors)				
Attendance data is analyses fully at least half-termly to identify any problems and patterns				
Attendance data is broken down into vulnerable groups of pupils and analysed				
Attendance data is analysed at pupil level to identify patterns to be addressed				
Attendance is discussed regularly at LT meetings, with clear decisive actions linked to the SDP				
Attendance is discussed at Governors' meeting				
Attendance-related training is provided to all staff each year				
There is an effective whole-school approach to dealing with attendance issues				
The school operates a system of first day contact for absenteeism				
Parents/carers are written to before attendance falls below 90%				
The school meets with parents/carers to create plans to improve the attendance of targeted pupils				
There is a clear escalation procedure for tackling				

attendance issues with a range of strategies available				
Attendance rewards are used to promote good and improved attendance/punctuality				
Assemblies are frequently used to promote good attendance				
Attendance information, in pupil friendly formats, is visible around the school				
Links between attendance and attainment are made and disseminated to pupils				
Pupils regularly receive feedback on their attendance rates				
Attendance figures and targets are published regularly for parents and pupils				
Any lateness to school is monitored and challenged, with clear follow-up procedures				

Reducing persistent absenteeism				**Evidence**
The school regularly identifies pupils with below 90% attendance (Persistent Absentees)				
The school regularly identifies pupils who could become Persistent Absentees as part of early intervention				
Reasons for individual pupil absence are recorded and all persistent absentees are known to SLT				
PA pupils have an individual Action Plan with targets to improve their attendance				
The school meets with parents to create plans to improve the attendance of persistent absentees				
PA pupils regularly receive feedback on their attendance rates				
The school works closely with the Education Welfare Service/School Attendance Support Team to improve attendance and reduce Persistent Absence				
PA data is broken down into vulnerable groups of pupils and analysed				
Any over-representation of PA in vulnerable groups are monitored and tackled				
Persistent Absenteeism is discussed at governors' meetings				

Reducing severe absenteeism				**Evidence**
The school regularly identifies pupils with below 50% attendance (Persistent Absentees)				
The school regularly identifies pupils who could become Severe Absentees as part of early intervention				
Reasons for individual pupil absence are recorded and all severe absentees are known to SLT				
SA pupils have an individual Action Plan in conjunction with School Attendance Support Team, with targets to improve their attendance				
The school meets with parents to create plans to improve the attendance of severe absentees				
SA pupils regularly receive feedback on their attendance rates				
The school works closely with the Education Welfare Service/School Attendance Support Team to improve attendance and reduce Severe Absence				
SA data is broken down into vulnerable groups of pupils and analysed				
Any over-representation of SA in vulnerable groups are monitored and tackled				
Severe Absenteeism is discussed at governors' meetings				

Tackling holidays in term time				**Evidence**
There is an up-to-date school attendance policy/protocol which discourages holidays in term-time				
The school's holiday policy/protocol is shared with parents/carers through flyers or newsletters				
Holidays in term time are only authorised in very exceptional circumstances				
All holiday requests are responded to in writing promptly, informing them of the school's decision				
Consideration is given to requesting Fixed Penalty				

Notices for unauthorised holidays in term time				

Additional comments and actions:	
Date of next review:	

EVERY SCHOOL DAY COUNTS