Old Park Primary School
& Nursery

Whole school attendance policy

This policy is based on the 'working together to improve school attendance' document that was published by the DFE in August 2024.

Reviewed: **October 2026**

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Person responsible: **J Foster**

Whole-School Attendance Policy

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Introduction:

At Old Park Primary School, we recognise that promoting attendance is everybody's responsibility. We are committed to working in partnership with pupils, parents, staff, governors and external agencies to remove barriers to attendance and ensure every child can achieve, belong and thrive.

We work in close collaboration with our families to support a culture of good attendance and safety. However, parents/carers are responsible by law for ensuring the regular and punctual attendance of their children. Parents/carers should familiarise themselves with this attendance policy and should work closely with the staff at Old Park to overcome any potential barriers which may affect a child's attendance.

Our framework for a whole-school attendance policy is based on the **5 'Ps'** - namely, Philosophy, Principles, Procedures, Performance and Practice.

1. **Philosophy**

Old Park Primary School is committed to providing a full and efficient educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a school, we organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance are identified and addressed as speedily as possible.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to productive and successful school career. Our school actively promotes excellent attendance and recognises that every day in school matters.

Our school gives a high priority to conveying to parents/carers and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems which affect a pupil's attendance we investigate, identify and work in partnership with parents/carers and pupils to resolve those problems as quickly and efficiently as possible. We adopt a clearly focused approach aimed at returning the pupil to full attendance and consistent punctuality.

National drive on attendance

Since August 2024 every state school in England is required to share their daily attendance registers across the education sector - including with the department for education, councils, and trusts in the next stage of the government's drive to reduce pupil absence in school. The sharing of daily school registers will form a new world-leading attendance data set that will help schools spot and support children displaying worrying trends of persistent absence or those in danger of becoming missing in education. Schools, trusts and councils will be able to access this data via an interactive secure data dashboard maintained by the department for education. This will allow them easy use of the data to not only spot pupils in need of support but also to understand how their attendance position compares locally and nationally so they can look at where they might need to drive improvements.

We will do this through the DfE platform WONDE. We will use available local and national figures to benchmark our attendance performance as well as to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

2. Principles

The leadership team will:

- Ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and associated education law.
- Stress to parents/carers the importance of contacting staff early on the first day of absence.
- Promote positive staff attitudes to pupils returning after absence.
- Consult with all members of the school community and the Attendance Support Team in developing and maintaining the whole-school attendance policy.
- Ensure regular evaluation of attendance procedures.
- Send regular newsletters to parents and pupils informing them of attendance rates and related issues, additionally maintain and update information on the school website with any attendance related issues.
- Work towards ensuring that all pupils feel supported and valued. We send a clear message that, if a pupil is absent, they will be missed.
- Have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members, consider remote learning opportunities where necessary.
- Take responsibility for Children not Receiving Education (CNRE), so that school are in regular contact with the pupil and parent, ensuring the pupils safety, working together so that the pupil can resume full-time education.
- Monitor and regularly review those pupils subject to a modified timetable, ensuring it is a short-term intervention and have a clear plan for reintegration back into full-time attendance at school.

The attendance champion will:

- Monitor attendance data weekly.
- Identify barriers to good attendance with pupils and parents/carers.
- Support with targeted interventions.
- Liaise with external agencies.
- Report attendance trends and priorities to the Headteacher when required.

The governing body will:

- Monitor attendance data termly.
- Challenge school leaders where attendance targets are not met.
- Ensure the attendance policy remains compliant with statutory guidance.
- Review the attendance of vulnerable groups.

The class teachers will:

- Complete registers accurately at the beginning of each morning and during the afternoon session.
- Use the correct attendance codes (Appendix 1) and submit this information to the school office promptly during the morning and afternoon registration sessions.
- Celebrate and raise concerns around attendance data during parent interview weeks.

Admin staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system using the correct codes (Appendix 1) and inform class teachers of any messages when required.
- Transfer calls to the pupil welfare manager or member of the safeguarding team where appropriate, to provide them with more detailed support on attendance.

Parents/Carers will:

- Make sure that their child arrives to school every day on time.
- Contact the school office to report their child's absence before 9:00am on the day of the absence and advise when they are expected to return.
- Provide the school with at least two emergency contact numbers for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.
- Seek support/early help, where necessary, for maintaining good attendance, by contacting our pupil welfare manager, safeguarding team or class teacher.

The school day (Reception – Year 6)

- Classroom doors open at 8:40am
- Registers are taken at 8:55am
- The gates to the school will be locked at 8:55am, all pupils arriving after this time will need to enter the school via the main office. Parent's/carers will need to sign children into school advising why they have arrived late. Pupils arriving after 8:55am will receive late (L) code and those arriving after 9:25am will receive an unauthorised absence (U) code.
- Registers are taken after lunch and if children are not in class for afternoon registration, they will be marked absent.
- The school day finishes at 3:15pm, unless children are attending clubs. Please inform the school office promptly if your child is being picked up by another adult at the end of the school day.
- If you are running late to pick up your child, please information the school office. From 3:30pm children will need to be collected from the main office

The school day (Nursery)

- Morning session: 8:30 – 11:30
- Afternoon session: 12:30 – 15:30

3. Procedures

Reporting absence

Attendance and safeguarding are intrinsically linked. All members of the team have a duty of care to ensure that we follow our attendance and child protection policies daily.

Our expectation is for parents/carers to contact the school office by 9:00am if their child is absent. Please expect to be asked for the specific reason for the absence e.g. flu. This will ensure that our registration code is accurate. Parents and carers must contact the school office rather than speaking to class teachers or messages from siblings.

If you have reported your child's absence, please stay in regular communication with the school. You may receive follow-up phone calls during the week to check in on your child's progress. This is done on a case-by-case basis.
We have the responsibility to contact parents/carers to investigate reasons for absence, including completing home visits where contact cannot be made by telephone. If no contact is received from the parents/carers of an absent pupil on the first morning of absence, we will follow our first day calling procedure.

Stage 1: Registration

Registration will be carried out at the beginning of the morning and afternoon, with registers closing at 8:55am and 1:35pm. The school uses BROMCOM management information systems (MIS) to record attendance. This allows us to have an accessible, accurate and easy to use record of the data and information relating to the induvial pupil, or whole school attendance in the form of data reports.

Stage 2: First day contact

Old Park has a detailed understanding of their pupils and families, and using this knowledge is critical to make sure pupils attend and are safe. We use this information to create a tiered response system to prioritise first day contact by our office staff.

The green process is as follows:

- If no contact is received from the parents/carers of an absent pupil on the first morning of absence, we will follow the 'first day contact' procedures and contact the parent/carer by telephone.
- The expectation is that all phone calls are made and logged on BROMCOM by 10:30am.
- Details of the communication will be logged on BROMCOM and if appropriate CPOMS.

The amber process is as follows:

- If no contact is received from the parents/carers of an absent pupil on the first morning of absence, we will follow the 'first day contact' procedures and contact the parent/carer by telephone.
- The expectation is that all phone calls are made by 10:00am
- Details of the communication will be logged on BROMCOM and if appropriate CPOMS.

The red process is as follows:

- If no contact is received from the parents/carers of an absent pupil on the first morning of absence, we will follow the 'first day contact' procedures and contact the parent/carer by telephone.
- The expectation is that phone calls are made by 09:30.
- Details of the communication will be logged on BROMCOM and if appropriate CPOMS.
- Details of the absence are then sent to the headteacher/DSLs by 10:00 if no contact is made so that they can decide upon the next course of action.

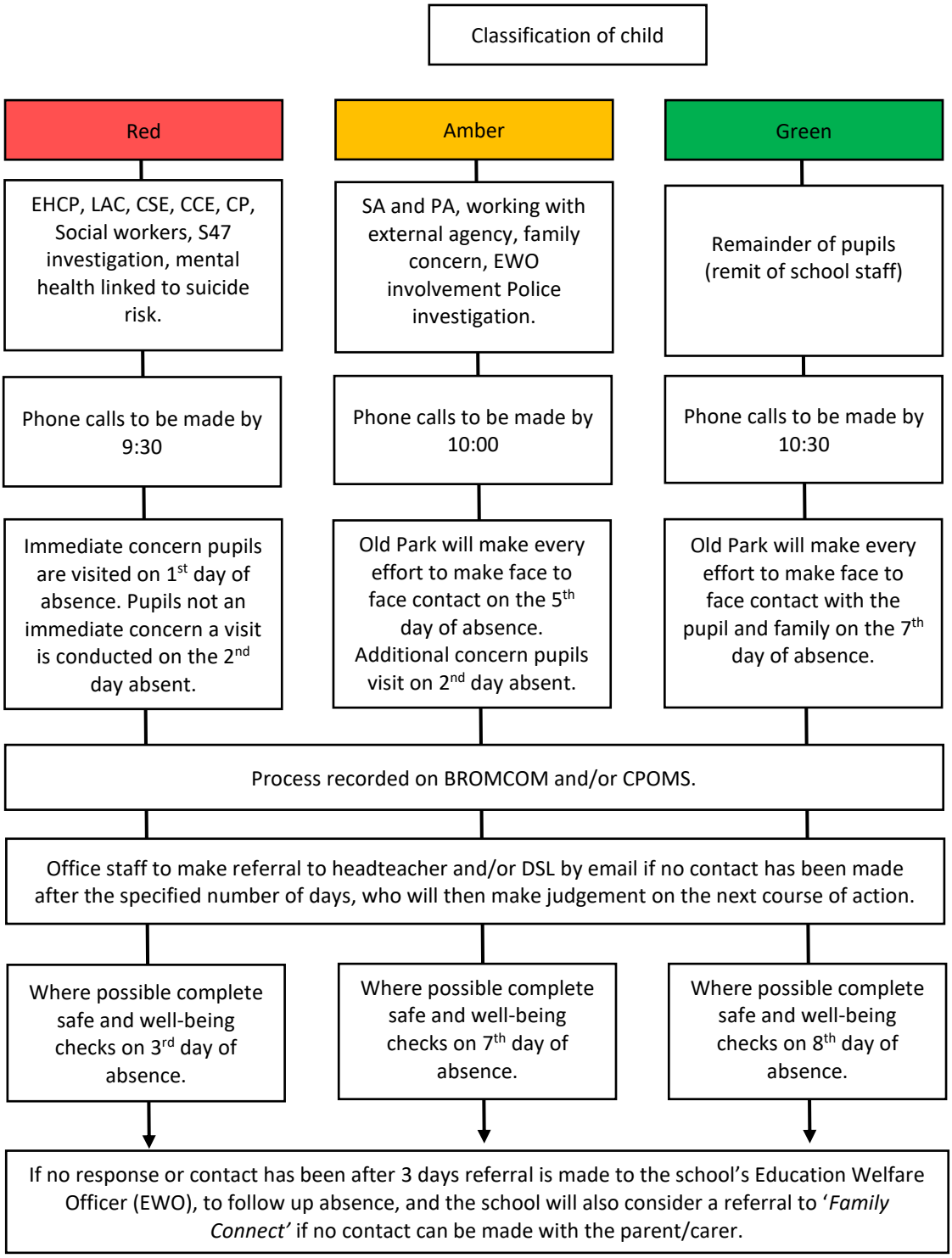
Pupil categorisation system*

*All pupils including those within early years/nursery are provided with a RAG rating.

** RAG ratings are decided upon by the safeguarding team and are reviewed termly or when the context of a pupil/family changes and this is carried out by the safeguarding

Pupil category	Definition/criteria	Additional school attendance action
Red Complex/Acute	EHCP LAC CSE and CCE CP Plan Social workers S47 investigation, mental health linked to suicide risk (family/pupil)	In addition to the first day contact Old Park will make every effort to make face to face contact with the pupil and family on the 2nd day of absence. Face-to-face contact with pupil being a video call or home visit. Old Park will contact, and update linked external agencies. Old Park will visit pupils on a more regular basis if they have additional concerns.
Amber Vulnerable	Severe and persistent absentees Working with external agency Family concern EWO/AST involvement Police investigation.	In addition to the first day contact Old Park will make every effort to make face to face contact with the pupil and family on the 5th day of absence. Face-to-face contact with pupil being a video call or home visit. Old Park will contact, and update linked external agencies. Old Park will visit pupils on a more regular basis if they have additional concerns.
Green Universal	Remainder of pupils (remit of school staff)	In addition to the first day contact Old Park will make every effort to make face to face contact with the pupil and family on the 7th day of absence (or letter/email will be sent if no face-to-face contact) Old Park will visit pupils/families on a more regular basis if they have additional concerns.

Old Park first day calling procedure



Stage 3: School support

- Invite the parents into school for an 'Attendance Concern Meeting' (ACM) after a maximum of 10 days absence unless other action is planned. This meeting should include a senior member of staff, parent/carer, pupil (where appropriate) and the EWO. The aim of this meeting will be to identify and resolve the difficulties which are preventing the pupil from attending school. The parents/carers will be made aware of the legal requirements regarding school attendance.

- Where attendance falls below expected levels, where a pupil is at risk of becoming persistently absent, or where significant attendance concerns are identified, the school may implement an Attendance Support Plan. The plan will be developed collaboratively with the pupil (where appropriate), parents/carers and relevant professionals. It will:

  - identify barriers to attendance;
  - outline agreed support and interventions;
  - set realistic attendance targets;
  - identify the responsibilities of both school and home;
  - include review dates to monitor progress and evaluate impact.
  - Attendance Support Plans will be reviewed regularly and adapted as necessary to ensure that support remains appropriate and effective.

- The school recognises that some pupils may experience barriers to attendance linked to anxiety, emotional wellbeing, trauma or emotionally based school avoidance (EBSA). Where attendance concerns are associated with emotional or mental health needs, the school will work collaboratively with pupils, parents/carers and relevant professionals to identify barriers and implement appropriate support. This may include reasonable adjustments, pastoral support, attendance support plans, early help intervention, phased reintegration arrangements and referrals to external agencies where appropriate. The aim will always be to support the pupil's successful return to full-time education as soon as it is appropriate to do so.

- Support the pupil's re-integration where a pupil is returning to school after an absence of longer than two weeks. In the event of a pupil returning after a long-term absence then a 'Reintegration Plan' can be implemented. The plan should include all members of the school staff and will be designed to be as supportive of the pupils needs as possible.

- Provide a meeting with the school attendance champion/pupil welfare manager to identify barriers to attendance and provide support to overcome these.

- Provide Early/Family Help advice and support to the family, undertaking an Early Help Assessment if appropriate and make a referral to Strengthening Families if it is felt the family would benefit from additional support.

- In order to ensure the success of this policy every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

Stage 4: EWO escalation

- Parents/carers invited into a meeting with the school EWO to discuss attendance and concerns.
- EWO will use escalation procedures when needed.

Children in nursery and early years (non-statutory school age)

(Early years foundation stage statutory framework 2025)

Old Park staff will follow up all absences in a timely manner. Where a child is absent for a prolonged period or is absent without notification from a parent or carer, reasonable attempts will be made to contact parents/carers and all available emergency contacts. Staff will consider patterns and trends in attendance, alongside the individual circumstances of the child and family, when determining whether an absence should be considered prolonged or cause for concern. Professional judgement will be always used, taking account of the child's vulnerability, the vulnerability of parents/carers and any known family circumstances. Where safeguarding concerns arise, the school will take appropriate action, which may include referral to Children's Social Care and/or requesting a police welfare check.

All children attending the Early Years setting are assigned a Red, Amber or Green (RAG) vulnerability category in line with the school's attendance and safeguarding procedures. Attendance concerns and absences will be responded to in accordance with the whole-school first-day calling procedures outlined within this policy, with actions proportionate to the child's assessed level of need and vulnerability.

Supporting pupils with medical conditions and additional needs

Old Park Primary School and Nursery recognises its duties under the Equality Act 2010 and its responsibility to support pupils with medical conditions, disabilities, special educational needs and mental health needs. The school recognises that some pupils may face additional barriers to attendance and will work collaboratively with parents/carers, health professionals and external agencies to provide appropriate support and reasonable adjustments where required.

Attendance data for pupils with identified medical conditions, disabilities and additional needs will be monitored carefully to ensure that support is provided at the earliest opportunity. The school will always seek to balance the importance of regular attendance with individual pupil needs, welfare and safeguarding considerations.

Modified Timetables

A modified timetable may be used as a short-term intervention to support a pupil whose behaviour, emotional, social or individual needs are impacting their ability to access the full day successfully. The purpose of a modified timetable is to provide targeted support, reduce barriers to learning, and help the pupil reintegrate into their full-time education programme as quickly as possible.

Any decision to implement a modified timetable will be made in partnership with parents/carers and, where appropriate, the pupil and relevant professionals. The arrangement will be clearly documented and logged on the Telford and Wrekin Synergy system.

Modified timetables will be used only when deemed necessary, will be regularly reviewed, and will remain in place for the shortest period possible. The school will continue to safeguard the pupil’s welfare, monitor attendance and educational progress, and ensure that the provision remains appropriate to their needs.

The headteacher, or designated senior leader, will oversee all modified timetables to ensure they are implemented fairly, consistently, and in accordance with statutory guidance and the school’s inclusion principles.

Children Missing in Education

In accordance with the DFE Children Missing Education Statutory Guidelines (current version) schools must monitor pupils' attendance through their daily register. Schools should agree with their local authority the intervals at which they will inform local authorities of the details of pupils who fail to attend regularly or have missed ten school days or more without permission. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the Local Authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register after the school and local authority have completed reasonable enquiries to establish the whereabouts of the child and are satisfied that they are no longer attending the school.

Home visits will also take place if a satisfactory reason for absence is not provided, or unusual patterns are noticed. We have duty of care to safeguard all children; this is one of the requirements within our child protection policy.

In order to ensure the success of this policy, every member of the school staff will make attendance a priority and convey to the pupils the importance of their education.

4. Performance

The school's attendance targets will be reviewed annually in line with DfE attendance data, national benchmarks and the school's Attendance Baseline Improvement Expectations (ABIEs).

Attendance will remain a core priority for Old Park Primary School and Nursery and will be embedded within the School Development Plan through clearly defined actions, regular monitoring and a commitment to removing barriers to attendance for all pupils.

Attendance thresholds:

Attendance	Definition
100%	Excellent
96%+	Expected attendance
Below 95%	Attendance concern may be raised
Below 90%	Persistently absent
Below 50%	Severely absent

When evaluating success, the school will consider the impact of the work on school attendance by whether or not:

- Attendance has improved.
- Persistent absence has reduced.
- Punctuality has improved.
- Parent/carer response to absences has improved.
- Re-integration plans, where implemented, have been successful.
- There are specific key groups where a target approach is appropriate to raise attendance, e.g. children in receipt of pupil premium.
- The school has been successful in raising the profile of attendance both within the school, governing body and the local community.
- Pupils are fully aware of the importance of punctuality and regular attendance and the attendance procedures operating within school.
- Attendance issues have been included as topics in school assemblies, personal development lessons, newsletters or as a theme for any other lessons.

5. Practice

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately.
- Maintaining a consistent approach to marking registers.
- Use VYED and Insights to monitor and analyse patterns in school attendance.

Attendance data will be analysed for; disadvantaged pupils, SEND pupils, pupils with EHCPs, looked after children, pupils subject to safeguarding plans, young carers, ethnic groups where appropriate and pupils receiving early help.

- Recognising and celebrating positive attendance habits, punctuality and improvements in attendance for individual pupils, groups and classes.
- Ensuring prompt follow-up action in cases of non-school attendance.
- Liaising closely with the school's EWO, if appropriate.
- Recording (and retaining) carefully, all telephone messages/email or contact from parents/carers.
- A signed copy of any correspondence to parents/carers is retained by the school.
- A referral is made to AST (the Attendance Support Team) for intervention using the electronic ASTR form.

Appointments

Parents/carers are encouraged to book medical and dental appointments **outside** of school hours. Where this is not possible, a note and appointment card should be sent to the school office.

If the appointment is during the day, the pupils are expected to attend school before and after the appointment where possible.

Religious Observance

The school will take advice from the attendance team within Telford & Wrekin Council to establish the appropriate number of days absence required for religious festivals. Parents/Carers will be required to complete a request for absence during term time form.

Request for absence during term time

The DfE guidance about holiday in term time makes the following points:

- Each request can only be judged on a case-by-case basis
- Even in exceptional circumstances, it is expected that Headteachers will use their discretion sparingly.
- Headteachers should not apply policies (for example, blanket bans) which might suggest that each application has not been considered on its individual merits

As a general guide any activity, holiday or event that can be arranged during the annual 13 weeks holiday time should not be authorised during the school term. School will confirm in writing our decision whether to authorise any leave in term time or not following any requests for leave in term time. This provides parents/carers with written information about the possible consequences of taking leave that has not been authorised.

Exceptional Leave – Term Time Leave of Absence

Parents should always apply to the Headteacher for any request for leave in term time by completing a request form available from the school office. These are also available on the school website. DfE guidance states schools should not authorise leave retrospectively so any leave in term time taken without a request being submitted will be unauthorised absence.

In developing and publishing the new national framework, the Government has renewed appeals to parents/carers not to take their children out of school during term time. The Governors and Headteacher of Old Park Primary School and Nursery support this and students will only be given permission to take leave in term time if there are exceptional circumstances. The DfE Guidance Working Together to Improve School Attendance (Feb 2024) states that: Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. (Paragraph 38.)

Each application for leave in term time will be considered individually and if it is agreed and authorised the Headteacher will determine the duration of any leave. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent or posted to the parents' home address (Appendix 2).

Penalty Notice Framework

In July 2026 the DfE reviewed and amended the 'Working Together to Improve School Attendance' statutory guidance. This guidance sits alongside the 'National Framework for Penalty Notices' which the Government introduced in August 2024 and 'The School Attendance (Pupil Registration) (England) Regulations 2024' and the Education (Penalty Notices) (England) Regulations 2007.

In Telford & Wrekin it is the delegated responsibility of the Attendance Support Team to issues Penalty Notices following referrals from schools, and only they can issue Penalty Notices relating to school absence.

It is only the Headteacher (or delegated member of School Staff) who has the discretion to authorise any request for leave in term time and it is also they that decide the duration of that leave. Parents must submit a request for leave in term time to the school, allowing ample time for consideration to be given. Any circumstances that parents wish to be considered should be included in the request. Holidays should not be booked before permission is granted. The legislation does not allow for any school to adopt a blanket ban, all requests for leave in term time will be considered to determine if there are exceptional circumstances and parents must be notified of that decision.

The government introduced changes in legislation from August 2024 that parents need to be aware of:

- If your child has 10 sessions of unauthorised absence in a 10-school week rolling period, you may be issued with a Penalty Notice. These 10 sessions may include any unauthorised absence, including leave in term time and sessions do not have to be consecutive.
- If in an individual case the local authority believes a Penalty Notice would be appropriate, they retain the discretion to issue one before the threshold is met, so for eight sessions of unauthorised absence. This might apply for example, when parent(s) are deliberately or purposefully avoiding the national threshold by taking several term time holidays below threshold, or for repeated absence for events such as birthdays and taking their child out of school, or when there are only four pupil days in school and the fifth day is for example a PD Day or bank holiday
- Penalty Notices increased to £160 from August 2024. This can be reduced to £80 but only for the first Penalty Notice issued, if paid within 21 days – this reduction does not apply to any subsequent Penalty Notice.
- Any 2nd Penalty Notice, to the same parent for the same child, issued within three years of the date of the first Penalty Notice will be charged at a flat rate of £160

- A third Penalty Notice will not be issued within a three-year rolling period, to the same parent for the unauthorised absence of the same child, - alternative action or legal measures will be utilised for subsequent offences.
- Penalty notices are intended to prevent the need for court action and should only be used where it is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with or would not have been appropriate in the circumstances of the offence (e.g. as is usually the case for an unauthorised holiday in term time).
- In some circumstances a 'Notice to Improve' may be issued – However, a Notice to Improve will only be used in cases where support is appropriate. They will not be issued in cases of unauthorised leave in term time for holidays, where information for parents is included in schools' attendance policy and on school's website, or a warning by the school that a Penalty Notice could be issued if unauthorised leave in term time is taken will suffice.

Parents should always apply to the Headteacher for any request for leave in term time by completing a request form available from the school. (DfE guidance states schools should not authorise leave retrospectively so any leave in term time taken without a request being submitted will be unauthorised absence)'.

In developing and publishing the National Framework, the Government renewed appeals to parents not to take their children out of school during term time. The Governors and Headteacher of this school support this initiative. The legislation does not allow for blanket bans, therefore all requests for leave in term time will be considered. However, in line with the Education (Penalty Notices) (England) Regulations 2007, The School Attendance (Pupil Registration) (England) Regulations 2024, DfE guidance 'Working Together to Improve School Attendance - July 2026, National Framework for Penalty Notices 2024 and local Code of Conduct, students will only be given permission to take leave in term time if there are exceptional circumstances. The DfE Guidance- Working Together to Improve School Attendance (amended July 2026) states that: Generally, the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. (Paragraph 37.)

Each application for leave in term time will be considered and if it is agreed and authorised the Headteacher will determine the duration of any leave. However, if the application is not agreed and the absence occurs the dates will be unauthorised. Parents will be notified of any decision in writing. This notification may be hand delivered directly to the parent, emailed to the registered email address of the parent held on school records or posted to the parents' home address.

As a school we are asked to inform you that in line with Telford and Wrekin Council Policy, if your child is absent for 10 school sessions within a 10-week rolling period and that absence is unauthorised, you may be subject to a Penalty Notice fine, criteria is as detailed above.

Please follow the links below for more detailed information:

Working together to improve school attendance: July 2026

The Education (Penalty Notices) (England) Regulations 2007

https://www.childrenscommissioner.gov.uk/back-into-school/resources-for-families/

The school may request medical evidence where attendance is a concern, where there are repeated absences due to illness, where patterns of absence emerge, or where there are safeguarding concerns. Medical evidence may include appointment cards, prescription information, healthcare correspondence or other appropriate information. The school will always consider individual circumstances and will work with families to identify and remove barriers to attendance.

Early Help and Family Help

We encourage our families to communicate any issues, worries or changes in family circumstance with us, so we can help support them quickly and appropriately. **early/family Help** means providing support as soon as an issue emerges, at any point in a child's life. Through Old Park's early/family help offer, there are a variety of ways we can do this.

The diagram below shows the range of needs at different levels. We use this graduated approach to make sure we provide the best support for different families' individual situations.

For more information about 'Early/Family Help', please visit our school website: [Old Park Primary and Nursery - Our Early Help Offer]

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable

C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes

Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Form for parental requests for leave in term time

Request for Leave during Term Time

Date…….....

To: The Headteacher of:……(School)

I request permission for leave in term time from school for my child:

(full name) ……

from (date) …… to (date) ……..... for …….. school days.

My child will be accompanied during the leave by:

(parent/carer) …… and (parent/carer)……
The **exceptional circumstances** and reason for this request are: -

(If necessary, please continue on a separate sheet and attach it to this form)

I have (an)other child(ren) in (an)other school(s) as follows

Child(ren) (full name(s) ……. School(s) ……..

…… ……..

..... ……

Name of 1st Parent/Carer(s) …… Signed ……..

Current address…….

Mobile No:……..

Name of 2nd Parent/Carer(s) …….. Signed ……..

Current address……

Mobile No:……..

Please return the completed form to the school office. The school will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Headteacher.

For Office Use Only

Date request for leave in term time received by school ……

Current Attendance……% Last Year's Attendance……..…..%

Number of unauthorised absence sessions during previous 10 school weeks ……

Re: **Siblings:** other schools confirmed? .....

What action are other schools taking? .....

.....

Leave in term time Agreed/Not Agreed

Request for leave is **agreed/is not agreed** for the above pupil to take leave during term time between the above dates.

Signed …….. Job Title……

Print Name …… Date ……..…..

Notification of decision: Date letter sent to parent .....

Any notes