

# Excel Learning Trust

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## Attendance & Punctuality Policy

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### **1. Rationale**

- 1.1 Excel Learning Trust strives to ensure all our young people are confident both academically and socially, in order to be able to succeed in the next stages of their learning. We are determined to equip our young people for the workplace and for life in modern Britain.
- 1.2 Success at school gives young people the opportunity to enjoy a wide range of experiences, to learn how to work effectively within a team, and to develop lifelong friendships and a positive sense of belonging. Such opportunities support a young person's wider range of choices and ambitions for the future. We are committed to encouraging the development of self-esteem in our young people, and for them to take pride and ownership of all aspects of their learning. Learning never stops.
- 1.3 We understand that working in a school community is not always easy, and that there will be times when a young person feels they can't cope with coming in. However, when children don't attend school regularly, they will feel behind in their learning, especially upon their return from any extended absence. This barrier can have a detrimental impact on the very confidence we are trying to develop. Absent students also miss out on shared experiences with friends, at times leading to a sense of isolation. Such feelings can make school feel even tougher and can lead to increasing patterns of poor absence.
- 1.4 This policy represents our commitment to regular attendance in school. Most young people attend school at least 96% of the time, and this is what we aim for within all our schools. The policy sets out the principles, procedures and

practice we undertake to encourage the best attendance, and to address absence concerns when they occur.

## **2. Principles**

- Receiving a full-time, suitable education is a child's legal entitlement.
- Parents and carers have a legal responsibility to ensure this entitlement happens.
- Attending school regularly aids intellectual, social and emotional development and is essential if children are to benefit fully from their time in education.
- Children whose attendance is low are likely to have poor outcomes when leaving school. Poor attendance is one of our vulnerable indicators for providing additional support to children.

These principles are enshrined in British law, within the Education Act 1996, the Children Act 1989, and other associated pieces of legislation.

## **3. Aims of this Policy**

- To ensure that all our young people attend school regularly and punctually, in order to support their social development, educational achievements and sense of belonging.
- To celebrate and promote good attendance, to further improve the life chances of our young people, and to prepare them to make a full and meaningful contribution to society both now and into the future.
- To minimise absence from school where at all possible, and to reduce levels of persistent and severe absence.
- To carry out our legal and moral duty to safeguard students to the best of our ability.
- To ensure that all those responsible for young people's education, including parents, carers, staff and governors, understand and accept their responsibilities in relation to improving attendance in our schools further.

## **4. Roles and Responsibilities**

- 4.1 We will use every opportunity to promote the importance of good attendance and punctuality. Approaches will include regular attendance bulletins, together with incentives and rewards for good or significantly improving attendance. However, we believe that the very best foundation for good attendance is a strong partnership between school, parents, carers, and the young person, where challenges can be faced and solutions found, together.

**We will:**

- Provide and promote a welcoming and positive atmosphere so that young people feel safe and valued.
- Ensure all staff are fully aware of and clear about the actions necessary to promote good attendance and deal consistently across the Trust with absence and punctuality.
- Celebrate good and improving attendances of our students.
- Encourage young people to have a positive attitude towards attendance and punctuality so that they can retain this into adult life.
- Maintain a consistent, whole school approach to attendance by raising awareness of the importance of good attendance and punctuality, using a range of communications to parent/carers, including through social media, Parent Apps, letters and postcards.
- Meet our legal requirements with the use of correct codes for absence, with particular reference to authorised and unauthorised absence.
- Have a key member of staff or team with responsibility for monitoring, analysing and improving school attendance. Such colleagues will look at historic and emerging patterns of attendance and provide additional and targeted support. They will ensure that attendance is effectively monitored and that absences are followed up promptly in accordance with this policy.
- Ensure that there is a designated Senior Leader responsible for the strategic approach to attendance in school.
- Ensure that governors and the Trust Board maintain a strategic oversight of this policy and its impact on attendance.
- Encourage parents/carers to fully support this policy as a critical contribution towards their child's education. All new parents/carers will be introduced to this policy, together with a summary of information and our expectations regarding attendance. Information is also accessible on each school's website. Alternatively it can be provided in paper format via each school's office for those parents/carers without access to the internet.
- Communicate effectively with other agencies, including the Local Authority, to further support families who are struggling with their child's attendance.
- Ensure attendance information is available for governors and parents.
- Continue\* to share our attendance figures for each student with the DfE on a daily basis, to add to the national statistical attendance analysis studies

that are ongoing. *\*Note this becomes compulsory for all schools from August 2024*

**We expect parent/carers to:**

- Ensure that your child arrives at school on time each day.
- Let the school know if your child is going to be late, e.g., if a car breaks down, or if an urgent appointment has had to be made.
- Notify the school when your child is unable to attend, with a reason, on the very first day of the absence, before 8.30am.
- Notify the school for each subsequent day, if the absence is continuing.
- Keep the school well informed, especially about circumstances that might mean your child is absent for several days.
- Encourage both good school attendance and the value of attending school regularly.
- Provide the school with updated contact telephone numbers and changes of address as soon as there is a change.
- Provide details of at least two contacts for emergency use, including around our attendance safeguarding commitments.
- Provide medical evidence, if at all possible, indicating attendance at the dentist, doctor, or optician before the arranged appointment unless an emergency situation arises. This might include an appointment slip, NHS App message or text from a GP/dentist confirming an appointment. [We do not expect letters from a GP, which we know would incur a charge.]
- Whenever possible all doctor/dentist appointments should be made outside of school hours. Where this is not possible, the time spent out of school should be kept to the minimum, and your child returned to school on the same day where practicable.
- Book all family holidays and breaks during school holiday time, and not during term time.
- Complete a Leave of Absence form, available from the school or on the website, should there be an exceptional circumstance where permission needs to be sought to miss school.

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence

from school that is not authorised by the headteacher creates an offence in law.

**We expect all students to:**

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.
- Go to all their registration/tutor period and subject lessons on time.

**5. Recording attendance**

**5.1 Understanding types of absence coding**

We are required to record every half-day absence as AUTHORISED or UNAUTHORISED. This is why we always require information about the cause of each and every absence from school. Types of absence that are likely to be authorised are illness, emergencies, medical or dental appointments that cannot be arranged out of school hours, and unavoidably fall within the school day.

Only schools can legally authorise an absence. Parents/carers do not have this authority. Consequently, please note that **not all** absences supported by parents/carers will be classified as authorised.

**5.2 Unauthorised absence**

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Examples of types of absence that are not considered reasonable, and which will not be authorised under any circumstances are:

- Arriving at school too late to get a present mark (after the close of registration, i.e. 30 minutes after the official start of the school day).
- Staying at home because a sibling or other members in the family are unwell.
- Going shopping with parents, for example on birthdays.
- Day trips and holidays in term time.

- Truancy.

In some cases, we may change the register coding of an authorised absence to an unauthorised absence and vice versa if new information is presented. An example of this would be where a parent states a child is unwell but there is subsequent evidence the child has been on holiday. We will communicate any such change to a register to parents/carers in an open and honest manner.

When a student's attendance drops below 93%, we will not routinely authorise absence without medical evidence, such as an appointment slip as detailed above. This is to ensure we are able to correctly follow the Local Authority attendance procedures, particularly around penalty notices for persistent absenteeism, which is defined by the government as attendance remaining below 90%. Students who have 10 or more unauthorised sessions (5 days) within a 10 school week period also fall within the City of York attendance procedures. This time period can span different terms or school years, as it is not 'reset' each September.

### **5.3 Illness**

If your child has repeated periods of illness, we may ask you to provide medical evidence for each future period of illness related absence. This evidence could be a doctor's note, appointment card/letter or copy of a prescription. We may seek written permission from you to make our own enquiries. It is important that students attend school when they are well enough, even when they may have a headache or cold. Add about referring to NHS guidelines for whether a child can attend school or not or check with school. Medication can be given in school if you call the school office and needing medication is not a reason to stay at home.

## **6. School Procedures**

### **6.1 Registration and punctuality procedures**

We are legally obliged to take an electronic session register twice a day. Once at the start of the school day and once at the start of the afternoon session. The registers will remain open for 30 minutes from the start of the school day, in line with the DfE document '*Working together to improve school attendance*' [Page 77, Paragraph 289, February 2024].

Students who are late to school, but arrive before the end of the registration period will be coded L (Late before registers close) which is defined as a present mark. We will record the number of minutes late in the register. Children arriving after the registers have closed will be coded U (Late after

registers close) which counts as an unauthorised absence for the whole morning or afternoon session. Ongoing and repeated lateness after the close of registration (U mark) may mean we will initiate Local Authority attendance procedures, after 10 unauthorised attendance sessions in 10 school weeks, which might ultimately lead to the issuing of a penalty notice via the local authority, should attendance not improve with support.

Only the headteacher can authorise absence. If we don't know the reason for the absence at registration, then we will record it as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory in our view, and/or evidence of the reason cannot be provided, the absence will be coded as O (unauthorised absence). It is reasonable for members of staff to ask questions regarding a child's attendance and punctuality and when appropriate, request evidence to support the reason for absence from school.

## **6.2 First Day Absence Contact**

You must notify us by 8:30am if your child is unable to attend school for any reason. If we don't receive notification, we will contact you as early as possible within the same school day. This is because your child may have set off for school but not arrived, which would be a safeguarding concern.

## **6.3 Unexplained Absence Procedures**

We will follow Unexplained Absence (UA) procedures by:

- Contacting you on the first day of absence by telephone/text, to try to ascertain the reason.
- Making a home visit if texts/telephone phone calls are unanswered for 4 days or earlier in some cases
- Informing any appropriate professionals or agencies working with your child or family, where appropriate.

If your child is still too unwell to attend the following day, you must contact us again before 8:30am to inform us. If we already have concerns about your child's attendance, we may carry out a home visit even if you have given us a reason for the absence.

## **6.4 Continued Absence Procedures**

If, after three days of absence, your child has not been seen and you have not contacted the school, we will speak with our pastoral and safeguarding leads, and will then make all reasonable enquiries to establish contact with you, including making enquiries to known friends and wider family.

If this is unsuccessful, we will make a home visit to check the safety and wellbeing of your child. We may also contact officers from the Local Authority.

If we have concerns about your child's attendance, we will invite you into school to discuss the matter, discuss any barriers, and come up with an agreed action plan and robust targets for improved attendance. If you are unable to attend, we will conduct the meeting over the telephone or online. However, if you are unable or unwilling to attend, the meeting will be held in your absence. If attendance fails to improve, we will refer the matter to the Local Authority, using the established attendance procedures.

### **6.5 Understanding absence figures**

We understand that it can be difficult to make sense of attendance figures. We will work with parents/carers to make such figures meaningful and realistic, be it aiming to have full weeks in school, or attend for a certain number of days in a row, to get above a threshold, such as the one for persistent absenteeism, i.e. 90%.

95% attendance means missing 10 days (2 weeks) over the academic year  
90% attendance means missing 20 days (4 weeks) over the academic year  
85% attendance means missing 30 days (6 weeks) over the academic year  
80% attendance means missing 40 days (8 weeks) over the academic year

The DfE defines 'persistent absenteeism' as being below 90% attendance. Whilst achieving 90% in an examination would be a considerable achievement, 90% attendance means missing half a day of school every week, which is the same as missing half a year of school over 5 years.

### **6.6 Children Missing from Education (CME)**

All Local Authorities have a legal responsibility to identify young people who are missing from education (CME) and also those who are at risk of missing education. Where necessary, Local Authorities must return such young people to a suitable education provision.

This responsibility also applies to all young people of compulsory school age who are not on a school roll or are receiving suitable education elsewhere, but have been out of any education for a substantial period. This is usually more than four weeks.

We have a legal duty to undertake our own checks first and will notify the Local Authority if a young person appears to have left the school and their whereabouts are unknown.



## **Ensuring a good education for children who cannot attend school because of health needs**

If your child is going to be absent for longer than 15 days due to medical reasons either consecutively or cumulatively, we will work with you and the Local Authority to ensure that your child will have access to relevant and appropriate education. This includes Public Examination provision and the education of siblings where your family have had to travel and stay away from the home. Such an absence would normally be accompanied by medical evidence.

### **6.7 Partial Timetables**

All young people of compulsory school age are entitled to a full-time education, of 25 hours a week minimum. In very exceptional circumstances there may be a need for what is known as a 'temporary partial timetable' to meet a child's individual needs. This, for example, might include a medical condition that prevents a young person from attending full-time education and a partial timetable is considered appropriate as part of a re-integration package back into full-time education.

A partial timetable must last no longer than six weeks, and will be subject to weekly review. After that point a young person is expected to attend full-time, either at school or at an alternative provision. If we believe that a partial timetable is in the best interests of your child for a short period, we will discuss this with you, alongside formal review arrangements. Upon deciding a partial timetable with you, we are effectively agreeing to a young person being absent from school for part of the week or day. In this circumstance we are required to code such absence as authorised using code C in the register when not in school.

### **6.8 Persistent and Severe Absence Procedures**

If your child misses 10% or more of their schooling across a year **for whatever reason, whether it is authorised or unauthorised, or a mixture of both**, they are classified by the DfE as a 'Persistent Absentee.' Missing 50% or more of school is defined as 'Severe Absenteeism'. At these levels of attendance, your child would not be receiving a suitable education and their outcomes will be affected. We will inform you if your child is moving into the category of persistent absence, and your child's attendance will be monitored. This is because young people can easily get into a habit of missing school. Without help it can rapidly get worse. We will try to make the attendance figures we share with you understandable, and will set targets that are easy to understand, such as how many days your child needs to attend to get above

the 90% threshold.

It is essential that we avoid the kind of impact that poor attendance can have on your child. If you are facing circumstances which make it difficult to ensure your child's attendance at school, you should tell us as soon as possible. We are here to support you. We will meet with you and provide access to wider support services where appropriate, to help understand and remove potential and actual barriers to attendance.

We monitor registers to identify students with a pattern of absences that may lead to Persistent Absence (PA). Initially we will try to resolve the problem with you. We will agree on actions and targets to improve attendance. However, if the pattern continues, and in particular if there is a lack of engagement with the process, we will make a referral to the Local Authority.

#### **6.9 Reluctant attenders/school refusal**

You should do everything possible to ensure your child attends school. However, if the reason for your child's absence (rather than reluctance) appears to be school based, such as difficulty with accessing the curriculum or bullying, you should discuss this with us at the earliest opportunity and we will do everything possible to resolve it. Remember that issues like this are rarely solved immediately and can only be addressed if you work with us to get your child back into school. It is our experience that condoning or supporting your child's reluctance to attend is likely to make the matter worse, making it very difficult to achieve a positive outcome.

#### **6.10 Applications for leave of absence in term time**

If your child is performing, for example in a Christmas pantomime, you can seek leave of absence from us for your child to take part in a performance. You must contact us to discuss the nature and frequency of the work, whether your child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is, however, our discretion as to whether to authorise this. We will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

If your child is taking part in activities organised outside of the school e.g., regional, county, national and international events and competitions, you may seek leave of absence from school. Again, it is down to our discretion as to whether to authorise this. We will wish to discuss the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the headteacher and is not likely to be approved if it

is a regular event, unless the sports club or association is providing an education tutor as part of their coaching.

#### **6.11 Leavers**

You must inform us in writing if you are planning to remove your child from school to move to another, other than at normal leaving times at the end of Year 6 or Year 11. You must give us full information about your plans and the reasons for moving, including the proposed date of move, new address, the name of the new school your child will attend and their start date when known. This is because we have a legal responsibility to ensure that no child goes missing from education during the transfer between schools. We also need to transfer information to the new school, to support your child's transition.

#### **6.12 Elective Home Education (EHE)**

If you wish to remove your child from school with a view to educating at home, we will work with other key professionals and coordinate a meeting with you if possible. This is because it is a significant step to decide to remove your child from mainstream education, and we feel the best place for young people is in school. You should consider whether you are able to provide a suitable education for your child, how they will gain necessary examination qualifications and whether your provision will enable them to return to a school if your circumstances change. We will pass information about your decision to the Local Authority, which is responsible for monitoring EHE. The Local Authority will check that you are able to provide a suitable education. If at any point the Local Authority has concerns that your provision is unsuitable, it may take legal action to put your child back into a school.

We will inform the Local Authority of your decision to home educate before removing your child from the school roll, to allow them to speak with you before you make the decision.

#### **6.13 Students who do not start school**

Young people who are allocated places in a school, for example at the start of Year 7, but fail to start are also treated as Children Missing Education. If we have been unable to make contact with you during a ten-day period after the expected arrival, we will refer your child to the Local Authority for further checks.

### **7. Legal Sanctions**

- 7.1 You have a legal duty to ensure the regular and full-time attendance at school of registered pupils (Education Act 1996).

- 7.2 We regard the use of legal sanctions as a last resort where attendance is low and has not improved despite our best efforts to work with families. We strongly believe that open, honest and positive relationships with our families and young people are the key to improving attendance. However, our use of legal sanctions underlines the importance of attendance and our determination that all young people in our schools receive their right to a suitable education.
- 7.3 If your child's attendance falls below 93% without a suitable reason, you will receive a letter telling you that we are concerned that further absences may lead to your child being defined by the DfE as a persistent absentee.
- 7.4 If there is further unauthorised absence, including crossing the national threshold of 10 unauthorised absences in 10 school weeks, you will receive an early concern letter, and there will be a period of closer attendance monitoring for four school weeks. Should there be further unauthorised absences in that monitoring period, you will be invited to a meeting to discuss any potential attendance barriers, and to develop a plan of support that improves your child's attendance. Such meetings would usually be conducted in person at the school. However we want to be as supportive as possible when working with families, and alternatives to in person meetings will be offered via online meets such as Teams or GMeet, or over the telephone. At this meeting an action plan will be agreed with you, followed by four weeks of attendance monitoring where no further unauthorised absences should occur. If there are further unauthorised absences you will be invited to a review meeting to develop a revised plan of support that improves attendance. Further unauthorised absences within an additional four weeks of attendance monitoring will usually result in a referral to the Local Authority for consideration of legal action.
- 8. Penalty Notices**
- 8.1 The Local Authority may issue fixed penalty notices (fines) and prosecute parents for poor attendance by their child. If a parent/carer doesn't pay a fixed penalty notice, the Local Authority may make a referral to Court.
- 8.2 Penalty Notices can be issued for unauthorised term-time holidays, poor attendance and poor punctuality, where a student regularly receives a U mark for the morning session, due to arriving more than 30 minutes after the official start of the school day.
- 8.3 If your child's attendance does not improve after we have offered support, the consequences may be one of the following:

1. £80\* fine (per pupil, per parent/carer) if paid within 21 days, or £160\* if paid within 28 days. Failure to pay the Penalty Notice will result in prosecution in the Magistrates Court.
2. The Local Authority may initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, or even imprisonment.
3. In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of your child.

*\*These figures apply from September 2024. Prior to this they are £60 and £120 respectively.*

## **9. Holidays in term time**

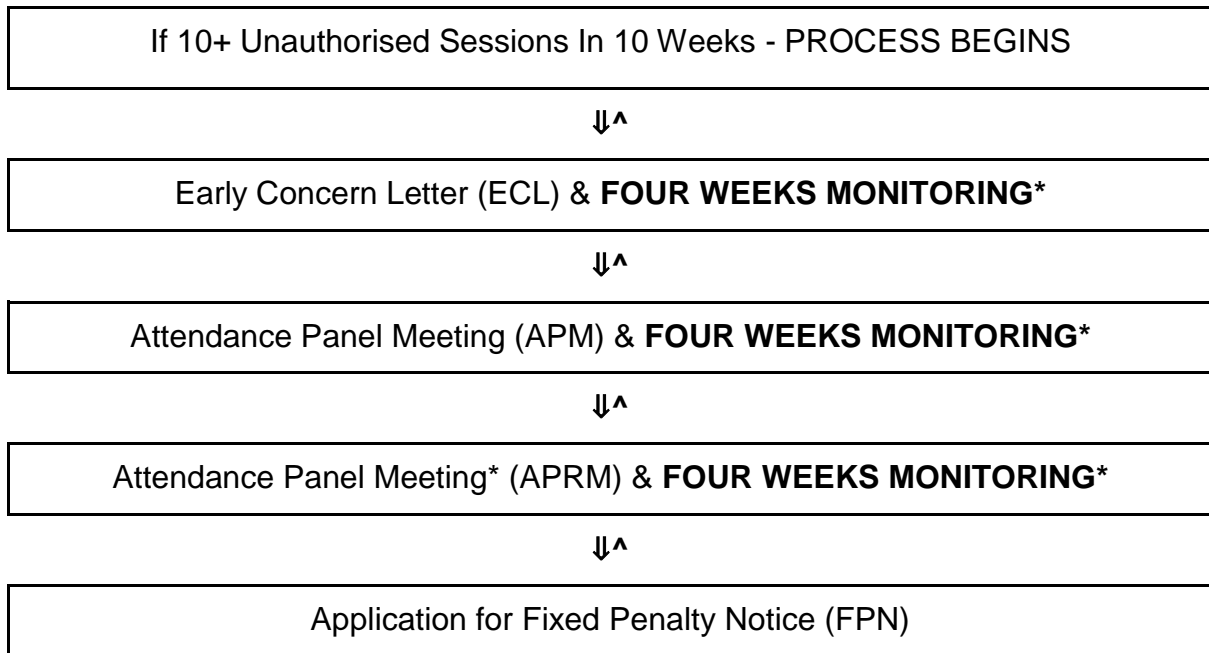
- 9.1 There is no entitlement in law to time off school during term time. Young people who are absent from school fall behind in their learning. They miss out on school events. Many find it difficult to catch up. In addition, school staff have to divert their attention away from other young people in order to support those that have fallen behind due to a holiday-related absence.
- 9.2 For this reason, any request for leave of absence due to holidays in term time will not be authorised. It is expected that this Request for Absence Form (Appendix 3) is submitted to the school at least 2 weeks in advance of the proposed absence. Even if this timescale is not possible, the Form should still be completed. All factors that need to be considered must be stated on this form. The school has the right to apply to the Local Authority to serve a Penalty Notice to parents/carers who insist on taking their children out of school without authorisation. Penalties require each parent to pay a fine of £80\* per child if paid within 21 days or £160 if paid after 21 days but within 28 days. Failure to pay within the specified timescale could result in prosecution in the Magistrates Court for failure to ensure regular school attendance.

## **10. Legislation and guidance**

- 10.1 This policy meets the requirements of the guidance 'Working together to improve school attendance' from the DfE [February 2024], These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:
- Part 6 of The Education Act 1996
  - Part 3 of The Education Act 2002

- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013 This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## Appendix 1 - Attendance Procedures Flow Chart



This policy recognises and permits local authority attendance teams to escalate procedures where both the school and local authority feel appropriate.

*\* if a student acquires unauthorised absences within a monitoring period, there is no requirement to wait four weeks before moving to the next stage.*

*^ if a student is successful, the process can be stopped at the end of a monitoring period and a Praise Letter (PL) sent to inform parents of success. **A Monitoring Period can also be extended by up to two more weeks if reasonable progress has been made, at the discretion of the headteacher/deputy headteacher via the weekly attendance procedures meeting with the attendance lead.***

## Appendix 2 - DfE Attendance and Absence Codes, Descriptions and Meanings

Taken from DfE 'Working together to improve school attendance' February 2024.

A session refers to either a morning session, or an afternoon session.

\* refers to a code that applies from August 2024.

### Present (in school)

Code	Definition	Explanation
/	Present (AM)	Present at morning registration
\	Present (PM)	Present at afternoon registration
L	Late arrival	Arrived late to school before the register had closed.
U	Arrival after registration	Arrived late to school, after the register had closed. <i>This is defined as an unauthorised absence, see below.</i>

### Attending an approved educational activity

Code	Definition	Explanation
D	Dual registered	Attending a session at another setting, where they are also registered, and therefore were not expected to attend the school in question, for example a hospital school, special school or pupil referral unit on a temporary basis.
B	Off-site educational activity	Attending an off-site activity of an educational nature* that has been approved by the school and supervised by someone authorised by the school, for example a taster day at another school, attending courses at college or attending unregistered alternative provision arranged or agreed by the school. Schools must be satisfied that appropriate measures have been taken to safeguard the pupil.
J1	Interview	Attending an interview with either prospective employers, or another educational establishment, that the school is satisfied that is linked to employment prospects, further education or transfer to another school.
K*	Arranged education	Attending education arranged by the council, rather than



		by the school.
P	Sporting activity	Taking part in a sporting activity that has been approved by the school. The final decision on approving the activity rests with the school and should take into account the effort on the student's general education.
V	Educational visit or trip	Attending an organised visit or trip, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school, and must be supervised by a person authorised by the school.
W	Work experience	Attending work experience, supervised by a person authorised by the school, and is only for students in the final 2 years of compulsory education.

### Authorised absence from school

Code	Definition	Explanation
C	Leave of absence granted by the school approved in exceptional circumstances	Leave of absence approved by the school, in exceptional circumstances only, and only if applied for in advance by the parent the student normally lives with. Granted entirely at the headteacher's decision, for example participation in a performance supported by a local authority licence or a BOPA, or where a student is subject to a temporary part-time timetable, only in place for the shortest time necessary.
C1*	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Leave of absence approved by the school, in exceptional circumstances only, and only if applied for in advance by the parent the student normally lives with. Granted entirely at the headteacher's decision, for example participation in a performance supported by a local authority licence or a BOPA, or where a Justice of the Peace has given the pupil a licence to go abroad for a performance or other regulated purpose under section 25(2) of the Children and Young Persons Act 1933.
C2*	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Leave of absence granted by the school under regulation 11(6) to temporarily reduce the timetable of a pupil of compulsory school age to part-time, if the school and a parent who the pupil normally lives with have

		<p>agreed that, exceptionally, the pupil should temporarily be educated only part-time and have agreed the times and dates when the pupil will, during the period of temporary part-time education, be expected to attend the school.</p> <p>Please note all pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs</p>
H	Family holiday granted by the the school	<p>Granted only in exceptional circumstances at the headteacher's discretion, and only where an application for an exceptional leave of absence has been made in advance by the parent the student normally lives with.</p> <p><i>The DfE guidance states that 'parents should plan their holidays around school breaks and avoid seeking permission from schools to take their children out of school during term time unless it is absolutely avoidable.'</i></p>
E	Excluded but no alternative provision made	<p>Suspended from school, where no alternative provision is made for the student to continue their education whilst they are suspended or permanently excluded from school. Alternative provision must be arranged from the sixth consecutive day of any suspension or exclusion.</p>
I	Illness (not medical or dental appointment)	<p>School has been notified by parents that the student is unable to attend school due to illness, either physical or mental health related.</p>
M	Medical or dental appointment	<p>Attending a medical or dental appointment, and only out of school for the minimum time necessary. <i>The DfE guidance is that parents should make appointments out of school hours, but where this is not possible they should get the school's agreement in advance.</i></p> <p>If a student is present at a session's registration but has a medical appointment later in that session then no absence needs to be recorded for that session.</p>
R	Religious observance	<p>Attending a day that is exclusively set apart for religious observance by the parents' religious body.</p>
S	Study leave	<p>If a school decides to grant study leave it should be used sparingly and can only be granted to Year 11 students</p>

		during public examinations.
T	Traveller absence	Is travelling as part of a traveller community, where the parent(s) is travelling for occupational purposes and the school has granted a leave of absence following a request from the parent. A number of different groups are covered by the generic term traveller, as per DfE guidance.

**\*Absent - unable to attend school because of unavoidable cause**

Code	Definition	Explanation
Q	Unable to attend the school because of a lack of access arrangements	The pupil is unable to attend the school because a local authority has a duty set out in regulation 10(12) or (13) to make access arrangements to enable the pupil's attendance at school and have failed to do so.
Y1	Unable to attend due to transport normally provided not being available	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available. Walking distance in relation to a child under the age of 8, means 2 miles, and for a child of 8 or above, means 3 miles. In each case measured by the nearest available route.
Y2	Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session. Instead, every pupil listed in the admission register at the time must be marked with code Y4 to record the fact that the school is closed. This code is not used for any planned closure such as

		weekends or holidays.
Y5	Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are either in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6	Unable to attend in accordance with public health guidance or law	Applies where the pupil's travel to or attendance at the school would be contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care or prohibited by any legislation relating to the incidence or transmission of infection or disease.
Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school. This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6)).

### Unauthorised absence from school

U	Arrival after registration	Arrived late to school, after the register had closed. This is deemed to be more than 30 minutes after the official start of the school day.
N	No reason for absence yet provided	Unexplained or unexpected absence that has not been explained by the parent. Schools are required to follow up such absence in a timely manner, and then add the correct absence code once established. This code should be amended to an O if the reason cannot be established, no longer than 5 working days later.
O	Absent without	Where no reason for absence is established by the

	authorisation	school, or the school is not satisfied that the reason given is an authorised absence.
G	Holiday not granted by the school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence should not be granted.

### **Appendix 3 - LEAVE OF ABSENCE REQUEST FORM**

Applications for a leave of absence must be made by the parent/carer with whom the child lives, and should give at least two weeks' notice prior to the start of the leave of absence.

You are strongly advised to obtain permission for leave of absence before making any bookings.

**a) STUDENT NAME:** \_\_\_\_\_ **TUTOR**  
**GROUP:** \_\_\_\_\_

**b) NAME & ADDRESS OF PARENT/CARER:**

*According to the law, headteachers can only grant leave of absence in 'exceptional circumstances'.*

**c) Please explain below why you are requesting absence in term-time:**

**d) Period of leave requested:**

From: \_\_\_\_\_ To: \_\_\_\_\_ (inclusive)

**e) Details or any other holiday request made in the current school year:**

**f) Parent/Carer Declaration:** \_\_\_\_\_ I understand in making this request that:

- It is against the advice of the school
- I will do all I can to ensure that my child catches up on all work that he/she misses
- My child will miss part of his/her education that cannot be fully replaced

**g) Signed:** \_\_\_\_\_ **(Parent/Carer)** **Date:** \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO THE SCHOOL OFFICE**

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**FOR SCHOOL USE ONLY:**

Current attendance YTD: \_\_\_\_\_ %

	Request granted		Entered on attendance
	Request granted:		Attendance code
	Letter/email sent		Staff initials