



# Attendance Policy September 2023

# **Coppice Academy Pupil Attendance Policy**

## **VISION STATEMENT**

At Coppice Academy we value all members of our school community, encourage and inspire an attitude to fulfil high aspirations for all. We are committed to providing a caring, secure and vibrant learning environment, which develops their sense of responsibility as tolerant citizens of the wider world. We encourage pupils to uphold the school values of respect, creativity, curiosity, compassion, independence, co-operation and perseverance.

## **SCHOOL AIMS**

- To create an enjoyable and healthy environment where individuals can achieve their potential.
- To provide a broad, balanced and challenging curriculum.
- To sustain a caring and supportive atmosphere in which all individual voices are listened to and valued.
- To encourage respect for others' beliefs, culture and moral values.
- To work as a team to develop responsibility for our actions.
- To encourage initiative and independent learning.
- To nurture a positive partnership between home and school.
- To develop creative and enquiring minds.
- To help pupils to develop skills needed for reflection in their lives and in their learning.
- To foster a sense of belonging to a school and wider community.
- To help pupils make a positive contribution in school life and beyond.

### **Coppice Values**

Co-operation	Independence	Compassion
Respect	Perseverance	Creativity

**This is a core policy that forms part of the induction for all staff and governors. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.**

## **Introduction**

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

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

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

## **Aims**

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

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

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

## Expected Levels of Attendance

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



## **Attendance Partnership Expectations**

### **We expect the following from all of our pupils:**

- To attend school regularly.
- To arrive on time and appropriately prepared for the day, having eaten breakfast or attend breakfast club;
- To talk to a member of staff about any problem or reason that may prevent them from attending school.

### **Parents and pupils can expect the following from school:**

- Early contact with parents when a pupil fails to attend school without providing good reason;
- Regular, efficient and accurate recording of attendance
- To inform parents if a pupil's attendance falls below expected levels
- To listen and understand the barriers to school attendance and offer appropriate support and agree appropriate plans to improve attendance.
- Follow up support if needed.

## **Roles and Responsibilities for Attendance**

### **Parents**

At Coppice we understand that excellent levels of attendance will only be achieved by school working closely with parents.

### **Expectations of parents**

- i Parents are legally responsible for ensuring their children attend the school regularly and may risk prosecution if they fail in this responsibility.
- ii Parents should ensure that their children arrive at school on time, with the correct equipment and in full school uniform.
- iii Parents should support the school by avoiding, if possible, non-emergency medical/dental appointments for their child during school time.
- iv Parents should be aware that they do not have the automatic right to take their child out of the school for a holiday during term time.
- v It is the parents' responsibility to inform the school of the reason for a child's absence on the first day of absence and in line with the Academy's procedures for informing of absence.
- vi All unexplained attendances will be monitored and parents will be kept informed about any attendance concerns relating to their own child. Parents are expected to attend meetings when requested and support the Academy in responding to ongoing attendance concerns.

## **School Office**

### First day calling

Office staff will receive emails and phone calls to explain the reason for any children absence. They will call the parent/carers if no reason has been given for the absence. If the absence is of concern they are responsible for passing this information on to the DSL and or CSAWS.

### Days absent monitoring.

Every Friday a days absence report needs to be run on Sims and if trigger points have been hit then letters need to be sent out.

### Information to staff

Each Friday, print off class weekly attendance  
Print individual by class attendance, academic year to date  
Give these to the HT and DHT  
Give Phase leaders their Phase  
Give class teachers their class individual attendance academic year to date

## **CSAWS**

### Attendance tracking

CSAWS will meet with the attendance lead, SENCO and family support worker monthly to monitor the attendance of all pupils.

### Attendance meetings

Where attendance becomes a concern, CSAWS will arrange meeting with the families to help support them improve attendance of their child or children.

### Letters of attendance concerns, penalty warning notices

CSAWS will be responsible for sending a letter of concern on the 6th day of absence. If a period of unauthorised absence has been recorded CSAWS will issue a fixed penalty notice.

## **Family support worker**

### Days absence monitoring

Every Friday, the attendance tracker sheet will be checked and If a child has reached 4 days absent or there are concerns around recent absence then they will contact the family to offer support.

### Intervention groups

Intervention groups will be set up for children who were persistent absentees last year. These intervention sessions. Rewards for improved behaviour, sticker charts etc will be used to help improve attendance.

## **Associate Headteacher & Deputy Headteacher**

### **Audit tool**

At the end of every school year the Head and Deputy Head will complete the 5 principles of attendance audit tool. Areas that are to be a focus will be included in the SIP for the following year.

### **Attendance meetings**

Every month the Associate Head and Deputy will attend attendance tracker meetings with CSAWS to monitor the tracker and identify when trigger points have been reached.

## **Associate Headteacher**

Record class weekly attendance on Weekly News  
Highlight 90-95% as orange, below 90% as red  
Half termly record attendance onto PP Tracker for PP pupils  
Meet and greets for poor attenders

## **Deputy Headteacher**

Highlight 90-95% as orange, below 90% as red  
Half termly record attendance onto SEN Tracker for SEN pupils  
Identify pupils to work with Family Support Worker  
Meet and greets for poor attenders

## **Phase leaders**

Ensure TA's and HLTA's have highlighted their orange and red groups for the Year group and given to the class teacher.  
Focus on meet and greets and individual conversations about exciting things happening tomorrow/following week for your Phase poor attenders.

## **Class teachers**

Focus on meet and greets and individual conversations about exciting things happening tomorrow/following week for your class poor attenders.  
Get class lists highlighted from TA's showing orange and red groups.

## **TA/ HLTA**

Friday afternoon – Highlight class list attendance orange 90-95% and red below 90% for the Year group and given to the class teacher.  
Focus on meet and greets and individual conversations about exciting things happening tomorrow/following week for your Year group poor attenders.

## **EAL Lead**

Induction meetings- for children not previously attended school in the UK  
When a new child starts at the school the school's leaflet on expected attendance is shared with families. Expectations about attendance are explained.

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

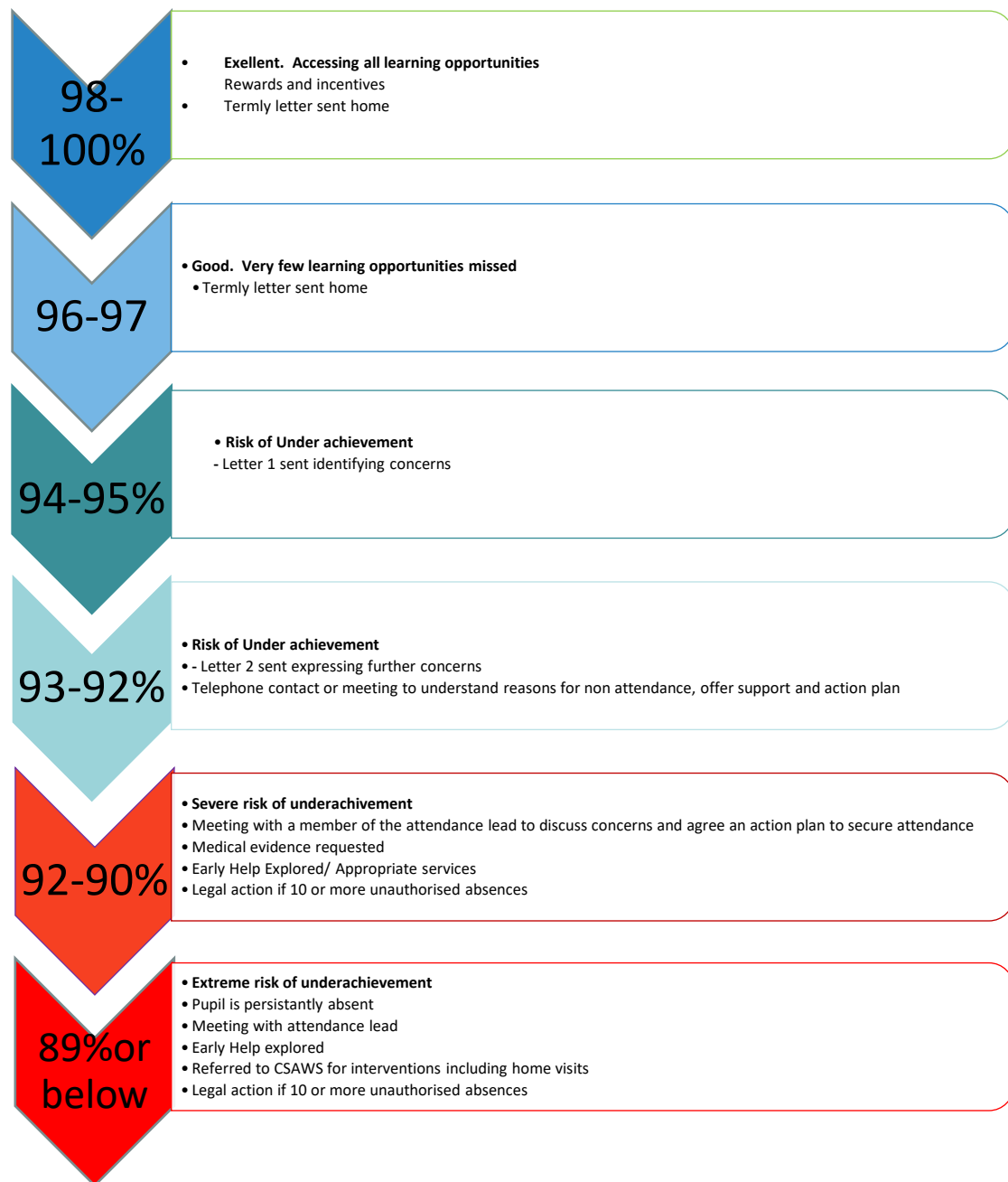
## **Procedures**

**Our school procedures follow the expectations set out by the Department for Education in the guidance Working Together to improve school attendance (September 2022).**

Our procedures are based around the principles and stages of:

- Preventing poor attendance
- Early intervention and Early Help to address early patterns of poor attendance and agree ways to improve
- Targeted interventions (including Early Help and Formal interventions) for those children who are persistently absent or severely absent
- Understanding barriers to individuals' attendance and agree individual plans for children with specific needs.
- Formal Statutory Interventions where support has not been effective or engaged with.





**Where attendance has deteriorated rapidly, there are concerning patterns of absence, a number of unauthorised absences, or parents have not responded to concerns raised a referral may be made straight to CSAWS. Referrals will be made to the Education Enforcement team for the issue of penalty notices where pupils have 10 or more unauthorised absences.**

Parents of registered pupils have a legal duty under the Education Act 1996 (sec 444) to ensure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

All children, regardless of their circumstances, are entitled to a full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Parents are responsible for ensuring their children receive education. Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 199

### **Promoting Attendance and Preventing Absence**

**Good attendance is promoted in school through weekly reporting to parents on the weekly news. Half termly certificates for 100% attendance and most improved attendance for pupils. Badges are given out each term for 100% attendance worn on pupils ties. Regular CSAWS meetings. Whole school attendance letter each term setting expectations for good attendance. Staff and governors attend annual attendance training. We follow the 5 Foundations of Attendance framework to use as a school focus.**

### **School Day and Punctuality**

It is important that pupils are punctual so that they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

If a pupil arrives late to school every day, their learning begins to suffer. Below is a graph showing how being late to school every-day over a school year adds up to lost learning time.



(Over one academic year)

To access the most from the school day we ask parents to ensure that their children are in school for 8:45am

Children arriving after 9am will be late for school and have to report to the school office.

Where a pupil arrives after the register closes, this will be classed as an unauthorised late absence (code U as per DFE compulsory attendance codes).

School registration will close at 9:05am

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

### **Absence**

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

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

School staff will send messages to parents to ascertain a reason for the child absence from school.

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

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated (DFE Attendance guidance 2022)

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

**Schools are required to hold more than one emergency contact per child (KCSIE 2023) Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.**

### **Illness:**

Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds, ear aches we would not expect children to be absent. However, when a parent makes the assessment that their child is unfit for school they should follow the above absence process.

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent's explanation of their child's illness can be accepted without question or concern.

In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested

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

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

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

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

**Medical appointments**

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

Where appointments have to be taken during the school day, only the time for the appointment and travel to and from will be classed as an authorised absence. Pupils are expected to return to school for the remainder of the day/attend school prior to the appointment.

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

**Other reasons for absences:**

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

**Religious Observance**

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

to give advance notice to the school if they intend their child to be absent. Religious bodies maybe contacted to verify these occasions.

### **Traveller Absence**

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

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

School will authorise absence of Traveller children if their parent(s) are engaged in a trade or business that requires them to travel from place to and has given indication that they intend to return.

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

### **Requests for Leave of Absence (exceptional circumstances)**

*The Education (Pupil Registration) (England) (Amendment) Regulations 2013* have amended Regulation 7 of the 2006 Regulations to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

### **Procedure for requesting a planned absence:**

- All leave of absence requests will be unauthorised unless the circumstances are exceptional. A parent/carer should complete an absence request form (Appendix 2) and submit this to the school at least two weeks prior to the date required. School will respond to the request within two weeks. If school is aware of any language difficulties that may preclude a request form being completed appropriate support will be offered to the parent/carer.
- DFE guidelines make clear that leave of absence during term-time should be regarded as exceptional. An example that can be given is that during 2012 London Olympics all police leave was cancelled. As a result for that specific timeframe it was agreed that requests for leave for the children of Police officers affected by the cancellation of their leave would be treated as exceptional.
- If a parent/carer considers they require their child to have a leave of absences for exceptional circumstances they should complete the absence request form which can be obtained from the school office

(Appendix 2). There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Associate Headteacher .

- Where the Associate Headteacher is satisfied that there **are** exceptional circumstances to warrant the request of the leave of absence but has additional concerns such as the timing of the absence, the pupils attendance record, they may use the absence leave calculator
- If the Associate Headteacher deems that the reasons for the request are exceptional and authorises the absences a letter confirming that the request has been authorised will be sent to the parent/carers ( *appendix 3 : model pro forma*)
- If the Associate Headteacher deems that the reasons are not exceptional and the leave of absence will not be authorised. A letter informing the parents of this decision for each child and warning of the legal implications of the absence been taken will be sent to each parent. The letter provided in this guidance (appendix 4) must be used.
- If once notified in writing of the decision to unauthorise the leave of absence, the absence is taken it will be marked as an unauthorised absence on the pupils register. If the trigger of 10 unauthorised absences (sessions) is met then the absences should be referred immediately to the Education Enforcement Team for consideration and could result in the issue of a fixed penalty notice.

### **Reintegration of Long Term Absentees**

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

#### Key Principles

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

Associate Headteacher and SENCO to consider a phased return where appropriate. This needs to be considered in line with the Solihull LA process and procedure, which includes seeking expert advice from relevant professionals and co ordinating a multi-agency meeting. Consideration needs to be given to any special needs the pupil may have and appropriate support identified. Consideration must be given to a package of support which may include providing a mentor (staff member/student)

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

### **Attendance, Safeguarding and Children Absent from Education**

A child absent from education is a potential indicator of abuse or neglect. School should follow the school's procedures for dealing with children that go absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and criminal exploitation, and to help prevent the risks of their going missing in future.

All schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days education (Pupil Registration) (England) Regulations 2006 regulation 12).

Schools are permitted to remove compulsory-school-aged children from roll on the limited grounds set out in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended by the Education (Pupil Registration) (England) (Amendment) Regulations 2016.

Removing a child from the school roll is a very important decision. Children who fall out of the education system are likely to have poor outcomes and may be exposed to increased risk of harm. Schools must follow correct procedures to ensure that they do not breach their legal and safeguarding duties.

In September 2016, the Department for Education updated the [statutory guidance](#) to reflect the 2016 amendments to the Education (Pupil Registration) (England) 2006 Regulations.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the 2006 regulations (as amended).

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the CME officer, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii).

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

### **Truancy within school**

Coppice Academy monitor attendance to each lesson period of the school day using the registers, in order to ensure all pupils are safe in school and whereabouts known. If a pupil does not present to scheduled lessons/activities,

the Attendance Officer is informed and staff alerted to find missing pupils. If pupils cannot be located and are suspected of leaving school premises, parents will be informed and the police notified of a missing child.

### **Alternative Education Providers**

On rare occasions, a small number of pupils may be accessing an alternative education provider or dual registered with another school, agreed by the school for all or part of their timetable. In this instance the pupil remains on roll at Coppice Academy School. Attendance to approved alternative providers is monitored. When Pupil are Dual registered at another school or alternative provider their attendance will be recorded in the register as a D code (on days they are required to attend the other school/provision). The other school/provision will record the attendance of absence. For children who are Educated |Off site but not dual registered their attendance will be recorded on school register as a B code if they are confirmed present or the appropriate absent code if absent. The responsibility of ensuring pupils are safeguarded and receiving appropriate education remains with Coppice Academy.

### **Registers**

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

The register is a legal document and must be kept accurately. Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations

Every half day of absence from school has to be classified by the school as either authorised or unauthorised. Authorised absence can be given only when the head teacher has either approved in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the head teacher [see The Education (Pupil Registration) (England) Regulations 2006 (SI No.2006/1751) – reg 7(1)].

There are procedures in place to resolve unexplained absences within two weeks.

School complies with and uses the DFE Compulsory National Attendance Codes to categorise absence (Appendix 5).

### **Use of Attendance Data**

All schools must provide their attendance data to the DFE, most schools use their management information systems to send their data via school census.



The figures returned are then published by the DFE as part of the annual publication of school statistics.

We collect, use and store attendance information about our pupils and may receive information about you from your previous school. The information we keep regarding attendance includes name, contact details, attendance records, late records and any relevant medical information.

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

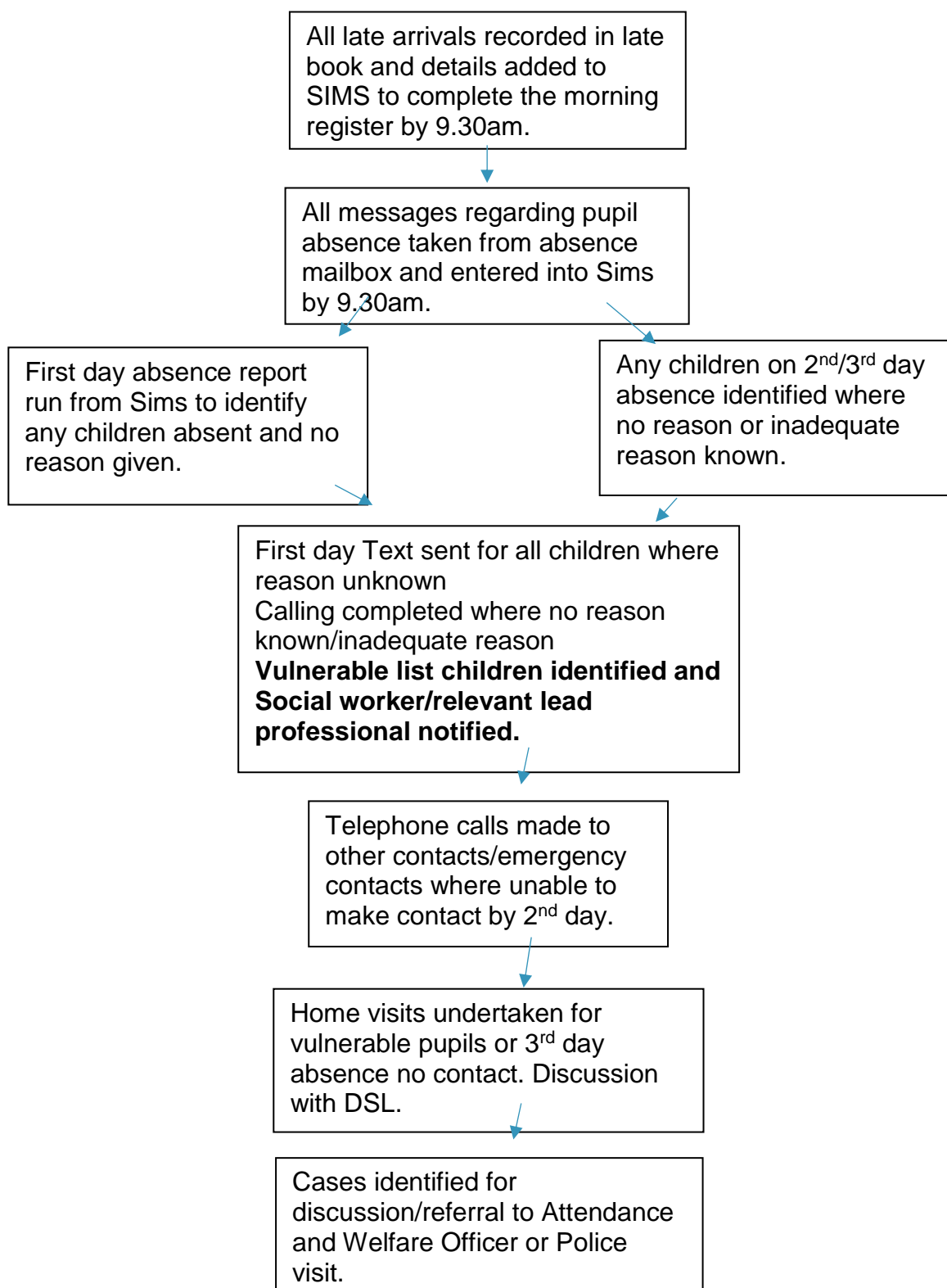
Information regarding attendance concerns may also be shared with the Local Authority as part of statutory processes and in Attendance Targeting Meetings at least termly in line with "Working together to Improve Attendance 2022"

The Associate Headteacher will analyse attendance data half termly for whole school and groups of pupils. This will be shared with Governors and used to inform the strategic plan to improve school attendance.

Attendance data will be shared with class teachers in preparation for pupil progress reviews and parents' evenings and to target interventions.

## Appendix 1

### School Absence Procedure



## Appendix 2                      SCHOOL ABSENCE REQUEST FORM

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

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

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

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

**For School Use:**

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

Evidence provided for exceptional circumstance              Yes / No

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

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

**Appendix 3** Authorised Exceptional Leave of Absence Standard Letter

**Authorised Exceptional Leave of Absence Standard Letter**

TO THE PARENTS OF:-

Dear Parents

Thank you for your recent leave of absence request form.

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

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

Yours sincerely

Headteacher

cc Class Teacher/File

Appendix 4 – Unauthorised Leave of absence letter templates

**Template Letter 3**

*(insert full Name of Parent Applying)  
Insert Full Address)*

Dear *(individual Parent)*,

**Child:**                          **DOB:**                          **Class:**

**Dates applied for:**                          **to**

Thank you for your recent leave of absence request form in respect of the above Pupil.

On this occasion I am unable to authorise your child's leave of absence.

**Section 444 of the Education Act 1996** states that: 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 means that children are expected to attend school every day unless the reason for their absence is unavoidable, such as illness.

I have carefully considered your request and do not accept that the absence is unavoidable.

If you decide to go ahead with the proposed leave of absence, *(name of child)* absence of *(how many sessions)* will be marked in the register as unauthorised. These unauthorised absences will be referred to Solihull Council and may result in a Penalty Notice being issued to each parent. The Penalty Notice is a fine of up to £120 for failure to comply with the law on school attendance.

Yours sincerely

Headteacher

c.c. Class Teacher/File

*Template Letter 4*

*(insert full Name of other parent )  
Insert Full Address)*

Dear *(individual Parent)*,

**Child:**                      **DOB:**                      **Class:**

**Dates applied for:**                      **to**

We have recently received a leave of absence request form in respect of the above Pupil from *(insert name of parent making the request)*

On this occasion I am unable to authorise your child's leave of absence.

**Section 444 of the Education Act 1996** states that: 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 means that children are expected to attend school every day unless the reason for their absence is unavoidable, such as illness.

I have carefully considered the request and do not accept that the absence is unavoidable.

If you decide to go ahead with the proposed leave of absence, *(name of child)* absence of *(how many sessions)* will be marked in the register as unauthorised. These unauthorised absences will be referred to Solihull Council and may result in a Penalty Notice being issued to each parent. The Penalty Notice is a fine of up to £120 for failure to comply with the law on school attendance.

Yours sincerely

Headteacher

c.c. Class Teacher/File

## Template Letter 5

*(insert full Name of individual Parent)*  
*Insert Full Address of individual Parent)*

Dear *(individual Parent)*,

**Child:**                      **DOB:**                      **Class:**

**Dates applied for:**                      **to**

### **Re Leave of absences request for pupil detailed above**

It has come to my attention that your child was absent from school due to a Leave of Absence taken in Term Time. I understand this absence was due to **...example: Family Holiday/funeral as (state how you know EVIDENCE IS REQUIRED examples: (first day calling, social media, pupil information,.** As stated in the school policy and previous communications to parents, I am not able to authorise your child's absence.

**Section 444 of the Education Act 1996** states that: 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.

*(name of child)* absence of *(how many sessions)* will be marked in the register as unauthorised. These unauthorised absences will be referred to Solihull Council and may result in a Penalty Notice being issued to each parent. The Penalty Notice is a fine of up to £120 for failure to comply with the law on school attendance.

Yours sincerely

Headteacher

c.c. Class Teacher/File

## Appendix 5

### ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances





## Attendance Action Points

### 4 days absent

Concerns are raised about attendance.  
First school letter sent  
Family support worker contacts the family

### 6 days absent

Growing concerns about attendance  
Joint school and CSAWS letter sent if in the Autumn Term  
meeting also arranged and action plan created.  
Family support worker ensures the pupil is in an attendance intervention group.

### 10 days absent

High risk of PA  
Third stage letter sent.  
CSAWS meeting arranged.  
Attendance action plan reviewed  
Family support worker increases the level of support.  
Support from other agencies is considered.

### 14 days absent

Serious risk of PA  
Follow up meeting arranged with CSAWS.  
Attendance action plan is reviewed further actions are included.  
Consider request for medical evidence. Home visits are requested.  
Family support worker increases support for the family and pupil.

### 18 days absent

All avenues of support have been exhausted and are either not working or not being engaged with. Action plan is reviewed.  
School will now enforce attendance through statutory intervention to protect the pupil's right to an education.  
Family support worker continues to support the family.

### 19 days absent

The pupil is now classed as a persistently absent child. This means that the child has missed 10% of their education this year. This level of absence dramatically affects their academic progress.  
Family support worker continues to support the family.



0 DAYS  
MISSED

100% Attendance HERO

6 DAYS  
MISSED

96% Good attendance

10 DAYS  
MISSED

94% Attendance AT RISK of  
underachievement. Requires improvement

14 DAYS  
MISSED

92% SEVERE RISK of underachievement.  
Your attendance is a SIGNIFICANT problem

18 DAYS  
MISSED

90% or below is persistently absent. Over 3 weeks of lost  
learning time impacting achievement, confidence,  
friendships and opportunities. Parents/Carers at risk of  
attendance enforcement.

