Randlay Primary School and Nursery

'*Working together as one*'

School Attendance Policy

October 2026

This policy is based on a model of the Working Together To Improve School Attendance March 2024 as well as the setting an effective attendance policy from Telford and Wrekin.

Next Planned Review: September 2025
Or sooner should guidance change

This policy applies to all children at Randlay Primary School & Nursery including non-compulsory pupils (where appropriate). This policy can be found on our website and paper copies are also available from the school office. Our attendance as a whole school September 2023 – July 2024 was 95.4 % (excluding nursery). This compares favourably with national figures which stand at 94% (2022-2023).

Philosophy

Missing a few days of school infrequently may not seem important however, research shows that it can have a significant impact on children's learning. At Randlay Primary School and Nursery our curriculum is sequential and progressive, which means that units consist of learning which build up over time. Due to the amount of knowledge children are expected to know by the end of each year, work missed is understandably hard to catch up on, which can then lead to gaps in children's learning. Friendships can also be affected by persistent absence: it can be hard for a child to form relationships with their classmates if they are regularly absent. Here at Randlay Primary School and Nursery we work closely with parents to ensure that children are in school learning every day, unless there is a genuine reason for an absence.

Randlay Primary School is committed to providing a full and efficient educational experience for 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. Good attendance is vital for children to be successful and achieve their full potential. All of our staff are aware of any potential safeguarding concerns poor attendance can present. Any problems that impede punctuality and regular attendance will be identified and addressed as rapidly as possible. Our attendance team, which includes the Headteacher, administrative attendance lead our Pastoral Team, Educational Welfare Officer (EWO) and our link Governor all play a significant role in supporting parents in getting children to school on time and every day.

It is the policy of our school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our school actively promotes and encourages 100 % attendance for all our pupils.

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

At Randlay Primary School and Nursery, we follow the Ofsted framework guidance on school attendance, we…**'listen, understand, empathise and support – but do not tolerate'** poor attendance. If there are problems which affect a pupil's attendance we investigate, identify and work in partnership with parents 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 at all times. Our attendance policy takes into account for the specific needs of certain pupils and pupil cohorts.

The school and nursery seeks and follows guidance on sickness, diseases and medical conditions from the public health agency, specifically referring to the 'guidance on infection control in schools and other childcare settings'. The poster is displayed in the main school office.

National drive on attendance

Every state school in England, August 2024, will 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.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on working together to improve school attendance (applies from 19 August 2024) and school attendance parental responsibility measures. The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the Education Act 1996
- Part 3 of the Education Act 2002
- Part 7 of the Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, and 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013
- It also refers to:
- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

Continuing attendance concerns with no improvement or a lack of engagement with support may result with the issue of local authority warning notices, an interview under caution and/or prosecution in the magistrates court under section 444 in the education act 1996.

School Contacts and Roles

Mrs Sallows-Rigby (Attendance officer)	**Miss Watton (Senior Lead Teacher)**	**Mrs Stolic (Headteacher)**
• Monitoring of daily registers ensuring correct codes are being used. • First day contact calls (and follow up calls) to parents • Advising parents on illness protocols • Completion of CME paperwork • Monitoring and analysing attendance data • Benchmarking attendance data to identify areas of focus for improvement • Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher • Working with education welfare officers to tackle persistent absence • Advising the headteacher when to issue fixed-penalty notices	• Setting a clear vision for improving and maintaining good attendance • Evaluating and monitoring expectations and processes • Having a strong grasp of absence data and oversight of absence data analysis • Regularly monitoring and evaluating progress in attendance • Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff • Liaising with the pastoral team to arrange with pupils, parents/carers and external agencies, where needed • Creating intervention or reintegration plans in partnership with pupils and their parents/carers • Liaising with pastoral team to deliver targeted intervention and support to pupils and families	• **The school's Senior Attendance Champion**: leading, championing and improving attendance across the school • The implementation of this policy at the school • Monitoring school-level absence data and reporting it to governors • Supporting staff with monitoring the attendance of individual pupils • Monitoring the impact of any implemented attendance strategies • Issuing fixed-penalty notices, where necessary, and/or authorising [role] to be able to do so • Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

The attendance team can be contacted on: a2172@taw.org.uk

As an attendance team we will:

- Build close and productive relationships with parents to discuss and tackle attendance issues
- ensure that all staff are aware of the registration procedures and receive in-service training on registration regulations and education law,
- stress to parents/carers the importance of contacting staff early on the first day of absence,
- reward good and improved attendance of all pupils (attendance is discussed as a whole school each week during our Golden assembly),
- promote positive staff attitudes to pupils who come in late or who are 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 by senior managers and the school governors (Attendance report), Within the Attendance report, monitoring and comparison includes specific vulnerable groups such as SEND, CiC, PPG etc). Our attendance targets are high; we are ambitious for all pupils.
- a specified attendance team meet half termly to scrutinise attendance and impact of intervention (periodically the link Governor for attendance attends); SAL1 letters may be sent home where there is an attendance concern. If the attendance does not improve, or if there is a significant medical issue, a SAL2 may be sent. SAL late letters may be sent to those children who have reoccurring lates.
- send regular newsletters to parents and pupils informing them of attendance rates and related issues, additionally update school website with any attendance related issues,
- work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent, she/he will be missed,
- have in place procedures which allow absentees to catch up on missed work without disrupting the learning of other class members.
- Deploy attendance incentives such as 'Teacher attendance crown and cape' where the attendance cape is worn by the teacher of the winning class.

Should parents require any day-to-day support on attendance, please contact Mrs Sallows-Rigby (school office), your child's class teacher or speak to a member of our pastoral team (Miss Mantle)

Roles and responsibilities

The governing board

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, pupils and parents
- Making sure school leaders fulfil expectations and statutory duties, including:

    - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
    - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources
- Making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
    - The importance of good attendance
    - That absence is almost always a symptom of wider issues
    - The school's legal requirements for keeping registers
    - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate
- Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
- Holding the headteacher to account for the implementation of this policy
- Mrs Hustwick is our link governor for attendance. She regularly reviews attendance and holds leaders to account with the monitoring and tracking of attendance across school.

Class teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office promptly after registration at 8.45 am and the afternoon after lunch.

Admin staff

- Admin staff will:
- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the pastoral team where appropriate, in order to provide them with more detailed support on attendance

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Phone school or email on a2172@taw.org.uk before 8.45 am to report their child's absence on the day of the absence, and advise when they are expected to return or email.
- 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, where necessary, for maintaining good attendance, by contacting our pastoral team, class teacher or any staff member, who can be contacted via 01952 386986

School Day

Nursery

Morning 8:30 – 11:30 am

Afternoon: 12:15 – 3:15 pm

School Times: Reception – Year 6

- Gates open at 8:30am
- Classroom doors open at 8:35am
- Registers are taken at 8:45am. The gates to school will be locked at 8.45am, all pupils arriving after this time will need to enter school via the main office. Parents / carers will need to sign children into school advising why they have arrived late. Pupils will receive an L code (late code), late mark. Pupils who arrive to school from 9.15 am will receive an unauthorised absence, U code (unauthorised absence). We ask that parents accompany their child to the school office to sign their child/children in.
- Registers are taken after lunch at 12.55 in Reception / KS1 and 1.10pm in KS2, 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 school.
- If you are running late to pick up your child, please inform the school office. From 3:20 pm, children will need to be collected in the office.

Wraparound Care Provision

We offer our parents breakfast clubs which start at 7.45 am and our after school clubs run until 5.30 pm. If parents require more information please, contact the school office or download the forms from the school website.

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 phone or email: a2172@taw.org.uk before 8.45 am 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 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 'First day contact' procedures and contact the parent by telephone/text message.
- request the school's Education Welfare Officer (EWO) and/or the Pastoral Lead , to conduct a home visit if no response is received after 3 days of absence (this could be sooner depending on circumstance), and consider a referral to the *local authority attendance team* or contact '*Family Connect',* (T&W Policy is 5 days but as a school we believe it is necessary to make authority aware sooner). Our Education Welfare Officer: is Helen Carolina, who will carry out home visits, case depending.
- If a child is absent for 10 days, school will initiate the Missing Child In Education Protocol as advised by Telford and Wrekin Council.
- Informal check-ins with a member of the pastoral team.
- 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, pupil 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,
- Help 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 an Individual Reintegration Programme (IRP) will be implemented. The IRP will include all members of the school staff and will be designed to be as supportive of the pupil as possible
- Contact ***Family Connect 01952 385385*** for further guidance on available support.

Children Missing in Education

In accordance with the DFE Children Missing Education Statutory Guidelines 2016: 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 making 'reasonable enquiries', to establish the whereabouts of the pupil.

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.

Supporting pupils who are absent or returning to school

Pupils who have been absent will be supported by our pastoral team. Regular phone calls will be made and we can offer face to face meetings or home visits if necessary. We will work closely with families in supporting children on their return to school. On occasions the pastoral team my feel it necessary to contact outside agencies, via an early help assessment. If needed we will contact outside agencies to support parents i.e. strengthening families to ensure families receive the correct support.

Children who return to school after a complex absence will receive support from the pastoral team with one to one meetings or intervention groups until support is deemed as not needed.

Regular Attendance
Regular attendance is defined to be in accordance with the rules prescribed by the school. (Supreme Court Ruling April 2017). Regular attendance is attendance at school on each day the school is open for the pupils unless there is an authorisable reason to be absent. (Registration regulations 2006 (amended). 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 is guilty of an offence." A pupil accruing unauthorised absence is an offence for the parent.

Authorised Absence
Some absences are allowed by law and are known as "authorised absences". Such requests will be considered on a case-by-case basis. If you wish to apply for exceptional leave you will need to request a form from the school office

Unauthorised Absence
There are times when children are absent for reasons which are not permitted by law. These are known as "unauthorised absences". Examples of unauthorised absence are:

- Waiting for a delivery or repair
- Going for a family day out/going shopping
- Interpreting or supporting a parent at a meeting
- Sleeping in after a late night
- Because it is your child's birthday
- Term-time holiday
- Parent's illness (other than in an emergency)
- Where there is no explanation for absence, or the school considers the reason given for the absence unsatisfactory.
- Absence following or prior a period of school closure or authorised leave unless satisfactory evidence to justify has been provided

Unauthorised absences are reported to the Local Authority. The Education Welfare Officer may contact you where unauthorised absence continues to be a problem. The school will then work in partnership with you until matters improve.

Part-Time Attendance
Randlay Primary School and Nursery does not promote part-time attendance unless prescribed by an ECHP or built into a short term modified timetable to support a pupil with medical needs.

Performance

It is important to set realistic targets for both attendance and persistent absence; these targets will be set during the Autumn term of each academic year, in consultation with the governing body. The governing body must approve the school target for attendance to be set for the following academic year. The target should be sent to the Group Manager, Admissions, Attendance and School Organisation by the end of the Autumn term at the latest. In compiling an Action Plan, the school will look at those interventions which have been successful as part of the evaluation process.

When evaluating success the school will consider whether or not:

- Attendance has improved
- Persistent absence has reduced
- Punctuality has improved
- Parental response to absences has improved
- Re-integration plans have been successful
- 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, Life Learning lessons, or as a theme for any other lessons

Attendance Targets

Attendance	Rating	Action
97-100%		Your child's attendance is at or above the school target. This will help with all aspects of your child's progress and development in school. This will give them a good start in life and supports a positive work ethic.
92-96%		Your child's attendance is below expected. Expect a call from our attendance team to discuss how we can help.
Below 92%		Your child's absence could significantly affect your child's progress and attainment. This will be monitored closely by the attendance team. Expect to be asked to attend an attendance drop-in session.

Practice

The school will recognise the importance of good practice by:

- Keeping and maintaining registers accurately
- Maintaining a consistent approach to marking registers
- Regularly analysing attendance data (this data is cross referenced with other key data through our attendance report).
- 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
- A signed copy of any correspondence is retained by the school
- A referral is made to AST (the Attendance Support Team) for intervention

Appointments

Parents 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. Parent/Carer 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 not to take their children out of school during term time. The Governors and Headteacher of Randlay 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.

Please see appendix 2 for the form to be completed and handed into the school office.

Penalty Notice Framework

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 below.

From August 19th 2024 the Government have introduced a new 'national framework for Penalty Notices'.

- 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 do not have to be consecutive.
- Penalty Notices are increasing to £160 from September 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 which must be paid within 28 days.
- 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.

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 on school's website or a simple warning by the school that a Penalty Notice could be issued if unauthorised leave in term time is taken will suffice.

Early 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 Help** means providing support as soon as an issue emerges, at any point in a child's life. Through Randlay's Early Help offer, there are a variety of ways we can do this.

Practical support in school
Behaviour support/advice
Reward charts

Sleep and bedtime routine support
Toileting support
Healthy eating

SEND and Mental Health
BEAM
BeeU
Autism Hub
Pods

Signposting to outside agencies
Family Connect
School Nurse
Telford Crisis Support
Housing
Citizens Advice
Strengthening Families

Emotional Health and Wellbeing for children and families
Emotional well being
Attendance support
Transitions support
Wellness and self care
Anxiety support

Cost of living support
Food banks
Uniform Support
Winter coats and shoes offer
Free School meals

Promoting Good Attendance

We reward good attendance in school with the children.

We celebrate the attendance in assembly and the highest percentage class have a reward of extra playtime.

Children with 100% attendance each half term receive a certificate.

Children with 100% attendance at the end of the year receive a voucher.

As a school, we continually drip-feed and reiterate the important messages around attendance in assemblies, parental communication, parents' evenings to name but a few.

Responsibilities for school attendance

For additional information on all parties (including parents and families) involvement, please refer to this document:

https://assets.publishing.service.gov.uk/media/65e8ae343649a2001aed63aa/Summary_table_of_responsibilities_for_school_attendance__applies_from_19_August_2024_.pdf

Monitoring attendance is an essential part of safeguarding children Randlay Primary School and Nursery. In accordance with the Child Protection and Safeguarding Policy, we shall notify Family Connect if there is an unexplained absence of more than two days of a pupil who is on the child protection register. We will also consider unexplained absence as a potential child protection or safeguarding concern, including and in particular any child missing 10 days or more.

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: Leave in term-time form

Guidance Notes for Parents requesting Leave in Term Time

1. Parents wishing the school to consider granting leave in term time should read these notes carefully and then complete and send the request form below to the Headteacher. This form should be sent to the school in time for the request to be considered **before** the desired period of absence. (Parents are strongly advised not to finalise any planned absence before receiving the school's decision regarding their request). In any event the request form must be received by the school at least four weeks before the leave in term time requested dates to allow sufficient time for appropriate consideration.

2. The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Headteacher. There is no automatic right to any leave in term time. The Department for Education (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*. Telford & Wrekin Local Authority (LA) policy supports that view. Where such requests are made, the Headteacher should decide if there are **exceptional circumstances** before the leave is granted, if the leave is granted the Headteacher has the discretion to agree the duration of that leave.

3. Each case will be considered individually and on its own merits. Parents therefore, need to consider very carefully before making any request for leave in term time, the demands of the National and wider School Curriculum especially at the Key Stage assessment stage. In considering a request, the school may also take account of: -

   - **the exceptional circumstances stated that have given rise to the request;**
   - **whether the child is compulsory school age;**
   - **the stage of the child's education and progress and the effects of the requested absence on both elements;**
   - whether the same trip could be taken during the 13 weeks school is closed to pupils?
   - students/pupils on examination courses or due to take SATS will **not** normally be granted leave of absence.

4. Where parents have children in more than one school, a separate request must be made to each school. The Headteacher of each school will make their own decision based on the factors relating to the child at their school. However, there is an expectation that all schools involved will communicate and all agree a decision whether to authorise or not. It is hoped that if this situation arises parents will be persuaded to accept the reasons for refusal given and, thereby, withdraw any leave requests.

5. Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.

6. Should the school decide to grant the leave. but the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave in term time period) and, no information is available to the school to explain/justify the continuing absence or, make known the whereabouts of the child, **his/her place at the school could be lost.**

7. Should the School decide **not to grant the leave** and parents still take their child out of school the absence will be recorded as **unauthorised** which may be subject to a Penalty Notice fine of £160 per parent per child. This Penalty Notice fine will be reduced to £80 if paid within the first 21 days. Failure to pay the £160 fine within the period 22 to 28 days may lead to Court proceedings, which could ultimately result in a fine of up to £2500 and/or imprisonment of up to three months.

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